

District of Columbia
Department of Energy and Environment



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

Solar Works DC —
The District's Low Income Solar Photovoltaic Systems Installation and Job Training Program
(Short name: Solar Works DC Training Program)
RFA # 2017-1712

Publication Deadline: 12/23/2016

Updated on: 1/27/2017

NEW Application Deadline: 2/27/2017 at 4:30pm

Government of the District of Columbia
Department of Energy and Environment
1200 First Street, NE
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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) and the Department of Employment Services (DOES) intend to jointly develop Solar Works DC, the District's Solar Photovoltaic (PV) Systems Installation and Job Training Program (Solar Works DC).

This program aligns with DOEE's goal to provide District residents with educational experiences in preparation for career and internship opportunities in the fields of energy and the environment.

DOEE seeks a qualified applicant to propose and carry out a solution for how the District might increase the number of residents who are able to work in solar jobs. This is a Request for Applications (RFA).

The project period is 12 months from the date of grant award, subject to the availability of funding. There is an option to continue the funded project for up to two additional years with similar annual funding, for a maximum of three years, subject to grantee performance and the availability of funding.

DOEE and DOES will sponsor this grant program. The DOEE Energy Administration (EA) and the Operations Services Administration (OSA) will administer this RFA. *This document supersedes the first version of this RFA, issued on 12/23/16.*

1.2 Purpose of the Grants

The purpose of this grant is to establish and operate a comprehensive year-round solar photovoltaic (PV) systems job training program for District residents, ages 18 and over. The grant is competitively scored. Proposals from District-based applicants will receive extra points. Also, DOEE seeks proposals that address training unemployed or underemployed District residents. (*See* scoring criteria section). DOEE seeks a qualified applicant to:

1. Increase the District's solar capacity by installing solar photovoltaic systems on at least 60, and up to 100, low-income single family homes in the District.
2. Maximize the benefits related to the installation of the solar systems for low-income homeowners or renters.
3. Create pathways to the middle class by preparing District residents for part- or full-time employment in the solar industry.

Successful grant applications will include detailed plans to meet the project outcomes and outputs listed in the Project Description section of this RFA.

1.3 Source of Funds

The source of funds for the grant is the Renewable Energy Development Fund (“REDF”). (DC Off. Code § 34-1436 (2017). DOEE may also use local funds from the Department of Employment Services (“DOES”), in an amount to be determined at a later date.

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. Ordinarily, 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
Solar Works DC, the District’s Solar Photovoltaic (PV) Systems Installation and Job Training Program	\$950,000.00

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 a change in material conditions that could result in the loss of eligibility would be the loss of the applicant's tax-exempt status.

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.

The RFA repeats DOEE’s general authority to make grants. If there is any additional authority, it prints out as follows: the Renewable Energy Development Fund (DC Off. Code § 34-1436 (2017). General Authority: DOEE has grant-making authority under: the DDOE Establishment Act of 2005, §§ 101 et seq., eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); the Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431 et seq.), including § 34-1436(b) and (c) (The Fund established by this section shall be administered by DOEE and the Fund shall be used solely for the purpose of making loans, grants, rebates, and other financial incentives to support the creation of new solar energy sources in the District); and other applicable laws and regulations.

1.11 RFA Conditions - Promises, Certifications, 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 was 12/23/2016. The RFA was updated on 1/27/2017. The terms of the updated RFA control.

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 2017-1712.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 2/27/2017.

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:

Department of Energy and Environment

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

Attn: RFA 2017-1712

Email an electronic copy, formatted as a .pdf file, to: solarworksdc2017@dc.gov

2.4 Award Announcement

DOEE expects to notify each applicant in writing of its award status within six 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 solarworksdc2017@dc.gov with “RE: RFA 2017-1712” 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 solarworksdc2017@dc.gov with the subject line “RE: RFA 2017-1712 – 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** solarworksdc2017@dc.gov with “RE: RFA 2017-1712” in the subject line;
- (b) **In person** by making an appointment with (Ben Stutz at (202) 481-3839 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Ben Stutz RE: RFA 2017-1712 on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should 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 15 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.

- (b) **Project Summary**

Provide a brief introduction (one or two paragraphs) that summarizes the proposal.

- (c) **Project Description**

Present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and what resources must be expended to achieve the outputs identified. In presenting the project team and the budget, ensure that expenditures identified are those that the grant can reimburse.

- (1) Purpose and Objectives

State how the project will benefit the environment and identify its targets or objectives.

- (2) Target Audience

Identify the target audience and address how the project will engage the target audience. For instance, if the project has an educational component, describe who the target audience is (e.g., high school students, low-income residents, etc.), how the project will educate the target audience, and how educating this audience will benefit the environment.

- (3) Project Outcomes, Outputs, and Activities

Explain the expected project outcomes, the project outputs that will produce the outcomes, and the activities that make the outputs possible.

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. Outcomes tend not to be quantified, because they are typically statements of relative conditions. For example, outcomes – not necessarily associated with this project – might include improved health of residents, an adequately sized riparian buffer, or increased public awareness of the effects of human activities on the health of the Chesapeake Bay.

An output is a short-term result achieved at the end of the project period. Outputs can and should be quantified. For example, an output might be described as providing watershed education to 100 students, installing 200 square feet of green roof and an informational sign, or cleaning two acres of land of invasive plants.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to evaluate what the proposed project will achieve if funded.

(4) Methods

Describe how the Applicant will use people and resources to accomplish the proposed activities.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a trash removal project might measure the pounds of trash removed, while a stormwater project might measure the amount of stormwater captured. Also, if there are key tasks in the project, the proposal should identify the milestones necessary to produce the stated outputs.

(6) Project Budget.

Present a project budget and budget narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 4. The narrative should explain each budget line item. 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. The narrative should list its principal assumptions – for example, “senior staff are paid \$xx per hour times xx hours.”

The proposal may use the budget format in Appendix 4. If the applicant’s own internal budget format is more detailed and covers each of the indicated line items, the applicant may use its

budget format. The budget must state the total cost of the project, even if the total exceeds the amount of the grant.

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 other than those being funded under the grant 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 would 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 and verifiable (see the examples of allowable costs and non-allowable costs listed below). DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

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.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

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.

(a) 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. 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.

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 be dated within a six-month period immediately preceding the application’s submission date.

(b) Promises, Certifications, and Assurances

Each applicant must sign and submit the “Promises, Certifications 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.

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.

See Section 7 for detailed scoring criteria for this solicitation.

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

The Grantee shall reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. 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

Solar Works DC – the District’s Solar Photovoltaic (PV) Systems Installation and Job Training Program

Introduction

The Department of Energy and Environment (DOEE) and the Department of Employment Services (DOES) intend to develop Solar Works DC – the District’s Solar Photovoltaic (PV) Systems Installation and Job Training Program (Solar Works DC). DOEE seeks a qualified applicant to propose a solution for how the District might increase the number of residents that are able to work in solar jobs.

Specifically, DOEE seeks an applicant that proposes a creative, cost-effective approach to operating a solar job training program that trains between 60 to 75 District residents (up to 25 participants per training cohort¹, with at least three such cohorts annually) and creates pathways to the middle class by preparing District residents to obtain part or full-time jobs in the industry and related fields, like construction, engineering, sales, business operations, and architecture.

Participants in two of the cohorts should be ages 18 and over. Participants in the summer cohort must be between the ages of 18-24 *and* qualify for the Marion Barry Summer Youth Employment Program (MBSYEP) *and* sign up to participate in the Department of Energy and Environment’s Green Zone Environmental Program (GZEP).²

The proposed project should increase the District’s solar capacity by installing solar photovoltaic (PV) systems on at least 60, and no more than 100, low-income single family homes in the District. To the maximum extent practicable, the installations should be conducted by the training participants. The contractual arrangement should maximize the benefits of the energy generated from the systems to the homeowner or resident.

Project Period

The project period is 12 months from the date of grant award, subject to the availability of funding. There is an option to continue the project for up to two additional years with similar annual funding, for a maximum of three years, subject to grantee performance and the availability of funding.

Available Funding

DOEE expects to make an award to a single grantee for the funding amount available.

¹ A cohort is comprised of up to 25 individuals that participate in the solar job training program.

² See <https://doee.dc.gov/summer> for an overview of DOEE’s GZEP program.

7.2 Project Description

The passage of the Renewable Portfolio Standard Expansion Amendment Act of 2016 will inspire demand by the District’s solar industry for trained and certified workers. Based on this legislation and DOEE’s successful results from a recent solar training program pilot, DOEE, in coordination with DOES, seeks an applicant that proposes a creative, effective year-round solar installation job training program.

This grant will fund a project to deliver Solar Works DC to the District. An application should present a comprehensive budget for each of three program years (District fiscal years) and an accompanying narrative. An application may propose that funds carry over from one year to the following year, or, alternatively, that not all available funds be used. The program’s objectives are to:

1. Increase the District’s solar capacity by installing solar photovoltaic systems on at least 60, and no more than 100, low-income single-family homes in the District.
2. Increase the access of seniors and low-income households in the District to the benefits of solar power;
3. To the maximum extent practicable, reduce the electricity bills of low-income households by at least 50 percent;
4. Provide 60 to 75 District residents (up to 25 participants per training group or “cohort”), a group-based training model. This should include:
 - a. The summer MBSYEP-GZEP³ cohort must participate in training and installation work for six weeks for at least 25 hours, but not more than 30 hours, per week. The training will be based at a GZEP worksite⁴ in the District.
 - b. The two non-summer cohorts must participate in training and installation work for 8 to 12 weeks for at least 25 hours, but not more than 35 hours, per week. The training must take place in the District.
5. The training will (A) prepare program participants for career paths in the green economy through (B) structured training, education, and hands-on work experience, while (C) installing solar PV systems on low-income single family homes in the District. This should include:
 - a. Experience installing and operating new solar PV systems and energy sources in the District;

³ <https://doee.dc.gov/summer>

⁴ GZEP worksites are typically DCPS high or middle schools.

- b. To the maximum extent practicable, installations conducted by the training participants;
 - c. A curriculum that educates and trains participants on skills related to solar energy and its relationship to sustainability, climate change, and energy efficiency. The curriculum should also address safety, Occupational Safety and Health Administration (OSHA) requirements, construction and electrical principles and practices, marketing, business operations, and community outreach;
 - d. Teaching the skills necessary to enter, succeed, and stay in the renewable energy workforce; and
 - e. Creating opportunities for participants to learn about and apply for additional training, jobs, apprenticeships, and internships in fields related to solar energy.
6. Establish an intake and recruitment process, in coordination with DOEE and DOES, that screens potential participants, increases retention, and promotes long-term success;
7. Place at least 50 percent of the non-MBSYEP-GZEP program participants into part- or full-time jobs or complementary training or apprentice programs following their completion of Solar Works DC;
8. Track and evaluate the participants during and after their training;
9. Maximize the benefits related to the installation of the solar systems for low-income homeowners or renters;
10. Establish a process for marketing and screening to identify low-income single-family homes in the District for which there is an interest in installing solar PV systems; and
11. Have 75% of the participants complete the training program.

Grant applications should include the following:

1. A detailed plan to achieve the project outcomes and outputs;
2. A plan to accomplish the objectives stated above;
3. A long-term operations and maintenance plan for the PV systems installed;
4. A detailed statement of how the PV systems will be financed. This should include:
 - a. The estimated per-watt installation cost, including a detailed breakdown of the cost;

- b. A discussion of the monetary benefits to the homeowners and the installer/developer, including how the benefit of SRECs will be divided, who will receive the benefits, for how much, and for how long;
 - c. The assignment of the Solar Investment Tax Credit (“ITC”), who will apply for and receive the ITC, and for how long, or that ITC will not be utilized; and
 - d. A clear description of the terms for each PV system installed under the grant, including, who will own it, for how long, when ownership would be assigned or transferred, the warranties to be provided, and the projected system performance.
5. A narrative addressing how the applicant proposes to:
- a. Increase the District’s solar capacity;
 - b. Educate low-income homeowners on solar;
 - c. Train District residents for these jobs, including a recommended time period for each cohort’s participation in the program.
 - d. Successfully increase the participants’ knowledge, understanding, and hands-on experience;
 - b. Prepare participants for part- or full-time opportunities in the solar industry or a related field; and
 - c. Provide US Occupational Safety and Health Administration (OSHA) Construction Training, and North American Board of Certified Energy Practitioners (NABCEP) training.
6. A curriculum or other narrative of class work and hands-on work to prepare the cohort participants with the soft skills necessary for securing and retaining jobs in the solar industry and related fields. The applicant could address: case management; wraparound services; resume-building; interviewing skills; opportunities to meet local businesses seeking employees; and small-scale job fairs for program participants.
7. An estimate of the number of solar PV systems to be installed by each training cohort.
8. A statement of agreement that the District will retain an unrestricted, nontransferable, royalty-free, non-exclusive license to use the materials prepared for this project.
9. A copy of the template contract. All contracts with homeowners shall clearly state that the PV system will be installed at no cost to the homeowner, and will be owned by the homeowner either immediately, during, or at the end of, the contract term for either zero or a *de minimis* cost.

Program Costs

Allowable program costs include: permit fees; equipment and installation materials; training and education materials; personnel and wraparound services for program participants, which may

include child care, transportation and remedial skills training; and other reasonable expenses to implement the program.

Training program stipends, incentives or completion bonuses are allowable expenses for the spring and fall cohort participants. Grant funds can support these expenditures. DOES will pay hourly wages directly to participants. Grant funds can be used to augment the DOES wages for non-MBSYEP-GZEP participants. DOES will pay:

- a. Non-summer cohort participants, ages 18 and over: DOES will pay these participants a training stipend of \$8.25 per hour for up to 25 hours per week, for not more than 12 weeks. This rate is subject to change based on DOES rules. The grant does not fund these hourly amounts; these amounts are paid directly by DOES to the cohort participants. (These participants can receive an additional stipend or completion bonus paid for by the grant. Grantees must cover the workers compensation and insurance costs for these participants.)
- b. Participants in the summer cohort, ages 18-24: DOES will pay the participants, through the MBSYEP, at the annual rates established by the MBSYEP. The summer MBSYEP⁵ cohort must participate in training and installation work for six weeks for at least 25 hours per week, but for not more than 30 hours, per week. These participants cannot receive any additional stipend or completion bonus. The grant does not fund such amounts. Grantees do not have to cover the workers compensation and insurance costs for these participants.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. New solar PV systems will be installed on low-income single family homes in the District.
2. The solar PV systems installed will produce significant energy savings to the homeowners and/or their renters.
3. More District residents will have the knowledge and experience required to install solar systems and to work on solar-related jobs.
4. District residents will have better access to careers, internships, and apprenticeships in the solar industry and related fields.

Program Outputs

1. The following number of District residents that will successfully participate in Solar Works DC in the grant period: at least 60, and up to 75.

⁵ <https://doee.dc.gov/summer>

2. The following percentage of participants that will successfully complete Solar Works DC: at least 75%.
3. The following number of Solar PV systems that will be installed during the target period: at least 60, and no more than 100, low-income single family homes in the District.
4. A detailed report that shows the amount of energy savings and the financial benefits provided to low income District residents.
5. An annual report of: the number of trained participants; number and location of homes receiving solar systems; the amount of kW's installed; energy utility payments avoided or reduced due to the solar installations; and additional findings and recommendations to improve the program.

Deliverables

1. Job fairs and meet-and-greets with local employers in the field of solar photovoltaic systems installation.
2. Copies of the key documents: marketing materials; contracts and other agreements; warranties; training materials.
3. Quarterly financial and program reports.
4. A final financial and program report, with a section addressing the solar PV systems installed and another section reporting the related employment progress of the program participants and graduates before and after completion of trainings.
5. A copy of each system contract and maintenance record.

Proposal Scoring

All proposals will be scored according to the criteria below. District-based applicants will be awarded five preference points.

Scoring Criteria	Points
Maximizes the number of solar systems installed on low-income homes in the District.	15
Maximizes the benefits related to the installation of the solar systems for low-income households.	15
Demonstrates excellent knowledge and experience working with, training, and educating adults for the skills involved in installing solar systems and related fields.	15
Demonstrates excellent knowledge and experience installing solar PV systems on low-income single family homes in the District.	15
Presents a cost-effective, clear, detailed, comprehensive budget and narrative.	10

Offers a creative, effective, clear and feasible plan for accomplishing the grant outcomes, outputs and deliverables.	10
Demonstrates excellent knowledge and experience in communicating with low-income homeowners.	5
Identifies realistic options for, after completing the training program, program participants to obtain employment with solar or related companies, apprenticeships, or additional training and education.	5
Offers a reasonable detailed plan to track the post-program performance of District residents who have participated in the training program.	5
Demonstrates excellent knowledge of the challenges facing unemployed or underemployed adults in the District and proposes realistic solutions.	5

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget