

District of Columbia
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)**

High Performance Building Innovation & Training Hub
(Short name: High Performance Building Hub)
RFA # 2019-1920-USA

Publication Date: 4/12/2019

Application Deadline: 5/13/2019 at 4:30 p.m.

Government of the District of Columbia
Department of Energy and Environment
1200 First Street, NE
5th Floor
Washington, DC 20002
(202) 535-2600

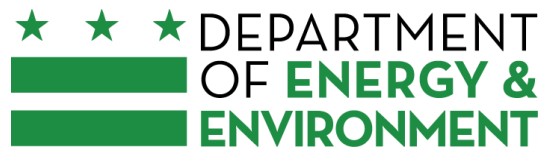


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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goal of this Request for Applications (RFA) is of this RFA is to seek eligible entities to develop and operate a program to provide training, capacity building, and technical assistance to the building industry in order to achieve the District’s ambitious green building and climate goals. The Urban Sustainability Administration (USA) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of this grant is to find an applicant to propose ways to develop and operate a high-performance building innovation, training hub that will assist owners, developers, builders, entrepreneurs, and designers to comply with the District’s new green building requirements and ambitious policy objectives. These policies include the Building Energy Performance Standard created by the Clean Energy DC Omnibus Amendment Act of 2018 (Clean Energy DC Act) and net-zero energy construction for new buildings and substantial renovations as outlined in the Clean Energy DC Plan and implemented through the District’s Energy Conservation Code, Green Construction code and Green Building Act. The Clean Energy DC plan calls for the District’s building energy codes to require all new and substantially renovated buildings to achieve net-zero energy standards by 2022 for residential buildings and 2026 for commercial buildings. At the same time, the Building Energy Performance Standard will require many large existing buildings to complete energy retrofits beginning in 2021. Finally, achieving the goals of the Solar for All program will require a significant acceleration of solar adoption across the building sector.

Successful implementation of these policies will result in cleaner, more comfortable and more affordable buildings and will create new job opportunities in emerging technologies, energy efficiency, building operations, and other occupations. This transformation will require training, technical assistance, networking, peer-to-peer sharing, and capacity building. This grant will provide initial funding to create a new high-performance building innovation and training hub whose mission will be to build collaboration and accelerate market transformation through knowledge sharing, training, technical assistance, and targeted research. For the first year of the project, the applicant should propose ways to conduct market research and outreach to develop a business and funding plan for the hub. In years two and three, pending available funds, the applicant will propose how to execute the business and funding plan and deliver the needed programming identified by the market research conducted in year one.

1.3 Source of Funds

The source of funds for the grant is **Renewable Energy Development Fund**.

1.4 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
High Performance Building Hub	\$100,000

Project Period

1. The initial project period is from the date of grant award through September 30, 2019.
2. The grant may be extended for a second and third year based on the availability of funds, the grantee’s performance, the grantee’s capacity to maintain or increase the project goals, and the District’s need for the continuation of the project.

The funding available for the initial project period is \$100,000. Should the grant be extended, DOEE anticipates \$500,000 available in year two. Year three funding availability is to be determined.

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith-based organizations;
- Government agencies;
- Universities/educational institutions; and

-Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

An informational meeting/conference call and opportunity for question and answers will be held on 4/22/2019 at 3:30 p.m.

The location of the meeting will be:
1200 First ST NE, Washington, DC 20002, Fifth Floor
The call number is (866) 459-6055 and conference code is 9112782

1.7 Definitions

District - The District of Columbia.

Grantee - The person provided a grant by the District, including a sub-grantee.

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

Writing - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

1.9 Grant Monitoring

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.10 General Terms and Conditions

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

§ 34-1436. Renewable Energy Development Fund.

(a) There is established a fund designated as the Renewable Energy Development Fund, which shall be separate from the General Fund of the District of Columbia and shall be used solely for the purposes set forth in this section. All fees, payment, investment earnings, or other funds received, and all interest on the funds, shall be deposited into the Fund without regard to fiscal year limitation and shall not any time be transferred to, or lapse into, or be commingled with the General Fund of the District of Columbia or any other fund or account of the District of Columbia, except as delineated in this section. The Fund shall be continually available for the uses and purposes set forth in subsection (c) of this section.

(b) The Fund established by this section shall be administered by the DOEE. The DOEE may receive and review applications for loans, grants, rebates, and other financial incentives for eligible projects from the Fund.

1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 4/12/2019.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2019-1920-USA.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 5/13/2019.

Applications will be dated and recorded as “received” pending review by DOEE for completeness. DOEE considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

What: The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

Where: The paper copies must be filed with DOEE at the following address:

District of Columbia Department of Energy and Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2019-1920-USA

Email an electronic copy, formatted as a .pdf file, to: GreenBuildingRFA.grants@dc.gov

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to GreenBuildingRFA.grants@dc.gov with "RE: RFA 2019-1920-USA" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing GreenBuildingRFA.grants@dc.gov with the subject line "RE: RFA 2019-1920-USA" – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** GreenBuildingRFA.grants@dc.gov with "RE: RFA 2019-1920-USA" in the subject line;
- (b) **In person** by making an appointment with (Kate Johnson at (202) 299-3355 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Kate Johnson RE: RFA 2019-1920-USA on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

(a) Cover Sheet

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

(b) Project Summary

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

(c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

Activities are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An *output* is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A *project outcome* is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in

the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;

5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(d) Applicant

(1) Organization

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

(2) Key personnel

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement

and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) and documentation of the partner's tax exempt status.

iv. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

3.3 Work Plan

The application must include a proposed work plan that describes the timeline for project implementation.

3.4 Required Documents

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

(a) Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

(b) Promises, Certifications, Assertions, and Assurances

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

(c) IRS W-9 Tax Form

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

(d) Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

(e) Applicant’s Current Fiscal Year Budget

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

(f) Applicant’s Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year’s unaudited financial statements.

(g) Separation of Duties Policy

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;

- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

(h) System for Award Management (SAM) with federal government

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOEE.

(i) Partner Documents

The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) and documentation of the partner's tax exempt status.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

Upon acceptance of a grant award, the Grantee must provide the following documents.

(a) Certificate of Insurance

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

(b) Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

The grantee must submit the following reports as a condition of continuing eligibility for funding.

(a) Quarterly Status Reports

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

(b) Final Report

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

High Performance Building Hub

Introduction

This grant will support the implementation of the Clean Energy DC plan to cut greenhouse gas emissions by 50% by 2032 and Mayor Bowser's goal to make the District carbon neutral by 2050. The energy used in buildings accounts for nearly 75% of the District's greenhouse gas emissions. Reducing building energy use through energy efficiency and clean energy technologies like solar photovoltaics will be critical to the District's success in achieving these goals. Accordingly, the Clean Energy DC Act establishes a building energy performance standard, which will reduce energy use from existing buildings. The Clean Energy DC plan calls for the District's building energy codes to require new building and major retrofits to meet net-zero energy standards by 2022 for residential buildings and 2026 for commercial buildings, beginning with significant performance improvements implemented in the 2019 building energy code.

Successful implementation of these policies will require a rapid transformation of the building industry, including developers, owners, operators, builders, and designers. In order to support the industry through this transition, DOEE is seeking applicants to propose an approach to creating a platform for collaboration, innovation, capacity building, training, and technical assistance. This platform, or hub, will draw from examples from leading cities, including the New York City Building Energy Exchange, the Vancouver Zero Emission Building Exchange, and BloxHUB in Copenhagen. These organizations were developed in partnership with the governments in each city, but are operated as independent organizations with financial support from diverse partners, including the real estate industry, energy utilities, and philanthropic organizations. These organizations provide a variety of services, identified based on local market needs, including training in high-performance building design and construction techniques; support for net-zero energy projects; direct technical assistance; targeted research and resource development; market support and development; opportunities for knowledge exchange and collaboration; business development support for local clean energy entrepreneurs; and recognition of market leaders and exemplary projects.

This grant will provide initial funding to support planning and startup of a high-performance building hub in the District. Ideal applicants will submit a proposal that articulates a strategic approach to building and sustaining a collaborative platform that will accelerate market transformation across the District's building industry. The approach should include a strategy and timeline for assessing market needs; developing partnerships across all aspects of the building and clean technology industries, including affordable housing and non-profit organizations; building capacity for high-performance design and construction; and delivering programing and technical assistance.

One grantee will be selected, though partnerships are strongly encouraged. Ideal applicants will include knowledgeable participants from multiple disciplines in order to accomplish the project within the budget and timeframe proposed. In the case of an application from multiple organizations, one lead applicant must be identified as responsible for submitting the application and managing the project during the award period. Partnering organizations must submit a letter of commitment from each member entity on behalf of the lead organization.

Project Period

3. The initial project period is from the date of grant award through September 30, 2019.
4. The grant may be extended for a second and third year based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the continuation of the project.

The funding available for the initial project period is \$100,000. Should the grant be extended, DOEE anticipates \$500,000 available in year two. Year three funding availability is to be determined.

Available Funding

\$100,000

7.2 Project Description

The grant is intended to generate four primary outputs in the first year: 1) a business plan for the startup and ongoing operation of the high-performance building hub; 2) an assessment of the specific training, capacity building, entrepreneurship support, and technical assistance needs of the District's building industry; 3) a prospectus and plan for raising additional, non-governmental funds; and 4) an outreach and engagement strategy that will build awareness among the building and clean energy industries about the hub.

Should the project continue into the second and third years, pending available funds, the grantee will execute the business plan and funding strategy and deliver programming to support innovation across the building industry. Applicants should include in their proposal a strategy for how they would execute the business plan in years two and three, including how they would engage partners in delivering programming, potential locations, and the channels through which they would promote and recruit participation in the hub. This programming should include providing support for the implementation of the Clean Energy DC Act and specifically technical assistance to owners and operators of buildings covered by the Building Energy Performance Standard. The grantee is also expected to begin raising funds in years two and three in order to support the hub on an ongoing basis once DOEE is no longer financially supporting the hub.

Business Plan:

DOEE seeks applicants to propose a methodology for creating a business plan for the development, launch, and ongoing operation of a high-performance building hub. Applicants should consider how they will engage across the building industry to inform the business plan, including developers, owners, small businesses and clean energy entrepreneurs, and operators of

affordable housing and smaller buildings not currently covered by the District’s energy benchmarking requirements or Green Building Act. Based on the needs assessment described below, the business plan should outline a strategy for how the hub will develop and deliver programming, which may include training, certifications, direct technical assistance, pilot programs, and targeted research and case studies. The business plan should establish a strategic mission, vision and goals for an organization or partnership developed to help the District’s building industry professionals achieve the goals of the Clean Energy DC Plan and articulate short, medium, and long-term goals and metrics for tracking its performance.

Needs Assessment:

Applicants should propose how they will assess the needs of the building industry for training, capacity building, entrepreneurship support, and technical assistance in light of the forthcoming Building Energy Performance Standard, updates to the building energy and green construction codes, and goals of the Clean Energy DC Plan. Applicants should propose how they will build awareness of the forthcoming policies and the creation of the hub, and seek input through events, focus groups, or forums. The proposal should also detail how the grantee will assess gaps in the current availability of training, workforce development, technical assistance, and professional service providers.

Funding Prospectus:

Applicants should propose an approach for developing a graphically appealing and well-branded funding prospectus and supporting marketing materials, which would be used to raise initial and ongoing financial support for the hub. Ideally, the funding prospectus should articulate the value proposition to potential partners and sponsors of the hub, such as the building and real estate industries, energy utilities, energy efficiency program providers, and philanthropic organizations. Ideal applicants will demonstrate experience executing successful fundraising campaigns and provide examples of previous fundraising or marketing materials that they have developed.

Outreach:

Applicants should propose how they will plan and execute a variety of outreach and engagement activities in order to allow building sector actors to provide input on the creation of the hub and the needs assessment. These activities could include focus groups, forums, workshops, surveys, or other formats. Through these methods, the applicant should reach a minimum of 200 individuals representing the breadth of building industry including owners, operators, designers, builders, and energy service providers. Ideally, the methods proposed would include the formation and convening of a steering committee or similar body to include representatives from DOEE, the DC Sustainable Energy Utility, the affordable housing, construction, design, and commercial real estate sectors.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Reduce GHG emissions in the District;

2. The building sector will successfully comply with forthcoming policies;
3. Increase the number of affordable, energy-efficient, comfortable, and healthy buildings;
4. Increase workforce development opportunities, entrepreneurship, and job creation in the fields of green building, energy efficiency and renewable energy technologies, building operations and maintenance; and
5. Market transformation resulting in net-zero energy design, development, and construction.

Project Deliverables – Year 1

1. A project work plan outlining the schedule. Development of this plan will be a collaborative effort between DOEE and the grantee. This plan must be delivered to DOEE for approval before further work can begin.
2. Biweekly status reports discussing actions taken, progress and next steps. (DOEE will work with the grantee to establish the optimal method of written, telephone, or in-person reports).
3. The Business Plan
4. The completed Needs Assessment
5. The Funding Prospectus and supporting marketing materials
6. The Outreach Strategy: a written summary of outreach conducted and all materials used, such as power point presentations.
7. Hard copies and electronic files of all materials.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
The proposal demonstrates the applicant’s substantial knowledge of, and experience with the District’s and other leading cities’ green building, climate, and energy policies and programs.	20
The proposal demonstrates the applicant’s experience supporting collaboration and capacity building with the design, development, construction, and maintenance and operation industries.	20
The business plan and funding prospectus proposal demonstrates the applicant’s experience and success raising funds from corporate and/or philanthropic sources.	10
The proposal demonstrates the applicant’s ability to build partnerships and engage with the full range of building sector actors including designers, builders, and owners..	10
The proposal submission includes a clear and reasonable budget, and budget narrative, for accomplishing goals.	10
The proposal submission includes a comprehensive and feasible plan for completing the project within the project period.	10
The proposal explains the qualifications of the personnel in place to carry out a project with this level of complexity. Specifically the proposed personnel have	20

expertise in energy efficiency, renewable energy, and high-performance building design and construction.	
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SECTION 8. CHECKLIST FOR APPLICANTS

Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, and budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant’s current fiscal	

	year budget?	
13.	Does the application package include the applicant's most recent audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities