

District of Columbia  
Department of Energy and Environment



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

Green Bank Development Phase II  
(Short name: Green Bank Development)  
RFA # 2018-1822-DIR

**Publication Date:** 10/05/2018

**Application Deadline:** 11/05/2018 at 4:30pm

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 goals of this Request for Applications (RFA) are to provide support for the launch of the DC Green Bank per the District of Columbia Green Finance Authority Establishment Act of 2017. The effort to establish the DC Green Bank, an independent instrumentality within District Government, is being led by DOEE. DOEE is seeking applications from eligible entities for the best solutions to lay a foundation for the DC Green Bank. The Office of the Director (“DIR”) of DOEE will administer this RFA.

### **1.2 Purpose of the Grants**

The purpose of these grants is to propose to DOEE solutions for identifying the services that are necessary to stand up the DC Green Bank. DOEE is looking for a grantee who can propose solutions for identifying and formulating both organizational structures and financial products that support the DC Green Bank’s mission. The applicant should propose methods to identify and formulate the deliverables necessary for organizational development, as well as the structures necessary to run the operations of the DC Green Bank. The grantee will make recommendations to implement the market assessment and product development grant work that has already been performed as part of an earlier grant project, in order to implement and launch financial products and market engagement. The grantee will provide solutions that further the DC Green Bank’s mission of using limited public funds to catalyze private sector investment in sustainable projects that promote the achievement of the Clean Energy DC Plan.

### **1.3 Source of Funds**

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

### **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 Number | Project Name   | Project Amount |
|----------------|--|----------------|
| 1              | DC Green Bank - Product & Organizational Development | \$250,000.00   |

### 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 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 10-11-2018 11:00 AM

The location of the meeting will be:

1200 First ST NE

Washington, DC 20002

Fifth Floor

The call number is (877) 784-3995 and conference code is 3127831

## **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.

## **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 10/5/2018.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA at [doee.dc.gov](http://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 2018-1822-DIR."

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 p.m. on 11/5/2018.

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  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2018-1822-DIR**

Email an electronic copy, formatted as a .pdf file, to: 2018GFAddevelopment.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 2018GFAddevelopment.grants@dc.gov with "RE: RFA 2018-1822-DIR" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://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 2018GFAddevelopment.grants@dc.gov with the subject line "RE: RFA 2018-1822-DIR – 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** 2018GFAddevelopment.grants@dc.gov with "RE: RFA 2018-1822-DIR" in the subject line;
- (b) **In person** by making an appointment with (Jay Wilson at (202) 535-2266 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Jay Wilson RE: RFA 2018-1822-DIR 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. 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 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](http://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.

## **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

DC Green Bank - Product & Organizational Development

#### Introduction

The District of Columbia Green Finance Authority Establishment Act of 2017 (GFA bill) was unanimously approved by the Council of the District of Columbia (Council) in June 2018 in order to create the first city-based green bank in the country. The Act will establish the District of Columbia Green Finance Authority (GFA or DC Green Bank) as an innovative quasi-public instrumentality of the District government that will facilitate private investment in clean energy technology and green infrastructure by leveraging private capital, removing upfront costs, and increasing the efficiency of public investment in sustainability.

The Green Bank will use public and private funds to offer loans, leases, credit enhancement and other financing products and services. The Department of Energy and Environment (DOEE) is currently in the process of preparing for the launch of the DC Green Bank in spring of 2019 by recruiting and training the Board of Directors, recommending initial financial products, and building the organizational infrastructure necessary for a successful launch and operation. To prepare, DOEE is seeking one or more grantees to identify, formulate, and develop the critical deliverables necessary to lay the groundwork for the organization. Successful applicants will provide innovative and thoughtful solutions to the following challenges:

*What steps, tools, and information are needed to prepare for the successful launch of the Green Bank and how can the grantee assist DOEE and the DC Green Bank in conducting those activities?*

DOEE and its partners have already conducted substantial work during Phase 1 to identify potential financial products, formulate high-level term sheets and draft some organizational documents. (See Notice of Funding Availability Financial Product Development for the DC Green Finance Authority. Department of Energy & Environment: Archives - Grants and Other Funding. Available: <https://doee.dc.gov/node/433742>. See also : District of Columbia Green Bank Report.” Available: <https://doee.dc.gov/greenbank>).

As ongoing draft work product, the documents completed during Phase 1 of the grant work are not currently publicly available. In close collaboration with DOEE, the selected applicant(s) will have to review the work that has been completed, identify the still remaining steps that will need to be taken, and develop the work product necessary for a successful launch of the DC Green Bank.

## **Project Period**

The project is expected to be awarded in early November and the period will end September 30, 2019, the last day of the District Government's fiscal year. This period can be extended and additional funding provided, depending upon the performance of the Grantee, and the availability of funds, and the District's need to expand the project. Deliverables will be required throughout the project period.

## **Available Funding**

\$250,000.00

## **7.2 Project Description**

Upon appointment of the Board of Directors, the DC Green Bank will launch a financing program that seeks to overcome existing market barriers for investment in sustainable projects through market support and financing activities. Applicants are expected to outline the work to be developed as part of the grant and provide DOEE with answers to three questions:

1. *What further analysis, development, and documentation are needed to prepare the financial products and services for market readiness and approval by the Board of Directors?*
2. *What organizational structure and guidance documentation should be in place to ensure the DC Green Bank can function effectively and in line with peer institutions?*
3. *What outreach and engagement with community stakeholders will ensure the successful start-up of the Green Bank?*

So far, DOEE has performed extensive, though not conclusive, interviews of a number of stakeholders. Through that process it has identified three products as most suited to the DC's green energy financing needs that could be launched in the short-term. Initial term sheets have been developed for select products, but additional detail and discussion with lending institutions will be necessary before they are market ready. Those selected products include:

- a) A residential whole home energy efficiency and solar loan;
- b) Credit enhancement for commercial energy efficiency upgrades; and
- c) A bridge loan for commercial solar and community solar projects.

In addition, the DC Property Assessed Clean Energy (PACE) program, currently administered by a contractor to DOEE, will be moved under the management of the Green Bank.

DOEE seeks to understand if any gaps exist in the marketplace, how the Green Bank could fill those needs, and how products and services should be further developed. This includes how the Green Bank will work with existing loan programs, how all Green Bank products and services can best integrate with existing District Government programs, including the Sustainable Energy Utility, Solar for All and/or the Stormwater Retention Credit trading program, and how best

practices from other jurisdictions could be replicated in the District. Recommendations should be provided to advise the Green Bank for how to best offer technical assistance and market education.

The DC Green Bank will require similar policies to other green banks, but tailored for the unique needs of the District. In Phase 1, some documents and organizational processes were formulated, but these need to be finalized and others still need to be developed. The applicant should propose solutions, procedures, and processes necessary to establish the financial operations of the DC Green Bank. DOEE envisions that, upon appointment, the Board of Directors will review, amend and approve these plans. These may include strategic planning documents, standard operating procedures, transaction documentation, credit and conflict of interest policies, and underwriting guidelines.

DOEE has developed contacts and working relationships with local partners on behalf of the DC Green Bank. These include local solar developers, energy efficiency contractors, developers, financial institutions and other green banks, as well as other governmental, quasi-governmental, and non-governmental institutions whose work aligns with that of the DC Green Bank. DOEE seeks guidance on how to build on and leverage the outreach and engagement that has been done to date.

In addition to the new products proposed above, as part of the proposed legislation, the DC Property Assessed Clean Energy (PACE) program will be moved to the DC Green Bank. DOEE seeks input on how the DC PACE program can be improved and expanded. After PACE's three years of successful operation, DOEE seeks to further expand the DC PACE program to improve performance, expand the scope and number of closed PACE awards, and potentially target additional markets. DOEE envisions that an applicant proposal will outline opportunities for improvement, program revision, and expansion of the DC PACE program.

DOEE envisions that an applicant's proposal will outline the deliverables to be developed as part of the grant that will provide answers to several questions:

- a. *How should the PACE program design be changed or enhanced to ensure optimized administration and long-term program success after it moves to the DC Green Bank? Where has the PACE program been most successful and what should be improved?*
- b. *How can the transition from PACE as a program of DOEE to a program of the GFA best be managed? What resources and functionality are appropriate to bring in-house or to be managed by consultant(s)?*
- c. *How can GFA use the assets of DC PACE most effectively as a resource to improve operations? What infrastructure developed for DC PACE can accelerate deployment of other GFA products?*

The DC PACE program opened for business in 2015. Since that time it has closed an average of 10 projects per year, with a total cumulative financing of \$36M. With the transition of management of the PACE program from DOEE to the DC Green Bank, the District sees this as a good opportunity to examine program successes and challenges, and identify opportunities for program improvement.

As the program has grown, it has faced administrative challenges with regard to the process of project closing, managing billing and collections, and remittance of payments to the District. The applicant will propose solutions to streamline these processes, which may include the possibility of engaging a third-party servicer and structural recommendations. The applicant will propose providing input on the structure of PACE administration, including the pros and cons of a third-party structure versus in-house capacity.

While the term for this grant runs through the end of the District's fiscal year, DOEE anticipates that the workplan will be developed so that many of the outputs are complete and received prior to the appointment of the Board of Directors, expected in January of 2019.

The applicant should demonstrate why the recommended method is most likely to move the District toward the District Government's goals for the DC Green Bank. The proposal should explain why it will work, and why it will deliver the best return on public dollars spent under this grant.

An applicant may be a group, a team, or an individual entity. DOEE expects to see applicants who can liaise with knowledgeable participants from multiple disciplines, including those with experience in launching green banks.

In the case of an application for a team of organizations, one lead applicant should be identified as responsible for submitting the application and managing the project during the project period. An application for a team with members from different entities must submit a letter of commitment from each member entity.

### **7.3 Project Outcomes, Outputs, and Deliverables**

#### **Project Outcomes**

The applicant will propose solutions and corresponding documentation necessary to launch the DC Green Bank and bring to market a suite of financial products and programs. This includes establishing the internal and external structure of the DC Green Bank, drafting internal policies and procedures, in-depth engagement and negotiation with financial partners.

Additionally, the applicant will propose solutions and corresponding documentation necessary to transition the management and administration of the DC PACE program from DOEE to the DC Green Bank. This includes establishing the internal and external administrative structure of the DC PACE program, drafting organizational policies and procedures, and in-depth engagement and negotiation with the District offices involved in the PACE loan process including the Office

of Tax and Revenue (OTR), and Office of the Chief Financial Officer (OCFO) and local financial institutions.

**Project Outputs**

1. Detailed analysis and draft proposed term-sheets for financial products;
2. Further development of the organizational documents;
3. Market engagement, education, and relationship-building in support of the launch of the DC Green Bank;
4. Analysis and recommendations to transition the DC PACE program to the management of the DC Green Bank;
5. Market engagement, education, and relationship building in support of the continued success of the DC PACE program; and
6. Advisory services to DOEE, the Green Bank Program Manager, Executive Director, and the Board of Directors.

**Deliverables**

1. A project work plan, including a proposed schedule, expenditures, deliverables, and communications. This plan must be received and approved by DOEE before work can begin.
2. Constant communication and bi-weekly (or as-needed and agreed upon) status calls to discuss progress, coordinate next steps, and explain deliverables.
3. Monthly status reports discussing the actions taken, progress, and next steps.
4. The content, documents, models and meetings approved in the work plan.
5. A briefing meeting (or meetings) for the Board of Directors.
6. A summary presentation of the project in PowerPoint format that can be shared internally and externally.

**Proposal Scoring**

All proposals will be scored according to the criteria below.

| Scoring Criteria  | Points |
|---|--------|
| Application reflects a clear and feasible schedule for achieving project deliverables.  | 10     |
| Application presents a detailed numeric budget and budget narrative that includes a clear justification for the funds requested.  | 20     |
| The proposal identifies stakeholder groups and the method for engaging those stakeholders. Specifically, the application demonstrates that applicant has an ability to engage a network of construction contractors and lenders, including representing the DC Green Bank in the negotiation of financial products, and has identified goals for such engagement. | 20     |

|   |    |
|---|----|
| Applicant demonstrates successful experience and the expertise necessary to produce organizational and governance deliverables necessary for the execution and operation of the DC Green Bank.  | 15 |
| Applicant demonstrates successful experience and expertise necessary to produce analysis of the existing DC PACE program and to develop recommendations for programmatic changes that would set up the program for continued success. | 15 |
| Applicant is capable of successfully implementing finance programs, policies, and incentives that utilize public funds and leverage private capital in furtherance of the DC Green Bank's mission.                                    | 20 |



## SECTION 8. CHECKLIST FOR APPLICANTS

|  |   |  |
|--|---|--|
| <p>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.</p> |   |  |
| 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, <b>and</b> 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