**Green Building Fund Grant**

**High Performance Building Innovation & Training Hub  
RFA #2019-1920-USA**

**Q&A 4/22/2019**

**Meeting Location: DOEE Offices and Conference Call**

**Attendees & Contact Information**:

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| --- | --- | --- | --- |
| Ann | Harrell | [anne@jsallc.com](mailto:anne@jsallc.com) | Justice & Sustainability Associates LLC |
| Lisa | Mallory | [lmallory@dcbia.org](mailto:lmallory@dcbia.org) | DCBIA |
| Julia | Craighill | [jcraighill@ensightconsult.com](mailto:jcraighill@ensightconsult.com) | Ensifht Consulting |
| Linda | Toth | [linda.toth@arup.com](mailto:linda.toth@arup.com) | ARUP |
| Lotte | Schlegel | [lotte@imt.org](mailto:lotte@imt.org) | IMT |
| Andrea | Foss | [afoss@swinter@com](mailto:afoss@swinter@com) | Steven Winter Associates |
| Jochen | Schaefer | [J.Schaefer@buamann.us.com](mailto:J.Schaefer@buamann.us.com) | Baumann Consulting |
| Smita | Chandra Thomas | [thomas@energy-shrink.com](mailto:thomas@energy-shrink.com) | Energy Shrink |
| Richard | Yancey | [rcy@be-exchange.org](mailto:rcy@be-exchange.org) | Building Energy Exchange |
| Steven | Piguet | [steven@sustaindesign.net](mailto:steven@sustaindesign.net) | Sustainable Design Consulting LLC |
| Marc | Fisher | [marc@aobafoundation.org](mailto:marc@aobafoundation.org) | AOBA Educational Foundation |
| Meghan | Humphreys | [meghan@newbuildings.org](mailto:meghan@newbuildings.org) | New Building Institute |
| Emily | McKenzie | [emily@jsallc.com](mailto:emily@jsallc.com) | Justice & Sustainability Associates |
| Jane | Willeboordse | [willeboordse@newecology.org](mailto:willeboordse@newecology.org) | New Ecology, Inc. |
| Lauren | Luckett | [laurenl@paladinoandco.com](mailto:laurenl@paladinoandco.com) | Paladino and Company |

**Main Points/Discussion**:

**Introductions (All)**

Attendance and contact list is included above.

**Grants Overview (Kate Johnson – DOEE)**

A brief overview of the grant program included in this RFA was reviewed, including the outcomes and deliverables. Greater detail is provided in the RFA available on the DOEE website, <https://doee.dc.gov/node/1397831>

**Questions and Answers:**

Q1. Is documentation such as the Certificate of Good Standing, W-9, etc. required for the applicant and all partners, or just the main applicant?

A1. REVISED: The Applicant must submit with the application the documents listed in Section 3.4 of the RFA, except that the applicant is not required to submit the partner documents required by Section 3.4(i). Under Section 3.2(d)(4), the grant application must include a letter of support from any partners. The application does not have to include the partnering organization’s certificate of good standing and documentation of the partner’s tax-exempt status.

Q2. Do I have to do business in the District of Columbia, or have a DC address for this RFA?

A2. REVISED: A DC address is not required for this RFA; however, the applicant must have a license to do business in the District of Columbia.

Q3. A business plan is required for the first year, but actually will only cover five months or less due to the fiscal year. How should I draft the timeline?

Q3. The RFA requires the applicant to submit a proposed work plan for the project. Submit the work plan assuming the grant will be awarded within one month of the application deadline. The work plan may be adjusted after the grant is awarded. Separately, a deliverable of the project is a business plan. That deliverable will be developed by the successful grantee and will need to be complete by 9/30/2019.

Q4. Is DOEE looking to create a new organization? Does it need to be a 501(c)(3)?

A4. No. The applicant may propose a structure. The hub doesn’t have to be a freestanding 501(c)(3).

Q5. Will the grantee need to fund the hub in perpetuity?

A5. No. The applicant should propose how they will develop a business plan and funding plan that is feasible.

Q6. Does the entity need to be created in 2019, or can applicants propose it to be executed in later years?

A6. Either way would be acceptable.

Q7. What information should be added to the budget proposal?

A7. The budget proposal should include a budget and supporting narrative. Applicants can use the template provided or their own.

Q8. Will my financial statements be kept confidential?

A8. The application, including financial documents, is confidential.

Q9. Can an applicant submit or partner on more than one proposal?

A9. An applicant can only submit one proposal; however, an applicant can appear on more than one proposal as a partner.

Q10. Do proposals have to include match funding?

A10. Match funding is not required. If the funds are identified in the proposal, per the scoring criteria, that could help show fundraising experience and a more robust budget.

Q11. Are there any current partnerships or training programs that should be included in the proposal?

A11. No. The Hub should not recreate the wheel or duplicate current training offerings. Ideally it would serve as a resource find out about existing trainings.

Q12. Regarding outreach, has DOEE conducted past studies that identify gaps in market, or is this the first of its kind?

A12. DOEE has not conducted a study on this type of programming.

Q13. Are there existing partnerships DOEE has that can be leveraged?

A13. There are no formal partnerships. DOEE will introduce grantee to relevant organizations as needed.

Q14. Is there a specific audience DOEE is trying to reach?

A14. The Hub will be for the building industry as a whole. Outreach conducted to inform the business plan and needs assessment should include actors from across the building industry.

Q15. Does the proposal need to identify the people and organizations that will be on the steering committee?

A15. No, it is not required to name the steering committee in the proposal.

Q16. What are the rules regarding outreach and reaching people? Can line items such as childcare and food be included in the budget?

A16. If the applicant considers that providing food is necessary and reasonable for events proposed in the application, and that it will make their application more competitive, these may be included in the budget. However, if the applicant is considering a match, these types of expenses are best covered by the match.

**Updated 5/08/2019**

Q1 Are all partners required to submit a Certificate of Good Standing, including if a partner (not a prime) does not have an office in DC?

A1 Partners of the applicant are not required to submit a Certificate of Good Standing from the District of Columbia Consumer and Regulatory Affairs at the time of application.  Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted, or subgranted must be in compliance with applicable District law, including business licensing requirements. Partners located outside of the District would need to obtain a business license if required by District law.

**Appendices and Application Guidelines**

* Cover sheet – Required for all applications
* Budget Template –
  + General categories remain as they are. (Contractors, personnel)
  + Adjust other categories for the budget needs
* PCA – Promises Certifications and Assurances
  + The PCA contains the terms that apply to the Applicant if awarded the grant, and should be reviewed carefully prior to signing it.
  + If an advance payment is anticipated, it must be planned and requested in the Application and will be considered after the award.
  + Reimbursement requests go to Accounts Payable and DOEE
* Email is encouraged for all questions, [GreenbuildingRFA.Grants@dc.gov](mailto:GreenbuildingRFA.Grants@dc.gov). Questions may be submitted for response until COB May 6, 2019. Questions and Answers will be posted to the DOEE website regularly.
* **Applications are due by 4:30 on May 13, 2019.**