

District of Columbia
Department of Energy and Environment



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

The District's Low Income Solar Photovoltaic Systems Installation and Job Training Program
(Short name: Solar Works DC)
RFA # 2020-2024-EA

Publication Date: 7/24/2020

Application Deadline: 8/25/2020 at 4:30 p.m.

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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 solicit applications from eligible entities to provide a Low-Income Solar Photovoltaic (PV) Systems Installation and Job Training Program (Solar Works DC or program). Applicants will propose innovative educational and hands-on experiences that will prepare District residents for career and apprenticeship opportunities in the solar industry and related fields. The Energy Administration (“EA”) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of this grant is to provide a comprehensive year-round solar photovoltaic (PV) systems job training program for underserved and underemployed District residents, ages 18 and over, assist them in transitioning to employment opportunities in the solar industry and related fields, and place them in apprenticeships and part-time or full-time jobs. As part of this program, the Grantee will provide hands-on experience with installation of solar PV systems on homes of low- or moderate-income District residents and ensure that the systems are maintained and operated for at least 20 years.

1.3 Source of Funds

The source of funds for the grant is District of Columbia Renewable Energy Development Fund and District of Columbia Local Funds.

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 | Solar Works DC the District's Solar Photovoltaic (PV) Systems Installation and Job Training Program | Up to \$1,030,000.00 |

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.

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 Official Code § 34-1436).

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 7/24/2020.

2.2 Additional RFA Information

This RFA is issued on DOEE's website at <https://doee.dc.gov/page/grants-and-other-funding>.

The contact person for this RFA is Larissa Etwaroo.

2.3 Applications: When and Where

When: All applications must be received at the email address below by 4:30 p.m. on 8/25/2020.

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 one electronic copy (e-mail) to solarworksdc2020@dc.gov formatted as a pdf.

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 solarworksdc2020@dc.gov with "RE: RFA 2020-2024-EA" 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 solarworksdc2020@dc.gov with the subject line “RE: RFA 2020-2024-EA – 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.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) When printed the application is on 8 ½” x 11” paper with one-inch margins;
- (b) 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; and
- (c) Scan the document and all of the attachments as one file.

3.2 Proposal Content

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

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

(a) Cover Sheet

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

(b) Project Summary

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

(c) Project Description

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

(1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

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

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

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

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

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

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

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;

9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

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

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

(d) Applicant

(1) Organization

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

(2) Key personnel

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

(3) Past performance on District Grants/Contracts

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

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

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

(4) Partners

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax exempt status.

iv. National Park Service

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

3.3 Work Plan

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

3.4 Required Documents

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

(a) Certificate of Good Standing

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

(b) Certificate of Clean Hands

The Grantee shall submit a validated Certificate of Clean Hands (CCH) from the DC Office of Tax and Revenue. The CCH can be obtained through MyTax.DC.gov

(c) 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.

(d) 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.

(e) 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.*)

(f) 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.

(g) 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.

(h) 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.

(i) System for Award Management (SAM) with Federal Government

Applicants 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.

(j) Federally Negotiated Indirect Cost Rate Agreement

If this solicitation is funded in any part by federal funds and the applicant elects to include their Federally Negotiated Indirect Cost Rate in the application budget, the federal approval must accompany the application.

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 most responsive application 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

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

Introduction

The Mayor has pledged to make the District of Columbia carbon neutral and climate resilient by 2050, and the Sustainable DC 2.0 plan outlines a commitment to make the District the healthiest, greenest, and most livable city in the United States by 2032. Specific goals in the plan include an increase in the use of renewable energy resources. Under the District of Columbia Office of Energy Act of 1980, DOEE is authorized to promote energy-related employment in the District of Columbia, with special emphasis on renewable resource technologies and markets. DOEE also administers the District’s Solar for All Program. DOEE seeks to increase the number of District residents who are trained and able to work in the solar industry and provide pathways to the middle class for District residents. DOEE therefore seeks innovative ideas and approaches to achieve these goals.

DOEE, in partnership with the Department of Employment Services (DOES), is soliciting applications from eligible entities to provide a Low-Income Solar Photovoltaic (PV) Systems Installation and Job Training Program. The in-person program training sessions will be located at DOES’s District of Columbia Infrastructure Academy (DCIA) in Ward 8.

Solar Works DC was launched on May 8, 2017. DOEE, in conjunction with DOES, implemented a pilot through a competitive grant process in summer 2016 for the Marion Barry Summer Youth Employment Program (MBSYEP). Success of this pilot led DOEE to seek an applicant to propose solar installation job training program. A grant was awarded in May 2017 to develop and implement Solar Works DC. In its first three years, the program operated 10 participant cohorts. This RFA seeks proposals to expand and build on that experience through design and implementation of a creative, effective year-round solar training and installation program.

Project Period

The project period begins on the date of DOEE’s Notice of Grant Award to the selected Grantee and continues through September 30, 2021. DOEE may extend the project for up to two additional years with additional funding, for a maximum of three years, subject to Grantee performance and the availability of funds.

Available Funding

A total of up to \$1,030,000.00 is available for this competition. DOEE may award one or more grant(s) to implement Solar Works DC.

Project Description

The program will:

1. Engage program participants in all facets of the solar industry by developing a comprehensive curriculum, combining in-person classroom sessions, virtual classroom sessions, and hands-on installations;
2. Provide wraparound services, mentorship, and case management to program participants, and strengthen soft skills and work readiness skills;
3. Implement innovative solutions to increase the number of District residents who are trained and able to work in solar industry and related fields;
4. Transition program participants to apprenticeships or employment in the solar industry and related fields; and
5. Through hands-on training, increase the District's solar capacity by installing solar photovoltaic systems on homes of and maximizing the benefits to eligible low-to-moderate income homeowners or renters.

The program must train at least 75 District residents in cohorts. During the summer, Solar Works DC partners with the DOEE's Green Zone Environmental Program (GZEP) for six-weeks under the MBSYEP. One cohort must train participants enrolled in MBSYEP, who are 18-24 years in age. The other cohorts must train District residents ages 18 and over.

The applicant must describe in their application the number of cohorts, the size of the cohorts, the schedule for and duration of each cohort, and the number of solar PV systems it will install. The applicant must justify how the duration of the cohort and number of installations will be sufficient to provide adequate training to participants for optimal outcomes.

The applicant shall demonstrate an understanding of the challenges facing unemployed and underemployed District residents. The applicant shall also describe how the proposed training will transition them to more sustainable opportunities in the solar industry and related fields, thereby creating pathways to the middle class.

The selected applicant/grantee will work closely with DOEE and DOES/DCIA to coordinate recruitment activities to enroll participants into the program and to facilitate optimal outcomes for program participants. All program participants are required to complete a general orientation session (one-day), pass basic testing for math and reading comprehension, and complete a two-week work readiness session as a prerequisite to being placed in Solar Works DC. The Grantee

shall provide continued reinforcement of basic work readiness throughout the program, which is critical for the program's success.

The project will also increase the District's solar capacity by installing solar PV systems on homes of eligible low-to-moderate income homeowners or renters. Low-to-moderate income homeowners or renters are households with a total annual income equal to or below 80% of the Area Median Income ("AMI"). Applicants must be knowledgeable about solar installation and propose a plan for how they will recruit and create a pipeline of eligible homeowners or renters who qualify for solar PV systems installation through the program.

An application should present a comprehensive budget and an accompanying narrative. The proposed budget shall include a financial plan and financial forecasts that show all cashflows, including all sources of revenues and uses of funds.

The project elements are described below:

1. Train District residents who are underserved or underemployed to gain the knowledge and experience required to install solar PV systems and to work in the solar industry and related fields.
2. Place District residents in apprenticeship and careers opportunities (part- or full-time jobs) in the solar industry and related fields.
3. Use a group-based training model for each cohort. This training model shall include:
 - a. Teaching the skills necessary to enter, succeed, and stay in the renewable energy workforce and be taught using a combination of in-person classroom sessions, virtual sessions, mock installations, and hands-on installations.
 - b. Creating opportunities for participants to learn about and apply for careers, apprenticeships, and additional training in the solar industry or related fields.
 - c. Providing experience installing and operating new solar PV systems and other energy sources in the District.
 - d. Maximizing, to the extent practicable, installations completed by the program participants.
 - e. Teaching the participants based on a curriculum that educates and trains participants on skills related to solar energy and its relationship to sustainability, climate change, and energy efficiency. In addition, the training shall address safety, construction and electrical principles and practices, business operations, community outreach, and related activities.

- f. Providing certifications for Occupational Safety and Health Administration (OSHA) and CPR/First Aid. The training shall prepare participants to sit for the North American Board of Certified Energy Professionals (NABCEP) Associates certification examination.
4. Work closely with DOEE and DOES/DCIA to establish an intake process and recruitment process for both District residents pursuing trade skills training and eligible District homeowners and renters who will receive solar PV systems.
5. Create and implement a separate comprehensive plan to engage and recruit returning citizens of the District by developing partnerships with organizations serving this population, including the DC Corrections Information Council (DCIC) Incarceration Reduction Amendment Act (IRAA) Inmates Program (<https://cic.dc.gov/publication/iraa-inmates-doc-custody>), the Mayor's Office on Returning Citizen Affairs (<https://orca.dc.gov/page/about-morca>), and other organizations.
6. Create and implement a separate comprehensive plan to engage high school students, including Anacostia High School and STEM schools, with the intent of recruiting them and creating a pipeline of participants for Solar Works DC, focusing on students interested in trade skills and vocational training in green infrastructure.
7. Place the non-MBSYEB graduating class into part- or full-time jobs or complementary training or apprentice programs, continue to monitor and track participants, and achieve the placement targets specified in the Project Outputs section below. Continue to make connections to employers and solar industry opportunities at least six-months post-program.
8. Develop a systematic method for tracking and evaluating participants during and at least six months after their training, conduct tracking and evaluation at frequent intervals, and share all data with DOEE and DOES/DCIA.
9. Provide sufficient hands-on experience installing and operating solar PV systems to ensure that participants develop the skills necessary for employment in the solar industry or related fields, maximizing, to the extent practicable, the number of installations completed by the program participants.
10. Maximize the benefits from the installation of the solar PV systems for low-to-moderate income District homeowners or renters. Grantee shall enter into an installation contract with the eligible homeowner or renter based on the template in Appendix 6 of this RFA. The installation contract shall include the following benefits for the homeowner:
 - a. the net-metered solar PV system shall result in an expected at least 50 percent reduction to the eligible household's annual electricity costs based on the District of Columbia's average residential electric bills for 2016; and

- b. 100 percent of the electrical output from each solar PV System shall be assigned to the eligible household at no-cost for a minimum of 20 years.
11. Create a detailed statement of the number of solar PV systems to be installed and how the solar PV systems will be financed. This statement shall explain how the solar PV systems meet or exceed the installer requirements specified in the DOEE template homeowner contract (Appendix 6) and shall include, at a minimum:
 - 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 Solar Renewable Energy Credits (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.
12. Work with the DC Sustainable Energy Utility (DCSEU) to establish a process for marketing and screening to identify low-to-moderate income single-family homeowners and renters in the District.
13. Provide comprehensive wraparound services, including case management, and professional development activities (e.g. job fairs).

In addition to a plan for achieving the objectives stated above, the narrative shall include the following:

1. A long-term operations and maintenance plan for the PV systems installed that meets or exceeds the installer requirements specified in the DOEE template homeowner contract (Appendix 6).
2. A curriculum 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 curriculum can be an attachment to the application and does not need to be included in the 10-page narrative.)
3. A plan for creating a dashboard to track and monitor participant performance, progress and barriers, and outcomes (e.g. placement post-program, etc.).

4. A plan to develop a social media-based platform for program participants to stay connected to former, current, and future program participants and employers that will allow them to build and grow connections, and foster community support.
5. A strategic plan that develops or has evidence of partnerships in the solar industry and related fields with the intention of placing program graduates in a pool for consideration by employers.

Program Costs

Allowable program costs include permit fees; equipment and installation materials; training and education materials; personnel; and other reasonable expenses to implement the program.

Program stipends for wraparound services for program participants, which may include child care, transportation, and remedial skills training, are an allowable grant expense for the non-MBYSEP cohort participants..

In addition to DOEE grant funding, DOES will pay hourly wages directly to participants. Specifically:

- a. Non-summer cohort participants, ages 18 and over: DOES will pay these participants a training stipend of \$10.00 per hour for at least 25 hours, but not more than 35 hours, per week, for not more than 12 weeks. This rate is subject to change based on DOES rules. Applicants do not need to include these hourly rates in their budgets because participants are paid directly by DOES. Up to \$80,000 of funding may be available via a Memorandum of Understanding (MOU) between DOEE and DOES; this funding is for the administration of wraparound services, which may include an additional stipend for trainees to participate in the wraparound services, case management, and related activities. A separate budget is required for the administration of wraparound services. Grantee must cover workers compensation and insurance costs for program participants.
- b. Summer cohort participants, ages 18-24: DOES will pay the participants, through the MBSYEP, at the annual rates established by the MBSYEP. The summer MBSYEP 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 and the grant will not fund such stipends for summer wraparound services. Grantees will not have to cover the workers compensation and insurance costs for summer participants.

Project Outcomes

1. Program participants will gain knowledge about the solar industry and related fields.
2. Participants will have practical training, hands-on experience installing solar panels, and work experience that will help build their resumes and increase their job readiness.
3. Participants will gain soft skills that reduce barriers to employment.
4. Participants will have a pathway and improved access to apprenticeships and careers in the solar industry and related fields.
5. Returning incarcerated citizens of the District and high school students will be recruited.
6. An increased number of new solar PV systems on homes in the District will generate renewable energy.
7. Low-to-moderate income homeowners and renters with new solar installations will learn about solar power and have energy savings for at least 20 years.

Project Outputs

1. At least 75 low-income District residents will participate in Solar Works DC in the program year.
2. Participants will complete the minimum number of training hours for each cohort as approved by DOEE.
3. At least 80% of the participants will complete and graduate the program in each cohort.
4. At least 50% of the non-MBSYEP program participants will be placed in career positions (part- or full-time jobs) or apprenticeship opportunities in the solar industry and related fields within 6 months of completing the program.
5. The required number of new solar PV systems will be installed on District homes.

Project Deliverables

1. A comprehensive plan to engage and recruit returning incarcerated citizens of the District
2. A comprehensive plan to engage high school students
3. A dashboard to track and monitor program participant performance and outcomes during and post program.
4. A social media platform for program participants to continue to build and grow connections.
5. Copies of the key documents, including marketing materials, contracts and other agreements, warranties, and training materials.
6. Quarterly financial and other program reports. Detailed report will include key training data related to metrics, barriers and accomplishments, and the amount of energy savings and the financial benefits provided to low-to-moderate income District residents.
7. An annual report of the number of trained participants; number and location of homes receiving solar PV systems; the amount of kW installed; energy utility payments

avoided or reduced because of solar installations; additional findings and recommendations to improve the program; and any data or information DOEE may reasonably request.

8. A final financial and program report, with a section addressing the solar PV systems installed, including important data points (e.g. income level(s) served, percentage of bill reduction, etc.), and another section reporting the related employment progress of the program participants and graduates before and after completion of trainings.
9. A copy of each executed solar PV system contract and maintenance record.

Scoring Criteria

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

| Scoring Criteria | Points |
|---|--------|
| Demonstrates excellent knowledge of the challenges facing unemployed or underemployed adults in the District and proposes realistic solutions, including a comprehensive plan for recruitment and job placement. | 15 |
| Identifies realistic options for program participants to complete Solar Works DC and obtain employment with solar or related companies, apprenticeships, or additional training and education. | 10 |
| Demonstrates excellent knowledge and experience working with, training, and educating adults for the skills involved in installing solar PV systems; demonstrates excellent knowledge of and experience in the solar industry and related fields. | 10 |
| Demonstrates key partnerships in the solar industry in order to develop a pipeline for participant placement during and post-program. | 5 |
| Demonstrates excellent knowledge and experience installing solar PV systems on low-to-moderate income single family homes in the District. | 15 |
| Demonstrates excellent knowledge and experience in communicating with low-to-moderate income homeowners and renters. | 5 |
| Presents a cost-effective, clear, detailed, comprehensive budget and narrative for training and installation activities, and a separate budget for soft skills and wraparound services, case management, and related activities. | 10 |
| Offers a creative, effective, clear and feasible plan for accomplishing the grant outcomes, outputs, and deliverables. | 15 |
| Offers a reasonable detailed plan to track the post-program performance of District residents who have participated in the program. | 5 |
| Offers a reasonably detailed plan to partner with local area high schools, returning citizens, and other groups for the purpose of recruiting program participants into this specialized training. | 5 |
| Maximizes the benefits related to the installation of the solar PV systems for low-to-moderate income households. | 5 |

SECTION 8. CHECKLIST FOR APPLICANTS

| | | |
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| <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 and budget narrative justifying each line item, included in the application? | |
| 7. | Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA? | |
| 8. | Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances? | |
| 9. | Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date? | |
| 10. | Does the application package include a valid Certificate of Clean Hands? | |
| 11. | Does the application package include IRS W-9 Tax Form? | |
| 12. | Does the application package include a Tax Exemption Affirmation Letter? | |

| | | |
|-----|---|--|
| 13. | Does the application package include the applicant's current fiscal year budget? | |
| 14. | Does the application package include the applicant's most recent audited or unaudited financial statements? | |
| 15. | Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA? | |
| 16. | Is the applicant registered in the System for Award Management (SAM)? | |
| 17. | If applicable, does the application package include letters of support from other entities? | |
| 18. | 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

Appendix 6 – FY20 Solar for All Homeowner Contract (Solar Works DC)