

District of Columbia
Department of Energy and Environment



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

Building Innovation Design Assistance
(Short name: Building Innovation Design Assistance)
RFA #2021-2101-USA

Publication Date: December 4, 2020

Application Deadline: January 11, 2021 at 4:30 p.m.

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TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 PURPOSE OF THE GRANTS	4
1.3 SOURCE OF FUNDS	5
1.4 COMPETITION FOR A GRANT AWARD.....	5
1.5 PROJECTS AND FUNDS AVAILABLE	5
TOTAL FUNDING AVAILABLE IS \$85,000.	5
1.6 ELIGIBILITY	5
1.7 DEFINITIONS	6
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 GENERAL TERMS AND CONDITIONS.....	6
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	7
1.12 DOEE’S AUTHORITY TO MAKE GRANTS	7
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	7
SECTION 2. SUBMISSION OF APPLICATION.....	8
2.1 RFA RELEASE DATE.....	8
2.2 ADDITIONAL RFA INFORMATION	8
2.3 APPLICATIONS: WHEN AND WHERE.....	8
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
SECTION 3. APPLICATION CONTENT.....	10
3.1 FORMAT.....	10
3.2 PROPOSAL CONTENT.....	10
3.3 WORK PLAN	14
3.4 REQUIRED DOCUMENTS.....	15
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	18
4.1 REVIEW PANEL	18
4.2 SCORING CRITERIA	18
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	18
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT	18
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS	19
6.1 REPORTING REQUIREMENTS	19
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	21

7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS	21
SECTION 8. CHECKLIST FOR APPLICANTS.....	26
APPENDICES.....	28
APPENDIX 1 – GENERAL TERMS AND CONDITIONS	28
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES	28
APPENDIX 3 – COVER SHEET	28
APPENDIX 4 – EXAMPLE OF GRANT BUDGET.....	28
APPENDIX 5 – POINTS FOR LOCAL ENTITIES	28

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicants”) for eligible building projects committed to pursuing net-zero energy which would benefit from early design assistance and/or measuring the embodied carbon associated with construction. Throughout the RFA the term “building projects” will be used to refer to new construction or substantial rehab construction projects that are currently in the design phase. The term “Project” will be used to refer to the applicant’s proposed grant project.

The following programs or offices of DOEE are administering this RFA: Urban Sustainability Administration (USA).

1.2 Purpose of the Grants

The purpose of these grants are to fund, early design assistance for a small number of building projects committed to pursuing net-zero energy (NZE), and to fund the analysis of the embodied carbon in building projects. Early, integrated design is essential to enable buildings to achieve deep energy efficiency but can be difficult to fund through existing building project budgets. NZE buildings are cleaner, more comfortable, and more affordable to operate than traditional buildings. The Clean Energy DC plan calls for NZE building codes by 2026. There is a small but growing number of NZE building projects in the District. Enabling more building projects to pursue NZE will provide more case studies and build the capacity of the building sector in advance of a statutory requirement. Similarly, the carbon emissions generated during the entire life cycle of a building, including resource extraction, manufacturing, transportation and end of life disposal represent a major unknown contribution to the greenhouse gasses driving climate change. Measuring this embodied carbon is the next frontier of green building policy but is not yet common practice. Enabling more building projects to analyze their embodied carbon content will help to build a collection of sample studies to help the private sector gain familiarity with Life Cycle Assessments and become familiar with best practices related to embodied carbon.

DOEE will fund multiple grants in each Project depending on the quality of applications received, but reserves the right to not fund either project. For example, if multiple high-quality Projects are received for net-zero design assistance and all of the Projects for embodied carbon score poorly, DOEE will fund only net-zero design assistance Projects. Each Project will be evaluated separately based on the scoring criteria in section 7 of the RFA. DOEE will only fund Projects located in the District of Columbia. While applicants may be physically based outside of the District, the building project itself must be located within the city.

1.3 Source of Funds

The source of funds for the grants is Green Building Fund.

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 most responsive proposal/s will be recommended for a 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 an Applicant responds to more than one project, it must do so in with a separate cover sheet (appendix 3), narrative, workplan, budget and budget narrative. Only one copy of all other corresponding documents is required.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Net Zero Design Assistance	up to \$20,000 per project
2	Embodied Carbon LCA Assistance	up to \$10,000 per project

Total funding available is \$85,000.

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith-based organizations;
- Government agencies;
- Universities/educational institutions; and
- Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

1.7 Definitions

District - The District of Columbia.

Grantee - The person provided a grant by the District, including a sub-grantee.

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

Writing - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

1.9 Grant Monitoring

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.10 General Terms and Conditions

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is December 4, 2020.

2.2 Additional RFA Information

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

The contact person for this RFA is Kathleen Berube.

2.3 Applications: When and Where

When: All applications must be received at the email address below by 4:30 p.m. on January 11, 2021

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

What: The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to greenbuildingrfa.grants@dc.gov formatted as a .pdf.

The Department will not receive faxed copies.

2.4 Award Announcement

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

2.5 Updates and Questions and Answers (Q & A)

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

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to greenbuildingrfa.grants@dc.gov with "RE: RFA 2021-2101-USA" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing

greenbuildingrfa.grants@dc.gov with the subject line “RE: RFA 2021-2101-USA – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) When printed the application is on 8 ½" x 11" paper with one-inch margins;
- (b) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description; and
- (c) Scan the document and all of the attachments as one file.

3.2 Proposal Content

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

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

(a) Cover Sheet

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

(b) Project Summary

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

(c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. If you are applying for more than one project, you will need to submit two separate narratives. As an exposition to the specific line items in the scoring rubric(s), state the following at the start of the proposal:

- (1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

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

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to

understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

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

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

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

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

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

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

6. Land purchases.

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

(d) Applicant

Only one copy of the following items are required, unless otherwise indicated

(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. If different personnel are going to be working on the different projects, submit separate resumes with each project. Make sure to clearly identify which staff will be working on which project.

(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. If different partners are going to be working on the different projects, submit separate letters of support with each project. Make sure to clearly identify which partner will be working on which project.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

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

iv. National Park Service

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

3.3 Work Plan

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

3.4 Required Documents

Only one copy of the following items is required.

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

(a) Certificate of Good Standing

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

(b) Certificate of Clean Hands

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

(c) Promises, Certifications, Assertions, and Assurances

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

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

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

(d) IRS W-9 Tax Form

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

(e) Tax Exemption Affirmation Letter

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

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

(f) Applicant’s Current Fiscal Year Budget

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

(g) Applicant’s Financial Statements

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

(h) Separation of Duties Policy

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

This statement should:

- Describe how financial transactions are handled and recorded;

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

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

Applicants must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOEE.

(j) Federally Negotiated Indirect Cost Rate Agreement

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

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the most responsive application for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions if Applicant Will Receive the Grant

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

(a) Certificate of Insurance

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

(b) Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

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

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

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

(b) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

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

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

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

The Mayor has pledged to make Washington DC carbon neutral and climate resilient by 2050 and has recommitted to honoring the goals of the Paris Climate Accord. In addition, the Sustainable DC 2.0 plan outlines a commitment to making the District the healthiest, greenest, and most livable city in the United States by the year 2032. Specific goals in the plan include the following:

- a. 50 % reduction of per capita energy consumption
- b. 50 % of District-wide energy from renewable energy sources
- c. 50 % reduction of District-wide greenhouse gas (GHG) emissions

The Clean Energy DC plan is the District's roadmap for cutting GHG emissions by 50% by 2032. It identifies what actions need to be taken between now and 2032 in our buildings, our energy infrastructure, and our transportation system.

In order to help achieve these goals, this grant provides financial support to multiple building projects committed to either NZE performance, assessing embodied carbon, or both. Once the Projects are completed, DOEE will gather information from the selected grantees on the strategies employed to replicate their success and help establish a baseline for embodied carbon in the District.

Project Period

The initial Project period is from the date of grant award through September 30, 2021. The grant may be extended based on the availability of funds, the grantee's performance, the capacity to maintain or increase the Project goals, and the District's needs.

Project Description

DOEE has a total of \$85,000 available for the Building Innovation Design Assistance Grants. Funds will be divided between multiple grant awards. Applicants can choose to apply for either or both Projects within the RFA. Up to \$20,000 can be awarded for Net-Zero Energy Project Design Assistance and up to \$10,000 can be awarded for Embodied Carbon Life Cycle Assessment (LCA) Assistance. DOEE anticipates awarding multiple Projects, ranging in size between \$10,000 and \$30,000.

Project Descriptions

Project Number

1

Project Name

Net-Zero Energy Project Design Assistance: \$20,000

Introduction

Building energy consumption accounts for nearly 75% of GHG emissions in the District, therefore reducing building energy use is a central focus of the District's efforts. To that end, Clean Energy DC calls for requiring net-zero energy standards for all new construction and major retrofit building projects by 2026.

An NZE building is an extremely energy-efficient building that is designed and operated to produce as much energy as it consumes over the course of the year. The steps to achieve NZE are different from a traditional building development process. NZE buildings prioritize strategies that reduce energy consumption, ensure occupant comfort, increase operational savings, and extend the life of mechanical and lighting systems. Given the technological and market advances in the last several years, high performance and NZE buildings do not always cost more to build than more traditionally designed buildings. Cost-effectiveness is especially true when energy efficiency and integration of renewable energy systems is prioritized early in the design process. Early design consideration is critical to achieving a successful and cost-effective NZE.

The grant will allow building projects to achieve their NZE performance goals through early design assistance. Applicants will describe their NZE building project, performance goals, and development stage, and propose a plan for up to \$20,000 in early design assistance to support their pursuit of NZE performance. New construction or major renovation of all types and sizes are eligible to apply, however the potential impact of the grant award on reducing GHG reductions, advancing social equity, and the availability of matching funds will be considered during the selection process.

Examples of this assistance include, but are not limited to:

1. An NZE integrated design charrette,
2. Early, iterative energy modeling,
3. On-site renewable energy opportunity analysis,
4. Early engagement with a commissioning agent, or
5. Lifecycle cost analysis.

Applicants shall demonstrate their commitment to the pursuit of NZE, but will not be held liable should they fall short of ultimately achieving NZE performance. Applicants will propose a Project plan outlining the scope of the design assistance requested and a schedule for implementation. The strategies employed as part of the grant program must be completed prior to September 30, 2021. The building project itself does not need to be complete by this time. Development of the final Project plan will be a collaborative effort between DOEE and the grantee.

Project Outcomes

1. Support the design and construction of more NZE buildings in the District to be utilized as case studies in advance of planned 2026 code requirements.
2. Build the capacity of the building sector to successfully and cost-effectively develop NZE buildings in the District.
3. Identify the early design needs for successful NZE building projects.

Deliverables

1. Project work plan outlining the scope of the design assistance and schedule before further work begins.
2. Monthly status reports discussing actions taken, progress, and next steps.
3. Documentation of the design assistance provided.
4. Analysis of the most effective early design strategies for successful NZE building projects.
5. Contribution towards a case study, likely to be created by DOEE staff or another outside partner, that highlights specific details of the analysis conducted, the Project team involved, results, and planned next steps.

Scoring Criteria

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Demonstrates a clear utilization plan for the grant award in pursuit of NZE performance that is comprehensive and feasible for completing the Project within the Project period.	25
Clearly demonstrates how the Project will achieve NZE performance and an understanding of NZE concepts.	20
Provides a clear and reasonable budget, and budget narrative, for accomplishing the stated goals.	15
Demonstrates that the applicant's team has the necessary qualifications, experience, education, training, and technical capability to complete a successful NZE building project.	15
Budget leverages matching funds in support of the NZE work plan.	10
Project represents the greatest potential greenhouse gas emissions reductions as compared to other applicants.	10
Project demonstrates how it will advance social equity in the District	5

Project 2 Number

Project 2 Name

Embodied Carbon Life Cycle Analysis (LCA) Assistance: \$10,000

Introduction

Embodied carbon must also be addressed to achieve the Mayor's carbon neutrality goals. Embodied carbon is the sum of all greenhouse gas emissions resulting from construction of buildings, including materials and construction activities. It is estimated that 23% of the world's GHG emissions result from construction. The majority of these emissions are associated with the production and use of concrete and steel. An important first step in addressing embodied carbon is understanding the current amount of carbon emissions associated with the construction of the District's buildings. Life Cycle Assessments (LCAs) are an effective tool used to measure the embodied carbon of a building. Early design consideration is critical to cost-effectively minimizing embodied carbon.

The grant will allow building project teams to achieve their goals of assessing embodied carbon through early design assistance. Applicants will describe their building project, embodied carbon goals and development stage, and propose a plan for up to \$10,000 in early design assistance to support assessing and reducing embodied carbon. All new construction or major renovation building projects actively in design are eligible to apply. Previously completed, or building projects under construction will not be considered for funding. The likelihood that the LCA results will impact development decisions, how the Project will advance social equity, and the availability of matching funds will all be considered during the selection process.

Examples of this assistance include, but are not limited to:

1. Pre-LCA preparatory work,
2. Selecting an LCA tool and practitioner,
3. Running the LCA, and, or
4. Interpreting results and recommending strategies to reduce embodied carbon

Applicants shall demonstrate their commitment to analyzing the embodied carbon of the building project and outline a potential plan to reduce embodied carbon. Applicants are encouraged to utilize the results of the LCA in order to reduce embodied carbon, but will not be held liable should they choose not to. Applicants will propose a Project plan outlining the scope of the design assistance requested and schedule for implementation. The strategies employed as part of the grant program must be completed prior to September 30, 2021. The building project itself does not need to be complete by this time. Development of the final Project plan will be a collaborative effort between DOEE and the grantee.

Project Outcomes

1. Build the capacity of the development community to conduct LCAs.

2. Begin to establish a baseline of embodied carbon in the District’s buildings.
3. Support future embodied carbon and carbon neutrality resources, policies and code development.

Project Outputs

1. Project work plan outlining the scope of the design assistance and schedule before further work begins.
2. Monthly status report discussing actions taken, progress and next steps.
3. Documentation of the embodied carbon content.
4. Analysis of the LCA process, including strategies for reducing embodied carbon and challenges faced.

Project Deliverables

1. Final narrative report summarizing the work completed, planned next steps, and an analysis of effectiveness of the activities undertaken in pursuit reducing embodied carbon.
2. Final copy of the Life Cycle Assessment.
3. Contribution towards a case study, likely to be created by DOEE staff or another outside partner, that highlights specific details of the analysis conducted, the Project team involved, results, and planned next steps

Scoring Criteria

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Provides a clear utilization plan for the grant award that demonstrates the ability to complete the LCA within the Project period.	25
Clearly demonstrates how the Project will complete the LCA and an understanding of embodied carbon concepts.	20
Provides a clear and reasonable budget, and budget narrative, for accomplishing the stated goals.	15
Demonstrates the applicant’s team has the necessary qualifications, experience, education, training, and technical capability to complete a LCA.	15
Budget leverages matching funds in support of the LCA work plan.	10
Likelihood that results of the LCA will impact design decisions.	10
Project demonstrates how it will advance social equity in the District.	5

SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, and budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include a valid Certificate of Clean Hands?	
11.	Does the application package include IRS W-9 Tax Form?	
12.	Does the application package include a Tax Exemption Affirmation Letter?	
13.	Does the application package include the applicant’s current fiscal	

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

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities