

File No. 100973

Committee Item No. 3

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date August 9, 2010

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input 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"/>	Youth Commission 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 type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

#### OTHER

(Use back side if additional space is needed)

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Completed by: Alisa Somera Date August 6, 2010

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.

1 [Accept and Expend Grant - Office of Economic and Workforce Development - California's  
2 Low Income Energy Efficiency Program - \$100,000]

3  
4 **Resolution authorizing the Office of Economic and Workforce Development to**  
5 **retroactively accept and expend a grant in the amount of \$100,000 from the California**  
6 **Public Utilities Commission to support CityBuild's implementation of California's Low**  
7 **Income Energy Efficiency Program in San Francisco.**

8  
9 WHEREAS, The grant award from the California Public Utilities Commission (CPUC) to  
10 the Office of Economic and Workforce Development (OEWD) in the amount of \$100,000 will  
11 support CityBuild's efforts to recruit and train disadvantaged residents of low income  
12 communities to install energy efficiency measures in households, as part of California's Low  
13 Income Energy Efficiency (LIEE) Program; and

14 WHEREAS, The grant, in order to maximize direct client services, does not have  
15 indirect costs in the grant budget; and

16 WHEREAS, The grant award is payable in three installments over a two-year period,  
17 beginning in FY 2009-2010; and

18 WHEREAS, OEWD is the fiscal and programmatic administrator for the subject CPUC  
19 grant; and

20 WHEREAS, as required by the funder, OEWD will provide \$152,800 in required  
21 matching funds towards this project; and

22 WHEREAS, The grant award does not require an Annual Salary Ordinance  
23 amendment; now, therefore, be it

24 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in  
25 the grant budget; and be it

1 FURTHER RESOLVED, That the OEWD is authorized to accept and expend the grant  
2 in the amount of \$100,000 from CPUC over a two-year period beginning in FY 2009-2010.

3  
4 Recommended:

5   
6 \_\_\_\_\_

7 Department Head

8 Approved:   
9 \_\_\_\_\_

10 For Mayor

11 Approved:   
12 \_\_\_\_\_

13 Controller  
14  
15  
16  
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25

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Rhonda Simmons, Director of Workforce Development,  
Office of Economic and Workforce Development

**DATE:** July 12, 2010

**SUBJECT:** Accept and Expend Resolution for Subject Grant

**GRANT TITLE:** California Public Utilities Commission/ Investor Owned  
Utilities Grant

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

☒ Proposed grant resolution; original signed by Department, Mayor, Controller

☒ Grant information form, including disability checklist

☒ Grant budget

☒ Grant application

☒ Grant award letter from funding agency

☐ Other (Explain):

**Special Timeline Requirements:**

None

**Departmental representative to receive a copy of the adopted resolution:**

Name: Rhonda Simmons

Phone: 415-581-2351

Interoffice Mail Address: Workforce Division, OEWD  
50 Van Ness Ave, SF CA

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: 100973  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective March 2005)

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: California Public Utilities Commission/ Investor Owned Utilities Grant (CPUC/IOU Grant)

2. Department: Office of Economic and Workforce Development

3. Contact Person: Amy Wallace Telephone: 415-581-2313

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$100,000

6a. Matching Funds Required: \$152,800

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

7a. Grant Source Agency: California Public Utilities Commission (CPUC)

b. Grant Pass-Through Agency (if applicable): Pacific Gas & Electric (PG&E), Grant Administrator

8. Proposed Grant Project Summary:

The Energy Division of the California Public Utilities Commission (CPUC) issued an RFP to recruit and train residents of disadvantaged, low income communities to install energy efficiency measures in households as part of the Low Income Energy Efficiency (LIEE) Program. The OEWD Team (OEWD in collaboration with City College of San Francisco (CCSF), El Concilio of San Mateo County, Quality Conservation Services (QCS), and Synergy Companies)) will utilize the LIEE Program, through CityBuild, to train and place an initial 25 low income residents for entry level positions as Weatherization Specialists and Energy Specialists.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: November 13, 2009

End-Date: March 31, 2011  
(Final meeting with PUC)

10a. Amount budgeted for contractual services: \$70,000

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? N/A

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

11a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? N/A

b2. How was the amount calculated? N/A

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):

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

\$7,584 in indirect costs are included in the OEWD match.

12. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

N/A

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 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: Marc Moys  
(Name)

Date Reviewed: 7/14/10

Department Approval: Marc Moys Workforce Development Mgr.  
(Name) (Title)  
[Signature]  
(Signature)

CALIFORNIA PUBLIC UTILITIES COMMISSION/ INVESTOR OWNED UTILITIES GRANT BUDGET				
Char	Character	Subobj	Subobject	Dept Amt
021	Non Personnel Services	03599	Other Current Expenses	\$20,000
040	Materials & Supplies	04000	Materials & Supplies	\$10,000
038	City Grant Program	03800	Community Based Organization Svcs - Budget	\$70,000
<b>TOTAL</b>				<b>\$100,000</b>



**Pacific Gas and  
Electric Company**

**U.S. Mail**  
Pacific Gas and Electric Company  
CEE Sourcing, N5D  
P.O. Box 770000  
San Francisco, CA 94177-0001

**Overnight Mail**  
Pacific Gas and Electric Company  
CEE Sourcing,  
245 Market Street, N5D  
San Francisco, CA 94105-1702

February 11, 2010

City and County of San Francisco  
Office of Economic and Workforce Development  
50 Van Ness Avenue  
San Francisco, CA 94102

Ms. Amy Wallace:

Attached is a copy of the Contract Long Form and Purchase Order, pursuant to your contract agreement with Pacific Gas and Electric Company. The Contract number is 2500257152 and the Purchase Order number is also 2500257152.

If you have questions regarding this Contract and/or Purchase Order or the invoicing process, contact the PG&E Program / Project Manager whose name appears at the bottom of this page.

Thank you,  
Contract Administrator

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#### **Invoice Information Requirements**

- I. The following information must be included on each invoice for your invoice to be paid. Invoices received by PG&E with missing or incomplete information will be returned to the vendor for correction without payment.**
1. Vendor Name and address as shown on contract or most recent change order
2. Invoice Date and Invoice Number (clearly label "Final Invoice" if applicable)
3. The time frame in which the goods and services charged on the invoice were provided (e.g., Dec. 1- Dec. 31)
4. Show PG&E as the "Bill To" party
5. Name of PG&E Project / Program Manager
6. Purchase Order Number or Service Contract Release Number
7. PG&E Contract Number and PG&E Contract Work Authorization (CWA) Number (if applicable)
8. Item Line number and Job Order number: Provide cost breakdowns on the invoice by Item Line number and Job Order number (See sample invoice attached). Contact your PG&E Project/Program Manager if you require additional information regarding the Item Line numbers and Job Order numbers to be shown on the Purchase Order.
9. Provide the Subcontractor or Sub supplier names and attach copies of their invoices (Disbursement Records) documenting their costs for which you are seeking reimbursement.
10. Attach copies of "timesheets" to document invoiced amounts for personnel time expenses.



**II. If the individual contract specifies different invoicing instructions: FOLLOW THE INVOICING INSTRUCTIONS IN YOUR CONTRACT** (see the "Billing and Payment" Section in the "Contract General Conditions") Additional information regarding invoice Preparation and processing requirements may also be found in the "Billing and Payment Section of the Contract General Conditions.

- III. Prepare one (1) original and one (1) copy of the invoice. Send the original invoice to Accounts Payable Department and the copy to your Program/Project Manager.**

***Accounts Payable Address***

***Send Paper Original to:***

Pacific Gas and Electric Company  
Accounts Payable  
P.O. Box 7760  
San Francisco, CA 94120-7760

***Program Mgr. / Project Mgr. Address***

***Send One Paper Copy to:***

Pacific Gas and Electric Company  
Attn: Karen Stathis, Project Manager  
3401 Crow Canyon Rd., #168b/925-415-6392  
San Ramon, CA 94583

**cc: Karen Stathis, Project Manager**

**File:**



**Pacific Gas and  
Electric Company®**

**CHANGE ORDER**  
**Pacific Gas and Electric Company**  
 245 Market St., Room 543, Mail Code N5D, P.O. Box 770000  
 San Francisco, CA 94177  
 (415) 973-8089, FAX (415) 973-2563

Date  
 10/06/2009

P.O. Number  
 2500257152

PHONE THE PG&E CONTACT IMMEDIATELY IF  
 YOU CANNOT DELIVER BY THE DATE WANTED.

VENDOR #: 1090960

CITY AND COUNTY OF SAN FRANCISCO  
 OFFICE OF ECONOMIC & WORKFORCE DEV  
 50 VAN NESS AVE  
 SAN FRANCISCO CA 94564

PLEASE DELIVER TO:  
 PGECORP  
 Karen Stathis  
 CEM-LIEE PROGRAM  
 3401 Crow Canyon Road 168B  
 DANVILLE CA 94583  
 925-415-6392

REFER TO ASSOCIATED CONTRACT DOCUMENTATION FOR  
 SERVICE LOCATION DETAILS

SHOW THIS PURCHASE ORDER NUMBER AND  
 APPLICABLE ITEM NUMBER(S) LISTED BELOW ON  
 PACKAGES, INVOICES, PACKING LISTS, AND BILLS OF  
 LADING.

BUYER - Michele C. Kibbe 415/973-9019 MCKF@pge.com

TERMS - 1.5% 10 days, Net 45

VENDOR - THIS PURCHASE IS AUTHORIZED SUBJECT  
 TO THE TERMS AND CONDITIONS OF OUR AGREEMENT  
 (AGREEMENT NUMBER ). YOUR INVOICE  
 MUST SHOW OUR P.O. NUMBER 2500257152.

Item	Product Code	Description	Quantity	Unit	Unit Price	Item Total
1		SF LIEE Workforce Education & Trng Pilot	100,000	USD	1.00	100,000.00
Delivery date: 02/01/2010						
Total net value excl. tax USD			100,000.00			
=====						

**MAIL THE ORIGINAL INVOICE TO:**  
 FOR INVOICES TO BE PAID, YOU MUST COMPLY WITH  
 THE INVOICE INSTRUCTIONS

**Pacific Gas and Electric Company**  
 P.O. Box 7760  
 San Francisco, CA 94120-7760  
 1-800-755-PAID

PLEASE SEE ASSOCIATED CONTRACT DOCUMENTS FOR GENERAL AND SPECIFIC CONDITIONS

**Contract (Long Form)**

This is a Contract between the below named Contractor ("Contractor"), City and County of San Francisco, Office of Economic and Workforce Development (OEWD), and Pacific Gas and Electric Company ("PG&E"), a California corporation with its headquarters located at 77 Beale Street, San Francisco, California 94105.

Contractor's Legal Name:	City and County of San Francisco, Office of Economic and Workforce Development (OEWD)	PG&E Contract No. 2500257152
Contractor's Address:	50 Van Ness Avenue [PO Box] San Francisco, CA 94102]	This Contract consist of 57 pages.
Project Name:	Low Income Energy Efficiency Program (LIEEP) Workforce Education and Training Pilot (WE&T)	
Job Location:	Various	

**WORK:** Contractor shall, at its own risk and expense, perform the Work described in this Contract and furnish all labor, equipment, and materials necessary to complete the Work as summarized below and as more fully described in Attachment 1, Scope of Work. This is not an exclusive Contract. This Contract does not guarantee Contractor any Work nor is there any guarantee as to any volume or duration of Work.

Contractor shall recruit and train residents of disadvantaged, low income communities to install energy efficiency measures in households are part of the Low Income Energy Efficiency LIEEP) program as set forth in Attachments 1 and 2.

**ATTACHMENTS:** Each of the following documents is attached to this Contract and incorporated herein by this reference:

Attachment 1: [Specific Conditions, , Pages 1 through 29]

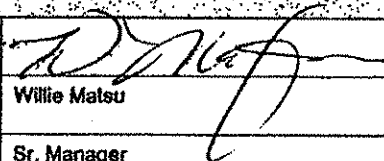
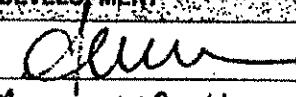
Attachment 2: General Conditions, Pages 1 through 26

<b>CONTRACT TERM:</b>	This Contract is effective upon signature by both parties and expires on [March 31, 2011].
<b>COMPLETION:</b>	Contractor shall commence performance hereof when directed to do so by PG&E. Work shall be completed by the completion date of [March 31, 2011]. Time is of the essence.
<b>INSURANCE:</b>	Contractor shall maintain insurance in accordance with Section 30 of the General Conditions.
<b>TERMS OF PAYMENT:</b>	In accordance with Section 6 of the General Conditions.

**CONSIDERATION:** As full consideration for satisfactory performance of the Work by Contractor, PG&E's total obligation to Contractor shall not exceed the following amount. This amount is inclusive of all taxes incurred in the performance of the Work. Any change to this amount shall only be authorized in writing by a PG&E Contract Change Order, fully executed by both PG&E and Contractor.

**TOTAL:** Lump sum not to exceed \$100,000.00 without the prior written authorizations of PG&E in the form of a Contract Change Order.

THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT.

PACIFIC GAS AND ELECTRIC COMPANY		CONTRACTOR: SAN FRANCISCO OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT	
Signature		Signature	
Name	Willie Matsu	Name	Amy Wallace
Title	Sr. Manager	Title	Deputy Director, Workforce
Date	1-20-10	Date	12/22/09

PG&E Contract No. 2500257152  
Page 2 of 2

ADMINISTRATION			
PG&E Negotiator	Karen Stathis	Contractor Representative	
Phone	925 415-6392	Phone	
Email	kms5@pge.com	Email	
Accounting Reference	8096405		
PG&E Work Supervisor:	Karen Stathis	Phone:	925-415-6392
INVOICE INSTRUCTIONS: Contractor shall send invoices for each payment when due, showing the Contract number, to: PACIFIC GAS AND ELECTRIC COMPANY	Send ORIGINAL invoice to:	PG&E Accounts Payable* PO Box 7760 San Francisco, CA 94120-7760	
	Send COPY of invoice to:	Karen Stathis 3401 Crow Canyon Road, 168B San Ramon, CA 94583	
	For information regarding invoice status, call PG&E's Paid Help Line at (800) 756-PAID (7243) or go to AP Web Reporting site at <a href="http://www.pge.com/apweb">www.pge.com/apweb</a> . *Note: Contractors using the XIGN System do not need to mail a copy of the invoice to PG&E.		

INTERNAL PG&E USE ONLY		
Distribution Date		
Distribution of Copies	<input type="checkbox"/> Document Services (Signed Original Copy) Mail Code N5D 245 MARKET ST., SAN FRANCISCO	<input type="checkbox"/> Contractor (Signed Original Copy)
	<input type="checkbox"/> Work Supervisor	<input type="checkbox"/> Manager
	<input type="checkbox"/> Invoice Approver	<input type="checkbox"/> Supervisor
	<input type="checkbox"/> V.P.	<input type="checkbox"/> Sourcing/ Purchasing
	<input type="checkbox"/> Director	<input type="checkbox"/> Law



**ATTACHMENT 1  
SPECIFIC CONDITIONS FOR TECHNICAL SUPPORT SERVICES**

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