



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

Solar for All DC Innovation and Expansion Grants - Multifamily, Commercial and Institutional  
Buildings, and Non-Residential Surface Spaces  
(Short name: Solar for All \$8 Million)  
RFA # 2017-1715-EA

**Publication Deadline:** 2/10/2017

**Application Deadline:** 3/31/2017 at 4:30 p.m.

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



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## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

The District of Columbia's Department of Energy and Environment (the Department or DOEE) is soliciting grant applications from eligible entities (Applicants). The goal of this Request for Applications (RFA) is to further the Renewable Portfolio Standard Expansion Amendment Act of 2016,<sup>1</sup> effective October 8, 2016, (D.C. Law 21-154; 63 DCR 10138) (the Act) which established the District of Columbia's Solar for All Program (Solar for All). Funded by the Renewable Energy Development Fund (REDF), the Act is intended to increase the amount of energy to be consumed from renewable sources to 50% by 2032,<sup>2</sup> expand solar capacity in the District to 5% by 2032, and provide the benefits of locally generated solar energy to low-income households, small businesses, nonprofits, and seniors. Specifically, Section 3(b) of the Act requires DOEE, through Solar for All, to reduce by at least 50% the electric bills of at least 100,000 of the District's low-income households with high energy burdens by December 31, 2032.<sup>3</sup> Designated with the responsibility to administer Solar for All, the Department is required to submit a Solar for All implementation plan to the Council of the District of Columbia.<sup>4</sup>

### 1.2 Purpose of the Grants

This RFA is part of the initial phase of the Solar for All implementation plan. The purposes of these projects are to: expand solar energy in the District; provide the benefits of solar power to low-income District residents<sup>5</sup>; and identify innovative solutions to overcome core barriers (Core Barriers) to installing more solar energy systems in the District. The statute defines the low-income residents as those living in households at or below 80% Area Median Income (AMI).<sup>6</sup> DOEE may adopt successful strategies learned from the grant-funded projects for later phases of Solar for All implementation.

The following types of buildings and real estate are the largest and most viable locations for the expansion and installation of new solar energy systems in the District: multifamily buildings with five or more dwelling units<sup>7</sup>; institutional buildings; commercial buildings; and non-residential surface spaces.

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<sup>1</sup> DC Off. Code § 34-1432(c) (2017); § 34-1436(c); § 8-1774.10; § 8-1774.16 (2017).

<sup>2</sup> DC Off. Code § 34-1432(c)(22) (2017).

<sup>3</sup> DC Off. Code § 8-1774.16 (2017).

<sup>4</sup> DC Off. Code § 8-1774.16(e)(1) (2017).

<sup>5</sup> DOEE also includes, for this grant, the nonprofits and organizations that serve such low income District residents. Proposals can seek to provide the benefits of locally generated solar energy to low-income households, small businesses, nonprofits, and seniors.

<sup>6</sup> DC Off. Code § 8-1774.16 (g) (2017).

<sup>7</sup> For the purposes of this grant, a dwelling unit is occupied as a separate living quarter, and may be a house, apartment, condominium unit, group of rooms, or a single room.

While the actual amount of realizable solar capacity on these areas has yet to be determined, accessing these properties and working with the building and land owners, developers, landlords, and real estate investment trust companies, is essential to achieving the District’s solar and low-income goals.

### 1.3 Source of Funds

This grant will be funded by DOEE through the Renewable Energy Development Fund (REDF). A total of \$8,000,000 is available to install roughly 4 to 8 megawatts (MWs) of new solar capacity on multifamily, commercial, and institutional buildings, and non-residential surface spaces. For more information on the District’s solar capacity, please see the Public Service Commission of the District of Columbia’s *Report on the Renewable Energy Portfolio Standard for Compliance Year 2015*.<sup>8</sup>

Applicants may seek up to \$3,000,000 for each proposal. An applicant may submit multiple project proposals. Each proposal must address different Core Barrier(s).

### 1.4 Competition for a Grant Award

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

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

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

### 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Total Funds Available for Award	Maximum Amount of Funds That Can Be Awarded to Any One Project
Multifamily, commercial, and institutional buildings and non-residential surface spaces	\$8,000,000	\$3,000,000

<sup>8</sup> [http://www.dcpssc.org/getmedia/901b3c18-4859-435d-ae1a-ca296584c26b/aharris\\_542016\\_831\\_1\\_FC\\_-\\_945\\_-\\_2016\\_-\\_E\\_-\\_REPORT.aspx](http://www.dcpssc.org/getmedia/901b3c18-4859-435d-ae1a-ca296584c26b/aharris_542016_831_1_FC_-_945_-_2016_-_E_-_REPORT.aspx)

## 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.

### Additional Grant Eligibility Criteria:

DOEE will reject applications that do not:

1. Propose uses of funds within the statutory restrictions of the REDF.<sup>9</sup> Funds are provided through this grant from the REDF.<sup>10</sup> Their use is subject to limitations. Generally, grant funds must be used for the purpose of: “supporting the creation of new solar energy sources in the District, including activities that support the use of solar energy sources, such as electrical upgrades, structural improvements, and the installation of electrical or thermal storage systems.” Grant funds cannot be used for energy efficiency measures. Proposals involving energy efficiency measures must identify energy efficiency funding from sources other than REDF.
2. Provide 100% of the total energy generated by the newly installed solar energy systems, or the financial equivalent, to low-income District residents for at least 15 years.
3. Adhere to the following geographic restrictions:
  - a. Non-community solar energy systems must be installed in the District of Columbia or on a distribution feeder serving the District of Columbia; and
  - b. Community solar systems must be physically located within the District of Columbia.

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<sup>9</sup> DC Off. Code § 34-1436.(2017).

<sup>10</sup> DC Off. Code § 8-1774.16(c).(2017).

4. Identify a strategy to address at least one of the four Core Barriers to solar deployment described below.
5. Propose to install at least 50kW, in the aggregate, of new solar capacity. Exception: proposals that address Core Barrier #2 (“Competition for Roof Space”) may propose to install under 50 kW of new solar capacity.
6. Include a description and budget for how the grantee will conduct an independent Certified Public Accountant (CPA) financial audit of the grant funds. An audit must be conducted and submitted to DOEE after 50% of the grant funds have been expended AND at the end of the grant period (21 months). Grantees awarded \$500,000 or less are only required to submit a financial audit at the end of the grant period.

DOEE has published a companion solar funding RFA on February 10, 2017. DOEE intends to separate the competition for the funding according to building type. In the event of an applicant’s reasonable mistake in interpreting the scope of one of these RFAs, DOEE retains the discretion to reclassify a proposal, or part of it, to the other.

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**

For the purposes of this grant, the following definitions apply.

**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 email. 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, 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 2/10/2017.

### **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 2017-1715-EA.”

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

**When:** All applications must be received at the address below by 4:30 p.m. on 3/31/2017.

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

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

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

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

**District of Columbia Department of Energy and Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2017-1715-EA**

Email an electronic copy, formatted as a .pdf file, to: [Solarforallmulti.2017@dc.gov](mailto:Solarforallmulti.2017@dc.gov)

## 2.4 Award Announcement

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

## 2.5 Updates and Questions and Answers (Q & A)

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

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [Solarforallmulti.2017@dc.gov](mailto:Solarforallmulti.2017@dc.gov) with "RE: RFA 2017-1715-EA" 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 [Solarforallmulti.2017@dc.gov](mailto:Solarforallmulti.2017@dc.gov) with the subject line "RE: RFA 2017-1715-EA – Subscribe 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 the 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** [Solarforallmulti.2017@dc.gov](mailto:Solarforallmulti.2017@dc.gov) with "RE: RFA 2017-1715-EA" in the subject line;
- (b) **In person** by making an appointment with (Taresa Lawrence at (202) 535-2600 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Taresa Lawrence RE: RFA 2017-1715-EA on the envelope.

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 20 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 District’s environment. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

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

#### (a) Cover Sheet

Include a cover sheet in the format specified in Appendix 3.

#### (b) Project Summary

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

#### (c) Project Description

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

- (1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

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

(4) Methods

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

(5) Measurement of Project Success

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

(6) Project Budget.

Present a project budget and budget narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 4. The narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal may use the budget format in Appendix 4. If the Applicant's own internal budget format is more detailed and covers each of the indicated line items, the Applicant may use its budget format. The budget must state the total cost of the project, even if the total exceeds the amount of the grant.

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

Resources other than those being funded under the grant should appear in the column titled "Non-DOEE Match," meaning the Applicant intends to provide the indicated resources (i.e., the "match," and that the resources do not come from DOEE). Entries in this column would include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

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

The Applicant must verify that all costs in the budget are allowable and verifiable (see the examples of allowable costs and non-allowable costs listed below). DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;

6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

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

Non-Allowable Costs include:

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

**(a) Applicant.**

(1) Organization.

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

(2) Key personnel.

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

(3) Past performance on District Grants/Contracts.

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

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);

- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

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

(4) Partners.

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

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide.

iv. National Park Service



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

### **3.3 Work Plan**

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

### **3.4 Required Documents**

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

#### **(a) Certificate of Good Standing**

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

#### **(b) Promises, Certifications, and Assurances**

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

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

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

#### **(c) IRS W-9 Tax Form**

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

**(d) Tax Exemption Affirmation Letter**

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

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

**(e) Applicant’s Current Fiscal Year Budget**

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

**(f) Applicant’s Financial Statements**

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

**(g) Separation of Duties Policy**

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

This statement should:

- Describe how financial transactions are handled and recorded;

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

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

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](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 their available points. The scoring of each application is based on a 100-point scale. The project descriptions in section 7 specify the criteria and the point allocations for each project. The applicant should read this material carefully, ensuring that the proposal addresses each of the criteria. Additional preference points may be awarded independent of the 100-point scale.

**SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

**5.1 Submissions If Applicant Will Receive the Grant**

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

**(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget

covers the cost of this required insurance and will not later adjust the grant award for this amount.

**(b) Assurance of Continued Truth and Accuracy**

The Grantee shall reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. See also Section 1.6.

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Reporting Requirements**

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

#### **(a) Quarterly Status Reports**

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

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

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

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

#### **(b) Final Report**

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

### **6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

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

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

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an

invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

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

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

## SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

### 7.1 Summary: Project Title and Available Funds

#### Project Name

Solar for All DC Innovation and Expansion Grants - Multifamily, Commercial, and Institutional Buildings, and Non-Residential Surface Spaces

### 7.2 Project Description

Funded projects will result in the installation of new solar energy systems on multifamily, commercial, and institutional buildings, or non-residential surface spaces; they must increase solar capacity, benefit low-income residents, and address at least one of the Core Barriers described below. A project must result in the installation, in the aggregate, of at least 50 kW of solar capacity.<sup>11</sup> (Exception: Projects addressing Core Barrier #2 are not subject to this limit.)

Project proposals must provide 100% of the total energy generated by the newly installed solar energy systems, or the financial equivalent, to low-income District residents for at least 15 years. Projects may use the Community Renewables Energy Act of 2013<sup>12</sup> to provide the benefits from a community energy generating facility directly to utility customers in the District.

In evaluating competing proposals, DOEE will award points if a proposal maximizes the financial benefits associated with the new solar energy systems to low-income District residents, and presents a clear and feasible plan to leverage funding from outside sources. Financial benefits include solar renewable energy credits (SRECs), tax credits, and accelerated depreciation.

#### Core Barriers

DOEE has identified four Core Barriers<sup>13</sup> to expanding solar capacity on multifamily, commercial and institutional buildings, and non-residential surface spaces in the District. Each proposal must offer a comprehensive and innovative strategy to address at least one of the Core Barriers and should describe methods for implementation, evaluation, and reporting on success or failure.

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<sup>11</sup> Solar capacity shall be determined using industry-standard system inputs calculated with the National Renewable Energy Laboratory's (NREL) PVWatts Latest Version (currently version 5) (PVWatts) performance calculator. All ratings are DC (direct current) Watts.

<sup>12</sup> *Amending, inter alia*, D.C. Official Code § 34-1501 et seq., <http://dcclims1.dccouncil.us/images/00001/20131003111525.pdf>

<sup>13</sup> Members of the Solar for All Task Force, participants in past and ongoing initiatives by DOEE, District of Columbia Property Assessed Clean Energy (DC PACE) and the District of Columbia Sustainable Energy Utility (DCSEU), and those responding to DOEE's request for information (RFI) from the solar industry have found the issues listed as the most significant core barriers to the installation of solar systems in the District.

### 1. Barrier: Difficulty in identifying and obtaining access to project sites

The District has an extremely limited amount of open land area or space that can be used for ground-mounted solar systems. The majority of space for future solar systems will have to be on top of multi- or single-family residential, institutional, or commercial buildings.

DOEE understands that solar developers often struggle to find the space necessary to install solar systems due to challenges associated with building ownership types and structures, land use and zoning restrictions, height requirements engineering/safety limitations, and the age of the roof.

Several factors may contribute to this barrier. It may be difficult to identify the necessary decision-makers. Determining the right incentives can be complicated. Such incentives are likely to vary depending on building type and ownership structure. Many Class A commercial buildings are owned by multi-national Real Estate Investment Trusts (REITs). Class B and C commercial buildings and multifamily buildings may be owned through other corporate structures, like limited liability corporations (LLCs), partnerships, or closely held corporations. Incentives for one type of building owner may not be suitable for another type.

### 2. Barrier: Competition for access to roof space due to conflicting incentives or requirements

Distinct from finding roof space, is persuading the building owner to dedicate the roof space to solar energy. Competing priorities may include incentives or requirements, rooftop amenities, or equipment needs (e.g., stormwater management, green roofs, swimming pools, HVAC equipment). As stated in the section on eligibility criteria, proposals targeting this barrier may propose solar energy systems that are smaller than 50 kW.

### 3. Barrier: Attracting low-income customers

Creating, attracting, and maintaining a pipeline of low-income solar customers and managing energy or financial benefits related to the installation of the solar systems provided to low-income residents, is very difficult. This is an issue for both individual participants and community solar projects.

This barrier has been attributed to many factors: a lack of education of how solar works; general skepticism of solar technology; marketing costs; education costs; customer management; and coordination between solar installers, the local power distribution company, and the beneficiary. The location of the solar generation, either on-site or remote, complicates these issues.

Once solar customers are acquired, customer education and system maintenance are important; however, solar installers may not always have the right set of skills, resources, or time to conduct these activities.



4. Barrier: Providing solar power benefits to low-income residents who do not receive electric bills

Through Solar for All, DOEE seeks to reduce the electric bills of low-income households by 50%. However, connecting solar to such households is a challenge, because many low-income households do not receive a utility bill and, therefore, cannot receive net-metering energy credits. Many live in master-metered multifamily buildings.

DOEE seeks proposals that would creatively provide the associated energy or financial benefits (SREC value and bill reductions) generated from the installation of new solar systems to low-income residents.

### **Other Factors**

In addition to addressing at least one of the four Core Barriers, proposals may consider addressing one of the other factors (Other Factors) listed below. As the scoring criteria section shows, a proposal can obtain points if it comprehensively and realistically:

1. Incorporates electric or thermal storage for efficiency and/or resiliency;<sup>14</sup>
2. Combines solar installation with energy efficiency measures (which must be funded through sources other than this grant);
3. Proposes a solar energy project as part of an overall strategy to achieve net-zero energy for a building;
4. Uses an atypical space for solar installations;
5. Provides District residents with comprehensive solar-related job skills while installing new solar systems;
6. Incorporates new technologies to address issues of back-feeding, add value to the distribution grid, or address hosting capacity limits of distribution feeders; or
7. Provides a solar energy system to help reduce the distribution system's peak demand.

### **Documentation**

Each grant application must include the following information. An application will be rejected if it lacks sections identified for each of the following numbered/lettered sections. An applicant should mark information contained in the proposal considered to be trade secrets or confidential business information.

- 1. Outcome and Output Plan.** A detailed plan to achieve the project outcomes and outputs.

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<sup>14</sup> REDF funds may be used for battery or thermal storage equipment.

- 2. Business Plan.** A detailed breakdown of how the proposed solar energy systems will be financed, operated, and maintained, including:
- a. The estimated per-Watt installation cost, and how it was calculated;
  - b. Product identification and specifications documents that prove only California Solar Initiative-eligible PV modules and inverters are being installed;<sup>15</sup>
  - c. Specifics for the assignment of 100% of the total energy generated by the newly installed solar energy systems, or the financial equivalent, to low-income District residents for at least 15 years. If applicable, this includes the details of the subscription management process and assurances that credits will continue over the agreed-upon time period.
  - d. Specifics for the assignment of expected SRECs generated from the PV system. This includes the estimated value of each credit, who will receive the credit(s), for how much, and for how long. If low-income residents are to share in the value of the SRECs, include the details.
  - e. The assignment of the Solar Investment Tax Credit (ITC), who will apply for and receive the ITC, and for how long; or that the ITC is not being utilized;
  - f. A clear description of who will own the PV system(s) and for how long, and explanation of how ownership transfers during the operating period will be handled, including terms, transaction costs, and who will pay them;
  - g. A clear and feasible plan to leverage funding from outside sources;
  - h. Warranty terms and other promises or service contracts the grantee would make to stand behind the work, including protections in the case of bankruptcy or foreclosure;
  - i. An Operations and Maintenance (O&M) plan, including who is responsible, how O&M will be conducted, and the treatment of costs for temporarily removing and re-installing the solar energy system if there is a future roof replacement/repair or structural maintenance;
  - j. Key personnel and partners and/or sub-contractors associated with the planned installations; and

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15 California Solar Initiative (CSI) Eligible Photovoltaic Modules:

[http://www.gosolarcalifornia.ca.gov/equipment/pv\\_modules.php](http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php)

CSI Eligible Inverters: <http://www.gosolarcalifornia.ca.gov/equipment/inverters.php>

- k. A copy of the customer contract template.
- 3. Installation Plan.** A detailed project plan for how and when the solar energy systems will be installed, including a budget, schedule, and milestones.
- 4. Reporting Plan for System Performance.** A proposal to collect and report for at least three (3) years the following information to DOEE:
- a. The newly installed system’s performance and certified power output data, how the grantee will collect baseline and post-installation energy usage data, any O&M issues, warranties and costs incurred; and
  - b. Verification of providing low-income residents with the benefits associated with the installed solar energy systems. This must include how many low-income residents benefit, the amount and type of benefits being provided, the period of time that the benefits have been received, and all documentation regarding the transfer of benefits.
- 5. Quality Assurance / Quality Control (QA/QC) Plan.** DOEE or its designee will conduct QA/QC audits of the projects funded by this grant. Explain how you will respond to DOEE or designee QA/QC findings.

### **Evaluating the Cost of Proposals**

The existing financial incentives for solar projects in the District are the highest in the nation,<sup>16</sup> far exceeding the level of incentives provided in other states that are leading in solar generation. Yet, despite these extraordinary financial incentives, solar development in the District has been significantly underperforming.

A winning proposal(s) might not present the lowest per-Watt installed solar cost. Cost-effectiveness of the project is merely one of the grant’s scoring criteria. DOEE may award a grant to a higher per-Watt cost project if the project appears to effectively address a Core Barrier, provides significant benefits to low-income households, or convincingly addresses Other Factors. The cost of solar projects may vary significantly based on the Core Barrier(s) or Other Factor(s) selected, products/materials used, project approach, and execution. DOEE will score each proposal to determine how well the costs relate to the project proposal.

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<sup>16</sup> Even before the passage of the Renewable Portfolio Standard Expansion Amendment Act of 2016, the District offered the highest value for SRECS in the country, at an average price of \$435 in 2015 and \$416 in 2014. The financial incentives in the District are far higher than those in any other state, including solar leaders California, New York, and New Jersey.

### **Points for local entities**

For qualifying local District business or nonprofit entities, DOEE will award additional points to an application's total point score from the Scoring Criteria Table. The section for the Scoring Criteria Table states the number of those additional points. To receive these additional points, the applicant must complete Appendix 5, which outlines the qualifying criteria.

### **Project Period, Grant Period, and Available Funding**

1. The project period (including installation of the systems) is 18 months from the date of grant award, subject to the availability of funding.
2. The grant period is 21 months from the date of grant award, subject to the availability of funding.
3. The three months after the project period are provided for applicants to conduct a financial audit of the grant funds awarded. (See eligibility criteria for additional information.)

The project or grant period, and/or the grant amount, may be extended or increased, respectively, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the scope of the project, and the District's need for the scope of the project to be maintained or increased.

### **Available Funding**

<b>Project Name</b>	<b>Total Funds Available for Award</b>	<b>Maximum Amount of Funds That Can Be Awarded to Any One Project</b>
Multifamily and commercial buildings and non-residential surface spaces	\$8,000,000	\$3,000,000

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

#### **Project Outcomes**

The proposal should seek to accomplish the following outcomes:

1. Increase the amount of locally-generated solar energy on multifamily, commercial and institutional buildings, and/or on non-residential surface spaces.

2. Overcome Core Barriers and/or Other Factors to installing new solar capacity in the District.
3. Provide the benefits associated with the installation of new solar energy systems to low-income District residents.
4. Increase the access of low-income residents, older adults, small local businesses, and nonprofits to the benefits of solar power.
5. Maximize the financial benefits generated by the newly installed solar capacity to low-income District residents.

### **Project Outputs**

During the project period, the grantee should:

1. Install at least 50 kW, in the aggregate, of new solar energy systems, unless the project proposal addresses only Core Barrier #2.
2. Commission, operate, and maintain the new solar energy systems.
3. Implement a creative and innovative solution to overcoming a Core Barrier(s) to installing new solar energy systems on multifamily, commercial and institutional buildings, or on non-residential, surface spaces.
4. Provide 100% of the total energy generated by the newly installed solar systems, or the financial equivalent, to low-income District residents for at least 15 years.

### **Deliverables**

The grantee should:

1. Submit an initial, detailed progress report to DOEE when onsite work begins, or no later than 6 months after the date of award (whichever is first).
2. Submit a final report within 30 days of the end of the project period. Details of what is required will be included in the grant award.
3. Submit a copy of each system contract and maintenance record.

## Proposal Scoring

As discussed above, the entity meeting the criteria for being a local District business or nonprofit entity will receive an additional 5 points.

Scoring Criteria	Points
Demonstrates the applicant is highly qualified because: (a) is highly knowledgeable; (b) has extensive experience installing solar energy systems; and (c) has the personnel to carry out a project with this level of complexity.	20
Proposes a comprehensive and credible project that leads to the installation of new solar energy systems.	15
Maximizes the financial benefits associated with the new solar energy systems (e.g., SRECs, tax credits, accelerated depreciation) to low-income District residents	15
Presents a detailed, comprehensive, and realistic solution to overcoming one or more Core Barrier(s).	15
Presents a detailed, comprehensive, and realistic solution to one or more Other Factor(s).	9
Presents a budget that is cost-effective, provides the best value for the District, and a clear justification for the funds requested.	9
Presents a clear and feasible plan to leverage funding from outside sources.	9
Proposes a project that will likely produce, in aggregate, more than 150 kW of new solar energy capacity.	4
Demonstrates substantial knowledge and experience working with multifamily buildings, commercial buildings, or non-residential surface spaces, including their property owners and managers.	4
Total Potential Points	100

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities