



# SF Environment

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco

## **Request for Proposals for Green Business Recruitment and Pre-bate Program**

SF Environment will award three grants to non-profits.

- Green Business Assistance: One grant will be given to administering a pre-bate and rebate program for qualifying businesses.
- Green Business Recruitment: Two grants will be given to community based organizations to engage and recruit businesses in underrepresented communities into the Green Business Program. Underrepresented communities include businesses in Districts 10 and 11, or businesses that are majority-owned by individuals who identify as Black, Indigenous, or People of Color.

### **TIMELINE FOR PROJECT SELECTION**

- Request for Proposal released: Friday, September 11<sup>th</sup>, 2020
- Pre-Application Conference: Friday, September 18<sup>th</sup>, 2020 at 10:30am on Microsoft Teams (**RSVP is required to [kevin.kumatana@sfgov.org](mailto:kevin.kumatana@sfgov.org)**). Attendance is optional.
- Final day for questions (email only; no phone calls): Wednesday, September 30<sup>th</sup>, 2020
- Applications due: Friday, October 2<sup>nd</sup>, 2020 by 5:00pm
- Projects Begin: November 2020

**For more information:** Contact Kevin Kumataka via email at [kevin.kumatana@sfgov.org](mailto:kevin.kumatana@sfgov.org)

### **The San Francisco Department of the Environment**

The mission of the San Francisco Department of the Environment (SF Environment) is to provide solutions that advance climate protection and enhance quality of life for all San Franciscans.

Our environmental vision is expressed simply as “0-80-100 Roots”— we must achieve 0 waste and 0 toxic chemicals, take at least 80% of our trips sustainably, and use 100% renewable energy, while reducing consumption. While those goals are about being less harmful to the planet, our “Roots” goal is about healing the planet by protecting nature’s diversity, planting trees and promoting soil health to absorb carbon and restore natural systems.

We have set an ambitious agenda to guide us in achieving this vision, ensuring we are meeting the needs of all San Franciscans and providing in-depth programs to neighborhoods throughout the city. We will:

- Promote Healthy Communities and Ecosystems
- Achieve a carbon-free future
- Strengthen Community Resilience
- Eliminate Waste and Toxics
- Amplify Community Action

The values driving this agenda and all SF Environment initiatives include:

- **Credibility:** We are a trusted source of information about environmental challenges, drawing on deep expertise to create solutions that make a measurable difference.
- **Innovation:** We experiment and prototype to identify the best solutions to address environmental challenges, setting examples for other cities to follow.
- **Collaboration:** We understand that working with a range of partners is critical to our success. We are an engaged member of the San Francisco city family and passionately work with business and community stakeholders to advance shared civic goals.
- **Equity:** Our initiatives are underpinned by a commitment to inclusiveness and accessibility, benefit all San Francisco residents and businesses and focus on supporting those communities most in need.
- **Impact:** We know that the condition of San Francisco’s environment is critically important to the quality of life of all residents, and our programs clearly demonstrate a resilient environment is possible.

In keeping with our values SF Environment is releasing grant funds for non-profit organizations to: 1) administer a rebate/pre-bate program 2) engage and help recruit businesses in Supervisorial Districts 10 and 11, or businesses owned by Black, Indigenous, and People of Color into the Green Business Program.

SF Environment will award three grants:

- **Green Business Assistance Grant:** One (1) two-year grant of up to \$60,000 to administer pre-bates/rebates and promote Recognized Green Businesses. \$30,000 will be released over fiscal year 2020-21, with an additional \$30,000 in fiscal year 2021-22, contingent on performance and budget approval.
- **Green Business Recruitment Grants:** Two (2) one-year grants of up to \$10,000 each will be awarded to two community based organizations to engage and recruit businesses in Supervisorial Districts 10 and 11, or businesses anywhere in San Francisco that are owned by Black, Indigenous, or People of Color. Grantees will receive \$5,000 for the first 3 months of the project and the remaining \$5,000 will be given for the second 4 months, contingent on performance.

Projects should exemplify Department values of Credibility, Innovation, Collaboration, Equity, and Impact.

### **Green Business Assistance Grant (1)**

The [San Francisco Green Business Program](https://sfenvironment.org/green-businesses) is a business assistance and recognition program, managed by SF Environment. It provides access to free city services, resources, and rebates, along with hands-on technical assistance to small and medium-sized local businesses— encouraging them to take proactive measures to green their operations and activities. To be Recognized, businesses complete specific measures relevant to their businesses in areas of water conservation, energy efficiency, pollution prevention, environmental purchasing, and waste reduction. For more information visit <https://sfenvironment.org/green-businesses>.

Last year, the Program launched a “pre-bate” program that pays for materials or services upfront to help businesses achieve Green Business recognition. This upfront support eliminates the logistical and financial burdens of going through a post-purchase rebate. For fiscal years 2020-21 and 2021-22, the SF Green Business Program has \$30,000 to be distributed in increments of \$500 in the form of pre-bates and rebates to businesses hardest hit by the COVID-19 pandemic and in those communities underrepresented in the program. Priority will be given to businesses in one or more of these categories:

- Businesses in Districts 10 and 11
- Businesses that are majority-owned by individuals who identify as Black, Indigenous, or People of Color

- Businesses that have been hardest hit by the COVID-19 pandemic,<sup>1,2</sup> such as food & beverage service, travel/tourism, lodging, arts, entertainment, gyms, and personal care services.

The Green Business Program is seeking a non-profit partner (grantee) to purchase materials and/or hire contractors (e.g. lighting and plumbing contractors) to help San Francisco businesses achieve Green Business recognition. The grantee will be responsible for vetting products to ensure they meet Green Business Program requirements as specified by SF Environment. For example, if purchasing cleaning products, the grantee will only purchase items that are Green Seal, Eco-logo, or Safer-Choice certified. The grantee will also process rebates to businesses that have purchased items meeting the requirements of the Green Business Program as of March 16, 2020, when Shelter-In-place took effect. For a full list of program standards, see Office/Retail checklist (Attachment D). The grantee will prioritize buying products from a SF Green Business, however if products/services are not available from a SF Green Business the grantee will purchase from a California Green Business. Lastly the grantee will promote Recognized Green Businesses through social media, or other means to build consumer awareness of businesses Recognized in the Program.

Eligible use of grant funds include: purchase of eligible products from Green Businesses, staff time to vet products to ensure they comply with Green Business standards, staff time to coordinate with businesses on issues with orders/returns and track remaining funding, staff time to coordinate promotion of Recognized Green Businesses, and purchase of sponsored ads on social media platforms.

The proposed Green Business Assistance project proposals should address the following:

1. History of working with small to medium-sized businesses
2. Strong familiarity with the Green Business Program and ability to vet products/services to meet standards
3. History of working with service contractors (e.g. lighting and water fixtures installation contractors)
4. History of processing a rebate program or similar programs

## **Green Business Recruitment Grants (2)**

Since 2006, the San Francisco Green Business Program has worked with small and medium-sized businesses to help them green their operations and receive recognition for their accomplishments. To date, San Francisco is home to 331 Recognized green businesses.

To meet the Green Business Program's equity and inclusion goals, SF Environment seeks to increase the number of Green Businesses in neighborhoods where numbers are low, particularly Supervisorial Districts 10 and 11 and, the number of minority owned businesses in the Program (may be located anywhere in the City).

The Green Business Program is seeking two community based organization (CBO) partners with strong ties to the small business community to conduct outreach and recruitment to businesses in Districts 10 and 11, or businesses owned by Black, Indigenous and People of Color with the goal of recruiting a minimum of 10 businesses into the Program. Activities should include tapping into existing network of business contacts to promote the Green Business Program through webinars, one-on-one calls, and/or other forms of engagement. The grantee will promote the \$500 pre-bate and the cost saving opportunities of going green.

The proposed Green Business Recruitment project proposals should address:

1. History working with small to medium enterprises (SMEs) in San Francisco
2. History of working with businesses owned by Black, Indigenous and People of Color

<sup>1</sup> California Budget and Policy Center. (March, 2020). California Industries Hit Hardest by COVID-19 Economic Shutdown. Retrieved September 1, 2020, from <https://calbudgetcenter.org/resources/covid19-industries-hit-hardest/>

<sup>2</sup> Yelp. (June, 2020). Local Economic Impact Report. <https://www.yelpeconomicaverage.com/yelp-coronavirus-economic-impact-report.html>

3. Dedicated staff person assigned to the project
4. Strategy to recruit 10 businesses into the SF Green Business Program

SFGBP will train grantee/s on program requirements, and incentives. The primary role of the CBOs will be to work with Program staff to recruit businesses and enroll them through the SF Green Business website.

## **GRANT PROCEDURES & GUIDELINES**

**Who can Apply** – Only non-profit 501c3 organizations are eligible to apply.

### **Grant Types and Sizes** –

SF Environment will award three grants:

- Green Business Assistance: One (1) two-year grant of up to \$60,000 to administer pre-bates/rebates and promote Recognized Green Businesses. \$30,000 will be released for fiscal year 2020-21, with an additional \$30,000 in fiscal year 2021-22, contingent on performance and budget approval.
- Green Business Recruitment: Two (2) one-year grants of \$10,000/each for two community-based organizations to engage and recruit businesses in Supervisor Districts 10 and 11, or businesses anywhere in San Francisco that are owned by Black, Indigenous, or People of Color. Awardees will receive \$5,000 for the first 3 months of the project, with an additional \$5,000 in the second four months contingent on performance.

*Non-profits may apply for both funding opportunities but are required to submit two separate proposals.*

**Geographic Focus** – City and County of San Francisco.

**Application Format and submission**– Proposals should be no more than 6 pages in length, in 12-point font, with 1-inch margins. Responses to RFP questions must follow the format as it is presented.

**APPLICATION MATERIALS MUST BE RECEIVED BY**  
**FRIDAY, OCTOBER 2ND at 5:00 PM**

Applications must be emailed as pdf. documents to: [kevin.kumataka@sfgov.org](mailto:kevin.kumataka@sfgov.org) with “Grants Program” in subject line. Files should be labeled “Name of Applicant.DocumentName”. If an email application is not feasible, contact [kevin.kumataka@sfgov.org](mailto:kevin.kumataka@sfgov.org).

**LATE SUBMISSIONS WILL NOT BE CONSIDERED!**

**Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process** - Before the City can award funding, the grantee must become an approved city vendor and meet Human Rights Commission requirements. This process should be started as early as possible or risk grant awards delayed. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information, please contact 415-252-2500. For insurance requirements and copies of sample insurance certification forms visit [http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance\\_requirements.pdf](http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf)

All responses and submittals in response to this RFP are public information and shall be the property of the City and County of San Francisco. The City may use such submissions for any purpose whatsoever, without compensation to the provider or any other person or entity and shall not be liable for any use or disclosure of any submissions.

## **Required Proposal Elements - please use the format as specified below:**

- **Application Cover and Checklist - 10 points** - Incomplete applications will not be accepted.
- **Proposal Narrative - 50 points** The narrative must include the following sections in the order listed, and should provide details on how the project supports the Department's values, business assistance and community outreach goals. The 6-page limit applies to the narrative, budget and work plan.
  - **Project Summary 5 points** (no longer than half a page)  
Briefly summarize the project, the amount being requested, the goals and objectives and project partners.
  - **Qualifications -30 points**  
Describe your organization's services, qualifications, accomplishments, and past experience with similar projects. Describe how your organization has effectively managed other grants. List qualifications of key members of the project team.
    - For the Green Business Assistance grant, detail experience with the following:
      - History working with small to medium-sized businesses.
      - Familiarity with the SF Green Business Program and ability to vet products/services to meet environmental standards.
      - History of working with service contractors (for example, lighting and/or water fixture upgrades).
      - History of processing a rebate or similar program.
      - Experience with promoting businesses through social media or other platforms.
    - For the Green Business Recruitment grant, describe:
      - History working with small to medium-sized businesses in San Francisco.
      - The communities and/or constituencies you focus on and the predominant language(s) spoken.
      - Systemic barriers that underrepresented businesses in your community face and ways your organization can help them overcome these barriers.
  - **Project Success -15 points**  
Describe how you would achieve the goals and intent of the funding. Describe tangible project outcomes.
    - For the Green Business Assistance grant this includes: number of businesses receiving pre-bates, number of businesses promoted via marketing and social outreach.
    - For the Green Business Recruitment grant this includes: number of businesses contacted, number of businesses who register for the Green Business Program, number of businesses that complete the recognition process.
- **Work Plan - 25 points (Attachment B)**  
Provide a description of specific individuals within the organization that will be assigned to the project. Individuals do not have to work on the Program full time, but detail the number of hours staff will dedicate to the project and the individual's deliverables. Work plans must include weekly check-in calls and final project evaluation. Specify the dollar amount to be allocated to the tasks in each quarter and provide a quarterly total.
- **Budget Spreadsheet with Narrative descriptions, and Workplan Budget- 15 points (Attachment C)**  
Show how your project is cost-effective and reasonable. Provide a total project budget that includes the amount requested with a description of each line item.

The following items are required but will not be counted towards 6 page limit:

- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding or letter from the partnering organization(s), which documents the relationship and delineates tasks for each party.

- **Proof of non-profit status verifying tax-exempt status** – Limit: 2 pages total.

In addition, potential grantees may be asked to submit Financial Statements, a list of all current and pending grants and references. DO NOT SUBMIT with application!

### **Selection Process and Scoring**

Proposals will be evaluated by a selection committee based on the evaluation criteria. Staff may conduct interviews of a competitive proposal.

## Green Business Assistance Grant Attachment A

### Application Cover Page and Checklist

Name of Applicant/Organization: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person and Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If you have a fiscal sponsor, please provide the following information:

Fiscal Sponsor: \_\_\_\_\_ Fiscal Sponsor's Budget: \$ \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Total agency Budget \$ \_\_\_\_\_ Length of grant in months \_\_\_\_\_

Amount Requested from the City and County of San Francisco: \$ \_\_\_\_\_

Amount Received/Pending from other sources for project: \$ \_\_\_\_\_  
 Grant applying for: Green Business Assistance Green Business Recruitment

**Summary of Project (50 words or less):**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:**

<input type="checkbox"/>	A. Signed Application Cover
<input type="checkbox"/>	B. Proposal narrative, work plan, and project budget (6 pages)
<input type="checkbox"/>	C. Letter(s) of agreement – <i>Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement documenting the relationship must be submitted</i>
<input type="checkbox"/>	D. Proof of non-profit status verifying tax-exempt status
<input type="checkbox"/>	E. Current year agency total budget, with grant project included.
NOTE: Do <b>NOT</b> include financial statements or review materials – these will be requested if necessary	

I certify that the information in this application is true and correct.

\_\_\_\_\_  
 Executive Director (print)                      Signature of Executive Director                      Date

I certify that the Board of Directors or other governing board has approved the submission of this application.  
 \_\_\_\_\_

Applications must be received by 5:00 pm Friday, October 2nd, 2020

<b><u>TIME FRAME</u></b>	<b>Activity</b>	<b>Measurable Deliverables</b>	<b>Budget</b>
<b><u>Year One</u></b> <b><u>First Quarter</u></b>	•	Deliverables for first quarter	Personnel: Pre-bates/Rebates (only applies to Green Business Assistance Grant): Advertising: Contractors: Quarterly TOTAL:
<b><u>Year One</u></b> <b><u>Second Quarter</u></b>	•	Deliverables for second quarter	Personnel: Pre-bates/Rebates (only applies to Green Business Assistance Grant): Contractors: Advertising: Quarterly TOTAL:

## Sample Budget

## Attachment C

Include total project costs, amount requested, total amount to be allocated to the lead and each partnering organization, and matching amounts that will be contributed by the lead agency and partnering organizations.

		Justification	Narrative	SFE	Total Project
<b>PERSONNEL</b>					
	Executive Director		Grant award tracking, performance measurement system, outreach, fundraising. In-kind from ABC Foundation	\$2,000	\$2,000
	Project Manager		Green Business Assistance: Purchasing materials for pre-bates, vetting products coordinating return items. Green Business Recruitment: calling businesses, emailing businesses, setting up webinars	\$2,000	\$2,000
	TOTAL Personnel			\$4,000	\$4,000
	Fringes @ 28%			\$1,120	\$1,120
	<b>TOTAL Personnel and fringes</b>			<b>\$5,120</b>	<b>\$5,120</b>
<b>CONTRACTUAL</b>					
	Lighting contractor	1 worker @ \$70/hour	Contractor to complete lighting installations	\$3,000	\$3,000
	Technical Consultant	\$70/hr @ 50 hrs	Conduct trainings to recruit businesses	\$1,000	\$1,000
	<b>TOTAL Contractual</b>			<b>\$4,000</b>	<b>\$4,000</b>
<b>SUPPLIES/ Other</b>					
	Pre-bate materials		LED lights, green cleaning products, compostable to-go ware	\$ 10,000	\$10,000
	Rebates			\$7,000	\$7,000
	Business promotion		Paid social media posts	\$4,000	\$4,000
	<b>TOTAL Supplies</b>			<b>\$21,000</b>	<b>\$21,000</b>
	<b>Direct Costs</b>		Personnel, contractual, supplies, other	<b>\$31,120</b>	<b>\$31,120</b>
	<b>Indirect Costs</b>	<b>At 15%</b>	<b>rent, utilities, etc</b>	<b>\$4,668</b>	<b>\$4,668</b>
	<b>TOTAL</b>		<b>Direct + indirect</b>	<b>\$35,788</b>	<b>\$35,788</b>

Below is a sample SF Green Business for the Office or Retail sector. The SF Green Business Program has checklists for specific industry sectors including: Auto Repair, Brewery, Cannabis Dispensary, Dental Service, Event Production, Food Manufacturer, Garment Cleaning, Grocery, Home Office, Janitorial Service, Lodging, Medical, Printing, Property Management, Restaurant, Schools, and Winery. The SF Green Business Program also has an Efficiency level (entry level) checklist for all industry sectors and only has 13 measures. At a minimum all other Efficiency level criteria must be met before purchases are made, assuring that the pre-bate purchase will result in completion of the Green Business Efficiency level.

**San Francisco Green Business Program**

**OFFICE/RETAIL CHECKLIST**

**Certified**

Core Measures	Comments	Completed?
<p><b>1.</b> Have an environmental policy statement that outlines the organization’s commitment to sustainability. Have the owner(s) or management sign and distribute the environmental policy to all employees. Your Coordinator may be able to provide sample language. The policy must address the following sections: waste reduction, toxins elimination, environmentally preferable purchasing, water/energy conservation, and education of employees.</p>	<p><i>Green Tip: See the Employer Green Resource Guide provided by your Coordinator for an environmental policy statement template to use. Make sure you include all policies noted in this checklist.</i></p> <p><i>Action/Verification: Email a signed copy of your environmental policy statement to your Coordinator once complete for verification.</i></p>	
<p><b>2.</b> Make a request to at least one other business to register for the Green Business Program.</p>	<p><i>Green Tip: See the Employer Green Resource Guide provided by your Coordinator for a referral email template to use.</i></p> <p><i>Action/Verification: CC your Coordinator on your referral email for verification.</i></p>	
<p><b>3.</b> Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.).</p>	<p><i>Green Tip: Ask your Coordinator for free light and water stickers during your site visit. Printable waste signs can be found at <a href="http://SFRecycles.org">SFRecycles.org</a>.</i></p> <p><i>Action/Verification: Post signage and send pictures of each type to your Coordinator for verification.</i></p>	
<p><b>4.</b> Sign-up for your Utility's Online Tools or review monthly bills to track water and energy usage over time, looking for sudden rises in use.</p>	<p><i>Green Tip: If property management pays the business's water bill, the business should make a request to the property management to sign up for the online account. Show proof of account activation for both water and energy utilities. Links to online utility billing: <a href="#">SF Water</a>, <a href="#">PG&amp;E</a></i></p>	

	<p><i>Action/Verification: Send a recent statement of both your water and energy bills to your Coordinator. These statements must show a comparison of your monthly bills (usually depicted by a graph).</i></p>	
<p><b>5.</b> Inform employees about the Green Business Program and distribute the Employee Green Resource Guide to all staff.</p>	<p><i><u>Green Tip:</u> The Employee Green Resource Guide will be sent to you via email from your Coordinator. An email template to introduce your employees to the Green Business Program and the Employee Green Resource Guide can be found in the EmployER Green Resource Guide also provided by your Coordinator.</i></p> <p><i>Action/Verification: Email an intro to the Green Business Program and the <u>Employee Green Resource Guide</u> to all of your employees. CC your Coordinator on this email for verification.</i></p> <p><i>If you do not have your employees' email addresses, please print the Guide and distribute physically. Send a picture of one of your employees with the Guide to your Coordinator for verification.</i></p>	
<p><b>Elective Measures (choose 1 of 2)</b></p>	<p><b>Comments</b></p>	<p><b>Completed?</b></p>
<p><b>6.</b> Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices</p> <p>Please choose at least 2:</p> <ul style="list-style-type: none"> <li>• Incorporate sustainability best practices into employee on-boarding processes, documents, training and development.</li> <li>• Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.</li> <li>• Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company</li> <li>• Reward sustainability champions with financial and/or non-monetary incentives (e.g., public recognition, bonuses, gifts, days off, etc.)</li> </ul>	<p><i><u>Green Tip:</u> See the Employer Green Resource Guide provided by your Coordinator for tips on how to create a green team.</i></p> <p><i>Action/Verification: State your commitment to create a green team in your environmental policy statement for verification.</i></p>	
<p><b>7.</b> Do business with other Green Businesses. Find them using the directory at <a href="http://www.greenbusinessca.org">www.greenbusinessca.org</a></p>	<p><i>Action/Verification: Send your Coordinator a receipt or invoice of a product or service you have purchased from one of our Green Businesses.</i></p>	

Core Measures	Comments	Completed?
<p><b>1.</b> Use energy efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. Below, select the lights you have or what you've recently replaced.</p>	<p><i>Green Tip: Energy efficient Lighting: CFL, LED, T-8 or T-5. If the business does not have control over lighting fixtures, the business must complete an energy assessment and then send a request to the property management or landlord for a lighting upgrade to energy efficient technology.</i></p> <p><i>Contact Michael Fung from our Energy Watch team at <a href="mailto:michael.fung@sfgov.org">michael.fung@sfgov.org</a> or (415) 355-3725 to schedule a free energy assessment. Rebates might be available to cover the costs of switching your lights to LEDs. Ask Michael for more information.</i></p> <p><i>Action/Verification: Send an energy report or receipts of your energy efficient lights to your Coordinator for verification.</i></p>	
<p>What is your facility building type?</p>	<p>Enter answers on <a href="http://GreenBusinessCA.org">GreenBusinessCA.org</a></p>	
<p>What type of fixture did you replace the old fixtures with?</p>	<p>Enter answers on <a href="http://GreenBusinessCA.org">GreenBusinessCA.org</a></p>	
<p>How many of these new fixtures do you have?</p>	<p>Enter answers on <a href="http://GreenBusinessCA.org">GreenBusinessCA.org</a></p>	
<p>How many of the old fixtures do you have?</p>	<p>Enter answers on <a href="http://GreenBusinessCA.org">GreenBusinessCA.org</a></p>	
<p><b>2.</b> Use a 365-day programmable thermostat to control heating and air conditioning. Recommended thermostat settings: 76° for cooling, 68° for heating. Use setbacks (e.g., allow temperatures to reach a certain max. before cooling, and a certain min. before heating) for unoccupied hours.</p>	<p><i>Action/Verification: Set your thermostat to the required settings and send a picture of each setting to your Coordinator for verification.</i></p>	
<p><b>3.</b> For new office equipment, purchase Energy Star printers, copiers, servers, refrigerators, and dishwashers. For computers, laptops, TVs and monitors, purchase EPEAT registered products (<a href="http://www.EPEAT.net">www.EPEAT.net</a>).</p>	<p><i>Action/Verification: State that your business will commit to this policy in your environmental policy statement. If you are currently shopping for new office equipment, send a receipt to your Coordinator for verification.</i></p>	
<p>How many ENERGY STAR rated LCD monitors does your business use?</p>		
<p>How many ENERGY STAR rated printer/copier does your business use?</p>		
<p><b>Elective Measures (choose 1 of 3)</b></p>	<p><b>Comments</b></p>	<p><b>Completed?</b></p>
<p><b>4.</b> Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.</p>	<p><i>Action/Verification: Send a picture or receipt of your lighting controls to your Coordinator for verification.</i></p>	
<p>How many rooms are on occupancy sensors (usually in infrequently occupied</p>		

areas such as restrooms, private offices, locker rooms, conference spaces)?		
How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?		
How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?		
How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?		
<b>5.</b> Install solar panels, geothermal or wind turbines on site.	<i>Green Tip: Check out <a href="#">GoSolarSF</a> for commercial solar financial incentives.</i>  <i>Action/Verification: Send a picture or receipt of your panels or turbines to your Coordinator for verification.</i>	
What is your monthly kWh generation?		
<b>6.</b> Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	<i>Green Tip: Find ENERGY STAR qualified refrigerators <a href="#">here</a>.</i>  <i>Action/Verification: Send a picture or receipt of your ENERGY STAR refrigerator to your Coordinator for verification.</i>	

<b>Core Measures</b>	<b>Comments</b>	<b>Completed?</b>
<b>1.</b> Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems at least twice a year. This includes: cleaning or replacing filters, addressing leaks, checking condensers and evaporator coils, and maintaining proper function of economizers (found in AC/package units).	<i>Action/Verification: Send your Coordinator a contract from your HVAC maintenance vendor that states their commitment to these standards.</i>	
<b>2.</b> Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.	<i>Action/Verification: Send your Coordinator an email confirmation from your IT department that your monitors are using these settings OR send your Coordinator a picture of your computer settings.</i>	
How many CPUs have power management software enabled?		
How many desktop monitors have power management software enabled?		
How many laptops have power management software enabled?		
<b>Elective Measures (choose 1 of 3)</b>	<b>Comments</b>	<b>Completed?</b>
<b>3.</b> Purchase the 100% renewable option from your community choice energy provider or utility.	<i>Action/Verification: Sign-up for <a href="#">CleanPowerSF's SuperGreen program</a> (100% renewable energy) and send your Coordinator</i>	

	<i>an email confirmation or energy bill statement if currently enrolled.</i>	
<b>4.</b> Buy renewable energy credits or green tags to offset the CO2 emissions from your business' use of electricity and natural gas, find them at <a href="https://www.green-e.org/certified-resources/carbon-offsets">https://www.green-e.org/certified-resources/carbon-offsets</a>	<i>Action/Verification: Send your Coordinator an email confirmation after signing-up for carbon offsets and state in your environmental policy statement that your company will continue to purchase carbon offsets.</i>	
<b>5.</b> Sign up to receive Flex Alerts and notify employees to turn off all unnecessary lights, postpone using all major appliances till 6p.m., and turn your air conditioning thermostat up to 78 degrees or higher. Register at <a href="http://www.flexalert.org">www.flexalert.org</a> .	<i>Action/Verification: Send your Coordinator an email confirmation after signing-up for flex alerts and state in your environmental policy statement that your company will participate in flex alert practices.</i>	

<b>Core Measures</b>	<b>Comments</b>	<b>Completed?</b>
<b>1.</b> Use low toxic cleaning and building maintenance products in non-aerosol containers such as Green Seal certified ( <a href="http://greenseal.org">greenseal.org</a> ), Safer Choice ( <a href="http://epa.gov/saferchoice">epa.gov/saferchoice</a> ), SF Approved ( <a href="http://sfapproved.org">sfapproved.org</a> ), or those with a GoodGuide rating of 8.1 or higher ( <a href="http://goodguide.com">goodguide.com</a> ).	<p><i>Action/Verification: The following products are rated as toxic for environmental and/or human health. Please replace with eco-friendly products using the listed websites. Send your Coordinator either a receipt or screen shot of the replacement products you plan to buy for verification. If you wish, you may continue to use the toxic products until your current supply runs out.</i></p> <ul style="list-style-type: none"> <li>• Xxx</li> <li>• Xxx</li> </ul> <p><i>See the Green Cleaning at Work section of the Employer Green Resource Guide for eco-friendly cleaning tips.</i></p>	
What is the area (square footage) of your facility where these cleaning products are used?		
<b>2.</b> Minimize the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.	<p><i>Green Tip: See the Employer Green Resource Guide provided by your Coordinator for an email template you can use to share this information with your janitorial staff.</i></p> <p><i>Action/Verification: State your commitment to this measure in your environmental policy statement.</i></p>	
<b>3.</b> Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. Check with your pest control operator to see if they offer IPM services or look for a provider at <a href="http://EcoWiseCertified.com">EcoWiseCertified.com</a> , <a href="http://GreenShieldCertified.org">GreenShieldCertified.org</a> , or <a href="http://WhatIsGreenPro.org">WhatIsGreenPro.org</a> .	<p><i>Green Tip: See the Pest Prevention section of the Employer Resource Guide for IPM tips.</i></p> <p><i>Action/Verification: Send your pest contract that states the use of IPM at your facility to your Coordinator for verification.</i></p>	
<b>Elective Measures (choose 1 of 3)</b>	<b>Comments</b>	<b>Completed?</b>

5. Use remanufactured copier toner cartridges.	Action/Verification: Send your Coordinator a receipt or picture of your remanufactured toner.	
How many remanufactured toner cartridges do you purchase for use every year?		
6. Print promotional materials with vegetable or other low-VOC inks.	Action/Verification: Send a receipt of your inks to your Coordinator for verification.	
7. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	Action/Verification: Send a receipt or picture of your unbleached/chlorine-free paper products to your Coordinator for verification.	
How many reams of chlorine-free copy paper do you buy annually?		
How many pounds total of towels, napkins, coffee filters, etc, do you buy annually?		

Core Measures	Comments	Completed?
1. Properly store and dispose of "universal waste" as required by law. Designate a storage area with a sign and notify all employees of the area. "Universal waste" includes spent fluorescent bulbs/tubes, aerosol cans, electronic equipment (computers, cell phones, etc.) and batteries.	<p><u>Green Tip:</u> Visit <a href="http://RecycleWhere.org">RecycleWhere.org</a> to find recycling and drop-off locations near you. See the "Hazardous Waste Disposal" section in the Employer Green Resource Guide for more disposal options.</p> <p>Action/Verification: Send a picture of your labeled universal waste bins to your Coordinator and state your commitment to properly store and dispose of these materials in your environmental policy statement. State in your environmental policy statement that your company recycles its toner cartridges.</p>	

Core Measures	Comments	Completed?
1. Recycle and compost all materials accepted in your area.	<p><u>Green Tip:</u> Schedule a free zero waste training for your employees by contacting our Zero Waste team at <a href="mailto:steven.chiv@sfgov.org">steven.chiv@sfgov.org</a> or Recology at 415-330-1300.</p> <p>Action/Verification: Your Green Business Coordinator will do a walk-through audit during the site-visit and may require a zero waste training.</p>	
Do you pay your own garbage bill (yes or no)?	If yes, then you need to fill out additional questions on <a href="http://GreenBusinessCA.org">GreenBusinessCA.org</a>	
2. To maximize recycling and composting, place clearly labeled recycling and compost bins next to all trash bins.	<p><u>Green Tip II:</u> Waste haulers dispose of black/opaque bags in the landfill so they should <i>*not*</i> be used for recyclables. Find printable signs at <a href="http://SFRecycles.org">SFRecycles.org</a>.</p> <p>Action/Verification: Post waste signs near all bins. Take pictures of bins and signs in multiple areas of your work space and send to your Coordinator for verification.</p>	

Core Measures	Comments	Completed?
1. Use reusable dishware in break room.	<i>Action/Verification: Eliminate use of single-use dishware and provide reusable dishware. Send pictures of your reusable dishware to your Coordinator for verification.</i>	
2. Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.	<i>Action/Verification: Send a receipt or picture of your copy paper to your Coordinator showing either the % recycled or FSC certification and % post-consumer waste.</i>	
How many reams of office paper do you purchase annually?		
3. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste. Choose at least 2 of the following:  a. Kitchen paper towels b. Bathroom paper towels c. Napkins d. Toilet seat covers e. Toilet paper f. Facial tissue	<i>Action/Verification: Send a receipt or picture of your paper products showing the % post-consumer waste to your Coordinator.</i>	
4. If you provide disposable bags, offer paper bags made from 100% post-consumer waste recycled content rather than plastic bags.	<i>Action/Verification: Send a receipt or picture of your paper bags showing the % post-consumer waste to your Coordinator.</i>	
<b>Elective Measures (choose 2 of 5)</b>	<b>Comments</b>	<b>Completed?</b>
5. Reuse paper or plastic packaging materials in your own shipments.	<i>Action/Verification: State your commitment to following this measure in your environmental policy statement.</i>	
6. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<u><i>Green Tip: Check out freecycle.org or goodwill.org to donate your reusable unwanted items.</i></u>  <i>Action/Verification: Send an order receipt to your Coordinator for verification.</i>	
7. Order/print marketing materials and business cards on paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.	<i>Action/Verification: Send a receipt or picture of marketing materials and business cards to your Coordinator that shows % recycled or FSC certification and % post-consumer waste.</i>	
8. Purchase or obtain previously used furniture, supplies or materials. Check out sites such as <a href="http://freecycle.org">freecycle.org</a> or <a href="http://craigslist.org">craigslist.org</a> .	<i>Action/Verification: Send a receipt to your Coordinator for verification.</i>	
9. Offer vegetarian/vegan options for meetings and company events.	<i>Action/Verification: State your commitment to following this measure in your environmental policy statement.</i>	
10. For events, use only reusable dishware.	<i>Action/Verification: State your commitment to following this measure in your environmental</i>	

	<i>policy statement. If you have pictures of dishware during a recent event, please send to your Coordinator.</i>	
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<b>Core Measures</b>	<b>Comments</b>	<b>Completed?</b>
<b>1.</b> Reduce paper use in your office by doing at least three of the following: <ul style="list-style-type: none"> <li><b>a.</b> Offer receipts by text or email.</li> <li><b>b.</b> Send electronic invoices.</li> <li><b>c.</b> Sign-up for online statements from banks, credit cards, etc.</li> <li><b>d.</b> Keep digital records instead of paper files.</li> <li><b>e.</b> Send electronic contracts.</li> <li><b>f.</b> Provide digital reports.</li> </ul>	<i>Action/Verification: State the paper reduction practices your company uses in your environmental policy statement.</i>	
<b>2.</b> Eliminate the use of polystyrene, such as Styrofoam in breakrooms, food/beverage to-go ware, packaging materials, and during any company events.	<i>Action/Verification: State your commitment to following this measure in your environmental policy statement.</i>	
<b>3.</b> Eliminate individual bottles of water for employees, resident companies and temporary artists.	<i>Action/Verification: State your commitment to following this measure in your environmental policy statement.</i>	
<b>4.</b> Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<i>Action/Verification: Send a picture of your printer's default settings to your Coordinator for verification.</i>	
<b>5.</b> Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.	<i>Action/Verification: Send a receipt or picture of your coffee machine to your Coordinator for verification.</i>	

<b>Core Measures</b>	<b>Comments</b>	<b>Completed?</b>
<b>1.</b> Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs.	<u>Green Tip:</u> See the Commuter Benefits Program section in the Employer Green Resource Guide for tips on setting up the program.  <i>Action/Verification: Send your commuter benefits policy to your Coordinator.</i>	
<b>2.</b> Offer clean commuting options for your employees. Choose at least 2: <ul style="list-style-type: none"> <li><b>a.</b> Provide secured and enclosed bicycle parking for employees.</li> <li><b>b.</b> Provide bicycle parking for customers by installing a sidewalk bicycle rack outside business. Use</li> </ul>	<i>Action/Verification:</i> <ul style="list-style-type: none"> <li><b>a.</b> Send a picture of the bicycle parking to your Coordinator.</li> <li><b>b.</b> Send a picture of the bicycle parking to your Coordinator.</li> <li><b>c.</b> Send a picture or receipt of your bike kit to your Coordinator.</li> </ul>	

<p>SFMTA's free install program:  <a href="https://www.sfmta.com/services/streams-sidewalks/installation-requests/bicycle-racks-corrals">https://www.sfmta.com/services/streams-sidewalks/installation-requests/bicycle-racks-corrals</a></p> <p><b>c.</b> Have a bike kit for employees who may have bicycle emergencies or problems.</p> <p><b>d.</b> Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.</p> <p><b>e.</b> Provide information on carpooling, vanpooling, bicycling, walking and public/mass transportation on a bulletin board for our employees.</p> <p><b>f.</b> Offer lockers and showers for staff who walk, jog or bicycled to work.</p> <p><b>g.</b> Provide one or more company bicycles for employees to use.</p> <p><b>h.</b> Ensure at least 20% of staff walk, bike, or carpool to get to work.</p>	<p><b>d.</b> Send proof of your telecommuting or flexible schedules to your Coordinator.</p> <p><b>e.</b> Send a picture of this information on your wall to your Coordinator.</p> <p><b>f.</b> Send pictures of your lockers and showers to your Coordinator.</p>	
<p><b>Elective Measures (choose 1 of 4)</b></p>	<p><b>Comments</b></p>	<p><b>Completed?</b></p>
<p><b>3.</b> Convert company vehicles to low emission vehicles such as electric, hybrid, natural gas or alternative fuels.</p>	<p><i>Action/Verification: Send the purchase agreement to your Coordinator and state your commitment to following this measure in your environmental policy statement.</i></p>	
<p><b>4.</b> Institute a "smart driving" education program for business services. Institute practices such as reducing excess weight in vehicles, driving the speed limit and at steady speeds, accelerating and decelerating slowly and steadily, and turning off the engine when stopped for more than two minutes.</p>	<p><i>Action/Verification: Send a signed copy of your smart driving policy to your Coordinator. This can be a section in your environmental policy statement.</i></p>	
<p><b>5.</b> Use renewable diesel, biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.</p>	<p><i>Action/Verification: Send a receipt of your diesel purchase to your coordinator and state your commitment to following this measure in your environmental policy statement.</i></p>	
<p><b>6.</b> Offset your company's CO2 emissions including, company vehicles, and air travel through purchase of renewable energy credits or carbon offsets through groups like Terrapass, <a href="http://www.terrapass.com">www.terrapass.com</a>.</p>	<p><i>Action/Verification: Send your purchase receipt to your Coordinator for verification.</i></p>	

<p><b>Core Measures</b></p>	<p><b>Comments</b></p>	<p><b>Completed?</b></p>
<p><b>1.</b> Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water utility).</p>	<p><i>Green Tip: You can schedule a free <a href="#">Water Wise Evaluation</a> with the SFPUC to check for leaks and learn how to repair them.</i></p>	

	<p><i>Action/Verification: If you manage your water fixtures in-house, state in your environmental policy statement that you will check for sink and toilet leaks at least once a month and will immediately repair any leaks when found. If you have a maintenance vendor manage your water fixtures, send your maintenance contract to your Coordinator. This contract should state that the vendor will check for leaks at least once a month.</i></p>	
<p><b>2.</b> Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high-efficiency urinals.</p>	<p><i>Green Tip: The San Francisco Public Utilities Commission currently does not have any commercial rebates for urinals.</i></p> <p><i>Action/Verification: State in your environmental policy statement that you will buy urinals that meet this standard during your next urinal purchase.</i></p>	
<p>How many urinals flushing at less than 0.5 gallons does your facility have?</p>		
<p>How many waterless urinals does your facility have?</p>		
<p>Please estimate how many male employees and visitors are at your business on an average day?</p>		
<p><b>3.</b> Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5 GPM; kitchen sinks should not exceed 1.5 GPM; Showerheads should not exceed 1.5 GPM.</p>	<p><i>Green Tip: Your Coordinator will provide free aerators during your site visit.</i></p> <p><i>Action/Verification: Send pictures of installed low flow aerators to your Coordinator showing the GPM flow-rate. This rate should be visible on the side of the aerator. For 0.5 GPM aerators, you can just send pictures of the water running.</i></p>	
<p>How many 1.5 GPM showerheads have you installed?</p>		
<p>How many 0.5 GPM lavatory sink aerators have you installed?</p>		
<p>How many 1.5 GPM kitchen sink aerators have you installed?</p>		
<p><b>4.</b> Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.</p>	<p><i>Green Tip: The San Francisco Public Utilities Commission currently does not have any commercial rebates for toilets.</i></p> <p><i>Action/Verification: State in your environmental policy statement that you will buy toilets that meet this standard during your next toilet purchase.</i></p>	
<p>How many visitors and customers use your facility on an average day?</p>		
<p>How many employees use your facility on an average day?</p>		
<p>Is the flush volume of the toilets 1.6 or 1.28?</p>		

Core Measures	Comments	Completed?
<p><b>1.</b> Regularly inspect and repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves. Verify heads/nozzles are the proper rating/type for that application and positioned to prevent hardscape areas from being sprayed.</p>	<p><i>Green Tip: See the Green Business Landscaping Checklist in the Employer Green Resource Guide for legal landscaping requirements. You can schedule a free <a href="#">Water Wise Evaluation</a> with the SFPUC to inspect your irrigation fixtures and learn water-efficiency practices.</i></p> <p><i>Action/Verification: Send the Water Wise Evaluation report or receipt/picture of new fixtures to your Coordinator for verification.</i></p>	
<p><b>2.</b> Adjust the schedule and duration of your irrigation system according to seasons. Water during non-daylight hours (before 7 am or after 9 pm).</p>	<p><i>Action/Verification: Send your seasonal water schedule and a picture of your daily water settings to your Coordinator.</i></p>	
Elective Measures (choose 1 of 4)	Comments	Completed?
<p><b>3.</b> Use drip irrigation.</p>	<p><i>Green Tip: See <a href="#">this site</a> for a list of irrigation maintenance best practices.</i></p> <p><i>Action/Verification: Send a picture of your drip system to your Coordinator for verification.</i></p>	
<p><b>4.</b> Reduce areas of turf. Water utilities may offer a rebate for turf removal.</p>	<p><i>Green Tip: The SFPUC currently does not offer any turf removal rebates for commercial customers.</i></p> <p><i>Action/Verification: Send a picture of your landscaping to your Coordinator for verification.</i></p>	
<p><b>5.</b> For irrigated landscaping using an automatic controller, maintain an irrigation station map and have it available for the audit.</p>	<p><i>Action/Verification: Send your irrigation station map to your Coordinator.</i></p>	
<p><b>6.</b> Use plant material that is California native or drought-tolerant for 75% of landscaping.</p>	<p><i>Green Tip: Use the <a href="#">SF Plant Finder</a> to see which native plants are recommended for your area.</i></p> <p><i>Action/Verification: Send a list and pictures of your plants to your Coordinator.</i></p>	