

CITY AND COUNTY OF SAN FRANCISCO
Department of the Environment Solar Monitoring System Grant
Grant Solicitation

Grant Solicitation Issue Date: March 31, 2011

Deadline to submit applications: May 31, 2011, 5:00 PM

The mission of the San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term wellbeing by developing innovative, practical and wide-ranging environmental programs in zero waste, toxics reduction, environmental justice, energy efficiency, renewable energy, commute alternatives, and urban forest. SF Environment fosters groundbreaking legislation and provides San Francisco residents, business and municipal departments with comprehensive and accessible information on a variety of practices. Its policies and programs serve as models for cities around the world.

SECTION I: ABOUT THE GRANT

The City and County of San Francisco has set a goal to achieve 100% renewable electricity and a 20% reduction in greenhouse gas emissions below 1990 levels. To move the City closer to these goals, SF Environment will assist schools in the City and County of San Francisco in the development of solar photovoltaic projects and disburse up to a total of \$15,000 to cover online monitoring system costs for new solar photovoltaic systems installed on school property. Individual grants will be limited to a maximum of \$7,500 per project. Grant funding will specifically cover the cost of the monitoring system and display equipment and one year of monitoring software service. Installation costs will not be covered. Grant funding will be awarded on a first come first served basis. Funds will be reserved when a school successfully enters into a contractual agreement with a solar integrator and released upon complete installation of the monitoring system and software. Grants are subject to the availability of funds. These solar projects will generate clean electricity on-site and provide a new learning tool for students.

SECTION II: GRANT PROCEDURES & GUIDELINES

Who can Apply – Schools operating within the City & County of San Francisco may apply.

Grant Types and Sizes – SF Environment will award full funding to qualified applicants until remaining funds are insufficient to cover system cost, at which time partial funding will be rewarded to final grantee. The individual grants awarded by the Renewable Energy Division will be limited to a maximum of \$7,500 per project. There is no minimum grant size. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, SF Environment retains the right to reallocate the grant funds.

Geographic Focus – This project must serve the City & County of San Francisco.

Application Format – Proposals should be no more than five (5) pages in length (including front and back), not including attachments. Proposals must be typed or computer generated in 12-point font. Applicants must submit one (1) electronic copy of the proposal to tyler.espinosa@sfgov.org. The applicant is solely responsible for delivering the application in an acceptable form by the deadline.

ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEPARTMENT BY 5:00 PM ON TUESDAY, MAY 31, 2011, WITHOUT EXCEPTIONS.

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process

Before the City can award any grant funds, the grantee must become an approved city vendor and meet Human Rights Commission (HRC) requirements. This process can be arduous and should be started as early as possible in the application process. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information on the HRC requirements and forms, please contact the HRC at 415-252-2500. Insurance requirements and copies of sample insurance certification forms can be obtained by contacting Rachel Buerkle at 415-355-3704 or downloading from http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/Insurance_Requirements.pdf.

Grant funding will be awarded on a first come first served basis, based on a school's successful entrance into a contractual agreement with a solar integrator and the availability of funds. Grant funding will specifically cover the cost of the monitoring system and display equipment and one year of monitoring software service. Installation costs will not be covered. Applicants selected for grant funding will provide documentation to SF Environment that outlines the selected project bid, with specific details associated with monitoring system costs.

SF Environment's payment process for grants and contracts is generally cost-reimbursement. In the case of this particular grant, funds will be reserved when a school successfully enters into a contractual agreement with a solar integrator and can provide a cost estimate. The funds will be released upon complete installation of the monitoring system and software. SF Environment reserves the right to reallocate reserved funds if monitoring system and display equipment is not installed and invoiced by September 1, 2011.

Timeline for Project Selection:

- ◆ Schools to Solicit Request for Proposals or Individual Bids: Friday, April 1, 2011 – Friday, April 29, 2011
- ◆ Grant Applications Due: Tuesday, May 31, 2011, 5pm via email
- ◆ Evaluation of Applicants: June 1, 2011 – June 9, 2011
- ◆ Announcement of Proposed Grant Awards: June 10, 2011

For more information

Contact Tyler Espinoza at 415-355-3790 or tyler.espinoza@sfgov.org

SECTION III: Required Proposal Elements

- **Application Cover and Checklist**
Applications that do not include all required documents will lose points. See Appendix A.
- **Proposal Narrative (60 points total)**-should be no longer than 5 pages)
The narrative must include the following sections, and should provide specific details on how the applicant will meet the goals that are outlined in the grant solicitation.
 - **Project Summary (5 points)**-should be no longer than half of a page)
Briefly summarize the project, the amount being requested, the goals and objectives and project collaborators.
 - **Project Description (35 points)**
Provide a description of the project, including the goals, objectives and activities to be undertaken. Describe any co-benefits of your project such as workforce development, growing the "green collar" job sector, youth development, science education, etc. Describe how the project will be integrated into curriculum and contribute to energy education at the school (renewable energy, energy efficiency and/or energy conservation). All projects must include a plan to recognize and coordinate with SF Environment, so describe how you will accomplish this. Propose ideas for educational signage and materials to be offered near monitoring system display.

- **Qualifications (10 points)**
Describe your organization's environmental initiatives and past experience with energy-related projects. Identify key members of the project team, including those from the school and solar integrator, and briefly describe their position and role for this particular project.
- **Evaluation (10 points)**
Describe how the success of your project will be measured and tangible outcomes you expect to achieve. Identify both quantitative and qualitative results.

The following items will not be counted towards your 5-page limit:

- **Work Plan (25 points)**
Show that the project is well thought-out and includes construction milestones and deliverables in a feasible timeline. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task, specifically which organization(s) will be responsible for the installation of the monitoring system and display equipment, as well as the software service.
- **Budget Spreadsheet and Budget Narrative (15 points)**
Provide a monitoring system budget with a narrative description of each line item. Provide a total project budget that includes the amount requested from SF Environment.

Selection Process and Scoring

Written Proposals (100 points)

Written proposals will be evaluated by a selection committee on the basis of 100 possible points as identified above. Grants will be awarded on a first come first served basis, provided that the application meets all requirements.

Appendix A
Solar Monitoring System Grant Application Cover and Checklist

Name of Applicant/Organization: _____		
Street Address: _____	City: _____	Zip Code: _____
Contact Person and Title: _____		
Telephone: _____	Fax: _____	E-mail: _____

If you have a fiscal sponsor, please provide the following information:

Fiscal Sponsor: _____	Fiscal Sponsor's Budget: \$ _____
Contact Person: _____	Title: _____ Phone: _____

Total project budget, including all materials and labor: \$ _____	Total monitoring system budget materials \$ _____	Expected project length in months _____
Amount Requested from SF Environment : \$ _____		
Amount Received/Pending from other sources for project: \$ _____		
Projected kWh to be generated per year by project _____		Expected cost of power from PPA (\$/kWh): _____

Project Summary (50 words or less):

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:

<input type="checkbox"/>	A. Signed and scanned application cover and checklist (Appendix A)
<input type="checkbox"/>	B. Proposal narrative
<input type="checkbox"/>	C. Work plan
<input type="checkbox"/>	D. Project budget and narrative

I certify that the information in this application is true and correct.

Administrator (print)	Signature of Administrator	Date
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I certify that the Board of Directors or other governing board has approved the submission of this application.

Board President (print)	Signature of Board President	Date
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