

BACKGROUND & OVERVIEW

Energy Trust of Oregon's 2019 Net Zero Emerging Leaders Internship Grant opportunity will provide grant funding to a limited number of selected architecture firms, serving Oregon, in support of such firms' paid student internships. The grant funds would support internship work that helps the firm meet and track their progress towards tasks related to the firm's American Institute of Architects (AIA) 2030 Commitment, including tracking and reporting project activity through AIA's Design Data Exchange (DDx) platform.

Energy Trust's goals for the 2019 Net Zero Emerging Leaders Internship Grant funding support include:

- Assisting architecture firms in gaining additional insight on the energy performance of their building designs
- Enabling architecture firms to establish an AIA 2030 Commitment reporting infrastructure and resources for reporting across a portfolio of projects
- Promoting career development opportunities for emerging and future architecture professionals; architecture firm internships can provide students with an understanding of net-zero building design in Oregon as well as real-world experience with the firm's projects
- Encouraging architecture firms to use a diversity, equity, inclusion lens while weighing their intern candidates. For example, some candidates may have had fewer opportunities for career advancement or may represent a demographic that is not proportionally represented amongst professional architects. Using additional criteria in weighting candidates can enable the growth of diverse perspectives, infusing the local architectural industry so that future building designs may more likely meet the needs of all Oregonians
- Providing a forum for architecture firms' Net Zero Emerging Leaders interns to present, to each other and to the broader design community on the results of their internships, at a High-Performance Design Training event hosted by Energy Trust New Buildings

Energy Trust expects to award up to five grants, of up to \$6,000 each, to help selected architecture firms with their costs associated with implementing a paid, firm internship that would begin in January 2019 and end in April 2019. To apply, the firm must be located in, and designing buildings in Oregon, and must be an AIA 2030 Commitment signatory or become one by November 2018. See additional information below.

APPLICATION REVIEW AND SELECTION PROCESS

Interested architecture firms should submit a complete grant application, addressing all of the requested information outlined in the **Grant Application Submittal Materials** section below, to newbuildings@energytrust.org as a combined PDF by the close date of **October 12, 2018**. Following this deadline, complete grant applications will be reviewed and evaluated by an Energy Trust New Buildings review team and selected firms will be notified of their award.

The selected architecture firm(s) will be required to sign a written grant agreement with Energy Trust that details the terms and conditions for the grant funding. No award will be considered a commitment, and no obligations or legal relations shall exist between Energy Trust and any selected applicant until a final and binding written contract has been executed by and between Energy Trust and such selected applicant. Prolonged contract negotiations will not be undertaken; if it appears that contracting negotiations are not proceeding in a timely manner, Energy Trust may opt to terminate the discussions and select another applicant. Any party involved in these contracting discussions can terminate negotiations at any time and for any reason.

Timeline

The 2019 Net Zero Emerging Leaders Internship Grant opportunity will follow the schedule below, with potential modifications by Energy Trust:

- | | |
|--------------------------|--|
| • September 2018 | Grant applications call open |
| • October 12, 2018 | Grant applications call closes |
| • October 2018 | Selection decisions, grant award notifications and contracting |
| • November/December 2018 | Grantee firms complete their Net Zero Emerging Leaders internship selection and hiring process |
| • January 2019 | Grantee firms' Net Zero Emerging Leaders internship begins |
| • April 2019 | Grantee firms' Net Zero Emerging Leaders internship conclusion presentation |

Energy Trust of Oregon – New Buildings

100 SW Main Street, #1500, Portland, OR 97204
1.877.467.0930 **telephone** 503.961.7642 **fax**
newbuildings@energytrust.org **email**

Internship Grant Application

New Buildings | 2019 Net Zero Emerging Leaders Internship Grant

GRANT APPLICATION SUBMITTAL MATERIALS

Applications must be submitted, by the deadline indicated, to newbuildings@energytrust.org as a single, combined PDF. Please write using 12-point font, with one-inch margins. Applicant must clearly identify the application submission, in both the email subject line and in the document, as a *Net Zero Emerging Leaders Internship Grant Application*.

To inform your grant application, please see Energy Trust's goals for the grant and review the **Net Zero Emerging Leaders Internship Grant Expectations & Considerations** section below.

In the application, please provide the following details:

- Name and contact information for applicant architecture firm
- Grant amount requested, not to exceed a maximum of \$6,000
- Has your firm signed the AIA 2030 Commitment? Yes/No
 - If no, when does your firm plan to sign the AIA 2030 Commitment?
- Has your firm committed to reporting data in AIA's Design Data Exchange (DDx)? Yes/No
 - Did you report all the projects in your portfolio in 2018 for the 2017 reporting year? Yes/No
 - If no, please explain why.
 - If any, what approximate percentage of your portfolio of projects have you reported?
- How many of your firm's active projects in 2018 are located in Oregon?
 - What percentage does this represent of your firm's total 2018 active project work
- Does your firm have energy efficiency goals in its Sustainability Action Plan created as part of the 2030 Commitment? Yes/No
- If yes, does your firm consult those goals as part of the project design process?
- Explain in a page or less how your architecture firm could benefit from this grant opportunity:
 - Address challenges or obstacles that have prevented your firm's portfolio from being reported in DDx
 - Describe the criteria that your firm would use, if selected as a grant recipient, for selection of your paid intern
 - Describe your proposed internship management plan for supervising and evaluating the internship, if selected as a grant recipient, to provide your intern with direct management and training to engage with project information and have the tools and resources needed to successfully report project information to the DDx database.
 - List the types of AIA 2030 Commitment tasks the intern will be expected to perform, including DDx reporting, creating, or supporting, an internal infrastructure to streamline the reporting process for future projects.
 - Indicate your firm's anticipated costs for employing the intern during the paid 12-week internship hours, noting the hours per week your selected intern would be expected to work, including administrative costs if applicable. This cost total should equal your requested grant amount, not to exceed a maximum of \$6,000.

Application Call Closes: October 12, 2018

NET ZERO EMERGING LEADERS INTERNSHIP GRANT EXPECTATIONS & CONSIDERATIONS

Energy Trust will not play any role in a firm's selection or hiring of any intern associated with the Net Zero Emerging Leaders Internship Grant. Grant recipient firms will be solely responsible for hiring and supervising their paid intern, in conformance with all applicable laws and regulations, including without limitation all wage and hour laws.

The following Net Zero Emerging Leaders Internship Grant requirements are provided for consideration during the grant application process:

- The Net Zero Emerging Leaders Internship Grant opportunity is designed to provide career development opportunities for students pursuing a bachelor's or master's degree in architecture
- The approximately 12-week firm internship that is the subject of Energy Trust's Net Zero Emerging Leaders Internship Grant opportunity must be scheduled to begin in January 2019, which is designed to align with both the winter term for students and

Energy Trust of Oregon – New Buildings

100 SW Main Street, #1500, Portland, OR 97204
1.877.467.0930 **telephone** 503.961.7642 **fax**
newbuildings@energytrust.org **email**

the March 31, 2018 DDx portfolio submission due date, and end with a conclusion presentation at a New Buildings' hosted event in April 2019

- Energy Trust would expect that a grantee firm's Net Zero Emerging Leaders Internship Grant intern would work a minimum of 120 hours, approximately 10-15 hours per week, over the course of the internship under the supervision of a firm mentor on tasks associated with the firm's Oregon project portfolio and AIA 2030 Commitment
- The Net Zero Emerging Leaders Internship Grant will require that the firm's internship provide its intern with opportunities to develop familiarity with the firm's projects and AIA 2030 Commitment, by directly assisting with entries and updates of the firm's portfolio of Oregon projects into the DDx database by the March 31, 2019 for inclusion in the AIA annual report. Other tasks might include assisting the firm with drawing conclusions from data to inform the future design practices, or creating sustainability metrics and quantifying metrics around company goals as encouraged by the DDx Sustainability Action Plan requirement
- Energy Trust may facilitate 1-2 opportunities for Net Zero Emerging Leaders Internship Grant interns to meet with other Net Zero Emerging Leaders Internship Grant interns to discuss their internships and promote cross learning and would expect grantee firms to support that activity as part of their internship
- All firms receiving a Net Zero Emerging Leaders Internship Grant will be required to have their interns prepare and deliver a presentation at an event hosted by Energy Trust New Buildings, in April 2019, on the results of their Net Zero Emerging Leaders Internship Grant internships
- Energy Trust Net Zero Emerging Leaders Internship Grant funds will be dispersed to the grantee firm upon completion of all grant deliverables. Among other things, firms will be required to show that the firm's intern was employed and paid for their internship work at the firm and worked at least 120 hours during the internship, that the firm entered the full portfolio of Oregon projects into the DDx database by the March 31, 2019 due date, and that their intern presented at the April event
- All firms receiving Energy Trust Net Zero Emerging Leaders Internship Grants and their interns will be asked to complete a survey on the grant opportunity and internship to help inform Energy Trust Net Zero Emerging Leaders Grant offering in the future

GOVERNING TERMS AND CONDITIONS

By submitting a grant application, applicant represents that it is authorized to submit the application materials, all information provided in the application is true and correct, and applicant explicitly agrees to and accepts the governing provisions as set forth below and elsewhere in this document:

All materials submitted in response to this application shall become the property of Energy Trust and shall not be returned to the applicant. This application does not constitute an offer to enter into a contract with Energy Trust, nor does it commit Energy Trust to enter into a contract or similar undertaking with applicant. Energy Trust is not bound to enter into a contract with any qualified applicant. Energy Trust reserves the right to suspend or modify the terms of this application or application process at any time in its sole discretion. This includes without limitation the right to cancel or revise this application at any time, vary any timetable or schedule, add or change any application provision discussed herein, waive any nonconformity in submissions received, accept or reject any or all of the items in the submission, or award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest. No verbal agreement or conversation made or had at any time with any officer, agent, or employee of Energy Trust, nor any oral representation by such party shall add to, detract from, affect or modify the terms of the application, unless specifically included in a written addendum to this application issued by Energy Trust.

Applicant is solely responsible for its own expenses in preparing an application and for any subsequent negotiations. Energy Trust will not be liable to any applicant for any claims, whether for costs or damages incurred by the applicant in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever. Applicant waives any right it may have to bring any claim, whether in damages or equity, against Energy Trust, Energy Trust Board of Directors or any of Energy Trust's agents, employees or contractors, with respect to any matter arising out of any process associated with this application.

FOR MORE INFORMATION

Please visit <http://energytrust.org/pathtonetzero> or call 1.877.467.0930.

Energy Trust of Oregon – New Buildings

100 SW Main Street, #1500, Portland, OR 97204
1.877.467.0930 **telephone** 503.961.7642 **fax**
newbuildings@energytrust.org **email**