STATE OF CALIFORNIA

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11) CALIFORNIA ENERGY COMMISSION

☐ New Contract - - ☒ Amendment to Existing Contract: 400-09-019 Amendment Number: 2

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Adrian Ownby	37	916-651-3008	11/7/07

Contractor's Legal Name	Federal ID Number
San Francisco Mayor's Office of Housing	94-6000417

Title of Project
Bay Area Multifamily Fund Program

Term	Start Date	End Date	Amount
New/Original Contract	09 / 30 / 10	04 / 31 / 12	$ 813,029

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date *(mm/dd/yy)*	Amount
2	04/30/13	

Business Meeting Information			
Proposed Business Meeting Date	3/14/12	☐ Consent	☒ Discussion
Business Meeting Presenter	Adrian Ownby	Time Needed:	10 minutes

Agenda Item Subject and Description

SAN FRANCISCO MAYOR'S OFFICE OF HOUSING. Possible approval of Amendment 2 to Contract 400-09-019 with the San Francisco Mayor's Office of Housing (SFMOH) for the Bay Area Multifamily Fund Program. The program provides financing through a revolving loan fund, for energy efficiency and renewable generation retrofits of affordable multifamily housing buildings in the Bay Area. The amendment will (continued below)

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

☐ Contracts less than $10k *(Policy Committee's signature is also required)*

☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than $100k.

☐ Contracts less than $25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

(continued from above) ensure that the Energy Commission can still enforce the DOE requirements for the revolving loan fund aspects of the contract after April 30, 2012. The amendment will also realign the remaining funding; provide a budget and matching scope of work for the extended administration and implementation of the program by SFMOH through April 30, 2013. Revisions will be made to the statement of work, budget, and terms and conditions. (ARRA funding.) Contact: Adrian Ownby. (10 minutes)

Budget reallocations, reductions, contract language and scope of work changes as attached.

California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
   ☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):
   Explain why contract is not considered a "Project":
   Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because program provides financing for retrofits of existing buildings.
2. If contract is considered a "Project" under CEQA:
   ☐ a) Contract **IS** exempt. (Draft NOE required)
   ☐ Statutory Exemption. List PRC and/or CCR section number:
   ☐ Categorical Exemption. List CCR section number:
   ☐ Common Sense Exemption. 14 CCR 15061 (b) (3)
   Explain reason why contract is exempt under the above section:
   ☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	$		$	No	Funding Source			$
ECAA	$		$	No	Funding Source			$
State- ERPA	$		$	No	Funding Source			$
Federal	$	09-10	$	Yes	Federal	09-10	901.003I	$
PIER - E	$		$	No	Funding Source			$
PIER - NG	$		$	No	Funding Source			$
Reimbursement	$		$	No	Funding Source			$
RRTF	$		$	No	Funding Source			$
Other:	$		$	No	Other:			$
TOTAL:	$ 0	TOTAL:	$ 0				TOTAL:	$ 0
Reimbursement					Federal Agreement #:)E-EE0000221			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Daniel Adams	Name:	Daniel Adams
Address:	San Francisco Mayor's Office of Housing 1 South Van Ness Avenue, 5th Floor	Address:	San Francisco Mayor's Office of Housing 1 South Van Ness Avenue, 5th Floor
City, State, Zip:	San Francisco, CA 94103	City, State, Zip:	San Francisco, CA 94103
Phone/ Fax:	415-701-5528 / 415-701-5500	Phone/ Fax:	415-701-5528 / 415-701-5500
E-Mail:	daniel.adams@sfgov.org	E-Mail:	daniel.adams@sfgov.org

Contractor Is

☐ Private Company *(including non-profits)*
☐ CA State Agency *(including UC and CSU)*
☒ Government Entity *(i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)*

Selection Process Used

☒ Solicitation RFP Solicitation #: 400-09-403 # of Bids: 17 Low Bid? ☐ No ☐ Yes
☐ Non Competitive Bid *(Attach CEC 96)*
☒ Exempt No-cost time extension

Civil Service Considerations

☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☒ The Services Contracted:
- ☒ are not available within civil service
- ☒ cannot be performed satisfactorily by civil service employees
- ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

☐ The Services are of such an:
- ☐ urgent
- ☐ temporary, or
- ☐ occasional nature

that the delay to implement under civil service would frustrate their very purpose.

Justification:

Payment Method

☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time

☒ B. Advanced Payment
☒ C. Other, explain: RLF repayments and fees charged to newly created LLR will cover ongoing expenses.

Retention		
1. Is contract subject to retention?	☐ No	☒ Yes
If Yes, Do you plan to release retention prior to contract termination?	☒ No	☐ Yes

Justification of Rates

Previously approved with contract

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
2. ☐ Meets DVBE Requirements DVBE Amount:$ _____ DVBE %: _____
   - ☐ Contractor is Certified DVBE
   - ☐ Contractor is Subcontracting with a DVBE: _____
3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?	☒ No	☐ Yes
If yes, check appropriate box:	☐ SB ☐ MB	☐ DVBE

Is Contractor subcontracting any services?	☒ No	☐ Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:		
	☐ No ☐ SB ☐ MB	☐ DVBE
	☐ No ☐ SB ☐ MB	☐ DVBE
	☐ No ☐ SB ☐ MB	☐ DVBE

Miscellaneous Contract Information		
1. Will there be Work Authorizations?	☒ No	☐ Yes
2. Is the Contractor providing confidential information?	☒ No	☐ Yes
3. Is the contractor going to purchase equipment?	☒ No	☐ Yes
4. Check frequency of progress reports		
☒ Monthly ☐ Quarterly ☐ Other...		
5. Will a final report be required?	☐ No	☒ Yes
6. Is the contract, with amendments, longer than a year? If yes, why?	☐ No	☒ Yes
Contract is an ARRA contract to create a revolving loan fund and a loan loss reserve fund.		

The following items should be attached to this CRF		
1. Scope of Work, Attach as Exhibit A.	☐ N/A	☒ Attached
2. Budget Detail, Attach as Exhibit B.	☐ N/A	☒ Attached
3. CEC 96, NCB Request	☒ N/A	☐ Attached
4. CEC 30, Survey of Prior Work	☒ N/A	☐ Attached
5. CEC 95, DVBE Exemption Request	☒ N/A	☐ Attached
6. Draft CEQA Notice of Exemption (NOE)	☒ N/A	☐ Attached
7. Resumes	☒ N/A	☐ Attached
8. CEC 105, Questionnaire for Identifying Conflicts		☒ Attached
9. CEC 106, IT Component Reporting Form		☒ Attached

Contract Manager	Date	Office Manager	Date	Deputy Director	Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

Presiding Policy Committee	Date	Associate Policy Committee	Date	Executive Director	Date