

File No. 091412

Committee Item No. _____
Board Item No. 48

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee:

Date: _____

Board of Supervisors Meeting

Date December 15, 2009

Cmte Board

| | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

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Completed by: Victor Young

Date _____

Completed by: Victor Young

Date December 10, 2009

An asterisk'd item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



1 [Accept and Expend Resolution for Federal Funds.]

2
3 **Resolution authorizing the Department of the Environment (SF Environment) to**
4 **retroactively accept and expend funds from the United States Department of Energy's**
5 **Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program**
6 **(being passed through Research and Development Solutions, LLC) in the amount of**
7 **\$60,000 to support San Francisco's Clean Cities Coalition Program and its work related**
8 **to reducing petroleum use and improving air quality in the City and County of San**
9 **Francisco.**

10 WHEREAS, the United States Department of Energy's Office of Energy Efficiency and
11 Renewable Energy Vehicle Technologies Clean Cities Coalition Program has approved the
12 appointment of SF Environment's Clean Vehicles Program Manager to the position of San
13 Francisco Clean Cities Coordinator; and

14 WHEREAS, The U.S. Department of Energy's Office of Energy Efficiency and
15 Renewable Energy Vehicle Technologies provides annual supplemental funding (passed
16 through Research and Development Solutions, LLC) to cover activities of the San Francisco
17 Clean Cities Coalition Coordinator; and

18 WHEREAS, The goals and objectives of U.S. Department of Energy's Clean Cities
19 Coalition Program are aligned with the goals and objectives of the City and County of San
20 Francisco related to improving air quality, reducing petroleum usage and reducing global
21 warming emissions; and

22 WHEREAS, Funds from the U.S. Department of Energy's Clean Cities Coalition
23 Program support the Clean Air Program's ongoing efforts to implement the City's
24 Environmental Codes related to air quality and emissions reductions; and

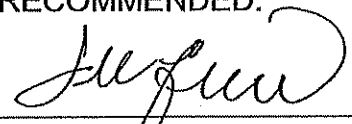
1 WHEREAS, These efforts include activities such as promoting alternative fuel vehicles,
2 facilitating the use of alternative fuels to displace petroleum, and providing outreach and
3 education to local fleet operators; and

4 WHEREAS, the grant budget includes provision for indirect costs of \$5,455; and

5 WHEREAS, this grant does not require an ASO amendment; now, therefore, be it

6 RESOLVED, that the Board of Supervisors hereby authorizes the Director of the
7 Department of the Environment to retroactively accept and expend \$60,000 from the US
8 Department of Energy's Office of Energy Efficiency and Renewable Energy Vehicle
9 Technologies Clean Cities Coalition Program (being passed through Research and
10 Development Solutions, LLC) to perform work related to improving air quality, reducing
11 petroleum usage and reducing global warming emissions in the City and County of San
12 Francisco.

13 RECOMMENDED:

14 
15
16 Jared Blumenfeld, Executive Director
Department of the Environment

APPROVED: 

 Mayor

APPROVED: 

Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of the Environment
DATE: 11/9/09
SUBJECT: Accept and Expend Resolution for Federal Grant
GRANT TITLE: Clean Cities Coordinator

Attached please find the original and 4 copies of each of the following:

☒ Proposed grant resolution; original signed by Department, Mayor, Controller
☒ *former resolution # 289-09*
☒ Grant information form, including disability checklist

☒ Grant budget

☐ Grant application There was no application process for these funds

☒ Grant award letter from funding agency (letter authorizing the Department of Environment's Clean Vehicles Program Manager to serve as the SF Clean Cities Coordinator)

☒ Other (Explain): Budget Analyst Reference Guide questions

Special Timeline Requirements:

An Accept and Expend for these funds was approved by the Board (r0289-09), however it listed Department of Energy as the grantor. DoE is the grantor, but the money is passed through a non-profit. The Controllers Office has requested a new Accept and Expend be submitted, thus the new A/E should be approved as soon as possible.

Departmental representative to receive a copy of the adopted resolution:

Name: Shawn Rosenmoss

Phone: 415-355-3746

Interoffice Mail Address:

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

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: San Francisco Clean Cities Coordinator
2. Department: Department of the Environment (SF Environment)
3. Contact Person: Shawn Rosenmoss Telephone: 415-355-3746
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$60,000

6a. Matching Funds Required: None

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: The United States Department of Energy: Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program's Clean Cities Coalition.

b. Grant Pass-Through Agency (if applicable): Research and Development Solutions, LLC

8. Proposed Grant Project Summary:

Funding from the United States Department of Energy: Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program (being passed through Research and Development Solutions, LLC) provides for San Francisco's participation in the national Clean Cities Coalition by supporting the salary of SF Environment's Clean Vehicles Program Manager and its Clean Air Transportation program. Funds support the Clean Vehicles Program Manager's ongoing job responsibilities such as promoting alternative fuel vehicles, facilitating the use of alternative fuels to displace petroleum, and providing outreach and education to local fleet operators, which are also the activities required of regional members of the Clean Cities Coalition Program. These funds are being sent to Research and Development Solutions, LLC and are then given to SF Environment.

The original Accept and Expend Resolution was approved by the Board on July 21, 2009 (Res. No. 289-09). The Controllers Office has requested it be re-submitted as original documents had funds coming to SF Environment directly for the Department of Energy.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/09 End-Date: 6/30/10

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: n/a

b. Will contractual services be put out to bid? n/a

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

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

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$5,455 b2. How was the amount calculated? It is 10% of total budget as allowed by the funding source

c. 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):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. 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)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

(Name)

Date Reviewed: _____

Department Approval: _____

Shawn Rosenmoss

Manager of Grants and Fundraising

(Name)

(Title)

(Signature)

1 [Accept and Expend Resolution for Federal Funds.]

2
3 Resolution authorizing the Department of the Environment (SF Environment) to accept
4 and expend funds from the United States Department of Energy's Office of Energy
5 Efficiency and Renewable Energy Vehicle Technologies Program in the amount of
6 \$60,000 to support San Francisco's Clean Cities Coalition Program and its work related
7 to reducing petroleum use and improving air quality in the City and County of San
8 Francisco.

9
10 WHEREAS, The United States Department of Energy's Office of Energy Efficiency and
11 Renewable Energy Vehicle Technologies Clean Cities Coalition Program has approved the
12 appointment of SF Environment's Clean Vehicles Program Manager to the position of San
13 Francisco Clean Cities Coordinator; and

14 WHEREAS, The U.S. Department of Energy's Office of Energy Efficiency and
15 Renewable Energy Vehicle Technologies provides annual supplemental funding to cover
16 activities of the San Francisco Clean Cities Coalition Coordinator; and

17 WHEREAS, The goals and objectives of U.S. Department of Energy's Clean Cities
18 Coalition Program are aligned with the goals and objectives of the City and County of San
19 Francisco related to improving air quality, reducing petroleum usage and reducing global
20 warming emissions; and

21 WHEREAS, Funds from the U.S. Department of Energy's Clean Cities Coalition
22 Program support the Clean Air Program's ongoing efforts to implement the City's
23 Environmental Codes related to air quality and emissions reductions; and
24
25

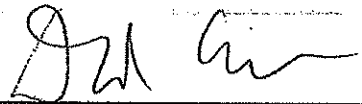
1 WHEREAS, These efforts include activities such as promoting alternative fuel vehicles,
2 facilitating the use of alternative fuels to displace petroleum, and providing outreach and
3 education to local fleet operators; and

4 WHEREAS, the grant budget includes provision for indirect costs of \$5,455; and


5 WHEREAS, this grant does not require an ASO amendment; now, therefore, be it

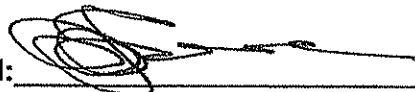
6 RESOLVED, that the Board of Supervisors hereby authorizes the Director of the
7 Department of the Environment to accept and expend \$60,000 from the U.S. Department of
8 Energy's Office of Energy Efficiency and Renewable Energy Vehicle Technologies Clean
9 Cities Coalition Program to perform work related to improving air quality, reducing petroleum
10 usage and reducing global warming emissions in the City and County of San Francisco.

11
12 Recommended:

13 
14

15 Department Head

Approved: 
16 for Mayor

Approved: 
17 for Controller



City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 090893

Date Passed:

Resolution authorizing the Department of the Environment to accept and expend funds from the United States Department of Energy's Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program in the amount of \$60,000 to support San Francisco's Clean Cities Coalition Program and its work related to reducing petroleum use and improving air quality in the City and County of San Francisco.

July 14, 2009 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell, Mirkarimi

File No. 090893

I hereby certify that the foregoing Resolution
was ADOPTED on July 14, 2009 by the
Board of Supervisors of the City and County
of San Francisco.

7/21/2009

Date Approved

Angela Caltrillo

Angela Caltrillo
Clerk of the Board

Mayor Gavin Newsom

Mayor Gavin Newsom

File No. 090893

City and County of San Francisco
Tails Report

| Department of the Environment-City and County of San Francisco (SFE) | | | |
|--|--|--|-----------|
| Accept and Expend Funds from Department of Energy Clean Cities Coalition | | | |
| | | | |
| Personnel | | | |
| Department of the Environment | Senior Environmental Specialist 5642-Clean Air Manager | Manage clean air projects related to goals and objectives of the Clean Cities Coalition which are the same as the City of San Francisco's clean air goals and projects | \$ 34,098 |
| | Benefits | at 28% | \$ 9,547 |
| | Total Personnel | | \$ 43,645 |
| Supplies | | | \$ 1,000 |
| Local workshops/events | Clean Air Manager to provide 3 local workshops and outreach events on Clean fuel automobiles | Venue rentals, materials and supplies for workshops | \$ 5,000 |
| Training/conference fees | | Clean Air Manager required attendance at Trainings and conferences | \$ 2,500 |
| Travel | required attendance at trainings and conferences | National US DOE mandatory meetings and conferences-3 trips at \$800 per trip for the Clean Air Manager | \$ 2,400 |
| | | | |
| SubTotal Project | | | \$ 54,545 |
| Indirect | Department of the Environment administrative details | at 10% | \$ 5,455 |
| Grand Total | | | \$ 60,000 |

*Legislative Checklist to be submitted with all supporting materials for items
scheduled on a Committee Consent Calendar*

Board of Supervisors File Number: _____

Department: Environment

Department Contact: Shawn Rosenmoss

Contact Phone Number: 415-355-3746

Type of Legislation on Consent Calendar:

- ☐ amendments to the City Code that have no fiscal impact and have not been subjected to the 30-day rule provided in Rule 5.41 (which governs amendments to the City Code that have been determined by the President to create or revise major City policy);
- ☐ specific authorizations to sell bonds;
- ☐ the refunding of bonds when done only to achieve lower interest rates and cost savings for the City;
- ☐ authorizations for the acceptance of gifts;
- ☒ authorizations for the acceptance and expenditure of grant funds;
- ☐ authorizations for renewing property leases, with no significant changes in the terms of the lease (the implementation of COLAs is not considered a significant change in the terms of a lease);
- ☐ supplemental appropriations that only involve non-General Fund monies or re-appropriate funds that have been previously appropriated by the Board of Supervisors;
- ☐ releases of reserves under \$500,000;
- ☐ other items that the Committee Chair and the Budget Analyst agree do not require a Budget Analyst's review and report.

Description: This resolution authorizes the Department of the Environment (SF Environment) to accept and expend funds in the amount of \$60,000 passed through by Research and Development Solutions, LLC from the United States Department of Energy Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program to support the SF Clean Cities Coalition's work to promote alternative fuel vehicles, facilitate the use of alternative fuels to displace petroleum, and provide outreach and education to local fleet operators in the City and County of San Francisco. The original Accept and Expend was approved by the Board on July 21, 2009 (Res. No. 289-09). The Controllers Office has requested it be re-submitted as original documents showed the funds coming to SF Environment directly for the Department of Energy instead of being passed through Research and Development Solutions, LLC

Presentation of Budgetary Information to Board Committees in Conformance with Budget Analyst Reference Guide

- X Summary budget information included
- X Position Detail Information (included in budget)
- ☐ Equipment Detail Information
- ☐ Capital/Facilities Improvement Project Information
- ☐ Consultant/Contractor Expenditures and Selection Processes
- ☐ Written explanation and justification for budget request.

Information provided in Conformance with Budget Analyst Reference Guide for the following:

- ☐ Amendments to City Code (Administrative Code, Municipal Code, Health Code, etc.)
- ☐ Issuance of Debt (i.e., Bonds)
- ☐ Gifts to the City
- X Grants (authorization to apply for, accept and expend)
- ☐ Property Leases – City as Lessor
- ☐ Property Leases – City as Lessee
- ☐ "Proposition J" Contracts (City contractors under Charter Section 10.104)
- ☐ Releases of Reserves
- ☐ Supplemental Appropriations
- ☐ Memoranda of Understanding (MOU) and other Agreements

Other Information Provided:

Budget Analyst Reference Guide Questions

23. Describe the source of funds. Funds are provided by United States Department of Energy under the Office of Energy Efficiency and Renewable Energy Vehicle Technologies Program. These funds are being sent to Research and Development Solutions, LLC and are then given to SF Environment. The Accept and Expend was approved by the Board on July 21, 2009 (Res. No. 289-09). The Controllers Office has requested it be re-submitted as original documents had funds coming to SF Environment directly for the Department of Energy.

24. Describe the grant-funded project clearly, concisely and in layman's terms.

Funds from the U.S. Department of Energy's Clean Cities Coalition Program support the SF Environment Clean Air Transportation Program's ongoing efforts to implement the City's Environmental Codes related to air quality and global warming emissions reductions. These efforts include activities such as promoting alternative fuel vehicles, facilitating the use of alternative fuels to displace petroleum, and providing outreach and education to local fleet operators. Funds are specifically used to support the Clean Vehicles Manager's existing responsibilities

25. Provide context and detail to the grant so that the proposed project can be compared to current operations.

As a member of the Department of Energy's National Clean Cities Coalition Program, the San Francisco Clean Cities Coalition activities are coordinated by the SF Environment Clean Vehicles Manager. Clean Cities Coalition activities and goals are exactly the same as those of the City and County of San Francisco and these funds will support the Clean Vehicles Program Manager's salary and ongoing job responsibilities.

26. Identify any ongoing costs for the Department once the grant funds expire, such as new personnel, new equipment, new leases, etc and how the Department would fund such future costs. It is anticipated that funding will continue on into future years, but should they be terminated there will be no ongoing costs to the Department.

27. If the grant period has begun before the Department has been given Board of Supervisor approval, the Department should state why it is late in seeking approval and the resolution must provide for retroactivity. Program activities will commence when grant funds are approved.

28. State if the Department has accepted the grant or encumbered any expenses that the grant funds would reimburse the City. The Department should state why they have either accepted and/or began expending the grant funds before receiving approval. NA

29. If grant funds have been expended or encumbered, state the amount of funds that have been expended or encumbered and for what purpose. NA

30. If there is a significant delay in seeking Board of Supervisor approval from the time the grant period began, state how the proposed project would be completed in the remaining period of time available and/or if the Department has asked for or received an extension of the grant period. NA

31. If the grant is a multi-year grant, state the amount of the grant in future years and if future years would be included in the Department's budget. Include a proposed multiyear budget. Funds for future years will be included in the Department's budget.

32. Indicate whether or not matching funds are required from the City, and if so, in what amount and the source of such matching funds. NA

33. If matching funds are not required but the Department is providing in-kind contributions for the grant, the Department should clearly state how you are proposing to provide in-kind contributions. Also state whether these in-kind contributions are new services to supplement the grant or existing services. NA

34. Provide a detailed budget by object including personnel detail, equipment detail and details on services/consultants/contractors. Each line item in the budget should be explained. See attached budget

35. The number of full time equivalent positions (FTE), the Job Title, Classification, and percentage of fringe benefits should be clearly stated in the budget of the grant. In most cases, any position funded under a grant should be "G" coded, or designated as a grant funded position that would terminate when the grant expires. The resolution should state that the position(s) should be "G" coded. See attached budget

36. If a portion of the grant funds would be spent on contractual services, the Department needs to clarify how those contracts were awarded, whether a sole-source or an RFP process. If a contract is proposed to be awarded on a sole source basis, the Department needs to clearly explain why the Department chose the contractor. The Department should provide a detailed budget for the contractual services, including the number of hours dedicated to the project and the hourly rate if applicable. NA

37. If a Department plans on work-ordering grant funds to another Department, the Department should note what Department would receive the work-order and what services will be provided for the work ordered funds. NA

38. Indicate if indirect costs were included in the budget. If indirect costs are included, state how the indirect cost rate was determined. If indirect costs were not included, indicate why. Indirect costs are included at the rate of 10%.

39. If travel is included in the budget, the Department should detail how many people are traveling, their identities (i.e. City employees or consultants), where they are going and for how long. Funds are provided for the Clean Vehicles Program Manager of Clean Air Transportation to represent the San Francisco Clean Cities Coalitions at required conferences and trainings mandated by the US Department of Energy. These conferences are developed throughout the year and travel funds can only be used for participation in these events. Failure to attend these required conferences and trainings would require the City and County of San Francisco to return all funds that the US Department of Energy has granted for the San Francisco Clean Cities Coordinator.

40. All grant reports must include a form entitled the "Grant Application Information Form" with a Disability Access Checklist at the end.



Shawn
Rosenmoss/ENV/SFGOV
05/13/2009 04:11 PM

To Jack Mok/CON/SFGOV@SFGOV

cc

bcc

Subject Fw: SFCCC Contractual Requirements

----- Forwarded by Shawn Rosenmoss/ENV/SFGOV on 05/13/2009 04:12 PM -----



"Michael Bednarz"
<Michael.Bednarz@NETL.DOE.GOV>
05/13/2009 04:02 PM

To David.Assmann@sfgov.org

cc shawn.rosenmoss@sfgov.org, "Vandana Bali"
<Vandana.Bali@sfgov.org>

Subject SFCCC Contractual Requirements

Dear Mr. David Assmann,

The US Department of Energy recently recruited Ms. Vandana Bali, Manager, Clean Vehicle Programs at SF Environment, to operate our Clean Cities Coalition in San Francisco (SFCCC). The goal of each coalition is to promote DOE's Policy, which supports the use of alternative fuels and vehicles to reduce our dependence on foreign oil - while promoting energy security and a cleaner environment.

To support Ms. Bali's efforts, DOE provides funding to cover, among other things travel expenses to carry out her job. Each coordinator is expected to attend DOE sponsored events, such as Regional Peer Exchange meetings (<http://www.netl.doe.gov/events/09conferences/cleancities-pgh/>) and the National Leadership Retreat (<http://www.netl.doe.gov/events/09conferences/cleancities-tn/>), which is organized exclusively for Clean Cities Coordinators throughout the United States.

Failure to participate in required travel jeopardizes a coalition from receiving funding in the current and future periods. In SFCCC's case, their next payment will be \$32,500. More funds will be provided to SFCCC, based upon performance and attendance at DOE sponsored events.

Best regards,

Mike

Michael A. Bednarz
Power & Vehicles Technology Program Manager
National Energy Technology Laboratory
626 Cochran's Mill Road, P.O. Box 10940
Pittsburgh, PA 15236-0940

412.386.4862 / 412.386.4561 (Fax)
michael.bednarz@netl.doe.gov