

**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: BayREN Integrated Commercial Retrofits (BRICR)
2. Department: Department of the Environment
3. Contact Person: Victoria Chan Telephone: 415-355-3704
4. Grant Approval Status (check one):  
☒ [X] Approved by funding agency ☐ [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$447,370
- 6a. Matching Funds Required: \$ 376,333  
b. Source(s) of matching funds (if applicable): The San Francisco portion of the Cost Share will be contributed by San Francisco Energy Watch for technical assistance and incentives provided to a support subset of the energy efficiency retrofits. Average cost share per retrofit is derived from program averages for small business projects.
- 7a. Grant Source Agency: U.S. Department of Energy (USDOE)  
b. Grant Pass-Through Agency (if applicable): Association of Bay Area Governments (ABAG)
8. Proposed Grant Project Summary: The goal of BRICR is to systematically mine energy efficiency from small and medium commercial buildings throughout the SF Bay Area. BRICR will develop tools to enable the assessment of all buildings in the nine counties and reduce the cost of targeting, design, and project development for energy efficiency retrofits by enhancing and integrating complementary existing open source tools for large-scale building energy analysis for project targeting; rapidly drafting proposal scenarios for deep and serial retrofits; easy management of energy performance & building attribute data; and provision of program data to providers of innovative financing products and energy technologies. This information and project results will be shared throughout the nation.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: October 1, 2016 End-Date: December 31, 2019
- 10a. Amount budgeted for contractual services: \$73,000  
b. Will contractual services be put out to bid? No.
  - i. Business Council on Climate Change is a San Francisco non-profit that will provide advisory services.
  - ii. Prospect Silicon Valley is a San Jose non-profit that will provide unique advice on new energy efficiency technologies to be incorporated into the deep energy retrofit packages.
  - iii. Joule, Renew Financial, and Emerald Cities are providing unique financial advice and services and a large amount of the cost share required for the project.

iv. East Bay Energy Watch is a project of StopWaste, a joint powers authority of the cities of Alameda County, that will test pilot the software tool and provide invaluable feedback on the usability of the tool.

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out?

The NAM contract is on-going, providing a range of technical services that are specialized or cannot be provided by City forces. All other contractors are one-time partners included for their unique assets. It is expected that knowledge transfer will enable some of the future technical work to be performed by existing Department staff.

11a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$57,278

b2. How was the amount calculated? The 18% rate was calculated using the 2 Step Method of the U.S Office of Management and Budget. The amount was calculated multiplying for the estimated hours to be performed by staff times the labor rate times 18%.

c1. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments: Two National Laboratories, Lawrence Berkeley and National Renewable Energy Laboratory, are partners and will not receive their share through the Department, but directly from USDOE. Completion of this work will enable the Department to seek other State funds to perform hundreds of energy retrofits throughout the San Francisco.

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments: All of the facilities are privately owned small commercial buildings. Staff will make site visits to perform site assessments as part of their regular duties in the Energy Watch program.

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Deborah Raphael, Director, Department of the Environment

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)