

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment



Green Building Fund Grant
Deep Green Building Tools

UPDATED Q&A 03/07/2018

NOTE: Grant deadline has been extended to 3/19/2018. Materials must be submitted by 4:30pm.

Meeting Location: Conference Call

Attendees & Contact Information:

Name	Organization	Email
Jay Wilson	DOEE	Jay.wilson@dc.gov
Kish Rusek	DOEE	Kish.rusek@dc.gov
Christine Harris	American Geophysical Union	charris@agu.org
Holly Lennihan	Hickok Cole Architects	hlennihan@hickokcole.com
Kimberly Cheslak	Institute for Market Transformation	Kimberly.cheslak@imt.org
Cameron Thompson	Arup	Cameron.Thompson@arup.com
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Smita Chandra Thomas	Energy Shrink	Thomas@energy-shrink.com
Julie Eppinger	Interface Engineering	juliee@interfaceeng.com
Bill Jelen	William Jelen Architect, Inc.	bill@williamjelenarchitect.com
Rachel Sowards	Paladino and Company	rachels@paladinoandco.com
Andrea Foss	Steven Winter Associates, Inc.	afoss@swinter.com
Sybil Caldwell	LED Partners	Sybil@ledpartners.net
Sara Lappano	Integral Group	slappano@integralgroup.com
Joe D'Agostino	Enterprise Infrastructure Partners	joed@entisp.com

Main Points/Discussion:

Introductions (All)

Attendance and contact list is included above.

Grants Overview (Jay Wilson – 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/1308131>

- **Deep Green Building Tools**

Questions and Answers:

- 1. Q:** Can a list of attendees from this call be published for possible collaboration opportunities?
A: A list of attendees, their affiliated company, and email address will be published along with the question and answer document. To be included on that list, please email GreenbuildingRFA.Grants@DC.gov. We will add to the list included above and republish as necessary and/or upon request.
- 2. Q:** What are the eligibility criteria for awarded grantees?
A: Refer to the RFA, section 1.6 for eligibility criteria and section 7.3 for deliverables and evaluation criteria. The RFA is published on DOEE's website, <https://doee.dc.gov/node/1308131>.
- 3. Q:** If an entity anticipates teaming or collaborating on the project, what information should be submitted?
A: Refer to the RFA, section 3.2(d) for partnering information. Team members should submit letters of support to the main grant administrator. Additional partners or team members may be added throughout the course of the grant upon review and approval of the grant administrator.
- 4. Q:** Is grant matching required?
A: Grant matching is not required. Total grant award requested and overall budget including optional matching funds will be evaluated during the grant evaluation process.
- 5. Q:** Can the team be amended in future years?
A: Yes, sub-grantees may be amended in future years, as long as the main grantee will remain consistent.
- 6. Q:** Can the results of a prior DOEE grant project, "Green Building Case Studies" be published as background information for this project?
A: The deliverables from that grant project are not ready for publication at this time. Information may become available during the course of the grant project.
- 7. Q:** Can the District share Google Analytics for www.buildgreendc.org?
A: That information is not available at this time.
- 8. Q:** Who will retain ownership of grant deliverables at the conclusion of the grant?
A: DOEE will retain ownership of all grant deliverables including base/source files.
- 9. Q:** Who will be responsible for formatting and final design of grant deliverables?
A: The grantee will be responsible for formatting and completing grant deliverables for public consumption as detailed in the RFA.
- 10. Q:** Should the budget submitted with the grant proposal reflect years beyond the grant period?

A: The submitted budget should reflect costs for the grant period announced in the RFA.

11. Q: Will DOEE grant a single award or multiple awards?

A: DOEE anticipates making one grant award. Applicants are encouraged to team together to apply for a single grant award.

12. Q: How key is it to provide the complete financial background information requested in the RFP, at the proposal deadline?

A: All applicants must submit all of the financial documents, and other required documents, alongside its proposal. Applications that are submitted without all required documents will not be reviewed.

13. Q: Is DOEE open to giving the award to a prime for whom this is the first time doing business with DC government?

A: All eligible applicants that submit complete applications will be considered for grant funding.

14. Q: How soon is the award anticipated to be awarded?

A: The award will be made as soon as possible. DOEE seeks grantees that are able to complete the work within the time allotted.

15. Q: Is this grant only available for organizations in the District of Columbia?

A: No geographic requirements for applicants are specified. Please refer to Section 1.6, Eligibility Requirements in the RFA.

16. Q: Will the grant award recipient have the right to re-use the grant products and/or deliverables for other purposes, after the conclusion of the grant agreement?

A: Please refer to Appendix 1, General Terms and Conditions, 26. "Rights in data and other information." Any use outside of that specified can be discussed with the grantee and DOEE during the grant award process and throughout the grant period.

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 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.
 - Reimbursements go to Accounts Payable and DOEE

- Email is encouraged for all questions, GreenbuildingRFA.Grants@dc.gov. Questions may be submitted for response until COB March 7, 2018. Questions and Answers will be posted to the DOEE website regularly.
- **Applications are due by 4:30 on March 19, 2018.**