**Department of Energy & Environment, Green Zone Environmental Program (GZEP)**

**Summer Solar Installation and Energy Efficiency Job Training Grant**

**Pre-Application Meeting,**

**DOEE Headquarters, 1200 First St, NE, 2:30pm**

**March 16, 2016**

**Attendees:**

* RFA Email Address - 2016gzepsolarrfa.grants@dc.gov
* Ben Stutz, DOEE/ GZEP
* Larissa Etwaroo, DOEE/ GZEP
* Kevin Newman, DOEE/ GZEP
* Lancelot Loncke, DOEE/ Energy Administration
* Emil King, DOEE/ Energy Administration (via phone)
* Zita Rostas, DOEE/ Grants (via phone)
* Compton Douglas, DOEE/ Grants (via phone)
* Sienna Arku, Great Alternatives - sarku@gridalternatives
* James Wilson, Covenant House - jwilson@chdc.org
* Lisa Crawford and Colleagues, United Planning Org (UPO) (via phone)
* Jim Beckman, Sasha Bruce Youthwork (via phone) – jbeck@sashabruce.org
* Erika Symmonds– Grid Alternatives (via phone) - esymmonds@gridalternatives.org
* Daanen Strachan, ARS Consulting - daanens@ardconsulting.net
* Robin Lewis, ARS Consulting - robin@arsconsulting.net

**Introduction**

* Members that were present in-person and via conference line introduced themselves
* DOEE will post GZEP presentation, and Questions & Answers from today’s session online at: <http://doee.dc.gov/release/notice-funding-availability-summer-solar-installation-and-energy-efficiency-job-training>

**Overview of Green Zone Environmental Program (GZEP) and Summer Solar Installation and Energy Efficiency Job Training Grant**

* This grant is meant to support hands on experience and job training in the fields of solar and renewable energy for GZEP’s 22-24 year old cohort (approx. 30 participants)
* Grant award can be up to $50k – DOEE reserves the right to award multiple grants
* This grant is a collaborative effort between DOEE’s Green Zone Environmental Program (GZEP) and DOEE’s Energy Administration
* GZEP receives its program funding via an MOU with the Department of Employment Services (DOES). GZEP Participants are paid by DOES. GZEP Site Managers and Team Leaders and paid by DOEE.
* GZEP is working with DCPS, but has not yet secured its final sites for the 2016 summer. GZEP will have 7 sites, located in Wards 4-8.
* Our intent is to have a separate site for the older cohort located somewhere near the downtown area that is Metro accessible.
* Applicants for this grant are required to work with and train young adults to accomplish goals set forth in RFA and provide hands-on experience in installing solar energy. Applicants will propose how much and where new solar installations will occur.
* Summary of GZEP presentation (now available <http://doee.dc.gov/release/notice-funding-availability-summer-solar-installation-and-energy-efficiency-job-training>)
* Overview of GZEP organizational structure and breakdown of program staff for summer
* GZEP program details and space requirements for host sites
* Sample 2015 weekly work schedule for participants
* Sample 2015 GZEP course evaluation, which included a pre and post test
* Draft 2016 summer schedule for 22-24 year old cohort

**General Tips:**

* Please read the Grant RFA carefully and check that every document required is attached to your RFA submission to ensure a complete application. Pay attention to Section 5 of the application. Be aware of everything required for the grant application – it is a lot of reading, but in the end you’ll be fully prepared to move forward.
* Financial statements do not have to be submitted separately and can be enclosed/attached along with your application submission
* Please let us know if you have any questions before the deadline on April 4, 2016. Do not hesitate to reach out to us if you have questions.

**Questions & Answers**

1. **Q**: Would we be able to break up the older cohort of 30 young adults into smaller groups?

**A**: Yes, if an applicant can propose a practical way to do this and accomplish the goals set forth by the RFA, then we do not see this being a problem.

1. **Q**: Does GZEP work in conjunction with DOES?

**A**: GZEP hosts approximately 350 youth and young adults under the DOES Summer Youth Employment Program (SYEP). The older cohort is a subset of this group. GZEP is funded by DOES via a Memorandum of Understanding with DOEE. DOES pays the youth salaries and GZEP pays the staff salaries.

1. **Q**: Based on your presentation, the schedule GZEP has developed for participants, is there any flexibility to move things around if needed?

**A**: Yes. While we have a general schedule of activities for youth that includes 2 days of indoor training and education and 3 days of outdoor activities and work, we are open to adjustments. The dates for which outdoor and indoor work is completed are flexible and we are open to changing the schedule to achieve optimal outcomes.

1. **Q**: Do applicants have to fill in all the days highlighted in yellow for 6 weeks (based on the sample schedule contained in presentation)?

**A**: No, the yellow days are a proposed framework. You will have up to 15 days for outdoor training and installations and five days for indoor education and training. We suggest that you create a curriculum that fits within the 20 available days. You are not required to use every day, but this is the maximum amount of time you could have to work with and train the young adults.

1. **Q**: Do the participants have any interest in the solar field?

**A**: Participants register for programs via the DOES SYEP database. After signing up for SYEP they are offered the opportunity to sign up for a multitude of programs across the City based on availability and their interests. Traditionally, GZEP describes itself as an outdoor environmental program, however this year, for the older cohort ages 22-24 we are creating a separate line item for GZEP Solar training, which will place emphasis on solar and renewable education and experience.

1. **Q**: Is a pre and post test evaluation required by the applicant?

**A**: It is up to you to determine whether or not you want to evaluate the cohort in order to meet the RFA’s objectives. GZEP reviews its cohort and performs its own pre and post evaluation to determine effectiveness.

1. **Q**: Is the cohort of young adults that will work under this grant already identified?

**A:** No. At this time participants have signed up for SYEP but have not yet had the opportunity to select a specific summer program.

1. Does the grantee have the ability to do intake?

**A**: Yes, once awarded, the applicant(s) can inform and direct youth that are already signed up for SYEP to consider participating in the GZEP-Solar experience; however, DOEE cannot promise to hold slots for participation.

1. **Q**: If proposals are looking to work with the full cohort (all 30 participants), does GZEP have any intention of splitting that group up (breaking down into subsets)? Does it depend on how many grants are awarded?

**A**: Our preference is for applicants to propose how to train the entire cohort of approximately 30 participants. At stated in question 1, applicants can propose breaking the cohort into smaller sub-groups.

If DOEE receives proposal(s) for training 20 participants and another for training 10 that meets the grant objectives, DOEE reserves the right to award multiple grants.

1. **Q**: Suppose we need the cohort to access computers for part of the training session, and we have computers available at our facilities; are participants able to come to our location(s)?

**A**: Yes, cohort participants can travel to another location to utilize existing facilities/technology. Participants are expected to travel every day to and from their work site. Transportation is an allowable cost under the grant and applicants should think about the cost of transportation beyond traveling to and from the work site.

The cost of the roundtrip metro fare, especially during peak hours is high and we want to be conscious of increasing participant’s out-of-pocket expenses.

In addition, if you know that your cohorts will need to work at a location other than their worksite, you can plan ahead and ask them to report directly to an alternate location. For example, last year, our Dunbar High School youth and young adults did beautification work at RFK Stadium. Instead of reporting to Dunbar that morning, they reported to the Stadium-Armory metro station.

1. **Q**: Is the grant RFA only for 22-24 yr olds, and is GZEP putting out other RFAs?

**A**: Correct – this RFA only applies to the 22-24 year old cohort. This is the first year GZEP is expanding program opportunities via partnerships with grantees. We are starting off relatively small to learn from the experience. We had a separate grant related to stormwater projects that could fund other GZEP projects; however, that RFA recently closed.

1. **Q**: Will there be multiple awards for this grant?

**A**: DOEE reserves the right to award multiple grants. This allows the agency flexibility to select grants applicants whose projects will be able to accomplish goals set forth by the RFA.

1. **Q**: What is the budget for the grant?

**A**: Up to $50k – DOEE cannot exceed this amount for the grant award(s).

1. **Q**: Can an applicant combine applications to work in conjunction with other grant funding (i.e. DC SEU)

**A**: Yes, you can use other funds available to support your application but you CANNOT supplant existing funding with the funds provided by this RFA.

1. **Q**: What is done for transportation? Is transportation provided for participants?

**A**: Participants initially receive a metro card that covers the costs of traveling to and from their work site for the first two weeks of the summer. After that participants are expected to pay for transportation to and from their work site.

Transportation is an allowable cost under the grant. If you plan to bring participants to multiple worksites to complete their work and training, we recommend that you take the associated transportation costs into account.

For local projects, DOES allows participants to walk approximately 10-blocks or a half mile radius from their site location.

1. **Q**: Are we able to share email addresses with other attendees?

**A**: Yes. Please email 2016gzepsolarrfa.grants@dc.gov with your email address and we will develop a list of attendees to share with applicants.

1. **Q**: Are applicants allowed to partner with other groups?

**A**: Yes, applicants can partner with other groups but must include a Letter of Support from the partnering organization(s). For example, if you are working on a solar installation project on a public or private parcel of land there must be documentation from the owner agreeing to be a partner.

1. **Q**: Should we be worried about any overlap with DOEE experts teaching renewable energy and energy efficiency to the GZEP participants?

**A**: No. Do not be worried about overlap. The RFA requires that the applicant provide education and training on renewable and solar energy and energy efficiency. The GZEP team will coordinate with DOEE staff to not cover this topics and remove any overlap that presents itself.

Thank you!

The DOEE and GZEP Team