

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of the Environment



February 13, 2009

**VIA HAND DELIVERY**

The Honorable Vincent C. Gray  
Chairman  
Council of the District of Columbia  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

**RE: Clean and Affordable Energy Act of 2008, D.C. Law 17-250**

Dear Chairman Gray:

Pursuant to section 210(e) and 211(e) of the Clean and Affordable Energy Act of 2008, D.C. Law 17-250, effective October 2008. I am pleased to submit the District Department of the Environment's Clean and Affordable Energy Act (CAEA) First Quarterly Report for October 2008 - December 2008. This report summarizes the performance of Energy Assistance Trust Fund (EATF) programs and Sustainable Energy Trust Fund (SETF) programs and expenditures during the three months ending December 31, 2008. This document reflects our continuing commitment to focus our efforts on improving the environment, installing more renewable energy systems and making the District more energy efficient.

If you have any questions or concerns on this report please do not hesitate to call me or Jack Werner on 535-2615 or 673-6710 respectively.

Sincerely,

  
George S. Hawkins

Director

Department of the Environment

Attachments

cc: Councilmember Mary Cheh, Chairperson, Committee on Government Operations and Environment  
DC Councilmembers  
Cynthia Brock-Smith, Secretary of the Council





**District Department of the Environment  
Clean and Affordable Energy Act  
Quarterly Report  
*October 2008 – December 2008***



**District Department of the Environment  
Clean and Affordable Energy Act Quarterly Report  
For October 2008 – December 2008**

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Attachment 2 - All Financial Activity

Attachment 3 – Administrative Budget and Expenditures

Attachment 4 - Monthly Actual Expenditures by Program

Attachment 5 - HERS News article

Appendix 1 - Saving Energy in D.C. School's Status

Appendix 2 - Renewables Energy Incentive Program Detailed Program Description



## **INTRODUCTION**

The District Department of the Environment's ("DDOE") Clean and Affordable Energy Act (CAEA) Quarterly Report to the Council covers the period from October 1, 2008, through December 31, 2008. This report summarizes: 1) significant program status; 2) provides timelines and milestones to track the progress and success of each program; 3) offers highlights of ward specific data, and 4) presents the status of administrative and programmatic expenditures.

## **BACKGROUND**

The Retail Electric Competition and Consumer Protection Act of 1999 created the Reliable Energy Trust Fund (RETF), the purpose of which was to fund programs promoting energy efficiency and the use of electricity from renewable sources. In Commission Order No. 13475, Formal Case No. 945, the Public Service Commission (Commission) of the District of Columbia designated the DC Energy Office, later part of DDOE, as authority to administer all the programs approved for funding from the RETF. Subsequently, the Commission authorized DDOE to implement 16 programs.

Additionally, in 2005 the Council of the District of Columbia passed the Omnibus Utility Emergency Amendment Act of 2005 which established the Natural Gas Trust Fund (NGTF) to promote energy efficient programs and to provide assistance to low-income gas customers in the District. DDOE was designated to act as administrator of all the programs.

This Report is the first quarter report required by the 'Clean and Affordable Energy Act of 2008', D.C. Law 17-250, which became effective on October 1, 2008 following the identical emergency legislation, which replaced the RETF and NGTF programs with the Sustainable Energy Trust Fund (SETF) and the Energy Assistance Trust Fund (EATF) programs, funded by a new utility assessment. Until the Sustainable Energy Utility (SEU) is contracted with DDOE, DDOE will operate programs funded by the SETF; DDOE is operating EATF programs as authorized in the Act. The following programs are currently being administered by DDOE:

**Sustainable Energy Trust Fund**

**1. C5, Home Energy Rating System**

*Provides energy audits for home owners to determine specific needs for energy efficiency improvement*

**2. D4, Weatherization Plus**

*Performs energy audits and installs audit-identified measures in low-income dwelling units*

**3. D5, Low Income Appliance Replacement Program**

*Performs energy audits and installs high-efficiency electric appliances to replace old and inefficient models in low-income dwelling units*

**4. D6, Weatherization and Rehabilitation**

*Performs energy audits and installs electricity energy-saving measures in rehabilitated low-income housing units*

**5. E1, Affordable Housing Energy Efficient Rebate Program**

*Provides rebates for the installation of energy-efficiency measures in affordable housing projects*

**6. E2, Weatherization Rehabilitation Asset Partnership**

*Performs energy audits and installs energy-saving measures in the dwellings of moderate income families and also refers those households to other programs for which they might be eligible*

**7. G2, Heating System Repair, Replacement, and Tune-Up Program**

*Performs energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwelling units*

**8. G3, Residential Weatherization and Efficiency Program**

*Enables non-low-income residents to use natural gas in a more efficient and cost effective manner by offering incentives for installing energy efficient gas measures*

**9. G5, Energy Awareness Program**

*Seeks to raise the energy efficiency awareness levels of District residents*

**10. G6, Saving Energy in D.C. Schools**

*Educates students about energy efficiency, the environment, and reducing energy consumption in participating schools and extending to the student's homes*

**11. Renewable Energy Incentives Program**

*Provides rebates and increases the awareness and the use of renewable energy generation technologies by District of Columbia residents, businesses, and institutions*

**Energy Assistance Trust Fund**

**12. D1, LIHEAP Expansion and Energy Education**

*Provides additional funding for electric customers to be used in concert with the Federal Low Income Home Energy Assistance Program*

**13. D2, RAD Extension**

*Offers eligible Residential Aid Discount low-income customers expanded discount rates*

**14. D3, RAD Arrearages Retirement and Education Program**

*Assists eligible RAD customers with their Pepco arrearages*

**15. G1, Residential Essential Service Expansion and Awareness Program**

*Provides low-income gas customers greater affordability toward their total gas bills and to increase the participation rate by at least 30%.*

In the Spring of FY08, DDOE sought assistance from Oak Ridge National Laboratory (ORNL) to help expand its data collection and record keeping and reporting system for DDOE's Energy Efficiency and Renewables Programs. The goal is to improve the way in which the progress of the programs are tracked, and to make process and impact evaluations more timely and effective. The resulting document, entitled "*Suggested Record-Keeping Procedures for DDOE Energy Programs*", was published in July 2008 and provides comprehensive findings, recommendations and analytical approaches for developing the database. DDOE has adopted the protocols for the key data to be collected and the frequency of data collection and is finalizing a database to be used by all the program managers to update the required fields periodically. DDOE intends to develop an Evaluation Measurement Verification (EMV) protocol for monitoring and

documenting program achievements, and measure how well the respective programs are achieving their goals and objectives.

### **CAEA BUDGET AND EXPENDITURES**

This report includes the following financial attachment:

- Attachment 1: Revenue Collections
- Attachment 2: Financial Activity as of the end of the quarter
- Attachment 3: Administrative Budget and Expenditures
- Attachment 4: Monthly Expenditures by Program

# **Sustainable Energy Trust Fund Programs**

<b>Program Name:</b>	Home Energy Rating System
<b>Program Number:</b>	C5
<b>Reporting Period:</b>	October 2008 - December 2008

## **Project Description**

The goal of the Home Energy Rating System (HERS) Program is to allow owners and prospective owners of the property to be aware of the energy performance of their home. It also provides information to enable them to make energy efficiency improvements while insuring their health and safety.

## **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

## **Program Accomplishment**

The HERS program is fully operational. Elysian Energy and Patuxent Environmental Group (PEG) are currently contracted to provide audits. Elysian Energy completed 105 audits, and PEG completed 194 audits during this quarter for a total of 299. Table 1 below provides a breakdown of the number of audits completed, and Table 2 provides the number of clients served and estimated audit cost in each of the eight wards.

**Table 1: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of Audits Completed	299	299	1,200

**Table 2: Estimated Audit Cost**

<b>WARD</b>	<b>Residents Served</b>	<b>Estimated Audit Cost</b>
1	42	\$14,460.00
2	21	\$6,770.00
3	55	\$18,640.00
4	58	\$19,525.00
5	49	\$16,410.00
6	33	\$16,035.00
7	29	\$9,590.00
8	12	\$3,770.00
Total	299	\$105,200.00

During this quarter DDOE has added an additional **632 names to the waiting list**. The HERS Program continues to receive a steady flow of requests for ratings from the many outreach efforts and promotional campaigns such as:

- Participated in the Health and Human Services' Energy Awareness Month Expo on October 28 and registered 10 residents for audits,
- Participated in the OPC's Energy Efficiency Expo on November 1, 2008 and registered 15 residents for HERS audits,
- Presented on the importance of Energy Efficiency and Energy Audits on November 5, 2008 at the Georgetown Senior Center,
- Participated in the 2<sup>nd</sup> Annual Anacostia Waterfront Community Information Fair on November 15, 2008 and registered 15 residents.

DDOE takes a holistic approach when completing Home Energy Ratings by distributing information on radon, lead-paint, tax-credit information and carbon monoxide detection and testing.

**Table 3: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Conducting HERS audits	December 31, 2008	December 31, 2008

### **Acknowledgements**

In December 2008 an article was published in the Glover Park Gazette, written by Alex Levin, a district resident, about the HERS Program (see Attachment 5).

### **Next Quarter's Projected Goals**

During the second quarter DDOE will continue to perform HERS audits throughout all eight wards of the city as well as expand its waiting list. The Program will continue to take its holistic approach by distributing information on radon, lead-paint, tax-credit information and carbon monoxide detection and testing.

**Table 4: Quarter's 2 Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Continue conducting HERS audits	March 30, 2009	

### **Issues and Remedial Plan**

None

<b>Program Name:</b>	Weatherization Plus
<b>Program Number:</b>	D4
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

This program expands DDOE's Weatherization Assistance Program (WAP) to accelerate the installation of energy efficient measures that save electricity. The program performs energy audits and installs audit-identified measures in low-income dwelling units. Typical measures installed may include: energy efficient lighting upgrades, insulation, weather stripping, windows/door replacement, heat pump repair/replacement, hot-water heater replacement/wraps, faucet aerators; showerheads, and programmable thermostats. Program eligibility is based on federal low-income guidelines.

### **Program Status**

- ☐ Program is on Target
- ☒ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

The Weatherization Plus Program received a total of 613 applications from both single and multi-family low-income homeowners. One third of the applications received were collected during the Joint Utility Discount Day (JUDD) event which was held on September 30, 2008. The program conducted energy audits in 371 multi-family dwelling units. Table 5 below provides a breakdown of the application, audit and completion status. The final audit reports have been completed and forwarded to the Community Based Organizations (CBO) for installations. Installation work is scheduled to begin January 2009.



**Table 5: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Applications Received	613	613	329
Audits Completed	371	371	329
Installations Completed	0	0	329

*Explanation: This program has already audited more units than is needed to meet the goal for the program year. However, experience has shown that these units do not have enough electrical measures to exhaust the average per unit cost. As a result, the program will continue to audit additional units, mainly single-family homes, until program operation funds are exhausted.*

**Table 6: Summary of Projects**

<b>Projects</b>	<b>Ward</b>	<b>No. of Units</b>	<b>Project Status</b>
1007 Monroe St. NW	1	4	Bidding Process
5113 Fitch St. NE	7	281	Bidding Process
4125 Ames St. NE	7	53	Bidding Process
4242 6 <sup>th</sup> St SE	8	5	Bidding Process
2624 29 <sup>th</sup> St. SE	7	4	Bidding Process
2628 29 <sup>th</sup> St. SE	7	4	Bidding Process
5514 1st St NW	4	15	Bidding Process
1723 27 <sup>th</sup> St. SE	7	5	Bidding Process

Program management held several meetings with CBOs to discuss the out-sourcing of all single-family home energy audits. CBOs are required to select at least two professionally qualified auditing companies to perform audits. The projected start date for single family audits is January 15, 2009.

The annual Program Kick-Off Conference for the Weatherization Plus, Low Income Appliance Replacement Program, Weatherization and Rehabilitation and Heating System Repair, Replacement, and Tune-Up Program programs was held on November 21, 2008. The Kick-Off Conference is a round-table event that promotes information exchanges

surrounding program operation and implementation issues encountered and ways in which they can be improved upon. This meeting was mandatory for all CBOs and their staff, contractors, and representatives from major supply companies, such as Sears and Home Depot.

There were on-site visits to property owners and developers to fully explain the benefits of the program. The program benefits from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance. Also, the contracted CBOs helped to promote the program through their outreach efforts.

Based on the audits performed, the table below shows the recommended measures and their resulting estimated usage savings, on an annual basis and over the life of the installed measures. Should the recommended measures be installed, a total of 357,671 kWh or \$35,767 are expected to be saved annually, which equates to 5,276,876 kWh or \$527,687 over the life of the installed measures.

**Table 7 - Projected Annual Energy Savings**

<b>Recommended Measures / Appliances</b>	<b>Quantity</b>	<b>Saving Per Year Per Installed Quantity (kWh)</b>	<b>Life Time Saving (kWh)</b>	<b>Annual Saving (\$)</b>	<b>Life Time Saving (\$)</b>
Energy Star Fixture Replacement	1,342	314,028	4,710,420	31,403	471,042
Cooling Units	83	32,619	489,285	3,262	48,929
CFL Bulbs Replacement	212	11,024	77,168	1,102	7,717
<b>Total</b>	<b>1,637</b>	<b>357,671</b>	<b>5,276,873</b>	<b>35,767</b>	<b>527,688</b>

**Table 8: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Sign Sub-Grantee Agreements with CBOs and	October 20, 2008	December 1, 2008

Milestone	Goal Date	Actual Date Accomplished
issue Grant Award Letters.		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	January 14, 2009	November 23, 2008
Conduct energy audits/assessments and Red tag emergency intake	January 14, 2009	December 9, 2008
Install recommended energy efficient heating systems and /or repairs	January 14, 2009	In Progress
Review monthly reports submitted by CBOs.	January 14, 2009	December 15, 2008

### Next Quarter's Projected Goals

Marketing and recruitment activities for the program will consist of a few on-site visits to property owners of multi-family buildings to fully explain the benefits of the program. The program continues to benefit from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance in the past years. Program management will also continue to collaborate with CBOs to help promote the program through their outreach efforts.

**Table 9: Quarter's 2 Timeline and Milestone**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 2 Jan – March 2009</b>		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	March 29, 2009	
Conduct energy audits/assessments and Red tag emergency intake	March 29, 2009	
Install recommended energy efficient heating systems and /or repairs	March 29, 2009	
Review monthly reports submitted by CBOs.	February 15, 2009	

### Issues and Remedial Plan

None

<b>Program Name:</b>	Low Income Appliance Replacement Program
<b>Program Number:</b>	D5
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Low-Income Appliance Replacement Program performs energy audits and installs high-efficiency electric appliances to replace old and inefficient models in low-income dwelling units. The program is designed to reduced energy usage by allowing low-income residents of the District to dispose of their inefficient room air conditioners and refrigerators in an environmentally safe manner. Homeowners or renters can have their inefficient appliance replaced on a one for one basis. Program eligibility is based on federal low-income guidelines.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

This program received a total of 863 applications for appliance replacement from both single and multi-family low-income homeowners. Approximately 250 of the applications received were collected during the Joint Utility Discount Day (JUDD) event which was held on September 30, 2008. This program conducted appliance audits in 749 multi-family dwelling units. Table 10 below provides a breakdown of the audit and replacement status. The final audit reports have been completed and forwarded to different Community Based Organizations (CBOs) for installation of recommended energy-saving measures. Installation work is scheduled to begin January 2009.

**Table 10: Program Deliverables**

<b>Progress Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of Appliances Audited	749	749	1,958
# of Refrigerators Replaced	0	0	902
# of Room Air Conditioners Replaced	0	0	1,056
<b>Total Appliances Installed</b>	<b>0</b>	<b>0</b>	<b>1,958</b>

Program management held several meetings with CBOs to discuss the out-sourcing of all single-family appliance audits as part of the overall home energy audit. CBOs are required to select at least two professionally qualified auditing companies to perform audits. The projected start date for single family appliance audits is January 15, 2009.

There were on-site visits to property owners and developers to fully explain the benefits of the program. The program benefits from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance. Also, the contracted CBOs helped to promote the program through their outreach efforts.

Based on the audits performed, the table below shows the recommended measures and their resulting estimated usage savings, on an annual basis and over the life of the installed measures. Should the recommended measures be installed, a total of 36,002 kWh or \$3,600 are expected to be saved annually, which equates to 540,030 kWh or \$54,003 over the life of the installed measures.

**Table 11 - Projected Annual Energy Savings**

<b>Recommended Measures / Appliances</b>	<b>Quantity</b>	<b>Saving Per Year Per Installed Quantity (kWh)</b>	<b>Life Time Saving (kWh)</b>	<b>Annual Saving (\$)</b>	<b>Life Time Saving (\$)</b>
Refrigerators	61	30,500	457,500	3,050	45,750
Window AC	14	5,502	82,530	550	8,253
<b>Total</b>	<b>75</b>	<b>36,002</b>	<b>540,030</b>	<b>3,600</b>	<b>54,003</b>

**Table 12: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Sign Sub-Grantee Agreements with CBOs and issue Grant Award Letters.	October 20, 2008	December 1, 2008
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	January 14, 2009	November 23, 2008
Conduct energy audits/assessments and Red tag emergency intake	January 14, 2009	December 9, 2008
Install recommended energy efficient heating systems and /or repairs	January 14, 2009	December 9, 2008
Review monthly reports submitted by CBOs.	January 14, 2009	December 15, 2008

### **Next Quarter's Projected Goals**

Marketing and recruitment activities for the program will consist of a few on-site visits to property owners of multi-family buildings to fully explain the benefits of the program. The program continues to benefit from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance in the past years. Program management will also continue to collaborate with CBOs to help promote the program through their outreach efforts.

**Table 13: Quarter's 2 Timeline and Milestone**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	March 29, 2009	
Conduct energy audits/assessments and Red tag emergency intake	March 29, 2009	
Install recommended energy efficient heating systems and /or repairs	March 29, 2009	
Review monthly reports submitted by CBOs.	February 15, 2009	

### **Issues and Remedial Plan**

None

<b>Program Name:</b>	Weatherization and Rehabilitation
<b>Program Number:</b>	D6
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Weatherization Rehabilitation Program performs energy audits and installs electricity energy-saving measures in rehabilitated low-income housing units. The program targets non-profits and community based organizations that are providing improvements to multi-family low-income housing units. SETF funds are used to add an energy efficiency component to the home improvement efforts. Only electricity-saving measures will be paid by SETF funds, although the audit may identify non-electricity-saving measures. Program eligibility is based on federal low-income guidelines.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

This program received applications from two multi-family low-income homeowners that are in the process of upgrading their rental properties. Together, the two projects, which are located in S.E. Washington DC (Ward 8), have a total of 112 units that are in need of energy improvements. Table 14 below provides a breakdown of the audit and installation status. This program has conducted energy audits for both projects, and the recommended energy-saving measures are scheduled to be installed in January 2009. This program has also identified a number of potential rehabilitation projects that could benefit from the

energy-saving retrofits offered under this program. The application and verification process for these projects is expected to be completed by February 2009.

**Table 14: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Applications Received	112	112	305
Audits Completed	112	112	305
Installations Completed	0	0	305

There were on-site visits to property owners and developers to fully explain the benefits of the program. The program continues to benefit from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance in the past years. Also, the contracted CBOs helped to promote the program through their outreach efforts.

Based on the audits performed, the table below shows the recommended measures and their resulting estimated usage savings, on an annual basis and over the life of the installed measures. Should the recommended measures be installed, a total of 17,556 kWh or \$1,755 are expected to be saved annually, which equates to 263,340 kWh or \$26,334 over the life of the installed measures.

**Table 15 - Projected Annual Energy Savings**

<b>Recommended Measures / Appliances</b>	<b>Quantity</b>	<b>Saving Per Year Per Installed Quantity (kWh)</b>	<b>Life Time Saving (kWh)</b>	<b>Annual Saving (\$)</b>	<b>Life Time Saving (\$)</b>
Energy Star Fixture Replacement	28	6,552	98,280	655	9,828
Cooling Units	28	11,004	165,060	1,100	16,506
<b>Total</b>	<b>56</b>	<b>17,556</b>	<b>263,340</b>	<b>1,755</b>	<b>26,334</b>



**Table 16: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Sign Sub-Grantee Agreements with CBOs and issue Grant Award Letters.	October 20, 2008	December 1, 2008
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	January 14, 2009	November 23, 2008
Conduct energy audits/assessments and Red tag emergency intake	January 14, 2009	December 9, 2008
Install recommended energy efficient heating systems and /or repairs	January 14, 2009	In Progress
Review monthly reports submitted by CBOs.	January 14, 2009	December 15, 2008

#### **Next Quarter's Projected Goals**

Marketing and recruitment activities for the program will consist of a few on-site visits to property owners of multi-family buildings to fully explain the benefits of the program.

The program continues to benefit from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance in the past years. Program management will also continue to collaborate with CBOs to help promote the program through their outreach efforts.

**Table 17: Quarter's 2 Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	March 29, 2009	
Conduct energy audits/assessments and Red tag emergency intake	March 29, 2009	
Install recommended energy efficient heating systems and /or repairs	March 29, 2009	
Review monthly reports submitted by CBOs.	February 15, 2009	

**Issues and Remedial Plan**

None

<b>Program Name:</b>	Affordable Housing Energy Efficient Rebate Program
<b>Program Number:</b>	EI
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Affordable Housing Energy Efficiency Rebate Program provides rebates for the installation of energy-efficiency measures in affordable housing projects in the District of Columbia. The program targets non-profit community developers and provides rebates to cover the incremental costs for the installation of energy efficient appliances, HVAC systems, high efficiency fluorescent fixtures and bulbs, metal halide exterior bulbs, high efficiency windows, and high efficiency water heaters. The principal outcome for these efforts is to help affordable housing developers close the gap between standard and energy efficient technology costs. Affordable housing is categorized by the low to moderate income guidelines established by the US Department of Housing and Urban Development.

### **Program Status:**

- ☐ Program is on Target
- ☒ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

The Affordable Housing Energy Efficiency Rebate Program is expected to exceed its stated deliverables goal for the current program year. To date the program has received applications from 6 multi-family rehab projects totaling 630 dwelling units. Energy audits and installation of approved rebate measures have been completed for one multi-family project (316 total units). Table 18 below provides a summary of the rebate

projects. The program provides rebates to Non-profit developers when DDOE receives official notification that a project is completed and program inspectors have verified installation of approved measures. Table 19 provides the number of applications received, audits completed and installations completed.

**Table 18: Summary of Rebate Projects**

<b>Rebate Projects</b>	<b>Ward</b>	<b>No. of Units</b>		<b>Approved Rebate Measures</b>	<b>Project Status</b>
Park Terrace Apartments	8	316		Energy Star lighting fixtures, ceiling fans, LED exit signs, high intensity discharge fixtures, lighting controls, high efficiency appliances, high performance building envelope, high efficiency packaged air conditioners and heat pumps, and high efficiency water heater.	Completed
Jasper Gardens Apartment Homes	7	40		Energy star appliances and lighting fixtures, ceiling fans, high intensity discharge fixtures, lighting controls, high performance building envelope, and high efficiency packaged air conditioners and heat pumps.	In progress
T Street Apartments	8	31		Energy star appliances and lighting fixtures, ceiling fans, high intensity discharge fixtures, lighting controls, high performance building envelope, and high efficiency packaged air conditioners and heat pumps.	In progress
Highpoint Apartments	7	27		Energy star appliances and lighting fixtures, ceiling fans, high intensity discharge fixtures, lighting controls, high performance building envelope, and high efficiency packaged air conditioners and heat pumps.	In progress
Marian Russell Corporative	6	12		Wall installation, water heaters, energy star appliances, lighting fixtures, LED exit signs, ceiling fans, lighting controls, high efficiency appliances, building envelop, and heat pumps and air conditioners.	In progress
Samuel J. Simmons NCBA Estates	1	175		Energy efficient appliances, light fixtures, and high efficiency HVAC system (including gas boiler and chiller systems).	In progress
Fendall Street Apartments	8	29		Compact fluorescent bulbs, light fixtures, energy star appliances, building/roofing insulation, high energy efficiency HVAC system, high efficiency hot water heaters, and low "e" glass windows.	In progress
<b>Total</b>		<b>630</b>			

**Table 19: Program Deliverables Table**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Applications Received	630	630	400
Audits Completed	318	318	400
Installations Completed	<b>316</b>	<b>316</b>	<b>400</b>

**Table 20: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Award Period fiscal year 2009, application, and evaluation period	October 2008	November 13, 2008
Contact each Developer for completion assurance by September 30, 2009	October 2008	November 13, 2008
Monitor Rebate Awards	October 2008	November 13, 2008
Inspection of Completion	October 2008	October 27, 2008

### **Next Quarter's Projected Goals**

**Table 21: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Grant application pre-awarded letters for fiscal year 2009 second solicitation	January 2009	
Monitor Rebate Awards	January 2009	
Implementation: Prepare Notification letters to Nonprofit Developers of Award Amounts for fiscal year 2009	January 2009	
Inspection of Completion	February 2009	
Payment of completed awards	February 2009	

### **Issues and Remedial Plan**

None

<b>Program Name:</b>	Weatherization Rehabilitation Asset Partnership
<b>Program Number:</b>	E2
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Weatherization Rehabilitation and Asset Preservation (WRAP) Program performs energy audits and installs energy-saving measures in the dwellings of low to moderate income families and also refers those households to other programs for which they might be eligible. The program which is administered in Partnership with the Energy Programs Consortium (EPC) integrates weatherization services with rehab and related programs to help sustain low to moderate income homeownership. Program participants receive weatherization assistance, along with a review of their mortgage and insurance costs. Only electricity-saving measures are paid for using WRAP funds.

### **Program Status**

- ☐ Program is on Target
- ☒ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

The participation rate for WRAP has increased significantly within the past three months and the program is already placing applicants on a waiting list. Since this program began, WRAP has received more than 150 applications and completed 118 energy audits (36 single-family and 82 units in four multi-family buildings). Table 22 below provides a breakdown of the audits and number of completions. EPC selected House Warmers and Green Homes Blue Skies to perform the installation of audit recommended measures in 15 single-family homes. The installation of energy efficient measures in multi-family

buildings is scheduled to begin in January 2009. DDOE is confident that all the audit recommended measures for both single and multi-family projects will be completed by September 30, 2009.

**Table 22: Program Deliverables**

<b>Progress Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of Homes Audited	118	118	118
# of Single-Family Homes Completed	0	0	N/A
# of Multi-Family units Completed	15	15	N/A
<b>Total Completions Installed</b>	15	15	118

In addition, EPC in conjunction with MANNA and the National Fair Housing Alliance sponsored three outreach events to promote WRAP to the entire DC population. These events were well attended and the program was able to take applications on the spot. The program also sent out email blasts via churches, ANC's and DC Council websites. It is anticipated that a significant waiting list of clients to participate in this program will develop. Almost eighty-five percent of the families who receive approval letters follow through and schedule an audit.

**Table 23: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
Sign FY 09 Sub-Grantee Agreement	October 2008	October 7, 2008
Identify and Recruit Clients for participation	December 2008	November 15, 2008
Conduct Energy Audits	December 2008	November 30, 2008
Install recommended energy-saving measures in single and multi-family homes	December 2008	In progress
Review monthly reports submitted by EPC	November 2008	November 11, 2008

### Next Quarter's Projected Goals

**Table 24: Quarter 2's Timeline and Milestone**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
Identify and Recruit Clients for participation	March 31, 2009	
Conduct Energy Audits	March 31, 2009	
Install recommended energy-saving measures in single and multi-family homes	March 31, 2009	
Review monthly reports submitted by EPC	March 31, 2009	

### Issues and Remedial Plan:

None



<b>Program Name:</b>	Heating System Repair, Replacement, and Tune-Up Program
<b>Program Number:</b>	G2
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Heating System Repair, Replacement, and Tune-up Program performs energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwelling units. The program also replaces inefficient gas hot water heaters and programmable thermostats. Participants in this program receive an assessment of their heating system as part of the general weatherization audit, except when heating systems are replaced or repaired on an emergency basis because there is no heat in the home or as a health and safety measure. Program eligibility is based on federal low-income guidelines.

### **Program Status**

- ☐ Program is on Target
- ☒ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

The program received a total of 104 applications for heating system service from single-family low-income homeowners. Requests received because there was no heat in the home were deemed emergencies. All emergency requests received service within 48 hours from the date of application. Table 25 below provides a breakdown of the number and type of work completed, and Table 26 provides a breakdown of clients served through out the Wards.

**Table 25: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of Repairs Completed	19	19	50
# of Replacements Completed	56	56	153
# of Tune-Ups Completed	4	4	55
# of Hot Water Heaters Completed	25	25	50

*The number of completions for each measure is subject to change because the program operates on a first come, first serve basis. Therefore, the program goal for each measure is an estimated figure and is subject to change as the program progresses.*

**Table 26: Number of Clients Served Throughout the Wards**

<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Total</b>
6	3	0	22	30	10	16	17	104

Program management held several meetings with CBOs to discuss the out-sourcing of all (non-emergency) single-family heating system audits. Program applicants will receive an assessment of their heating system as part of the general weatherization energy audit. CBOs are required to select at least two professionally qualified auditing companies to perform audits. The projected start date for single-family energy audits is January 15, 2009.

There were on-site visits to property owners and developers to fully explain the benefits of the program. The program benefits from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance. Also, the contracted CBOs helped to promote the program through their outreach efforts.

**Table 27: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Sign Sub-Grantee Agreements with CBOs and issue Grant Award Letters.	October 2008	December 1, 2008
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	January 2009	November 23, 2008
Conduct energy audits/assessments and Red tag emergency intake	January 2009	December 9, 2008
Install recommended energy efficient heating systems and /or repairs	January 2009	December 9, 2008
Review monthly reports submitted by CBOs.	January 2009	December 15, 2008

#### **Next Quarter's Projected Goals**

Marketing and recruitment activities for the program will consist of a few on-site visits to property owners of multi-family buildings to fully explain the benefits of the program. The program continues to benefit from a constant flow of referrals from satisfied building owners, residents, and developers that have received weatherization assistance in the past years. Program management will also continue to collaborate with CBOs to help promote the program through their outreach efforts.

**Table 28: Quarter 2 Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	March 2009	
Conduct energy audits/assessments and Red tag emergency intake	March 2009	
Install recommended energy efficient heating systems and /or repairs	March 2009	
Review monthly reports submitted by CBOs.	February 2009	

**Issues and Remedial Plan**

None

<b>Program Name:</b>	Residential Weatherization and Efficiency Program
<b>Program Number:</b>	G3
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Residential Weatherization and Efficiency Program is designed to encourage and enable non-low-income residents of the District to use natural gas in a more efficient and cost effective manner by offering incentives for installing energy efficient gas measures. It is designed to capture natural gas savings at the time of purchase of new equipment or replacement of equipment.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishment**

During this quarter several meetings and discussions have taken place with key stakeholders including DDOE staff, the Boston Based Consultant Firm of Democracy and Regulation, Inc., and Berkshire Gas of Massachusetts. All have contributed to the review of the Natural Gas Incentive Program (NGIP) and have made a number of observations that have been incorporated in developing a strategy for implementing this important project.

DDOE also had a conversation with New York State Energy Research and Development Authority (NYSERDA), Home Performance with Energy Star program. NYSERDA forwarded program information as well as copies of the contracts that they have with their vendor and the Invitation for Bid (IFB) that went out for solicitation. It has been

determined that a public/private partnership would be the best approach for this Rebate program. The District Department of Environment should administer the program and the rebate payments should be contracted out to a Rebate Fulfillment Contractor (RFC).

DDOE is developing a human resource plan for this project and recommends that a rebate coordinator hired and serve as a liaison with the Rebate Fulfillment Company (RFC).

DDOE intends to leverage the program with the HERS program. DDOE is strongly recommending that the first year of the Natural Gas Incentive program be targeted to the 1,500 homes who have received audits through the HERS program, utilizing the RemRate reports as a guide for offering rebates to this target group, developing best practices and then expanding the program in the second year. Certified contractors, who can assist clients in making the needed retro fits, will be identified through existing trade associations and in collaboration with the Washington Gas company. By leveraging these resources it will enhance the program's efforts. The target startup date to establish G-3 is in April 2009. Working in concert with the Office of Contracting and Procurement (OCP), DDOE will determine which process is the most effective and beneficial to the implementation of the program, IFB or Sole Sourcing the contract.

#### **Next Quarter's Projected Goals**

DDOE will continue researching rebate programs in other jurisdictions and request information on those programs. A meeting is scheduled with Washington Gas to discuss a DDOE-Washington Gas partnership to implement this program. Based on this meeting DDOE will finalize the list of items that would qualify for a rebate/incentive payment. Also the development of the scope of work for the RFC will take place, and the IFB or

Sole Source contract will be in place for the program to begin issuing rebates/incentive by the third quarter.

**Table 29: Quarter 2's Timeline & Milestone**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan - March</b>		
Research rebates programs in other jurisdictions	January 2009	
Begin contacting researched jurisdictions to request program information	January 2009	
Meet with Washington Gas representatives to discuss partnership	January 2009	
Finalize rebate item list	January 2009	
Review information received from other jurisdictions to determine what will work best with the District and its residents.	February 2009	
Begin developing scope of work for incentive/rebate fulfillment company	February 2009	
Submit scope of work to OCP (Office of Contracting & Procurement) for development of the IFB (Invitation for Bid)	February 2009	
Reprogram the budget to fit the program needs	February 2009	
Develop and finalize promotion of program	March 2009	
Invitation for Bids due	March 2009	

*\*This work plan is subject to change based on the outcomes of meetings, research and Contracting & Procurement rules and regulations.*

### **Issues and Remedial Plan**

None

<b>Program Name:</b>	Energy Awareness Program
<b>Program Number:</b>	G5
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Energy Awareness Campaign seeks to raise the energy efficiency awareness levels of District residents and encourage participation by low-income residents in the SETF and EATF programs offered.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

DDOE is working with a consultant to develop the baseline evaluation. Because the baseline evaluation has not been completed, advertising will not begin until February 2009. Advertising proposals have been secured from the media outlets listed below. DDOE will work with DC Cable TV-13 to produce and air an energy efficiency video. In addition to paid advertising, DDOE will distribute materials at community outreach events, draft and distribute a press release and post energy efficiency messages on community listservs.

#### **Television**

- OCT TV-13 (DC Cable)

#### **Radio**

- WHUR 96.3FM
- WMMJ 102.3 FM
- WPGC 95.5 FM
- WTOP 103.5 FM
- WASH 97.1 FM
- Mix 107.3 FM
- El Zol 99.1 FM



**Newspaper**

- Washington Post Express
- Washington Hispanic
- Washington City Paper

**Table 30: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Review advertising proposals	December 2008	December 2008

**Next Quarter's Projected Goal****Table 31: Quarter's 2 Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Complete baseline evaluation and work with the Office of Contracting and Procurement to secure purchase orders for all advertising vendors. Launch awareness campaign after all purchase orders are received.	March 2009	
Baseline Evaluation: Develop the baseline evaluation.	February 2009	
Procurement: Work with the Office of Contracting and Procurement to secure purchase orders for all advertising vendors.	February 2009	
Advertisement Development: Update the radio scripts and print advertisements.	February 2009	
Awareness Campaign: Launch the energy awareness campaign. The radio commercials will air monthly.	February 2009	
Terminate RES advertisements in March 2009: Because the heating season ends in March, the RES campaign will end.	March 2009	

### **Issues and Remedial Plan**

Due to the lack of baseline data, the energy awareness campaign has not yet been launched. However, DDOE is working with a consultant who will develop the baseline in January. DDOE will provide the consultant with as much information as possible to ensure that the baseline evaluation is completed.

<b>Program Name:</b>	Saving Energy in D.C. Schools
<b>Program Number:</b>	G6
<b>Reporting Period:</b>	October 2008 - December 2008

### **Project Description**

A primary function of DDOE is to educate students about energy efficiency, the environment, and reducing energy consumption in participating schools and extending to the student's homes. The goals of the Saving Energy in DC Schools (SEDS) program are to (a) educate students in grades K-12 about energy, (b) illustrate the connection between energy efficiency and the environment and (c) save energy in participating schools and students' homes. DDOE has contracted with the Alliance to Save Energy (ASE) (as proposed and approved by Commission Order) to implement the program into selected schools.

### **Program Status**

- ☐ Program is on Target
- ☒ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

Saving Energy in D.C. Schools (SEDS) activities included a Professional Development Workshop in October, which involved significant planning and organization, arranging nine Student Energy Audit Trainings (SEAT), and conducting follow-up meetings with each school. Table 32 provides the status of the program's deliverables.

**Table 32: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Train students on SEAT	145	145	120
Train teachers	15	15	12
Students exposed to energy (total)	525	525	180

### *Fall Workshop*

Approximately 30 school representatives from a mix of fourteen public, charter, and private schools from around the District gathered for the inaugural Saving Energy in DC Schools Program fall workshop on October 23<sup>rd</sup>. The teams of representatives, which consisted of teachers, school support staff, facilities managers, maintenance staff, and/or administrators, engaged in a full day of learning about energy and planning SEDS activities for their schools and students.

At the workshop, teams received:

- Lesson plans to engage their students in learning about energy.
- Green Schools Tool Kits, containing professional-quality diagnostic tools such as light meters, watt meters, temperature sensors, and building stethoscopes to generate creative ideas about involving students in collecting, analyzing, and tracking energy data at their schools.
- Invitations to the SEDS Google Group (<http://groups.google.com/group/savingenergy>) enabling students to access important documents from the workshop, update individualized pages for their school, start discussions, and upload and share documents and resources that they develop with other schools.
- Energy tracking sheets used to track energy saving activities their teams carry out throughout the year. The sheets track measurable data such as lights turned off, computers turned off, appliances removed, phantom loads reduced, etc.
- Five-strand plans which were completed for the next few months with possible activities in the various SEDS target areas.

### *Student Energy Audit Training*

Alliance to Save Energy (ASE) trained nine groups of between 10 and 20 students to perform energy audits at eight participating SEDS schools throughout November and December, greatly exceeding the program goal of training 20 students throughout the year.

An especially exciting development that came from student audits at Alice Deal Middle School found that the classrooms in the recently renovated section of the school are highly over lit. In some areas light levels reached 180 foot candles where only 50 are required, leading to areas 3.5 times brighter than they need to be and wasting KWh per classroom.

DDOE and Alliance staff have been in contact with DCPS Office of the Chancellor (OOC) staff to inform them of the areas in which energy adjustments are required. There is a plan on have schools present their final audit findings in coordination with the OOC to appropriate officials in the coming months.

#### *Follow-up Meetings with Schools*

Besides the overall meeting and coordinating trainings, local project coordinators met with the following schools to go over the 5-strand plan with the school team, give the team additional energy-tracking tools, and help them get started with their plan (see Appendix 1 for detailed explanation of each schools status). Table 33 below provides a summary status of all participating schools.

**Aidan Montessori School (Ward 3):** Meeting on November 6 with Joanne Kendrick (4<sup>th</sup> grade teacher)

**Alice Deal Middle School (Ward 3):** Meeting on November 14 with Jesse Koplowitz (math teacher), Elise Lerum (science teacher), Mr. Greenhill (custodian); SEAT Training was held on December 1

**Capital City Public Charter (Ward 1):** Meeting on November 7 with Jeff Brechbuhl (business manager) and Melissa (science teacher); SEAT trainings on December 4<sup>th</sup> and 5<sup>th</sup>

**Center City Public Charter School (Ward 5):** Meeting on November 25, with Vanessa McCrea (8<sup>th</sup> grade science teacher); SEAT training was held on December 3

**Gonzaga College High School (Ward 6):** Meeting on November 3 with John Ausema (team leader & AP environmental teacher); SEAT training on November 10

**Key Elementary School (Ward 3):** Meeting with Amy Johnson (science resource teacher), Kenny McFadden (custodian), and Wynn Calder (parent chair of the Green Committee) on December 9<sup>th</sup>.

**Lafayette Elementary School (Ward 4):** Meeting with David Gregal (5<sup>th</sup> grade teacher) on December 16<sup>th</sup>.

**Mann Elementary School (Ward 3):** Meeting with Marti Goldstone (6<sup>th</sup> grade teacher), Louise Hill (pre-K-2<sup>nd</sup> teacher), Liz Whisnant (principal) on November 6.

**McKinley Technical High School (Ward 5):** Meeting with Mike Iacovone (digital media teacher) on December 9<sup>th</sup>.

**Oyster Adams Elementary School (Ward 3):** Meeting with Pam Ross (3<sup>rd</sup> grade science teacher) and Jason Hoeksma (8<sup>th</sup> grade science teacher) on November 7; SEAT Training on November 13<sup>th</sup>

**Prospect Learning Center (Ward 6):** Meeting on November 6 with Alva Abdussalaam (science teacher) and the chief building engineer; SEAT Training on November 12

**Stoddert Elementary School (Ward 3):** Meeting on November 18<sup>th</sup> with Jinny Choi (3<sup>rd</sup> grade teacher)

**Wilson Senior High School (Ward 3):** Meeting on November 7 with Pamela Gardner (librarian) and Bernadine Okoro (science teacher); SEAT training on December 2

**Washington International School (Ward 3):** Meeting on November 6 with Kate Meenan-Waugh; SEAT training was held on November 11

**Table 33: School and Student Participation**

School	Ward	SEAT Participant	Students Directly involved in SEAT	Students Receiving Additional Energy Curriculum	Total Estimated Students Exposed to Energy Curriculum per School
Aiden Montessori School	3	No		30	30
Alice Deal Middle School	3	Yes	18		18
Capital City PCS (both campuses)	1	Yes	36	25	61
Center City PCS	5	Yes	18	50	68
Gonzaga High School	6	Yes	15		15
Horace Mann Elementary	3	No		75	75
Key Elementary	3	No		25	25
Lafayette Elementary School	4	No			
McKinley Tech High School	5				
Oyster Elementary	3	No		25	25
Adams Elementary	1	Yes	19	50	69
Prospect Learning Center	6	Yes	15		15
Stoddert Elementary	3	No		50	50
Washington International School	3	Yes	9		9
Wilson Senior High	3	Yes	15	50	65
<b>TOTAL</b>			145	380	525

### ***Presentations***

Throughout this quarter, staff presented at the following events:

- Merrilee Harrigan and Emily Curley presented at the US Green Building Council's Sustainable Schools Summit on October 3<sup>rd</sup>.
- Emily Curley represented the Alliance and the SEDS program at the DC Environmental Educators Consortium teacher's night on October 30<sup>th</sup>.
- Emily Curley represented the SEDS program at the Washington International School's Symposium 2008 entitled "Wind, Water, & Waste: A Call to Learning & Action." At the event, teams of teachers and students from about 10 schools rotated through sessions with different organizations, spending 45 minutes with each. Many schools were interested in saving energy.

### **Testimonials**

Local press was on hand for the SEAT workshop at Oyster Adams Bilingual School.

Local National Public Radio station, WAMU 88.5, interviewed 8<sup>th</sup> grade science teacher

Jason Hoeksma as well as students at the school about why saving energy is important to them. Listen to the broadcast here: <http://wamu.org/news/08/11/14.php#23847>.

Video was also compiled at Oyster Adams to give a snapshot of what students are learning and reporting through the trainings. View the video here: <http://ase.org/content/article/detail/5215>.

**Table 34: Quarter's 1 Timeline and Milestone**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Provide instructional and program implementation tools to each school	October – November 2008	October 2008
Create SEDS interactive website	Ongoing	September 2008
Train teachers	October 2008	October 2008
Provide instructional and program implementation tools to each school	October – November, 2008	October 2008
Support teams in each school on an ongoing basis	September– June 2009	October 2008
Train high school students to perform energy audits	November/December 2008; Train 20 students throughout the year – March /April 2009	November 2008

#### **Next Quarter's Projected Goals**

Schools will convene at the Mid-Year Meeting (MYM), during which schools will be able to share project successes and shortfalls with one another. In conjunction with the MYM, a student leadership academy is planned. Each participating school is being asked to bring three students who will take on leadership roles relating to tracking and reporting energy bills, energy audit findings, and savings information. Teams of teachers and students will then plan their activities for the second half of the school year. Follow up



with each of the schools and consultation on the plan for the second half of the year is also scheduled.

**Table 35: Quarter's 2 Timeline and Milestone**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Conduct mid-year meeting	February 2009	
Provide stipends	February 2009	
Implement a local recognition program for school achievement in energy efficiency activities involving students	February – June 2009	

### **Issues and Remedial Plan**

It has been challenging to schedule follow up meetings with a few of the schools due to the holidays and other school priorities. Some schools have been slow to get started on the SEDS project. Due to school's priorities DDOE is working to successfully monitor school's project successes.

In order to refocus schools and to learn more about their activities, a "first-semester documentation form" was issued that all team leaders must fill out by January 15<sup>th</sup> and return in order for them and their team members to receive their first semester stipends. The form requires the team leader to list activities in each of the 5 strands, and to inform DDOE exactly what has been accomplished, and which areas have been neglected. This will assist in planning at the Mid-Year Meeting, currently scheduled for February 6<sup>th</sup>.

DDOE is encouraging schools to set up clubs, which will be able to meet before and after school to carry out some of the requirements of the SEDS program. Clubs also provide a venue for the most interested students to get involved.

<b>Program Name:</b>	Renewable Energy Incentives Program
<b>Program Number:</b>	
<b>Reporting Period:</b>	October 2008 - December 2008

### **Project Description**

The District of Columbia Renewable Energy Incentive Program (REIP) has been developed to increase the awareness and the use of renewable energy generation technologies by District of Columbia residents, businesses, and institutions.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

As the global market for the manufacture of non-polluting distributed generation technologies has grown, consumer demand for such systems has also increased. However, economies of scale have yet to bring renewable generation systems to parity with conventional power generation. To build on the success of the Renewable Energy Demonstration Project (REDP), the REIP will provide additional financial incentives for qualified applicants. Funding will come in the form of a rebate to be used toward the installation of technologies that utilize renewable resources to offset the use of conventional fossil-fuels for heating and cooling. A number of technologies are eligible for a rebate: solar photovoltaic, solar thermal air and water heating, geothermal heat pumps, small wind, biomass, waste gas capture, and system monitoring (see Appendix 2 "REIP At-A-Glance" for a detailed program description).

A strong and unified framework has not previously existed with regard to distributed power generation in the District of Columbia. Such a framework is needed to ensure that technologies incentives through this program do not encounter unnecessary restrictions during their implementation. As such, work has continued on program design to a) assist agency partners and stakeholders in developing a more adequate policy framework; and b) to meet the requirements of CAEA 2008. A number of issues were and continue to be addressed in a variety of stakeholder meetings and communications. Discussions center on the need for updated regulations pertaining to renewable energy permitting, inclusive building codes, expanded zoning laws and restructuring of environmental assessments. Stakeholders were invited to a working group meeting in December and over 50 participated in a day long seminar facilitated by Peter Lowentol.

#### *Rebate Award Amounts and Reservations*

The REIP will open to the public in the second quarter of fiscal year 2009. A total of \$2 million in funding is available for each program year beginning in fiscal year 2009. Incentive funds will be allocated based on market demand, and adjusted as needed until funds are expended.

- \$1 million – solar photovoltaic
- \$500,000 – solar thermal (\$50k each dedicated to Wards 7 & 8)
- \$250,000 – geothermal (\$25k each dedicated to Wards 7 & 8)
- \$100,000 – small wind (\$10k each dedicated to Wards 7 & 8)
- \$100,000 – biomass (\$10k each dedicated to Wards 7 & 8)
- \$30,000 – waste gas capture
- \$20,000 – monitoring (\$2k each dedicated to Wards 7 & 8)

The preliminary allocations listed will be reviewed every 30 days as funds are drawn down, and may be altered depending upon projected demand for the next month's round

of applications. A running tally will be kept in a downloadable spreadsheet available on the DDOE website. Table 36 below provides the status of the program's deliverables.

**Table 36: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Capacity of Rebates	0	0	<b>200,000 Watts/Watts equivalent</b>
Capacity of Applications	0	0	<b>n/a</b>
Number of Awards	0	0	<b>110</b>
Number of Applications	0	0	<b>n/a</b>
Rebate Amounts Awarded	0	0	<b>\$2 million</b>
Rebates Requested	0	0	<b>n/a</b>
• Residential Installations	0	0	
• Non-profit, business and institutional Installations	0	0	
Rebate Amounts Requested	0	0	<b>\$2 million</b>
Capacity Installed & Interconnected	0	0	<b>Watts</b>
Kilowatt hours/year capacity	0	0	<b>Kilowatts hours</b>
Emissions Offset			
• Carbon dioxide	0	0	<b>__ pounds</b>
• Nitrogen oxides	0	0	<b>__ pounds</b>
• Sulfur dioxide	0	0	<b>__ pounds</b>

**Table 37: Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 1 Oct – Dec 2008</b>		
Program design	Ongoing	Ongoing
Stakeholder Roundtable	December 2008	December 15, 2008

### **Next Quarter's Projected Goals**

The District's new Renewable Energy Incentive Program is slated to launch in 2009. Appropriate measures are being taken to address substantial regulatory issues that exist outside the purview of CAEA 2008, which could stifle renewable energy project development beyond the demonstration scale. Due to continued stakeholder collaboration, the program will launch as expected and evolve throughout 2009.

**Table 38: Quarter's 2 Timeline and Milestones**

<b>Milestone</b>	<b>Goal Date</b>	<b>Actual Date Accomplished</b>
<b>Quarter 2 Jan – Mar 2009</b>		
Program launch	March 2009	

### **Issues and Remedial Plan**

Outside of pre-existing regulatory challenges, the constrained global capital market and ongoing consumer economic hardship will likely limit rebate requests in the second and third quarters of the project's year. The situation is expected to improve as markets ease and loans for equipment can be obtained at pre-2007 levels. New financing options such as commercial solar leases and power purchase agreements are constantly being explored and may play a larger role in spurring consumer interest in the current economic climate. Due to the substantial upfront cost differential of renewable energy systems, the health of the economy is key to the long-term success of this incentive program. However, its structure is such that funds and regulations will only improve as the nation moves toward economic recovery, and the overall forecast for this program is favorable.

## **Energy Assistance Trust Fund Programs**

<b>Program Name:</b>	LIHEAP Extension and Energy Education
<b>Program Number:</b>	D1
<b>Reporting Period:</b>	October 2008 - December 2008

### **Program Description**

The Low-Income Home Energy Assistance Program (LIHEAP) Extension and Education Program provides additional funding for electric customers to be used in concert with the Federal LIHEAP. Households that would otherwise not be served as a result of limited LIHEAP funding are granted benefits through this program.

### **Program Status**

- ☒ Program is on Target
- ☐ Program is exceeding expectations
- ☐ Program is falling short of expectations

### **Program Accomplishments**

The LIHEAP Extension and Education Program is currently not disbursing money because the LIHEAP funds have not been depleted. This program is expected to start in Quarter two. Table 39 provides the status of the program's deliverables.

**Table 39: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of households enrolled	0	0	2,077

**Table 40: Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 1 Oct – Dec 2008</b>		
Funds are not used for this program until LIHEAP federal funds have been exhausted. No milestones are established for this quarter. Funds will be used in quarters 2 and 3.	N/A	N/A

### **Next Quarter's Projected Goals**

The LIHEAP Extension and Energy Education program expects to enroll 1,350 customers.

**Table 41: Quarter's 2 Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 2 Jan – Mar 2009</b>		
Serve additional eligible District households (electric)	March 31, 2009	

### **Issues and Remedial Plan**

None



<b>Program Name:</b>	RAD Expansion
<b>Program Number:</b>	D2
<b>Reporting Period:</b>	October 2008 - December 2008

### **Project Description**

The Residential Aid Discount (RAD) Expansion Program is designed for eligible RAD customers to receive the expanded discount rates.

### **Program Status**

- ☐ Program is on Target  
☒ Program is exceeding expectations  
☐ Program is falling short of expectations

### **Program Accomplishments**

There were 10,821 electric customers added to the RAD Expansion program this quarter. Of the 10,821 RAD customers, 3,321 were all-electric and 7,500 were non all-electric. Table 42 provides the program deliverables status, and Table 43 provides a breakdown of RAD customers served throughout the eight wards.

**Table 42: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
# of households enrolled	10,821	10,821	21,000

**Table 43: RAD Customers Served Throughout the Wards**

<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Total</b>
944	406	32	875	2,019	806	2,450	3,253	10,821

**Table 44: Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 1 Oct – Dec 2008</b>		
Provide clients with expanded discount rates on their electric bills.	December 31, 2008	December 31, 2008

### **Next Quarter's Projected Goals**

The RAD Expansion program expects to enroll 7,000 customers.

**Table 45: Quarter's 2 Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 2 Jan – Mar 2009</b>		
Provide clients with expanded discount rates on their electric bills.	March 31, 2009	

### **Issues and Remedial Plan**

None

<b>Program Name:</b>	RAD Arrearages Retirement and Education Program
<b>Program Number:</b>	D3
<b>Reporting Period:</b>	October 2008 - December 2008

### **Project Description**

The RAD Arrearages and Education program is designed to assist eligible RAD customers with their Pepco arrearages. The program provides a total of \$250 per customer towards the arrearage and initiates a payment plan for a time span of a year. The customer is then expected to pay the remaining balance.

### **Program Status**

- ☐ Program is on Target
- ☐ Program is exceeding expectations
- ☒ Program is falling short of expectations

### **Program Accomplishments**

DDOE has faced challenges in enrolling eligible customers into the RAD Arrearage Retirement and Education Program mainly because eligible customers are also eligible for the LIHEAP benefit. The LIHEAP benefit pays the customer's bill or reduces their arrears significantly, which negates their need for the arrearage program. Additionally, customers are reluctant to commit to twelve months of arrearage payments. In the previous fiscal year attempts were made to inform customers about the RAD Arrearage Retirement and Education Program. DDOE sent direct mail to eligible customers from a list of pre-qualified customers provided by Pepco informing them of the program. Only five of the customers enrolled in the program in FY 2008. DDOE recommends that the program cease activities and redirect the funds to the LIHEAP Extension and Education

program and RAD Expansion, which have a proven track record of meeting programmatic goals and objectives.

#### **Next Quarter's Projected Goals**

Due to the lack of customers that have enrolled in the program DDOE will not expect to continue with the program in the upcoming quarters.

#### **Issues and Remedial Plan**

DDOE recommends that the program cease activities and redirect the funds to the LIHEAP Extension and Education program and RAD Expansion, which have a proven track record of meeting programmatic goals and objectives.

<b>Program Name:</b>	Residential Essential Service Expansion and Awareness Program
<b>Program Number:</b>	G1
<b>Reporting Period:</b>	October 2008 - December 2008

### **Project Description**

The Residential Essential Service (RES) Expansion and Awareness Program aims to provide eligible gas customers greater affordability toward their total gas bills and to increase the participation rate by at least 30%. The RES Expansion program will follow the same enrollment schedule and the RES program which extends its services until April 30, 2009. All customers that enroll after that date will not receive an additional discount on their utility bill.

### **Program Status**

- ☐ Program is on Target  
☒ Program is exceeding expectations  
☐ Program is falling short of expectations

### **Program Accomplishments**

During Quarter 1, October to December, 2,036 new participants received discounts on their gas bills. Table 46 provides the program deliverables status, and Table 47 provides a breakdown of RES customers served throughout the Wards.

**Table 46: Program Deliverables**

<b>Program Deliverables</b>	<b>Quarter Achievement</b>	<b>Cumulative Achievement</b>	<b>Program Goal</b>
Additional Participants	2,036	2,036	2,200

**Table 47: RES Clients Served Throughout the Wards**

<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Total</b>
102	41	5	248	455	166	485	534	2,036

**Table 48: Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 1 Oct – Dec 2008</b>		
Move low-income customers toward greater affordability of their total gas bills	December 30, 2008	December 30, 2008
Increase program participation rate by 30 % among eligible customers	December 30, 2008	December 30, 2008

### **Next Quarter's Projected Goals**

The RES program expects to enroll 164 new participants to accomplish its cumulative goal of 2,200.

**Table 49: Quarter's 2 Timeline and Milestones**

Milestone	Goal Date	Actual Date Accomplished
<b>Quarter 2 Jan – Mar 2009</b>		
Move low income customers toward greater affordability of their total gas bills	March 31, 2009	
Increase program participation rate by 30% among eligible customers	March 31, 2009	

### **Issues and Remedial Plan**

The marketing campaign was scheduled to launch in the October but has been rescheduled. DDOE is waiting on the baseline evaluation to be completed. Once it is finished the campaign is expected to start.

## **ATTACHMENT 1**





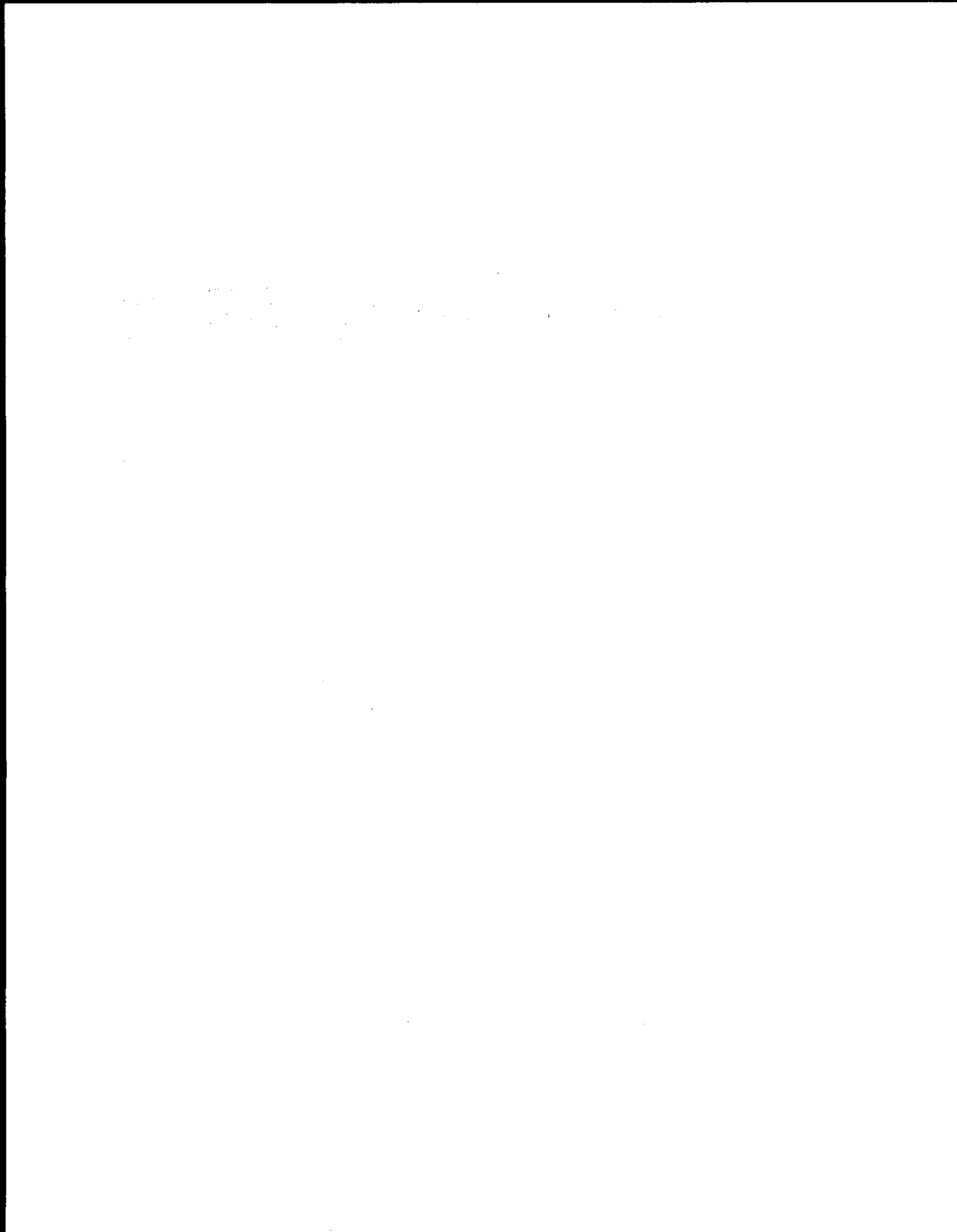
**October 1, 2008 - December 31, 2008**

Sustainable Energy Trust Fund (SETF)		
Transfer Date	Amt of Transfer	Total Received to date
20-Nov	318,475.57	318,475.57
22-Dec	920,959.05	1,239,434.62
29-Dec	368,242.50	1,607,677.12
<b>1st Quarter Sub-total</b>	<b>1,607,677.12</b>	

Energy Assistance Trust Fund (EATF)		
Transfer Date	Amt of Transfer	Total Received to date
20-Nov	115,809.30	115,809.30
22-Dec	334,870.30	450,679.60
29-Dec	201,432.23	652,111.83
<b>1st Quarter Sub-total</b>	<b>652,111.83</b>	



## **ATTACHMENT 2**



**ATTACHMENT 2  
ALL FINANCIAL ACTIVITY  
1ST QUARTER - AS OF 12/31/08**

Fund Detail	Project No	Project Title	Personnel Services/Non Personnel Services	Budget	Actual Expenditures	Purchase Order Balance Amt	Requisition balance Amt	YTD Expenditures & Obligations	Available balance
6700	ABOARD	SETF & EATF ADVISORY BOARD	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	229,824.88	20,155.60	0.00	0.00	20,155.60	209,669.28
	ABOARD Total			229,824.88	20,155.60	0.00	0.00	20,155.60	209,669.28
	ADMSE9	SETF ADMINISTRATION	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	259,783.71	38,503.17	0.00	0.00	38,503.17	221,280.54
	ADMSE9 Total			259,783.71	38,503.17	0.00	0.00	38,503.17	221,280.54
	EPD409	WEATHERIZATION PLUS	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	478,928.00	38,503.17	19,740.00	19,800.00	78,043.17	400,884.83
	EPD409 Total			478,928.00	38,503.17	19,740.00	19,800.00	78,043.17	400,884.83
	EPD509	LOW INCOME APPLIANCE REPLACEMENT	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	991,245.65	18,566.38	741,245.00	0.00	18,566.38	802,679.27
	EPD509 Total			991,245.65	18,566.38	741,245.00	0.00	18,566.38	802,679.27
	EPD609	WEATHERIZATION REHAB	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	1,180,614.97	26,724.18	780,614.00	0.00	26,724.18	1,153,890.79
	EPD609 Total			1,180,614.97	26,724.18	780,614.00	0.00	26,724.18	1,153,890.79
	EVASE9	SETF EVALUATION	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	918,877.74	6,889.40	600,000.00	0.00	6,889.40	911,988.34
	EVASE9 Total			918,877.74	6,889.40	600,000.00	0.00	6,889.40	911,988.34
	NGG209	HEATING SYSTEM REPAIR, REPLACE & TUNE UP	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	54,425.39	10,186.97	0.00	0.00	10,186.97	44,238.42
	NGG209 Total			54,425.39	10,186.97	0.00	0.00	10,186.97	44,238.42
	NGG309	RESIDENTIAL WEATHERIZATION & EFFICIENCY	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	1,058,280.65	39,488.21	600,000.00	0.00	39,488.21	1,018,792.44
	NGG309 Total			1,058,280.65	39,488.21	600,000.00	0.00	39,488.21	1,018,792.44
	NGG509	ENERGY AWARENESS	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	38,976.97	20,185.76	0.00	0.00	20,185.76	18,791.21
	NGG509 Total			38,976.97	20,185.76	0.00	0.00	20,185.76	18,791.21
	NGG609	SAVING ENERGY IN D.C. SCHOOLS	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	369,615.63	20,185.76	0.00	0.00	20,185.76	349,429.87
	NGG609 Total			369,615.63	20,185.76	0.00	0.00	20,185.76	349,429.87
	PEPC09	PAYMENT TO PEPCO	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	3,206,771.00	0.00	0.00	0.00	0.00	3,206,771.00
	PEPC09 Total			3,206,771.00	0.00	0.00	0.00	0.00	3,206,771.00
	REPC09	RENEWABLE ENERGY INCENTIVES	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	1,982,800.00	18,378.42	0.00	0.00	18,378.42	1,964,421.58
	REPC09 Total			1,982,800.00	18,378.42	0.00	0.00	18,378.42	1,964,421.58
	TEC509	REQUEST FOR PROPOSAL	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	2,142,597.38	18,378.42	0.00	0.00	18,378.42	2,124,218.96
	TEC509 Total			2,142,597.38	18,378.42	0.00	0.00	18,378.42	2,124,218.96
	TEC609	HERS, C5	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	225,813.69	0.00	0.00	0.00	0.00	225,813.69
	TEC609 Total			225,813.69	0.00	0.00	0.00	0.00	225,813.69
	TEE109	AFFORDABLE HEERP	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	572,766.00	6,859.68	352,500.00	0.00	6,859.68	565,916.32
	TEE109 Total			572,766.00	6,859.68	352,500.00	0.00	6,859.68	565,916.32
	TEE209	WEATHER, RAP	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	150,828.38	10,174.76	0.00	0.00	10,174.76	140,653.62
	TEE209 Total			150,828.38	10,174.76	0.00	0.00	10,174.76	140,653.62
	TEE309	WEATHER, RAP	01 (PERSONNEL SERVICES) 02 (NON-PERSONNEL SERVICES)	31,687.10	5,932.20	0.00	0.00	5,932.20	25,754.90
	TEE309 Total			31,687.10	5,932.20	0.00	0.00	5,932.20	25,754.90
	SETF (Fund 6700) Total			13,693,771.26	221,844.73	3,278,099.00	19,800.00	3,519,743.73	10,174,027.53



**ATTACHMENT 2  
ALL FINANCIAL ACTIVITY  
1ST QUARTER - AS OF 12/31/08**

Fund Detail	Project No	Project Title	Personnel Services/Non Personnel Services	Budget	Actual Expenditures	Purchase Order Balance Amt	Requisition balance Amt	YTD Expenditures & Obligations	Available balance
6800	ADMEA9	EATF ADMINISTRATION	01 (PERSONNEL SERVICES)	85,475.87	12,848.60	0.00	0.00	12,848.60	72,627.27
			02 (NON-PERSONNEL SERVICES)	13,524.27	0.00	0.00	0.00	0.00	13,524.27
	ADMEA9 Total			99,000.14	12,848.60	0.00	0.00	12,848.60	86,151.54
	EVAEA9	EATF EVALUATION	02 (NON-PERSONNEL SERVICES)	50,786.60	0.00	0.00	0.00	0.00	50,786.60
	EVAEA9 Total			50,786.60	0.00	0.00	0.00	0.00	50,786.60
	LIDT09	LIHEAP EXPANSION & ENERGY EDUCATION	01 (PERSONNEL SERVICES)	88,285.59	9,650.86	0.00	0.00	9,650.86	78,634.73
			02 (NON-PERSONNEL SERVICES)	1,104,976.91	0.00	0.00	0.00	0.00	1,104,976.91
	LIDT09 Total			1,193,262.50	9,650.86	0.00	0.00	9,650.86	1,183,611.64
	LID209	RAD EXPANSION	01 (PERSONNEL SERVICES)	50,287.78	0.00	0.00	0.00	0.00	50,287.78
			02 (NON-PERSONNEL SERVICES)	911,959.10	0.00	0.00	0.00	0.00	911,959.10
	LID209 Total			962,246.88	0.00	0.00	0.00	0.00	962,246.88
	LID309	RAD ARRERAGES	01 (PERSONNEL SERVICES)	7,423.70	-5.22	0.00	0.00	-5.22	7,428.92
			02 (NON-PERSONNEL SERVICES)	207,363.55	0.00	0.00	0.00	0.00	207,363.55
	LID309 Total			214,787.25	-5.22	0.00	0.00	-5.22	214,792.47
	LIGT09	RES EXPANSION	01 (PERSONNEL SERVICES)	58,955.37	0.00	0.00	0.00	0.00	58,955.37
			02 (NON-PERSONNEL SERVICES)	719,961.00	0.00	0.00	0.00	0.00	719,961.00
	LIGT09 Total			778,916.37	0.00	0.00	0.00	0.00	778,916.37
	SOS009	STANDARD SERVICE OFFER	02 (NON-PERSONNEL SERVICES)	3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00
	SOS009 Total			3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00
	EATF (Fund 6800) Total			6,299,999.74	22,494.24	0.00	0.00	22,494.24	6,277,505.50
Grand Total				19,993,771.00	244,338.97	3,278,099.00	19,800.00	3,542,237.97	16,451,533.03





## **ATTACHMENT 3**



**ATTACHMENT 3**  
**ADMINISTRATIVE BUDGET AND EXPENDITURES**  
**1ST QUARTER -- AS OF 12/31/08**

Fund	Project No	Project Title	PSNPS Category	Budget	QUARTERLY ACTUAL EXPENDITURES					Total Year-to-date Actual Expenditures
					October - Dec	Jan - March	April - June	July - Sept.		
6700	ABOARD	SETF & EATF ADVISORY BOARD	01 (PERSONNEL SERVICES)	229,824.88	20,155.60				20,155.60	
			02 (NON-PERSONNEL SERVICES)	3,958.83	0.00				0.00	
	ABOARD Total									
	ADMSE9	SETF ADMINISTRATION	01 (PERSONNEL SERVICES)	233,783.71	20,155.60				20,155.60	
			02 (NON-PERSONNEL SERVICES)	221,278.97	38,503.17				38,503.17	
	ADMSE9 Total			2,551.03	0.00				0.00	
	EPD409	WEATHERIZATION PLUS	01 (PERSONNEL SERVICES)	223,830.00	38,503.17				38,503.17	
	EPD409 Total			82,690.60	18,566.38				18,566.38	
	EPD509	LOW INCOME APPLIANCE REPLACEMENT	01 (PERSONNEL SERVICES)	82,690.60	18,566.38				18,566.38	
	EPD509 Total			174,931.23	26,724.18				26,724.18	
	EPD609	WEATHERIZATION REHAB	01 (PERSONNEL SERVICES)	174,931.23	26,724.18				26,724.18	
	EPD609 Total			35,732.26	6,689.40				6,689.40	
	EVASE9	SETF EVALUATION	01 (PERSONNEL SERVICES)	35,732.26	6,689.40				6,689.40	
	EVASE9 Total			54,425.39	10,186.97				10,186.97	
	NGG209	HEATING SYSTEM REPAIR, REPLACE & TUNE UP	01 (PERSONNEL SERVICES)	54,425.39	10,186.97				10,186.97	
	NGG209 Total			150,624.60	39,488.21				39,488.21	
	NGG309	RESIDENTIAL WEATHERIZATION & EFFICIENCY	01 (PERSONNEL SERVICES)	150,624.60	39,488.21				39,488.21	
	NGG309 Total			37,093.16	0.00				0.00	
	NGG509	ENERGY AWARENESS	01 (PERSONNEL SERVICES)	37,093.16	0.00				0.00	
	NGG509 Total			38,976.97	20,185.76				20,185.76	
	NGG609	SAVING ENERGY IN D.C SCHOOLS	01 (PERSONNEL SERVICES)	38,976.97	20,185.76				20,185.76	
	NGG609 Total			49,762.60	0.00				0.00	
RERP09	RENEWABLE ENERGY INCENTIVES	02 (NON-PERSONNEL SERVICES)	1,450.00	0.00				0.00		
RERP09 Total			51,212.60	0.00				0.00		
RFP009	REQUEST FOR PROPOSAL	01 (PERSONNEL SERVICES)	159,797.38	18,378.42				18,378.42		
RFP009 Total			2,000.00	0.00				0.00		
TEC509	HERS, C5	01 (PERSONNEL SERVICES)	161,797.38	18,378.42				18,378.42		
TEC509 Total			108,507.48	0.00				0.00		
TEE109	AFFORDABLE HEERP	01 (PERSONNEL SERVICES)	108,507.48	0.00				0.00		
TEE109 Total			53,681.83	6,859.68				6,859.68		
TEE209	WEATHER, RAP	01 (PERSONNEL SERVICES)	53,681.83	6,859.68				6,859.68		
TEE209 Total			44,806.83	10,174.76				10,174.76		
SETF (Fund 6700) Total			31,687.10	5,932.20				10,174.76		
6800	EATF ADMINISTRATION		31,687.10	5,932.20				5,932.20		
ADMEA9		01 (PERSONNEL SERVICES)	1,483,781.14	221,844.73				5,932.20		
ADMEA9 Total		02 (NON-PERSONNEL SERVICES)	85,475.87	12,848.60				221,844.73		
LID109	LIHEAP EXPANSION & ENERGY EDUCATION	01 (PERSONNEL SERVICES)	13,524.27	0.00				12,848.60		
LID109 Total			99,000.14	12,848.60				0.00		
LID209	RAD EXPANSION	01 (PERSONNEL SERVICES)	88,285.59	9,650.86				12,848.60		
LID209 Total			88,285.59	9,650.86				9,650.86		
LID309	RAD ARRERAGES	01 (PERSONNEL SERVICES)	50,287.78	0.00				0.00		
LID309 Total			50,287.78	0.00				0.00		
LIG109	RES EXPANSION	01 (PERSONNEL SERVICES)	7,423.70	-5.22				0.00		
LIG109 Total			7,423.70	-5.22				-5.22		
EATF (Fund 6800) Total			59,955.37	0.00				-5.22		
			59,955.37	0.00				0.00		
Grand Total			304,952.58	22,494.24				0.00		
			1,788,733.72	244,338.97				22,494.24		
								244,338.97		



## **ATTACHMENT 4**



[illegible]





## **ATTACHMENT 5**



## My Free DC Energy Audit

By Alex Levin

The DC government recently promoted free professional energy audits for citizens of DC in utility bill inserts. I signed up for an audit for my typical Glover Park row house, and had my audit done in early October by PEG, a private environmental firm hired by the city.

Scott was my auditor. He showed up on time and was friendly and professional. The audit consisted of three basic steps. First he inspected all our energy related equipment - our AC, our heating system, our water heater, our refrigerator, our dishwasher, our washer and dryer. He took down model numbers so that he could look up their energy efficiency ratings back at the office. He noted that my equipment was in pretty good shape and fairly new (mostly less than 10 years old) and so wouldn't need to be replaced in the near future.

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The second step was to inspect the envelope of the house. He looked at the type and condition of my windows and doors and inspected the attic for insulation. He noted that even though I had relatively new double pane windows, I could do better with low-e windows. Much more importantly, I needed a lot more insulation in my attic and a better seal on my front door. My skylight windows over my bathrooms were another obvious point where heat could escape and outside air could come in.

Finally he conducted a blower door test. With a blower door test, we closed all the windows and doors of the house and then Scott hooked up a special fan in by back door frame. He then flipped on the fan and took a reading of how much air the fan was able to pull through all the cracks and openings that let outside air into the house.

While the fan was going we walked around the house and noted all the areas where we could feel air coming through. Wow - I had no idea how many holes and cracks led to the outside. In the basement, there were many holes around pipes and vents to the outside such as the dryer vent and the furnace vent. Another surprising source of drafts was the cracks where each stair to the second floor met the wall. Scott said I should buy some caulk and seal up all these cracks. He also recommended using caulk on the outside around all the window frames.

After Scott was done, we talked briefly about some of the items that I could do on my own and he told me I should expect the official write-up a few weeks later. A few weeks later I received a thorough, professional write-up in which he made specific recommendations that came with estimated costs and estimated annual savings.

For example, he estimated that it would cost \$175 to have a professional seal up all the cracks through which air comes into the house from the outside. He estimated that would save \$300 a year. He estimated that I could save \$200 a year by adding insulation to the attic for \$700 (a few weeks later when I got my roof replaced we added loose fill cellulose insulation to the attic for \$750). He also recommended that I insulate my water heater and hot water pipes to save another \$50. Finally, he recommended replacing my skylights and the lone single pane window I have in the back of the house with better windows for about \$1,500 to save \$200 a year.

We already have and use a programmable thermostat which saves us some money, and most of our lightbulbs have already been switched to compact florescent bulbs. I have bought some caulk and will likely seal up as many holes and cracks as I can within the next few weeks. The audit report was quite thorough and contained eight pages of recommendations, a glossary of terms as well as photos of the pertinent problem areas in my house.

Overall, I am very pleased with the audit and recommend getting an audit to anyone who wants to learn more about how to cost effectively save energy and make your home more comfortable. I learned a lot about how my house was constructed and how the various systems work. Even if it weren't free, I believe it would be a good investment. But since it was free, how can you go wrong? Just call the DC energy office at (202) 671-3304. Because of the backlog of requests, it might take 6 or more weeks to get the audit scheduled.

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## APPENDIX 1



**Aidan Montessori School:**

Things at Aidan are getting started by letting all teachers in the school know about the SEDS professional development workshop and materials that the team received. The Local Project Leader delivered the materials ordered at the fall workshop – Energy Hog student guides and a “Saving Energy in and around Your School” poster. They will be moving forward by doing an energy lesson in each classroom and getting the students started on a simple energy audit. They anticipate using the tools in each class to collect data. Students will eventually perform energy evaluations of their own homes.

**Alice Deal Middle School:**

Students at Alice Deal Middle School have a great opportunity to affect change in energy usage as the school undergoes construction to renovate major areas of the school building. Their energy group will meet once a week during the school’s activity period to discuss energy savings in their school as well as in their own homes. Students will eventually perform an assembly about their findings and incorporate a new energy “Tip of the Week” in the school’s weekly bulletin.

Following SEAT, students found that newly renovated classrooms are highly over lit. Students will be preparing a presentation based on their results to present to still-to-be-determined staff at DCPS.

**Capital City Public Charter:**

Capital City Public Charter utilizes the arts to represent energy usage. Students will be asked to compile drawings, paintings, or other visuals about energy savings and waste in their school. In addition to posters, students will reach out to the community through Podcasts and announcements at all-school meetings about energy usage at CCPC. Students at both campuses of CCPC participated in SEAT on December 4th and 5th. They will use the built-in service time to explore energy usage and make recommendations about their findings after the training. They also plan to use footage from the trainings to create an instructional video about energy audit training.

Capital City trained two groups of students through SEAT – one group of 7<sup>th</sup> and 8<sup>th</sup> graders, and one group of 9<sup>th</sup> and 10<sup>th</sup> graders. The school may be undergoing a major renovation, so the SEAT is aptly timed and may contribute to the plans.

**Center City Public Charter School:**

Capital City has already begun involving the whole school in energy awareness by initiating “Green Thursdays.” One day a week, the staff wears green t-shirts, and all of the students at the school have a lesson about energy and/or the environment. Ms. Vanessa McCrea, the team lead at Capital City, has the 8<sup>th</sup> grade students involved with saving energy. The class has split up into teams to target specific rooms in the building. Groups did an initial “energy mapping” activity to see where energy is being used in each classroom, and whether energy is being conserved or wasted. Students are enthusiastic about patrolling for energy waste. A letter was sent home to parents letting them know that students would be learning about energy. Sixth graders are learning about forms of energy, fossil fuels, and renewables.

Ms. McCrea will next ask students to do energy mapping at home to apply what they’ve learned at school, find energy wastes and implement ways to save. Her entire 8<sup>th</sup> grade class was trained to audit the building.

**Gonzaga College High School:**

Gonzaga was the first school to participate in SEAT training in November. The students performed a thorough audit of the library and finished the report. The training was timely in that Gonzaga will be adding a building next year that could possibly have a solar rooftop. Once students learn more about energy conservation and savings, they will have the opportunity to make recommendations for the new building at the end of the year. Students will also advertise energy conservation practices by creating a brief video for the popular school-wide video announcements. Students were present during the training to take video footage as well as interview participating students and teachers. The energy club, which is scheduled to begin in December, will eventually assume most of the responsibility in furthering energy awareness. Another idea was to present a virtual fundraiser where half of the money saved through conservation and efficiency are donated to a charity. Gonzaga's social justice focus is the perfect platform on which to incorporate energy savings.

**Key Elementary School:**

Key has been working teacher awareness of the SEDS program, as well as beginning energy lessons with their students. Ms. Johnson has presented the Oatmeal Relay lesson to her students to demonstrate the loss of energy through a system.

Key also has convened a Green Club that meets after school consisting primarily of 5<sup>th</sup> graders, but also includes a few students from second through fourth grades. A training session after school for the members of the Green Club has been planned to teach them how to use the tools to audit their lighting, plug loads, and building temperature.

**Lafayette Elementary School:**

Mr. Gregal has yet to initiate many energy saving activities, due to his partner on the program having dropped out. During the meeting, however, many options were discussed on launching activities. There is a Green Committee at Lafayette which is parent driven, but which may be able to assist in initiating the program.

In January, Mr. Gregal will begin teaching with the tool kit, and recruiting interested students to start auditing the building after school. Once more up-to-date energy data is ascertained, he will publicize the school's energy cost, cost per square foot, and cost per student to pique the school's attention.

**Mann Elementary School:**

Mann is already quite active in environmental awareness and activities with their students, and feel that energy will fit in nicely with the topics already covered. Each grade is focusing on a particular environmental topic: 3<sup>rd</sup> grade = recycling, 4<sup>th</sup> grade = composting, 5<sup>th</sup> grade = food waste, etc. They will likely assign energy to the 6<sup>th</sup> graders, who will be able to fully understand the concepts of energy and use the tool kit safely and effectively to collect and record data. A school-wide assembly is held every two weeks, during which the energy initiative will be the highlight. They have indicated interest in possibly having the Energy Hog Character attend one of the assemblies. Ms. Goldstone also attended one of the SEAT trainings to determine whether or not it would be appropriate for her 6<sup>th</sup> graders.

Although Ms. Goldstone decided that the SEAT training would be a bit too advanced for her 6<sup>th</sup> graders, they have begun an audit of the building. Their efforts were covered in an article in *The Washington Independent* on December 3. The article also highlighted the SEDS program overall, reporting that "For public school teachers like Goldstone, the energy-audit lesson is a great opportunity for students to use math, science and social studies in pursuit of an important environmental goal. For



superintendents of school districts, the project is worthwhile for another reason — it can save them money."

Ms. Goldstone reports that the students are thinking about action plans, and still trying to determine the wattage of electrical appliances and calculate costs. Three students presented some of the audit information at a PTA meeting as well. Students also went on a basement/building tour to see the boiler room's location, learn about the electric meters, and observe the inner-workings of the school. Additionally, students are working on posters on energy sources for a hallway display.

Finally, the students wrote a brief article for the Northwest Current to publicize their activities, which should appear in an upcoming issue.

#### **McKinley Technical High School:**

McKinley has been slow to begin the program, as the school is large and has many diverse competing interests. Mr. Iacovone is looking into getting the current student Environmental Club involved in SEDS activities.

McKinley also houses a TV station which may be utilized by students to make public service announcements about energy to share with their school and the larger external community.

#### **Oyster Adams Elementary School:**

Oyster Adams faces great challenges in energy conservation. As the Adams building is poorly designed, the building uses the most energy per student of any of the schools participating in SEDS. Air conditioners and heaters run simultaneously throughout the winter. The students completed the SEAT training and were energized about making changes in their school. The students will collect data, such as the temperatures in classrooms throughout the day, which will assist the staff in providing the appropriate amount of heat. The enthusiasm of the teachers and students is evident in that they already perform an energy patrol of classrooms and record the data. They want to move forward with their new knowledge by offering student-led energy trainings to younger students at the other campus, auditing other school buildings, and finally utilizing the newfound knowledge in their residences. Students will be able to reach out to the community with announcements and fundraisers. Currently, Oyster participates in H2O For Life, which is a fundraising program for clean water in a school in Central America. Teachers discussed whether this fundraiser could be expanded to save additional money for the school by conserving energy.

In December, an additional tool kit was delivered to the Adam's campus of Oyster-Adams Bilingual School's two-building site. This will allow the upper grades and lower grades to use the tool kits without having to transfer the kit between buildings.

#### **Prospect Learning Center:**

Prospect Learning Center also took advantage of SEAT and sent 12 students to learn about the concepts of energy so they could begin to look at how they can save energy. Ms. Abdussalaam is planning a basic energy audit of most classrooms, as well as making daily announcements about energy saving tips. At the meeting the energy saving tracking sheets were discussed to show the teacher and building engineer how students would be able to track their savings.

#### **Stoddert Elementary School:**

Stoddert has had a slow start. The two teachers heading up the SEDS efforts have been very busy. Ms. Choi introduced the program to staff during the professional development day and suggested that teachers work with their students to set up an energy patrol. She also hopes to form an environmental

club in order to work more closely with students who are highly interested in environmental issues. They will meet during lunch and recess whenever possible. Stoddert will also assign one person in each class to hold a rotating "energy patrol" job, and be responsible for turning off lights, computers, and other appliances.

#### **Wilson Senior High School:**

Wilson students participated in SEAT on December 2. The students will advertise their findings and engage the community by writing newspaper articles and creating posters. The newspaper at Wilson is extremely popular and read by a diverse audience; thus, it is a great venue for information about energy conservation. Students who participated in SEAT will become the energy experts of Wilson, and they will follow-up with a complete audit of their school and possibly some residential homes. The teachers and staff would also like to offer an Energy Fair in the spring where students can learn about possible careers in energy.

#### **Washington International School:**

Being an international school, students at WIS have great opportunities to integrate energy with the international focus of the school. About a dozen students came in on their day off from school to participate in the all-day SEAT workshop. These students will be new members of the "Energy Team" and will wear student-designed T-shirts when performing audits. They will start by conducting energy audits of the numerous small buildings on WIS's campus and comparing energy efficiency between old and new buildings. They can also compare energy usage between their own school and their affiliate school in Bangkok. Students are also accustomed to creating commercial-type videos in foreign languages, and they will be encouraged to produce videos in foreign languages about energy conservation. Students will further recruit new members and interest by creating announcements, videos, newsletters, and even train younger students in energy auditing. Already an established leader in this arena, WIS recently held a conference on energy and environmental issues.

## APPENDIX 2





**District of Columbia  
Renewable Energy Incentive Program Guide**

**District Department of the Environment -  
Energy Office (DDOE)**

## Checklist for All Applications

Applicants should ensure that all application guidelines are met to facilitate faster processing of your rebate request.

The applicant organization or entity has responded to all sections of this program description and relevant subsections.

The Applicant Profile "Attachment A" contains all the information requested and is affixed as the first page of the application packet as the "Face Sheet."

The program application, appropriate appendices and supporting documentation are enclosed.

Applications must be submitted in a sealed envelope. Sealed response **must** be clearly identified on the outside of the envelope "*Attention: District of Columbia Renewable Energy Incentive Program.*"

The application packet is submitted to:  
District of Columbia Renewable Energy Incentive Program

District Department of Environment-Energy Office

Frank D. Reeves Municipal Center

2000 14<sup>th</sup> Street, N.W., Suite 300 East

Washington, DC 20009

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**1. GENERAL INFORMATION**

**Introduction**

The District of Columbia Renewable Energy Incentive Program (REIP) has been developed to increase the awareness and the use of renewable energy generation technologies by District of Columbia residents, businesses, and institutions.

The DC REIP will provide qualified applicants with a rebate to be used toward the installation of technologies that utilize renewable resources to offset the use of conventional fossil-fuels for heating, cooling and general utility loads. Incentives will be administered by the District Department of the Environment-Energy Office (DDOE-EO)

**Incentive Amounts and Reservations**

A total of \$2 million in funding is available for each program year beginning in fiscal year 2009. Rebate applications submitted under this solicitation will receive a reservation number according to the date and time the prequalification application is received by DDOE. This reservation number is unique to each application, and is held on file for 12 months in the event that all funds are expended for the program year. Following confirmation of prequalification, applicants must submit a full program application to apply for a rebate.

**Target Population**

The target population for the REIP is residents, businesses, and institutions in the District of Columbia.



### **Eligible Organizations/Entities**

The following organizations/entities are eligible to apply for DC Renewable Energy Incentive Program rebates:

- Individual residents
- Non-governmental organizations
- Businesses
- Schools (Private and Public Charter)

### **Non-Eligible Organizations/Entities**

The following entities are **not** eligible to apply for DC Renewable Energy Incentive Program rebates:

- ***United States federal government***
- ***Electricity utilities***
- Electricity suppliers
- Natural gas utilities
- Natural gas suppliers
- Heating oil suppliers
- District of Columbia government agencies
- District of Columbia Public Schools

### **Eligible Projects**

Eligible projects include a variety of renewable energy technologies that will be located within the District of Columbia. Eligible installations are rebated retroactively to projects begun on or after January 1, 2009. Each applicant must provide evidence to show that the equipment that is to be installed has been tested and assured to safely and reliably produce the desired result. Each applicant should also provide evidence of resources sufficient to implement the proposed installation and provide project accountability. Collaborations and coalitions are encouraged to apply for rebates, but must submit the appropriate number of Collaboration/Partner Commitment Forms and ensure that all legal requirements are met by the lead applicant entity (system owner).

### **Source of Rebate Funding**

The source of this rebate is the Sustainable Energy Trust Fund (SETF), which is administered through the District Department of Environment-Energy Office and overseen by the District's Sustainable Energy Utility.

### **Rebate Period**

Rebates will remain active for a period of six months (6 months) from the date of the award. The incentive contract requires installations to be completed in 6 months. If the system is not completed within 6 months, the system owner may request in writing a six-month extension. If an extension is not requested and/or

the project timeline exceeds 12 months from the award date, the applicant is to return the rebate to DDOE. Failure to return the rebate will constitute a lien on the owner's real and personal property to secure repayment.

**For further information, please contact:**

Emil King – Program Manager  
DDOE-Energy Office  
2000 14<sup>th</sup> Street, NW  
Suite 300 East  
Washington, DC 20009  
202-478-1393 Office  
[greenenergy@dc.gov](mailto:greenenergy@dc.gov), [emil.king@dc.gov](mailto:emil.king@dc.gov)

## **2. INCENTIVE PROGRAM SCOPE**

This rebate opportunity has been designed to further the installation of renewable energy technologies that generate or offset energy produced by conventional fossil-fueled resources.

### **Specific Applicant Responsibilities**

1. The applicant and/or their representative shall have conducted a needs and resource assessment within the community in which the demonstration project will be located. The goal is to specifically determine if there is similar technology in the area, what visual impact the system will have on the community landscape, the impact on the electric or natural gas load, and any negative impacts on the natural environment of the community where the installation will be located.
1. The applicant shall describe any specific risks and protective factors for the installation and the location where it will be located.
1. If applying for a rebate to cover the costs of energy monitoring devices, the applicant shall be willing to assist DDOE in conducting an ongoing evaluation through which specific renewable energy production indicators will be tracked. The applicant shall include with this submission system information as part of an evaluation plan (Sections V and VI of the REIP Application) which addresses the following:
  - Goals and objectives of the installation;
  - Energy needs of the location of the installation;
  - Expected annual electricity production or heating capacity of the installation;
  - Amount of conventionally generated electricity or heating offset by the

- installation; and
- A data collection methodology

### **3. SUBMISSION OF APPLICATIONS**

#### **Application Identification**

Applications must be complete in order to be reviewed. Telephonic, telegraphic, emailed and facsimile submissions will not be accepted.

#### **Application Deadline**

The REIP operates with a rolling deadline that is dependent upon the availability of funds. Funds are committed on a first-come, first-served basis. Prequalification applications are accepted beginning February 23, 2009 until all funds are committed for the 2009 fiscal year ending September 30. All incentive requests are time and date stamped upon receipt, and will receive a unique reservation number. Any applicant submitting a rebate request via prequalification after funds have been expended will be placed into a reservation queue for the next round of funding.

All program materials and application packets must mailed or delivered to the following:

Renewable Energy Incentive Program  
District Department of Environment-Energy Office  
2000 14<sup>th</sup> Street, NW  
Suite 300 East  
Washington, DC 20009

### **4. REVIEW OF APPLICATIONS**

#### **Incentive Application Review**

All application materials will be reviewed for completeness by DDOE REIP review staff.

#### **Approval Criteria**

**Any applications submitted without all required forms or requesting more than the maximum cap relevant to the total project cost will not reviewed.** Applicants will be notified of incomplete or inadequate application materials, and must resubmit their rebate request within 15 days of notification or forfeit their reservation queue number.

Though not required to receive a rebate, additional criterion are vital to continued success of this program. DDOE recommends that applicants factor these considerations into their project design.

### **Educational Outreach**

A primary goal of the REIP is to make the information gained through individual projects available to the public in order to spur interest in and replication of renewable energy installations in the District. Rebate recipients are encouraged to showcase their installation via open houses, neighborhood meetings or participation in annual events such as the "Solar Homes Tour." Applicants are also encouraged to produce outreach materials (signage, brochures, FAQ sheets, a website, or white papers) to explain the installation to the public.

### **Whole-system integration**

Another goal of the REIP is to promote the integrated role renewable energy systems play in the operation of functional environmentally friendly building project. Integrated design approaches and the incorporation of other sustainable features are desirable before undertaking the installation of renewable energy systems. This might include conducting a comprehensive energy audit, upgrading the building envelope with high performance insulation, installing Energy Star appliances and lighting, designing new construction to take advantage of passive solar orientation, and the installation of low-impact development technologies such as greenroofs, pervious pavement, or water catchment systems.

### **Location**

Systems to be located in industrial, low-income or underserved areas will be given additional consideration.

### **Budget**

A project budget must detail how much the primary elements of the project will cost. The budget must be supplied by the vendor in the form of a cost estimate/equipment invoice, and should include (but is not limited to):

- Labor costs
- Equipment costs
- Installation fees
- Permitting fees
- Construction costs directly related to the system installation

### **Net Metering**

If a rebate is sought to cover electricity generation equipment, application materials should include documentation indicative of the applicant having begun the process to interconnect with Pepco's utility grid. Net metering via grid interconnection allows the installation to supply excess electricity to other portions of the District, with the resultant generation attributes credited to the system owner or other selected party at the end of every billing cycle.

#### **Decision on Rebates**

Rebates will be processed only after receipt of a full REIP Application packet including all pertinent documents. A valid equipment invoice must be included, which provides evidence that equipment has been purchased or otherwise set-aside by a vendor for the specified project.

### **5. APPLICATION FORMATS**

#### **Prequalification Application**

To begin the REIP prequalification process, a Prequalification Application must be submitted to DDOE. Upon confirmation of receipt, the applicant will be approved, denied or asked for document clarification. Upon approval, applicant receives an REIP Incentive Contract and a unique project reservation number. This contract ensures a place in the reservation queue and secures the rebate amount requested pending further review of the full REIP Application.

#### **Full Application**

Each full REIP application packet must contain the following documents:

- REIP Application (technology specific; See appropriate program guides)
- W-9 Form
- Master Supplier Form
- Pepco Interconnection Form
- DC Public Service Commission Application
- Equipment Invoice

**Applications that do not conform to the above requirements will not be reviewed. It is pertinent that ALL forms be attached at time of submission to ensure prompt payment should the request be approved.**

#### **Description of Proposal Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for installations. It is important that applications reflect continuity among the goals and objectives with the system design. It is also important that the budget and/or installation estimate demonstrates the level of effort required for the proposed services.

### **REIP Application**

Each application identifies the applicant, type of entity (individual, organization, etc), project location, the amount of rebate funds requested, and other pertinent information. This document provides reviewers with the technical specifications on the proposed installation, and serves as the basis for reserving a position in the funding queue. Applications differ for all technologies rebated, and are available in the technology-specific REIP Guides.

### **Project Description**

This section of the application should contain the description of activities that justifies and describes the project to be implemented. The project description should include information on site demographics, target populations to be served, specific educational and outreach services to be provided, and additional information to assist evaluators in tracking the successes of the program.

### **Appendices**

This section may be used to provide technical material, supporting documentation and endorsements. Such items may include:

Indication of nonprofit corporation status;

- Roster of the Board of Directors;
- Proposed organizational chart for the project's leadership;
- Letters of support or endorsements; and/or
- Planned project tasks

## **6. GENERAL INSTALLATION GUIDELINES & WARRANTIES**

- All work must be performed in accordance with all applicable federal, state, and local, manufacturer's codes and standards and Pepco interconnection guidelines.
- All PV systems installed must carry a 5-year warranty from the installer in addition to a 10 year manufacturer warranty on solar modules and inverters in residential applications.
- Licensed electrical contractors must obtain appropriate permits and inspections.
- All equipment must be new.
- PV system installations on flat roof residential structures and all commercial buildings must also obtain appropriate District of Columbia building permits.
- All electricity generation systems must be interconnected to the Pepco electrical grid. The system must comply with current District of Columbia and Pepco guidelines governing interconnection with PJM's electric

system, and any subsequent revisions to these guidelines.

- If re-roofing or other site work is required, rooftop system removal and reinstallation is at customer expense.

