**Project Name: Green Building RFA, Informational Call & Subsequent Q & A**

**Call Date: February 10, 2015**

**Meeting Location: DDOE, 1200 1st Street NW**

**Recorded by: Jay Wilson & Suzy Wald**

**Attendees & Contact Information**:

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| **Name** | **Organization** | **Email** |
| Jay Wilson | DDOE | [jay.wilson@dc.gov](mailto:jay.wilson@dc.gov) |
| Suzanne Wald | DDOE | [suzanne.wald@dc.gov](mailto:suzanne.wald@dc.gov) |
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| Sierra Nguyen | Setty and Associates | [Sierra.Nguyen@setty.com](mailto:Sierra.Nguyen@setty.com) |
| Dwane Jones | University of the District of Columbia (UDC) | [Dwane.Jones@udc.edu](mailto:Dwane.Jones@udc.edu) |
| Sam Brooks | Clear Rock | [Sam.Brooks@clearrock.co](mailto:Sam.Brooks@clearrock.co) |
| Jeffrey Hopkins | Center for Climate and Energy Solutions (C2ES) | [HopkinsJ@c2es.org](mailto:HopkinsJ@c2es.org) |
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| Amil Ronen | George Washington University, GW Solar Institute | [Amit\_ronan@email.gwu.edu](mailto:Amit_ronan@email.gwu.edu) |
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**Main Points/Discussion**:

**Introductions (All)**

All attendees were asked to email [GreenBuildingRFA.Grants@dc.gov](mailto:GreenBuildingRFA.Grants@dc.gov) to confirm attendance and indicate that they would like to share contact information with the group. Attendance and contact list is included above.

**Grants Overview (Jay Wilson – DDOE)**

A brief overview of each of the two grant programs included in this RFA was reviewed, including the outcomes and deliverables for each. Greater detail is provided in the RFA available on the DDOE website, <http://ddoe.dc.gov/node/994862>

* **Green Finance Programs: Green Bank, Revenue Neutral Carbon Pricing, and Incentives:**
  + Grant will provide analysis of a suite of possible finance programs and polities including the creation of a Green Bank, establishment of revenue neutral carbon pricing, and new incentives for deep green buildings.
  + Outcomes of the project shall include written analysis of each of the three Green Finance Programs, potential connections or integration between programs, and evaluation of the legal, regulatory, financial, and institutional challenges of each program.
* **Microgrid Feasibility Study:**
  + Grant will provide a feasibility assessment for the implementation of microgrids and district energy options, including a look at the legal and regulatory barriers for implementation.
  + Grant project will study both publicly and privately owned sites for Microgrid deployment, and include evaluation of the specific legal, regulatory, financial, and institutional challenges and barriers.

**Appendices and Application Guidelines (Suzanne Wald – DDOE)**

* Cover sheet – Required for all applications
* Budget Template –
  + General categories remain as they are (Contractors, personnel, etc.).
  + Adjust/add other categories as required for budget needs.
* PCA – Promises Certifications and Assurances
  + The PCA contains the terms that apply to the Applicant if awarded to the grantee, and should be reviewed carefully.
  + If an advance payment is anticipated, it must be planned and requested in the application, and will be considered after the award.
  + Payments to the Grantee will be made as reimbursement for expenditures.
* Email is encouraged for all questions, [GreenbuildingRFA.Grants@dc.gov](mailto:GreenbuildingRFA.Grants@dc.gov). Questions may be submitted for response until COB February 23rd, 2015. Questions and Answers will be posted to the DDOE website regularly.
* Applications are due by 4:30 on March 2, 2015.

**Questions and Answers:**

1. **Q:** Has the District explored microgrid implementation with the local utility company?

**A:** It has been discussed. It is anticipated that the Grantee will engage the local utility company and other stakeholders through the grant process.

1. **Q:** Does the District have information on typical building load profiles?

**A:**  Benchmarking data, DGS Buildsmart DC and other publicly available industry standard information may inform the study.

1. **Q:** Is there a mechanism to identify potential team partners?

**A:** DDOE does not have a mechanism for this; however, we will publish a list of conference call attendees, and that may help in identification of potential partners. Please email Jay at [GreenbuildingRFA.Grants@dc.gov](mailto:GreenbuildingRFA.Grants@dc.gov) to say which project your organization is interested in applying to.

1. **Q:** Will there be a separate RFA for work following the completion of project #1?

**A:** DDOE cannot answer at this time. The answer will depend on several factors including the outcome of the project #1.

1. **Q:** Would the Grantee working on project #1 be eligible to apply for implementation of work from project #1?

**A:** Yes.

1. **Q:** Private Enterprises were excluded from applying for funding through this RFA. Can they be included in the application as a contractor for the lead organization applying?

**A:** Yes, while the funding source excludes private enterprises from applying directly, they can appear as a contractor for the lead organization in a funding application for this RFA.

1. **Q:** Is information about the funded activities posted?

**A:** Yes. The grant is funded through the Green Building Fund, which requires that this information be available to the public. Additional information can be found on the DDOE website, <http://ddoe.dc.gov/publication/green-building-fund-grants>.

1. **Q:** In regards to the previous question, can proprietary software and programs be protected (excluded from information made public)?

**A:** Yes. DDOE will post results and reports, but will work with the Grantee to protect proprietary information.

1. **Q:** Will match add value to an application?

**A:** While match is not required and there is no scoring criterion specific to match, the score for cost-effective budget, scoring criteria #7 in project 1 and scoring criteria #6 in project 2, could improve if the match effectively off-sets another essential line item.

1. **Q:** Would DDOE consider funding an implementation project for installation of green housing?

**A:**  No, DDOE must use the funds advertised through this RFA to fund the projects described in RFA # 2015-1501-OPS.

1. **Q:** The RFA states that applicants should “limit each project description to 15 double-spaced pages.” Does this limit apply to the entire submission? If not, could you specify the sections for which this limit applies?

**A:** The page limit applies Section 3.3 *Proposal Content*. It does not apply to the Section 3.2 *Cover Sheet* or Section 5.1 *Documents to file as part of the proposal*.

1. **Q:** In response to the section, "Summarize past performance of DC grants/contract" (page 13 of 32, section (c), #3) are you solely concerned with awards received from the District to t the entire University, the specific department of the university applying for the award, or to the principal investigator?

A: The summary of past performance should include performance on DC grants/contracts received by entities directly associated with the proposed project. This would include the specific department of the university applying for the award, and the principal investigator.

1. **Q:** In regards to the Certificate of Good Standing, do you require one verified within 30 days of the proposal's submission date or will you accept same from the previous calendar year?

**A:** The Certificate of Good Standing shall be considered current if it is verified within 30 days of the proposal's submission date.

1. **Q:** After reviewing the RFA, we cannot locate language that either allows or disallows Indirect Costs (from a federally negotiated F&A Rate Agreement) on the grant budget.  Are indirect costs an allowable cost on this grant?

**A:** Indirect costs are an allowable cost on this grant. Please note that as a part of the budget, indirect costs are included in the scoring of the proposal’s cost-effective project budget, scoring criteria #7 in project 1 and scoring criteria #6 in project 2.

1. **Q:** Will an extension be granted for this RFA?

**A:** No. All applications should be submitted by the original due date, 4:30 pm on 3/2/2015.

1. **Q:** With regard to the "Certificate in Good Standing," (the potential applicant) has a certificate, however, it is older than 30 days (a condition not stated in the RFA), and a new certificate cannot be obtained prior to the application deadline.  Would the old certificate and a statement that a new certificate is in progress suffice for purposes of the application?

**A:** Yes.

1. **Q:** A potential applicant has found an administrative need to request changes to the Applicant’s Promises, Certifications and Assurances required as part of the Grant Application (“PCA”).

**A:** Regarding the need for changes to the application’s “Promises, Certifications and Assurances” (PCA), DDOE cannot agree to the changes as a matter of course. DDOE is willing to discuss resolving ambiguities with a successful applicant if notification of the need occurs (1) after notification that the applicant has won an award, and (2) before the award is accepted.