

Capital City Public Charter School
3047 15th Street, N.W.
Washington, DC 20009

**NOTICE OF A REQUEST FOR PROPOSALS:
SCHOOL EQUIPMENT, SUPPLIES AND SERVICES**

Capital City Public Charter School, a public elementary school for approximately 236 children in grades pre-K through eighth, seeks requests for proposals, in accordance with D.C. Code section 38-1802.04(c)(1)(A), to provide one or more of the following equipment, supplies and services:

Equipment and Supplies

1. Computers (Apple) and related equipment
2. Playground equipment
3. General office equipment, including copying machines
4. Office supplies and furnishings
5. Library books and related materials

School-related Services

1. Technology support, including Apple OS-X network maintenance
2. Playground design, installation, and/or construction
3. Special education legal services
4. Design and installation of acoustical improvements
5. Accounting and business services

Interested individuals and companies may obtain additional information by contacting Susan Sabella, at (202) 387-0309. Final bids are due by noon, Monday, September 19, 2005.

BOARD OF ELECTIONS AND ETHICS
CERTIFICATION OF ANC/SMD VACANCIES

The District of Columbia Board of Elections and Ethics hereby gives notice that there are vacancies in **eleven (11)** Advisory Neighborhood Commission offices, certified pursuant to D.C. Official Code § 1-309.06(d)(2); 2001 Ed.

VACANT: **3D07**
 4D05
 5C10, 5C11
 6B11
 8B03, 8C05, 8C06, 8E01, 8E06

Petition Circulation Period: **Tuesday, September 13, 2005 thru Monday, October 3, 2005**
Petition Challenge Period: **Thursday, October 6, 2005 thru Thursday, October 13, 2005**

VACANT: **1D02**

Petition Circulation Period: **Tuesday, August 30, 2005 thru Monday, September 19, 2005**
Petition Challenge Period: **Thursday, September 22, 2005 thru Wednesday, September 28, 2005**

Candidates seeking the Office of Advisory Neighborhood Commissioner, or their representatives, may pick up nominating petitions at the following location:

D.C. Board of Elections and Ethics
441 - 4th Street, NW, Room 250N

For more information, the public may call **727-2525**.

District of Columbia
BOARD OF ELECTIONS AND ETHICS

Monthly Report
of
Voter Registration Statistics
for the period ending
July 31, 2005

Covering Citywide Totals by:

WARD, PRECINCT, and PARTY

One Judiciary Square
441 - 4th Street, NW, Suite 250N
Washington, DC 20001
(202) 727-2525
<http://www.dcboee.org>

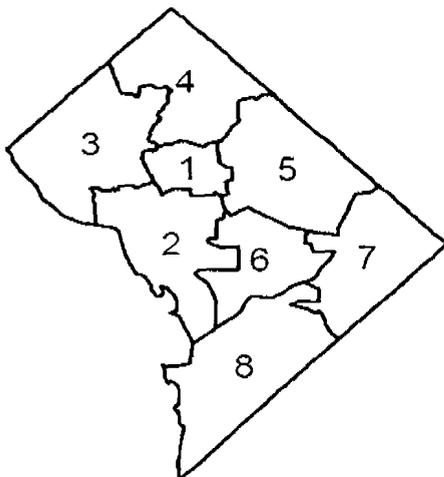
D.C. BOARD OF ELECTIONS AND ETHICS
MONTHLY REPORT OF VOTER REGISTRATION STATISTICS

CITYWIDE SUMMARY

Party Totals and Percentages by Ward for the period ending July 31, 2005

WARD	DEM	REP	STG	N-P	OTH	TOTALS
1	29,198	2,572	941	8,674	234	41,619
2	24,367	5,245	482	8,445	190	38,729
3	29,603	7,877	437	9,010	136	47,063
4	41,270	2,784	637	7,437	208	52,336
5	40,161	2,164	622	6,522	216	49,685
6	33,538	4,567	625	7,289	197	46,216
7	38,206	1,680	503	5,430	159	45,978
8	31,129	1,602	541	5,102	171	38,545
TOTALS	267,472	28,491	4,788	57,909	1,511	360,171
<i>TOTAL Percentage (by party)</i>	74.3%	7.9%	1.3%	16.1%	0.4%	100.0%

Wards



**D.C. BOARD OF ELECTIONS AND ETHICS
MONTHLY REPORT OF VOTER REGISTRATION STATISTICS**

PRECINCT STATISTICS

Ward 3

For the Period Ending: July 31, 2005

PRECINCT	DEM	REP	STG	N-P	OTH	TOTALS
7	917	393	16	405	7	1,738
8	1,944	713	33	608	4	3,302
9	851	591	7	362	2	1,813
10	1,569	573	21	569	7	2,739
11	2,569	741	55	1,050	23	4,438
12	445	197	4	175	5	826
26	2,262	452	39	730	10	3,493
27	2,127	327	21	471	6	2,952
28	1,998	723	30	732	9	3,492
29	1,023	278	18	292	2	1,613
30	1,053	305	13	226	2	1,599
31	1,877	408	25	493	9	2,812
32	2,318	443	32	538	7	3,338
33	2,388	427	46	615	13	3,489
34	2,790	579	37	923	17	4,346
50	1,755	342	17	374	7	2,495
138	1,717	385	23	447	6	2,578
TOTALS	29,603	7,877	437	9,010	136	47,063

**D.C. BOARD OF ELECTIONS AND ETHICS
MONTHLY REPORT OF VOTER REGISTRATION STATISTICS**

PRECINCT STATISTICS

Ward 4

For the Period Ending: July 31, 2005

PRECINCT	DEM	REP	STG	N-P	OTH	TOTALS
45	45	1,821	98	31	311	13
46	46	2,510	103	38	451	12
47	47	2,154	160	43	545	16
48	48	2,363	155	39	429	8
49	49	620	35	16	145	4
51	51	2,880	608	41	582	8
52	52	1,151	280	8	234	
53	53	951	93	21	225	4
54	54	1,862	127	36	401	17
55	55	2,296	111	29	359	18
56	56	2,715	100	38	574	15
57	57	2,202	104	33	377	15
58	58	2,052	63	33	322	6
59	59	2,395	93	31	344	12
60	60	1,531	98	28	521	13
61	61	1,477	71	21	246	3
62	62	2,978	187	40	335	8
63	63	2,721	129	67	456	15
64	64	2,157	85	17	287	10
65	65	2,434	84	27	293	11
TOTALS	41,270	2,784	637	7,437	208	52,336

**D.C. BOARD OF ELECTIONS AND ETHICS
MONTHLY REPORT OF VOTER REGISTRATION STATISTICS**

PRECINCT STATISTICS

Ward 7

For the Period Ending: July 31, 2005

PRECINCT	DEM	REP	STG	N-P	OTH	TOTALS
80	1,148	52	15	180	8	1,403
92	1,204	64	19	181	8	1,476
93	1,171	59	13	175	5	1,423
94	1,537	74	20	197	5	1,833
95	1,269	40	24	196	2	1,531
96	1,675	74	29	264	4	2,046
97	977	44	18	161	2	1,202
98	1,406	48	19	179	9	1,661
99	1,062	45	17	167	7	1,298
100	1,345	67	21	197	4	1,634
101	1,416	47	14	175	6	1,658
102	1,819	84	25	217	10	2,155
103	2,742	120	35	415	12	3,324
104	1,959	97	32	295	12	2,395
105	1,606	70	26	221	6	1,929
106	2,566	103	31	332	5	3,037
107	1,176	66	13	211	4	1,470
108	1,024	46	7	99	5	1,181
109	923	42	10	93	3	1,071
110	3,374	136	38	428	12	3,988
111	1,712	66	26	307	7	2,118
112	1,736	72	21	260	11	2,100
113	1,811	86	15	264	7	2,183
132	1,548	78	15	216	5	1,862
TOTALS	38,206	1,680	503	5,430	159	45,978

DC ENERGY OFFICE**JUNE 2005 – JUNE 2007****REQUEST FOR GRANT APPLICATIONS FROM PUBLIC AND PRIVATE
SCHOOLS AND UNIVERSITIES IN THE DISTRICT OF COLUMBIA
TO CONDUCT TECHNICAL ASSISTANCE STUDIES AND INSTALL ENERGY
CONSERVATION MEASURES**

The DC Energy Office (DCEO) Institutional Energy Efficiency Program (IEEP) is requesting grant applications for June 2005 through June 2007 from District of Columbia public and private schools and universities to assist with Technical Assistance (TA) studies and installation of Energy Conservation Measures (ECMs) identified in the TA report at their facilities.

This is a two-year pilot program. In the first year of the project, 2005-2006, grants will only be awarded to fund detailed Technical Assistance studies. In the second year grants will be awarded to fund ECMs identified in the TA report and for additional TA studies.

The IEEP will be funded and governed by DC Public Service Commission (PSC) Order No. 13475 governing the Reliable Energy Trust Funds (RETF) dated May 20, 2005 and any subsequent and applicable District of Columbia laws and regulations. This is a 50/50 matching grant program, with the cost of the TA study being shared by DCEO and the participating institution. DCEO has \$240,000 available for TA studies in 2005-2006.

The Request for Grant Applications (RFGA) will be available beginning Wednesday, September 7, 2005. The RFGA will be available for pick-up (one per applicant) weekdays from 9:00 a.m. to 4:00 p.m. at the DCEO, 2000 14th Street NW, Suite 300 East.

A pre-application conference will be held at the DCEO in the 2nd Floor Conference Room at 10 a.m., Wednesday, September 14, 2005. Applications must be in the physical possession of the DCEO by 4:45 p.m., Wednesday, October 13, 2005.

D.C. Energy Office
(202) 673-6750
Government of the District of Columbia
Anthony A. Williams, Mayor

YEARS 2005 THRU 2007

REQUEST FOR GRANT APPLICATIONS

FROM NON-PROFIT COMMUNITY-BASED ORGANIZATIONS
TO PROVIDE FOR
THE PURCHASE AND INSTALLATION OF ENERGY EFFICIENCY MEASURES
IN SMALL BUSINESSES
UNDER THE
SMALL BUSINESS ENERGY EFFICIENCY PROGRAM

DC ENERGY OFFICE
Government of the District of Columbia
2000 14th Street NW, Suite 300 East
Washington, DC 20009
(202) 673-6750
September 6, 2005

8435

DC ENERGY OFFICE

June 2005 - June 2007

REQUEST FOR GRANT APPLICATIONS FROM NON-PROFIT COMMUNITY-BASED ORGANIZATIONS TO PROVIDE FOR THE PURCHASE AND INSTALLATION OF ENERGY CONSERVATION MEASURES IN SMALL BUSINESSES

The DC Energy Office (DCEO) Small Business Energy Efficiency Program (SBEEP) is requesting grant applications for June 2005 through June 2007 from District of Columbia tax-exempt, non-profit, community-based organizations to provide for the purchase and installation of energy conservation measures in small businesses across the District.

The SBEEP will be funded and governed by DC Public Service Commission (PSC) Order No. 13475 governing the Reliable Energy Trust Funds (RETF) dated May 20, 2005 and any subsequent and applicable District of Columbia laws and regulations and any subsequent and applicable PSC orders. Matching contributions are encouraged. Funds available are expected to be in excess of 2 million dollars.

The Request for Grant Applications (RFGA) will be available beginning Tuesday, September 6, 2005. The RFGA will not be mailed. It will be available for pick-up (one per applicant) weekdays from 9:00 a.m. to 4:00 p.m. at the DCEO, 2000 14th Street NW, Suite 300 East.

A pre-application conference will be held at the DCEO at 10 a.m., Friday, September 9, 2005. Applications must be in the physical possession of the DCEO by 4:45 p.m., Thursday, September 15, 2005.

D.C. Energy Office
(202) 673-6750
Government of the District of Columbia
Anthony A. Williams, Mayor

REQUEST FOR GRANT APPLICATIONS

Announcement Title: June 2005 thru June 2007 Request for Grant Applications From Non-Profit Community-Based Organizations* to Provide for the Purchase and Installation of Energy Efficiency Measures in Small Businesses under the Small Business Energy Efficiency Program

Issuance Date: September 6, 2005

Pre-Application Conference: 10:00 AM, Friday, September 9, 2005

Application Proposals Due in Physical Possession of the DCEO: 4:45 PM, Monday, October 11, 2005

Place of Performance: Various small businesses in the District of Columbia designated by the D.C. Energy Office

Performance Period: June 1, 2005 - June 30, 2007

Contact: Lance Loncke
(202) 359-5959

Verbal explanations, interpretations or instructions given by a member of the DC Energy Office (DCEO) before the award of the grant will not be binding. Any information given to any prospective applicant concerning this application request will be furnished to all prospective applicants as an amendment to the application if such information is deemed necessary or the lack of such information would be prejudicial to uniformed applicants under the Small Business Energy Efficiency Program (SBEEP) funded under the Reliable Energy Trust Fund (RETF).

*Certified as a non-profit 501 (c)(3) organization by the Internal Revenue Service and issued a Certificate of Exemption by the Government of the District of Columbia.

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PART I
PROGRAM DESCRIPTION

Chapter I: INTRODUCTION

The DCEO requests grant applications from non-profit community-based organizations offering to provide for the purchase and installation of certain energy efficiency measures (EEMs) in small businesses of DCEO-designated small and disadvantage businesses. These services are being provided under the auspices of the DCEO Small Business Energy Efficiency Program (SBEEP), which is administered by the DCEO Conservation Services Division (CSD). Funding for the SBEEP is provided and governed by DC Public Service Commission (PSC) Order No. 13475 governing Reliable Energy Trust Funds (RETF) dated May 20, 2005 and any subsequent and applicable District of Columbia laws and regulations and any subsequent and applicable PSC orders.

A primary function of the D.C. Energy Office is to help District small businesses cope with rising energy costs, especially those disadvantage businesses that cannot always help themselves. The District of Columbia has several on-going programs to provide financial assistance to low- and moderate-revenue earning businesses to help them meet their monthly energy bills. However, the District Government is taking additional steps to help business owners make reductions in their monthly energy consumption. Within the District of Columbia Government, existing energy programs that help business owners provide reduction in energy costs include the DCEO in-house and community energy efficiency workshops.

Although these programs have made important progress in helping to reduce energy consumption, much more needs to be done to assist those among the estimated 751 SBEEP eligible businesses in the District.

In an effort to provide faster customer services, the Sub-grantee must provide a complete turn-around within 45 calendar days of receipt of customer name and funds from the DCEO.

Small Business Energy Efficiency Program

SBEEP grants, in the form of energy efficiency measures recommended as a result of energy audits performed under the requirements of the SBEEP, are provided to all certified local, small, and disadvantaged businesses that have a maximum 30 employees and less than one million dollars in annual revenues.

The DCEO conservation strategies emphasize the identification of potential energy savings and the providing of financial assistance to install measures identified by an energy audit. One such conservation energy strategy is the SBEEP, which provides funds to Sub-grantees for the purchase and installation of retrofit materials, also referred to as "Energy Efficiency Measures" (EEMs) in eligible businesses in the District.

RETF expenditures are limited to a maximum of \$2,832 per business. Only electric-energy-saving measures will be paid out of RETF funds, although audits may identify all energy-saving measures. Any costs for non-electric-saving measures would be borne by the participating small business. No portion of RETF funds can be used for administrative expenses.

It is the intent of the DCEO to foster programs that present practical, cost-effective measures that can be undertaken to further the goals of conserving energy and using energy more efficiently. To this end, the DCEO has and will continue to play an expanded role in making the District of Columbia more energy efficient. The goal of the program for June 2005 through June 2007 to retrofit 201 business establishments in year 1 and 327 in year 2, depending on the availability of funds.

SCOPE OF WORK

2.1 Overview

The DCEO has designed the SBEEP in a manner that should provide for ease in implementation. All EEM types that are eligible for an Energy Star rating shall be Energy Star qualified.

2.2 Services Provided under SBEEP

2.2.1 Energy Audits and Type Work to be Performed

Under the SBEEP, the DCEO provides energy audits and installation of electric-energy-saving measures in participating small businesses (30 employees or fewer) establishments in the District. Approved businesses that request energy retrofits are provided with a free energy audit. These audits are performed by the DCEO and will identify measures that will assist in reducing energy consumption in business establishments. The auditor will explain the potential energy savings to the business owner, and a copy of the audit is forwarded to the Sub-grantees who provide for the purchase and installation of the EEMs.

The SBEEP will be expanded to non-profit community-based organizations (CBOs) and community development corporations (CDCs) that are providing or will provide improvements to small businesses in the District. The CBOs who perform the actual work will identify, purchase and install appropriate energy efficiency measures in the businesses they upgrade or retrofit. About 528 businesses will receive energy efficiency upgrades under this element.

DCEO will expand the Small Business Energy Efficiency Program to piggyback onto existing rehabilitation programs by non-profit organizations, and conduct audits of eligible establishments to determine the measures to be installed. Some of the primary measures to be considered are:

A. Lighting:

Retrofit T-12 lights with magnetic ballasts to T-8 lights with electronic ballast. T-8 lamps use their smaller diameters, phosphors, and coating to improve efficiency by about 10 percent compared with standard T-12 lamps.

B. Heating System Efficiency Improvements:

HVAC systems are to be tuned up, as needed, to improve efficiency and indoor air quality. Should a dangerous health or safety condition exist as determined by a DCEO inspector with HVAC expertise, replacement rather than repair may be deemed necessary.

The work covered by the SBEEP will be performed as needed in businesses that are otherwise in sound repair. In some cases however, extreme conditions exist (such as roof deterioration) which must be corrected before energy upgrades can be justified.

2.2.2 Allowable RETF Energy Efficiency Measures

Only materials and standards identified under PSC Order #13475 are allowable using RETF funds.

- A. Compact Fluorescent lamps (CFL)
- B. Light Emitting Diodes (LED) Exit lights
- C. T-8 lamps
- D. Occupancy sensors
- E. Thermostat control systems
- F. HVAC repair including but not limited to:
 - Materials used for heating and cooling system tune-ups, repairs and modifications that will result in improved energy efficiency.
- G. Building shell measures
- H. Replacement air conditioners, freezers or refrigerators (if approved by the DCEO)

*Waivers from the above listing cannot be allowed.

Other energy efficiency measures, audit equipment and devices, retrofit procedures or energy-related building repairs not in the energy audit must be

approved in writing by the DCEO.

2.3 Determination of business Eligibility

The DCEO determines eligible small business establishments for participation in the SBEEP using both DCEO requirements, and the guidelines of the U.S. Small Business Administration.

2.4 SBEEP in DCEO Organization Structure and Function

The Conservation Services Division (CSD) manages the SBEEP.

2.4.1 Division Level - The Division Chief (DC) of the CSD reports to the DCEO Director and is responsible for the overall determination of policies and guidelines for the implementation of the SBEEP. The Division Chief coordinates the activities of all program managers within the CSD team and support sections.

2.4.2 SBEEP Management - The program manager is responsible for the day-to-day administration of SBEEP. The program manager reports to the Division Chief.

2.5 Program Operation

This subsection outlines the operation of the SBEEP:

2.5.1 Business Selection - The CSD in partnership with various small business associations will request businesses for participation in the program. However, the CSD will determine which business will be selected for retrofit activity based on the availability of funds.

2.5.2 Business- Owner Permission – All business owners must complete DCEO Business-Owner Certification and Approval Form requiring their signature, permission (or that of the owner of the building) to request an energy audit on their behalf and authorization for the SBEEP personnel to obtain energy costs and consumption data from energy providers. Owners of the business must authorize permission to install EEMs in writing prior to the installation of EEMs and indicate satisfaction or dissatisfaction of work upon completion.

- 2.5.3 Energy Audit Request** - The CSD requests the CSD Auditors to perform energy audits, unless specifically requested of the Sub-grantee.
- 2.5.4 Energy Audit Completion** - The CSD auditor must complete each energy audit with recommended and prioritized EEMs.
- 2.5.5 Assignments** - The SBEEP program manager will determine the assignments of contracts to Sub-grantees.
- 2.5.6 Allowable EEMs and Labor Expenditures** - Allowable RETF energy efficiency measures and standards are identified by the Public Service Commission Order 13475. Allowable SBEEP energy conservation materials are identified in this agreement. Sub-grantees are required to obtain bids to employ contractors and expend funds under the RETF program. Unless changed by the DCEO in writing, the cost of labor for installed energy conservation measures is to be no more than 60% of the total labor and material costs. EEMs and labor expenditure guidelines for SBEEP RETF funds must be expended in accordance with PSC guidelines.
- 2.5.7 Work Completion** - No business entity may be reported to the DCEO as completed until all approved retrofit materials have been installed and a completed report has been provided by a contracted energy auditor. A copy of these findings is to be provided to the business owner by the Sub-grantee on the Business Certification and Evaluation Form (see the end of this section). The work completion process also includes a final inspection of all work by the sub-grantee, or its authorized representative. This is to ensure that all work was performed in a satisfactory manner and in accordance with the requirements of the DCEO as determined by an energy audit, work order and SBEEP procedures.
- 2.5.8 Sub-grantee Inspections of Completed Work** - No business entity may be reported to the DCEO as completed until all retrofit materials have been installed and the Sub-grantee, or its authorized representative, has performed a final inspection(s) in a satisfactory manner and in accordance with the findings determined by an energy audit, work order and SBEEP procedures.
- 2.5.9 DCEO Inspections** - All energy upgrade improvements requiring DCEO approval prior to their installation will be reviewed by a DCEO inspector. Completed work will be monitored by a DCEO inspector who will notify the Program Management whether work has been satisfactorily completed. In the case of unsatisfactory work

performance, this process is repeated until all work is completed to the satisfaction of the DCEO.

2.5.10 Evaluation - The DCEO, as part of the overall evaluation, evaluates services provided and determines participant satisfaction.

BUSINESS-OWNER CERTIFICATION AND EVALUATION FORM

PLACE CBO LETTERHEAD AND TELEPHONE NUMBER HERE.

A copy of this signed form must be left with the business-owner. The original is to accompany the monthly report to the DCEO.

BUSINESS-OWNER CERTIFICATION AND EVALUATION FORM

I, (Print name of business) _____, of

(Address) _____ Phone _____,

hereby confirm that the energy conservation work done on my business by the above Community-Based Organization under the DC Energy Office's Small Business Energy Efficiency Program has (check one):

Been completed satisfactorily () Not been completed satisfactorily ()

The description below (check one) best describes the work on my business:

Excellent () Good () Fair () Poor ()

Additional comments, if any, by owner: _____

Owner's signature: _____ Date: _____

Comments by CBO representative: _____

Name: _____

BUSINESS-OWNER, CALL THE CONTACT BELOW IF YOU HAVE QUESTIONS:

(Print): _____ Phone: _____

Community Based Organization

Chapter 3: RESPONSIBILITIES OF PARTIES**3.1 Overview**

The SBEEP provides for the purchase and installation of Energy Efficiency Measures (EEMs) in small business establishments located within the District of Columbia and energy audits using the DOE-approved National Energy Audit Tool (NEAT). The implementation and project completion period for SBEEP participants will be the fiscal year, October to September. The multi-year agreement period may be reduced to a lesser time or canceled without cause and for the convenience of the DCEO and at the discretion of the DCEO upon a fifteen-day notice to the Sub-grantee. The Sub-grantees must contract out the purchase and installation of all EEMs and energy audits, and will be responsible for the work performed by contractors and payments due to their contractors and sub-contractors.

3.2 Sub-grantee Responsibilities

In an effort to provide faster customer services, the Sub-grantee must provide a complete turn-around within 45 calendar days of receipt of customer name and funds from the DCEO. The Sub-grantee understands that the only contacts allowed for all programmatic and financial activities under the SBEEP are the CSD staff, and the DCEO Director, unless otherwise directed by the aforementioned. Contacts with other members of the DCEO staff or attempts to intercede or interfere with the orderly processing of SBEEP and financial activities can result in the immediate termination of a Sub-grantee agreement. Further, twenty working days from the day of Sub-grantee request should be allowed for reimbursements. The Sub-grantee shall:

- 3.2.1 Provide evidence to show that they have obtained adequate bonding and a minimum of \$300,000 insurance consisting of \$200,000 for public liability and \$100,000 for property damage. The subgrantee, and not the DCEO, is liable for all payments to contractors, health problems resulting from lead paint disturbance and all property damage brought about as the result of the purchase and installation of energy efficiency measures in SBEEP businesses by its contractor(s) or sub-grantor(s).
- 3.2.2 Require that all contractors be bonded and that they obtain a minimum of \$300,000 insurance consisting of \$200,000 for public liability and \$100,000 for property damage.
- 3.2.3 Analyze the energy audit to determine which prioritized EEMs are to be installed first and comply with Occupational Safety and Health

Administration (OSHA) requirements in all retrofit activities which involve staff personal and consult with DCEO where required.

- 3.2.4 Select for installation those prioritized EEMs with the highest Savings-to-Investment Ratio (SIR) recommended in an energy audit or other DCEO approved analysis. Measures with an SIR of less than one must have DCEO approval. In addition, the Sub-grantee must indicate the date of DCEO approval and the DCEO staff member. Sub-grantees must provide an explanation for not installing eligible EEMs listed on the audit next to each omitted measure on the client data sheet.
- 3.2.5 Select and identify only qualified contractors that possess valid District of Columbia Government provided Home Improvement License (HI), permits and other required licenses for the installation, retrofit or repair of heating, ventilation and air conditioning (HVAC) equipment. Provide copies of all contractors' HI and HVAC licenses to DCEO before work start-up and allow for DCEO verification with the DC Department of Consumer and Regulatory Affairs. Comply with OSHA and SBEEP Health and Safety requirements in all retrofit activities.
- 3.2.6 Complete the installation of EEMs in the businesses of clients within 45 calendar days of receipt of funds and participant's name for retrofit.
- 3.2.7 Complete the installation of EEMs in the businesses of clients to the satisfaction of the SBEEP team.
- 3.2.8 Require that all contractors certify in writing that they are not on the Consolidated List of Debarred, Suspended or Ineligible Contractors prepared by the General Services Administration and HUD.
- 3.2.9 Require contractors to provide in writing a minimum one-year warranty on the installation and materials and copies of all contractors Home Improvement and HVAC licenses to DCEO before work start-up.
- 3.2.10 Submit monthly reports to the DCEO no later than 10 days after the end of each month.
- 3.2.11 Submit to the DCEO, on a DCEO approved form, the monthly reports of all completed businesses. A business entity is considered completed when all recommended EEMs have been installed to the satisfaction of the DCEO SBEEP Team. The report should include for each completed business:

- A. Completed inspection sheets that include audit recommendations, costs of work and measures purchased and installed, and completion date, and attachment of receipts for work and installed EEMs from vendors.
 - B. Business-Owner Certification and Evaluation Form on CBO letterhead with telephone number (copy to be left with customer and original to be submitted to the DCEO with monthly report (see sample at the end of Section 2).
 - C. Copies of warranties and energy audits.
 - D. Number of businesses completed and not completed.
 - E. Total amount of funds, by category identified by the DCEO, used and remaining to date.
 - F. Total amount of funds remaining, by category identified by the DCEO.
- 3.2.12 Submit with proposal to the DCEO a copy of the current tax-exempt certification of the sub-grantee from the District of Columbia and Federal governments.
- 3.2.13 Complete all SBEEP funded work, including contractor and inspections, by April 30th and submit final report to the DCEO by May 10th of each year and energy audit equipment and infrared devices at the end of the agreement period.
- 3.2.14 If requested by the DCEO, provide for the contracting of an energy auditor (a non-Sub-grantee employee) to perform pre and post ECM installation energy audits of businesses.
- 3.2.15 Indicate the total number of businesses and energy audits the sub-grantee proposes to complete.

3.3 DCEO Responsibilities

The DCEO shall:

Facilitate timely payments to the Sub-grantees.

Provide the names and addresses of eligible businesses to Sub-grantees.

Provide the Subgrantee with completed energy audits.

Inspect and approve EEM installations and exceptions.

Notify CBOs when EEM installations are not acceptable, and require that corrections be made within 30 days. The CBO will provide documentation notifying DCEO management that corrections have been made. A second inspection will be performed by a DCEO inspector to determine adequacy of the correction.

Provide the Sub-grantee with names of businesses for energy audits, if the energy audits are not provided by the DCEO.

The DCEO retains the right to cancel the agreement between the DCEO and the CBO without cause; and for the convenience of the District Government, convert it to less than a two-year grant period via a written ten-day notice to the Sub-grantee.

CHAPTER 4: OTHER SPECIFICATIONS AND REQUIREMENTS

The Sub-grantee is expected to comply with the following requirements:

- 4.1 **Contracting and Subcontracting** - The Sub-grantee **must contract out the purchase and installation of all EEMs** and will be responsible for the work performed by contractors and payments due to their contractors and sub-contractors.
- 4.2 **Health and Safety** - The Subgrantees are to ensure that contractors they hire comply with OSHA Health and Safety regulations as applicable. The contractor costs to comply with OSHA requirements are to be a part of the bid price. In addition, the Sub-grantee is expected to meet all requirements outlined in this Request for Grant Applications whether performed by its contractors or subcontractors.
- 4.3 **Inspection of Completed Work** – No business entity may be reported to the DCEO as completed until all retrofit materials have been installed and the sub-grantee, or its authorized representative, has performed a final inspection(s), and certify that it was completed in accordance with the recommendations determined by an energy audit, work order and SBEEP procedures.
- 4.4 **Change in Procedures** - Any and all changes in policies, procedures and practices will be in writing from the DCEO before it is to be considered by the Sub-grantee as official.
- 4.5 **Funding Period** - Funding for the implementation of this agreement is concurrent with the duration of the agreement.
- 4.6 **Utility Rebates** – Sub-grantees are not to apply for nor receive rebates from utilities as a result of the purchase and installation of energy conservation measures in the businesses of SBEEP clients. The SBEEP reserves the right to apply for utility rebates on behalf of the program.

Chapter 5: COMPONENTS OF PROPOSAL

The applicant's proposal shall provide the following information, utilizing the format in Appendix A:

- 5.1 Experience** - The applicant shall submit a statement of experience, expertise and capability that qualify the Sub-grantee to provide for conservation improvements and conduct post-installation inspections. The applicant must address the following individually in Part II of their proposal:
- A.** Experience and performance in retrofit installation activities or business renovation activities.
 - B.** Experience in assisting disadvantaged businesses.
 - C.** Capacity to undertake a timely and effective retrofit program.
 - D.** If applicable, the extent to which the post or current program achieved or is achieving energy conservation goals in a timely fashion.
 - E.** The quality of work performed by the sub-grantee.
 - F.** The number, qualifications and experience of the staff members of the sub-grantee.
 - G.** The ability of the sub-grantee to secure volunteers and train participants and community service workers.

The applicant shall submit prior experience and expertise of key personnel and the organization in the area of management of the installation of energy conservation measures or comparable and transferable experience and expertise.

- 5.2 Resumes and Job Descriptions** - The applicant shall submit resumes and job descriptions for all key personnel directly responsible for this project. The applicant is to indicate the extent of utilization of District of Columbia-based labor and small contractors, sub-contractors and businesses. The DCEO goal is 51 percent.
- 5.3 Itemized Budgets** - A detailed itemized budget shall be submitted for each funding source. The budget shall include the expected level of contribution from DCEO and the cost for administrative expenses. However, administrative expenses are not allowed for RETF funds.

- 5.4 **Matching Program Funds** - Another criterion in determining which applicant and what amount should be awarded will be to what extent the applicant is able to attract other funds for use in this program. Therefore, proposals should reflect the use of and access of the organization to other funds. This leveraging may include funds to offset administrative and programmatic costs. Indicate the source of funds and restrictions, if any, for the matching dollars.
- 5.5 **Milestones and Timetable** - Because the DCEO places great emphasis on funds being spent expeditiously, the applicant must submit a schedule for RETF retrofit activities for the anticipated implementation milestones and timetable for the number of businesses it expects to complete during the grant agreement period.
- 5.6 **Operating Procedures** - Provide narrative to address the requirements in the Sub-grantee Responsibilities. Each subsection is to be responded to briefly and separately by the applicant. Also, the applicant is to indicate the number of businesses it proposes to retrofit.
- 5.7 **Tax Exempt Status** - The applicant shall provide a copy of official non-profit District of Columbia Certificate of Exemption and Federal 501 (c)(3) tax-exempt status.
- 5.8 **DUNS Number** - The applicant shall provide its official DUNS number (see Appendix C).
- 5.9 **Assurances** - Applicants are to submit with their proposal the set of assurances in Appendix D. Blank spaces at the beginning and end must be completed/signed, as required.

Chapter 6: EVALUATION CRITERIA

All prospective sub-grantees are instructed to submit their best and final offer. An evaluation committee will be established to review all completed applications received by the submission deadline and will recommend to the Director of the DCEO acceptance or rejection of the applicants for program participation.

The following criteria will be used to evaluate all applications:

6.1 Experience: 35 Points

The applicant must submit a statement of experience and expertise that would enable the prospective sub-grantee to arrange for the purchase and installation of EEMs in DCEO designated businesses, and for the inspection of completed businesses and projects.

Points will be distributed as follows:

A.	Experience and performance in retrofit work or building renovation activities.	5
B.	Experience in assisting small disadvantaged businesses in the area to be served.	5
C.	Capacity to undertake a timely and effective energy efficiency upgrade program.	5
D.	If applicable, the extent to which the post or current program achieve or is achieving energy efficiency goals in a timely fashion.	5
E.	The quality of work performed by the sub-grantee.	5
F.	The number, qualifications, and experience of the staff members of the sub-grantee.	5
G.	The ability of the applicant to obtain volunteers, train its employees and employ staff for quality community service work.	<u>5</u>
Total		35

Applicants with more of the desired experience will receive more points when measured against other applicants.

6.2 Resumes and Job Descriptions: 15 Points

The applicant must submit prior related project and managerial experience of key personnel in the area of energy conservation, building construction or home improvement activities.

Applicants with more qualified project staff will receive more points when measured against other applicants.

6.3 RETF Program/Administration Budgets: 15 Points

Applicants with the more reasonable budgets under RETF requirements will receive more points when measured against other applicants.

6.4 Matching Program Funds: 5 Points

The applicants with the more reasonable response to this incentive will receive more points when measured against other applicants.

6.5 Milestones and Timetable: 10 Points

Applicants with the most reasonable milestones and timetable will receive more points when measured against other applicants.

6.6 Operating Procedures: 20 Points

Applicants are to address item-by-item, in the order presented, the requirements in Chapter 3, Subsections 3.2.1 through 3.2.15. Thus, fifteen areas will be addressed separately.

Applicants providing the most reasonable responses and indicate the better capability to implement and abide by the requirements of Section 3.2 will receive more points when measured against other applicants.

The Director of the DCEO reserves the right to make the final determination on recommendations by the evaluation committee. The allocation of grant amounts will be made by the SBEEP staff and the Director of the DCEO and is independent of the evaluation committee review process. By the submission of a grant application the applicant agrees that the Director of the DCEO is the final appeal authority for rejected proposals, the determination of funding levels and increases or decreases in approved grant levels for successful applicants, taking into consideration Federal and District guidelines.

Summary of Evaluation Points

1.	Experience	35 Points
2.	Resumes and Job Descriptions	15 Points
3.	Itemized Budget	10 Points
4.	Matching Program Funds	5 Points
5.	Milestones and Timetable	10 Points
6.	Operating Procedures	<u>20 Points</u>
	TOTAL	100 Points

A review committee composite score of less than seventy (70) points for an application means that it will not be recommended for approval and funding by the review committee.

Chapter 7: APPLICATION SUBMISSION

Applicants must assume all costs involved in the preparation and submission of the application. All applications submitted become the property of the District of Columbia Government.

Applicants must submit one original and six (6) copies of their application to the DC Energy Office and must be in the physical possession of the DCEO no later than 4:45 p.m. on the date proposals are due as identified in this solicitation.

Applicants that do not fulfill this requirement will have their application returned. Failure of a delivery mechanism to meet this deadline is the sole responsibility of the applicant.

All applicants shall be submitted in a sealed envelope or package with the name and address of the applicant inscribed thereon. Applicants are asked not to call for assistance in proposal development, interpretation of the requirements of the Request for Grant Application or submission extensions. Extension requests will not be approved.

The application package of each applicant must be marked in the upper left corner with name and address of applicant. Deliver to the DCEO at the following address:

**SBEEP Grant Applications
DC Energy Office
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
Attention: Lance Loncke**

All applications received after the closing date and time specified in this announcement will not be accepted and will be returned unopened to the applicant.

A pre-application conference to answer questions will take place in the DCEO conference room at the address above.

Chapter 8: AWARD OF FUNDS

It is contemplated that the program funds will be awarded to the most responsive, responsible applicant(s) whose application will be the most advantageous to the citizens of the District of Columbia. Awards may be made without discussion of applications received; therefore, all applications should be submitted initially to show a full and complete response. In the event that other funds become available for the SBEEP during the period of this agreement, the DCEO reserves the right to increase the award amount, or reduce the award if program source funding is reduced for any of the selected organizations without the reissuance of this application request.

The retrofitting activities under this Request for Grant Applications will be undertaken with funds from private and public sources using SBEEP guidelines.

A pre-application conference to answer questions will take place in the DCEO Conference Room as noted earlier in this solicitation. All prospective applicants are urged to attend and ask any questions pertaining to this Request for Grant Applications.

Chapter 9: POST-AWARD PROCESS

After the selection of the Sub-grantee(s), the DCEO will present the terms and conditions for carrying out the SBEEP activities. Both DCEO and the Sub-grantee(s) will sign an agreement that will include, at a minimum, Federal and District requirements. Afterwards, a post-award program seminar will be held by the SBEEP staff to provide program particulars for grant procedures and implementation.

PART II
APPLICATION SUBMISSION

8462

June 2005 THRU June 2007

**REQUEST FOR GRANT
APPLICATIONS**

**FROM NON-PROFIT COMMUNITY-BASED ORGANIZATIONS
TO PROVIDE FOR
THE PURCHASE AND INSTALLATION OF ENERGY EFFICIENCY MEASURES
IN SMALL BUSINESSES UNDER THE
SMALL BUSINESS ENERGY EFFICIENCY PROGRAM**

**DC ENERGY OFFICE
Government of the District of Columbia
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
(202) 673-6750**

APPLICANT: _____

APPENDIX A: APPLICATION CONTENTS AND FORMAT

The contents, order and format of all applications shall be as follows:

- Part I:** **Application Funding Page**
Submit funding page provided in Appendix B.
- Part II:** **Experience**
See Sections 5.1 and 6.1.
- Part III:** **Resumes and Job Description**
See Sections 5.2 and 6.2.
- Part IV:** **Inspection of Completed Work**
See Section 4.3.
- Part V:** **Itemized Budgets**
See Sections 5.3 and 6.3.
- Part VI:** **Matching Program Funds**
See Sections 5.4 and 6.4.
- Part VII:** **Milestones and Timetables**
See Sections 5.5 and 6.5.
- Part VIII:** **Operating Procedures**
See Sections 5.6 and 6.6.
- Part IX:** **Tax Exempt Status**
See Section 5.7.
- Part X:** **DUNS Number**
See Appendix C.
Signature required.
- Part XI:** **Assurances.**
See Appendix D.

APPENDIX B: APPLICATION FUNDING PAGE

June 2005 THRU June 2007

GRANT APPLICATION FROM NON-PROFIT COMMUNITY-BASED ORGANIZATIONS TO PROVIDE FOR THE PURCHASE AND INSTALLATION OF ENERGY CONSERVATION MEASURES IN SMALL BUSINESSES

TO BE COMPLETED BY THE APPLICANT

SOURCE	AMOUNT REQUESTED		MATCH		TOTAL
	ADMINISTRATION	PROGRAMMATIC	CASH	IN-KIND	
RETF	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

Name of Organization: _____

Address: _____ Zip: _____

Contact Person: _____ Phone: _____

.....
TO BE COMPLETED BY THE D.C. ENERGY OFFICE

Application Complete? Yes _____ No _____
 Missing Information:

Application Disqualified? Yes _____ No _____
 Reason:

Rating Score: _____ Rank: _____

AMOUNT APPROVED	ADMINISTRATION	PROGRAMMATIC	TOTAL
RETF	\$	\$	\$
TOTAL	\$	\$	\$

APPENDIX D: ASSURANCES**ASSURANCE OF COMPLIANCE WITH
D.C. ENERGY OFFICE
SMALL BUSINESS ENERGY EFFICIENCY PROGRAM
FUNDING REQUIREMENTS**

(Name of Applicant) _____,
hereinafter called the "Applicant," is aware that if the Sub-grantee agreement is violated, the D.C. Energy Office reserves the right to withhold some or all of the funds. The Sub-grantee is also aware that if the relationship between the DCEO and the Sub-grantee is severed, the Sub-grantee will return to DCEO all unexpended and unaccounted for dollars within thirty days. The Sub-grantee understands that any amendment to the Sub-grantee agreement other than changes to funding levels must be ratified in writing by both parties. The Sub-grantee further understands that the DCEO reserves the right to increase the amount awarded in the event of excellent performance or decrease the amount awarded for poor performance or a decrease in available funding without notice to Sub-grantee. Also, the Sub-grantee agrees that the right of appeal is limited to the Director of the DCEO in all matters pertaining to SBEEP.

The applicant hereby agrees and assures that it will comply with the following:

1. BUY AMERICAN CERTIFICATION

The Applicant hereby certifies that each product is a domestic end product (as defined in Clause 29 of the General Conditions, "Buy American Act", 41 U.S.C. 10) and that the components of unknown origin are considered to have been mined, produced, or manufactured outside the United States. This Act provides that the District gives preference to domestic end products to be acquired for public use

2. EMPLOYMENT AGREEMENT

The applicant recognizes that one of the primary goals of the District Government is the creation of job opportunities for District residents. Accordingly, the Applicant agrees:

- a. to pursue the District's goal to the extent consistent with local and Federal law, to furnish at least fifty-one percent (51%) of jobs created as a result of this agreement to District of Columbia residents in compliance with Mayor's Order #83-265, and to notify all prospective contractors, subcontractors, tenants, and leases, prior to execution of any contractual

agreements, that they are expected to implement this Mayor's Order in their own employment practices; and,

- b. to sign a First Source Employment Agreement to utilize the DC Department of Employment Services as its first source for the referral of qualified Sub-grantees, trainees, and other workers in the implementation of a contractual nature, in excess of \$100,000 for projects funded in whole or in part with District funds or funds that the District Government administers.

3. GENERAL SPECIFICATIONS

The Applicant will be expected to comply with the following requirements:

Subcontracting: The Applicant may subcontract specific functions of the operations but will be fully responsible for the work performed by the contractor. In addition, the contractor is expected to meet all requirements outlined in the agreement. The actual purchase and installation of all EEMs and energy audits must be contracted out by the Sub-grantee.

Resources: The Applicant is responsible for providing all materials and resources needed for this agreement, including equipment and personnel.

4. EXAMINATION OF BOOKS, ETC. BY THE DCEO

The DCEO or any of its duly authorized representatives shall, until five years or Federal OMB audit completion after the agreement end date, have the right to examine pertinent books, documents, papers and records of the Applicant involving transactions related to this Agreement.

5. INDEMNIFICATION

The Applicant agrees to indemnify and save harmless the District and all its officers, agents and servants against any and all claims or liability arising from or based on, or as a consequence of or result of any act, omission or default of the Applicant, its employees, or its subcontractors, in the performance of this agreement regardless of whether or not any damage resulting from Applicant's act, omission, or default is caused in part by the District. Monies due or to become due to the Applicant under this agreement may be retained by the District as necessary to satisfy any outstanding claim the District may

have against the Applicant.

6. TERMINATION FOR CONVENIENCE OF THE DISTRICT

The DCEO may terminate performance of work under this agreement in whole or in part if the DCEO determines that a termination is in the District's interest. The DCEO shall terminate by delivering to the Applicant a Notice of Termination specifying the extent of termination and effective date.

7. HEALTH AND SAFETY STANDARDS

Items delivered under this agreement shall conform to all requirements of the Occupational Safety and Health Act of 1970, as amended, and Department of Labor regulations under the Act, and all Federal requirements in effect at time of agreement execution.

8. WAIVER

No waiver of any breach of any provision of this agreement shall operate as a waiver of subsequent or other breaches of the same of any other provision of this agreement, nor shall any action or non-action by the DCEO be construed as a waiver of any provisions of this agreement or any breach thereof unless the same has been expressly declared or recognized as a waiver by the DCEO in writing.

9. OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress or officer or employee of the District shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom, and any agreement entered into by any DCEO officer in which he or any officer or employee of the District shall be personally interested shall be void, and no payment shall be made thereon by the District or any officer thereof.

10. LAWS AND REGULATIONS INCORPORATED BY REFERENCE

The provisions of the following Acts, and applicable regulations made pursuant to said Acts, are hereby, to the extent applicable, incorporated by reference in this agreement.

- a. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330).
- b. Walsh-Healy Public Contracts Act of June 30, 1936, c881,49 Stat. 2036, as amended (applied only when agreement is

\$10,000 or more).

11. NON-DISCRIMINATION IN EMPLOYMENT

- a. The Applicant will not discriminate against any employee because of race, creed, color, national origin, or sex. The Applicant will take affirmative action to ensure that Applicants are employed and that employees are treated during employment without regard to race, creed, color, national origin, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- b. The Applicant will, in all solicitations or advertisements for employees placed by or on behalf of the Applicant, state that all qualified Applicants will receive consideration for employment without regard to race, creed, color, national origin and sex.
- c. The Applicant will permit access to all books, records and accounts pertaining to their employment practices by the DCEO, the Office of Human Rights, or its agents, for the purpose of investigation to ascertain compliance with the provision.
- d. In the event applicant non-compliance with the non-discrimination clause of this agreement, this agreement may be canceled in whole or in part and the Applicant may be declared ineligible for future District agreements in accordance with Commissioner's Administrative Instruction 2621.

12. UTILIZATION OF MINORITY BUSINESS ENTERPRISES

- a. It is the policy of the District Government that minority business enterprises shall have the maximum practicable opportunity to participate in the performance of District grantee agreements.
- b. The Applicant agrees to use its best efforts to carry out this policy in the award of its subcontracts to the fullest extent consistent with the efficient performance of this agreement.

13. The Applicant understands that a subgrantee will limit any request for advanced funding under this Agreement to twenty-five percent (25%) of its total grant Agreement award. The DCEO reserves the right to approve or deny any request for advanced funding. First-time SBEEP participants are asked not to request advanced funds. Funds to such

Sub-grantees will be provided on a reimbursement basis. If a Sub-grantee receives advanced funding for the work to be performed under the terms of an Agreement, the Sub-grantee further assures that any and all interest carried from the advanced funding allocations will be used to further the objectives of the SBEEP, as defined by the terms of this agreement.

14. The Applicant agrees that the implementation of a sub-grantee agreement is contingent upon the allocation of funding of the DC Energy Office by the DC Public Service Commission.
15. The Applicant agrees that a Sub-grantee is not to apply for nor receive any rebates from utilities as a result its purchase and installation of energy conservation measures in the businesses of SBEEP clients and agrees that the DCEO has retained this right on behalf of the clients.
16. The Applicant agrees to comply with Federal OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (July 1, 1986) and other appropriate amendments or additions.
17. The Applicant agrees to comply with Federal OMB Circular A-122, "Cost Principles for Non-Profit Organizations" (July 8, 1980) and other appropriate amendments and additions.
18. The Applicant agrees to comply with the requirements of OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Organizations."
19. The Applicant agrees that the Director of the DCEO reserves the right to make the final determination on recommendations by the evaluation committee and that the allocation of grant amounts will be made by the SBEEP staff and the Director of the DCEO and is independent of the evaluation committee review process. Any and all Sub-grantee appeals under the SBEEP are limited to the Director of the DCEO.
21. The Applicant certifies that to the best of its knowledge and belief, all information herein presented is true and correct and that this grant application has been duly authorized by its governing body for submission to the DC Energy Office.
22. The Applicant assures that it will obtain adequate bonding and a minimum of \$300,00 insurance consisting of \$200,00 for public liability and \$100,000 for property damage. The applicant agrees that a sub-grantee is liable for any and all property damage brought about

as the result of the purchase and installation of energy conservation measure(s) by its contractor(s) or subcontractor(s) under the SBEEP.

23. The Applicant understands and agrees that the US Department of Health and Human Services, and the DC Public Service Commission may monitor and evaluate the operation of projects receiving financial assistance under this agreement through on-site inspections, or through other means, in order to ensure the effectiveness of retrofit installation activity for disadvantaged small businesses.
24. The Applicant assures that it will comply with the requirements of this agreement and with all laws, regulations and administrative requirements pertaining to the expenditure of DCEO funds used to implement this agreement.
25. The Applicant herein assures that it is not on the Consolidated List of Debarred, Suspended or Ineligible Contractors prepared by the General Services Administration and HUD.

These Assurances are given in consideration of and the purpose of obtaining District grants, loans, contracts (excluding procurement contracts), property, discounts or other District assistance extended after the date hereto, to the Applicant by the DC Energy Office, including installment payments on account after such date of application of District assistance which are approved before such date. The Applicant recognizes and agrees that such District assistance will be extended in reliance upon the representations and agreements made in these assurances and that the District of Columbia Government shall have the right to seek judicial enforcement of these assurances. The Applicant recognizes that these assurances are binding on a Subgrantee, its successors, transferees, and assignees, as well as the person whose signature appears below and who is authorized by the applicant to sign for these assurances on behalf of an Applicant.

Name of Applicant Organization

Type or Print Name of Authorized Official

Signature of Authorized Official

Title of Authorized Official

Telephone Number of Authorized Official

Date

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

**REQUEST FOR PROPOSALS
SCHOOL PROGRAM REVIEW CONSULTANTS FOR THE
PROGRAM DEVELOPMENT AND SELF STUDY REVIEWS****OVERVIEW OF THE PROGRAM DEVELOPMENT REVIEW AND SELF STUDY REVIEWS:**

The District of Columbia Public Charter School Board (PCSB) requests proposals for School Program Review Consultants, who will conduct program reviews of its authorized charter schools beginning in November 2005 through March 2006. As part of its monitoring process, PCSB conducts Self Study Reviews to assess the status and quality of program implementation of schools in their first year of operation. In addition, PCSB conducts Program Development Reviews to assess the academic, non-academic, and organizational performance of its existing charter schools. Both the Self Study and Program Development Reviews will be conducted over a two consecutive day period on the school's site. Consultants will be organized into school teams to: 1) observe classroom lessons; 2) meet with school administrators, members of the school's Board of Trustees, teachers, students, and parents; and 3) review various documents pertaining to the school's instructional program and academic performance. Each school team will submit a final report to PCSB summarizing the review findings and recommending various strategies for corrective action.

AN OVERVIEW OF THE PCSB:

The School Reform Act of 1996 established the PCSB as one of two chartering authorities in the District of Columbia. In its role as an independent charter authorizer, the PCSB accepts and reviews applications to establish charter schools and provides oversight of those charter schools once approved. The PCSB also has the authority to revoke a school's charter for failure to comply with its charter, or applicable laws or regulations. The PCSB currently provides oversight of 34 charter schools on 43 campuses.

CHARTER SCHOOL ACCOUNTABILITY:

Charter schools are publicly funded schools that operate independent of the local public school system. In exchange for this autonomy, charter schools are accountable for demonstrating high performance in accordance with the school's Accountability Plan, and PCSB performance standards as stated in the Charter Review Framework. Failure to do so could result in charter revocation.

The PCSB conducts on-going monitoring and programmatic oversight, including Self Study and Program Development Reviews to assess the extent of programmatic implementation, and the quality of the school's instructional programs as it relates to student achievement and performance outcomes.

TASKS

School Program Review Consultants will be organized into school review teams consisting of three to five members to conduct a Self Study or Program Development Review for thirty-two (32) PCSB charter schools during the 2005-2006 school year.

All consultants will be responsible for the following:

- a) Participating in an orientation to become familiar with the PCSB's monitoring review process and protocols.
- b) Reading materials pertaining to the school's instructional program and performance provided by the PCSB and the respective charter school leaders.
- c) Participating in on-site program review activities for a two-day period that include: class observations, meetings with school staff, the school's Board of Trustees, parents, and students, as well as meetings with Review Team Members and PCSB staff.
- d) Preparing and writing the Review Team's final report of findings and recommendations to be submitted to PCSB.

In addition, PCSB will select some consultants to act as Team Leaders for each school review team. Review Team Leaders will have the following additional responsibilities:

- a) Acting as the Review Team's liaison with PCSB staff and the primary facilitator of the Review Team's activities on-site.
- b) Convening a preliminary planning meeting with Review Team Members. The review preparation topics may include discussions of the school's background materials, PCSB's monitoring protocols, and assigning Review Team Members specific focus areas and duties while on-site at the Program Development or Self Study Review.
- c) Initiating and facilitating caucus sessions with Review Team Members and/or with PCSB staff during the school review to maintain the team's focus and clarify issues, as needed.
- d) Providing leadership for the preparation and completion of the Review Team Report.

Review Schedules

Program Development Review Schedule: Mid-November 2005 through February 2006.

Requires a commitment of 2 full consecutive days:

- One and a half days participating in on-site program review activities
- Half day report writing with school review team

Self Study Review Schedule: February & March 2006

Requires a commitment of 2 and a half consecutive days:

- Two full days of participating in on-site program review activities
- Half day report writing with school review team

Timeframe

The 2005-2006 Program Development Review and Self Study Review schedule begins mid-November 2005 and ends mid-March 2006.

The PCSB anticipates awarding contracts for School Program Review Consultants, i.e. Team Leaders and Team Members, by September 30, 2005.

Program Development Review and Self Study Review Orientations will take place monthly beginning in October 2005 through February 2006. School Program Review Consultants will be scheduled to attend an orientation prior to their respective school visit in consultation with PCSB staff.

Compensation

PCSB will award School Program Review Consultant contracts for a minimum of four schools. Compensation will range from:

- Program Development Reviews - \$3200 - \$5,000
- Self Study Review - \$4,000 - \$6,200

The variation in compensation rates is reflective of the consultant's role as a Team Leader or as a Team Member and the time requirements for the different school reviews.

Qualifications

The PCSB seeks consultants that possess the following:

- advanced degrees in education or business;
- specific areas of professional expertise may include: education administration, curriculum and instruction (development and implementation), business administration, special education, assessment, and professional development
- familiarity with early childhood, elementary, middle, and high school public school programs;

- familiarity with specialty schools/target populations: bilingual education, GED programs, adult education programs, art, technology, and at-risk youth programs;
- familiarity with charter schools and new school development;
- familiarity with various accountability measures used by charter schools;
- familiarity with NCLB – School Improvement Plans; and
- familiarity with non-profit and/or school governance

Proposal Contents and Deadline for Submission

Proposals should provide:

- evidence of the contractor's capabilities and experience with regard to each of the tasks and qualifications noted in this RFP; and
- a résumé or curriculum vita.

Proposals should not exceed 4 pages in length. Applicants should submit 3 print copies or electronic submissions (attention: ttroy@dcpubliccharter.com).

Proposals will be accepted until 5:00 p.m. on September 23, 2005.

Proposals should be sent to Tammi Thomas, Program Manager, District of Columbia Public Charter School Board, 3333 14th Street, N.W., Suite 210, Washington, DC 20010. Questions concerning the application should be submitted in writing to the same address, or faxed to 202-328-2661.

Office of the Secretary of the
District of Columbia

August 18, 2005

Notice is hereby given that the following named persons have been appointed as Notaries Public in and for the District of Columbia, effective on or after September 15, 2005.

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Barmore, Jr., Vernon T.	New	The Aspen Institute 1 Dupont Cir, NW #700 20036
Beed, Shunta	New	601 Edgewood St, NE #718 20017
Bianco, Madora	New	Kimpton Hotels 1315 16 th St, NW 20036
Boulware, Margaret C.	New	5120 Sargent Rd, NE #411 20017
Brown, Jennifer E.	New	Moore & Bruce 1072 Th Jeff St, NW 20007
Brubaker, Lee C.	New	Whitman-Walker Clinic 1407 S St, NW 20009
Bryant, Carlton E.	New	Hessler & Associates 729 15 th St, NW #200 20005

Budd, Gail D.	Rpt	A C S 1800 M St,NW 20036
Burriss, Joy A.	New	Curtin Law Roberson et al 1900 M St,NW#600 20036
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Croissette, Timothy	Rpt	Bank Fund Staff F C U 1818 H St,NW 20433
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Cunningham, Andrea	New	Kenyon & Kenyon 1500 K St,NW#700 20005
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