

District of Columbia
Department of Energy and Environment



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

Clean Energy DC Plan 2.0
(Short name: Clean Energy DC Plan 2.0)
RFA # 2022-2119EA

Publication Date: 2/11/2022

Application Deadline: 3/18/2022 at 11:59 p.m.

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goal of this Request for Applications (RFA) is to provide District residents, businesses, and government a clear set of actions they can take to reduce energy use and greenhouse gas emissions, and increase awareness on topics of energy, energy efficiency, and climate change. DOEE’s Energy Administration Policy and Compliance Division (PCD) will administer this RFA.

1.2 Purpose of the Grant

The purpose of this grant is to fund an eligible entity to develop, through a community-based process that engages and educates the public and relevant stakeholder groups, a new and updated clean energy plan for the District of Columbia (CEDC 2.0). CEDC 2.0 will have a clear set of actions that residents, businesses, and the government can take to reduce energy use, lower greenhouse gas emissions and increase carbon-free energy adoption. This process is intended to produce a transformational but actionable policy roadmap that decarbonizes the District of Columbia’s energy systems in the building, transportation, and energy sectors, and promotes the utilization of “naturally-occurring” renewable energy, renewable heating and cooling, passive energy, and other alternative clean energy sources. This grant provides an opportunity to “re-imagine” energy in the District, including how energy is managed, generated, consumed, stored, and measured.

CEDC 2.0 should help the District’s residents, businesses, and government realize the vision of being the “greenest, healthiest, most livable city” in the world by 2032. The plan should put forth a roadmap for the District to meet or exceed the city’s three primary 2032 energy goals:

- Reduce greenhouse gas emissions by 50% compared to 2006 levels
- Reduce energy use per capita by 50% compared to 2012 levels
- Increase the amount of renewable energy to 50% of energy supply

As part of this grant, the selected applicant is expected to do the following:

- develop, in collaboration with DOEE, a community-based process to engage and educate the public and relevant stakeholders through working groups, workshops, online engagement, or other methods;
- develop a policy roadmap with specific goals, policies, strategies, agency and D.C. Government actions, incentives, and financing mechanisms and other proposals for implementation;
- identify, define, measure, and track naturally-occurring energy resources;
- model the different pathways or scenarios that achieve city-wide energy and climate goals; and
- create and deliver a final, interactive plan.

1.3 Source of Funds

The source of funds for the grant is Renewable Energy Development Fund (REDF), D.C. Code § 34–1436.

1.4 Competition for a Grant

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 application/s will be recommended for a grant.

Specifically, an award 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 more than one application with different projects. If an Applicant responds with more than one project, it must do so in a separate proposal and submit all corresponding required documents.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
Clean Energy DC Plan 2.0	\$450,000

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 material conditions stated in its application. Ineligible applicants or applications will not be considered for review.

A material condition can be an eligibility condition or it can be some other condition that a reasonable DOEE evaluator would conclude is necessary to the Applicant's carrying out the proposed project.

For instance, an Applicant's nonprofit status was a condition of eligibility and the Applicant lost its nonprofit tax status. That would be a material change in condition, and would require immediate communication. Another example: Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant, and then these staff leave. The Applicant must immediately inform DOEE, and follow up in writing.

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 expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion. (*See* Parts 3.2(6)(A), 6.2; Appendix 1 Paragraph 10.g)

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 COVID-19 Vaccination Certification Requirement

The grantee(s) selected in response to this Request for Applications is/are required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

1.11 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 appearing in Appendix 1.

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

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

1.13 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.

1.14 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 2/11/2022.

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 Jamie Donovan.

2.3 Applications: When and Where

When: All applications must be received at the email address below by 11:59 p.m. on 3/18/2022

An application 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. A late or incomplete application 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 cedcrfa.grants@dc.gov formatted as a .pdf.

DOEE 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 cedcrfa.grants@dc.gov with "RE: RFA 2022-2119EA" 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 cedcrfa.grants@dc.gov with the subject line "RE: RFA 2022-2119EA – 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 cutoff date for receipt of any questions is one week prior to the application deadline.

SECTION 3. APPLICATION CONTENT

3.1 Format

An application must be formatted as follows:

- (a) When printed the application would appear 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 Application Content

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

(Note: Before drafting the application, 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 the project. Please place the summary on the cover page (see Appendix 3). DOEE will not count this cover page as part of the 10-page application limit.

(c) Project Description

Organize the Application’s 10-page section of your application in sections that follow the order of the criteria of the scoring box of Section 7. The review panel will seek an explanation of the following as they evaluate your application:

(1) Goals and Objectives

State how: (a) this project will benefit the environmental goal(s) described in Section 7, and (b) the goal(s) this project will advance. Typically a goal is long-term and diffuse. An objective is specific, and it will be discrete and identifiable. A project with one goal may have more than one objective. For example: The goal of a grant might be clean District rivers. Objectives of the application might be: implement a citywide recycling campaign; install trash traps.

(2) Target Audience

Identify the target audience. Whom will this project engage? Whom will this project benefit and how?

(3) Project Activities, Outputs, and Outcomes

Connect the funded activities to quantifiable outputs that produce desired outcomes. DOEE prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded.

Activities describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. For example: “20 community members will participate in a single two-hour-long workshop. There will be a total of 10 workshops. The workshops will take place at community centers in the evening after typical workday hours.”

An **output** is a short-term quantifiable result that one or more activities achieve. DOEE will measure the outputs in order to determine if the grantee successfully implements the activities. For example: “At the end of the project period, 10 recycling workshops will be held, 200 community members will attend the workshops, and 25 social media posts will appear featuring information about recycling.”

A **project outcome** can be a short, medium, or long-term result. It can occur and/or continue during the project and after the project ends. It can be general in nature; or it can be quantifiable. A project can present multiple outcomes. Even if not quantifiable, DOEE may look for an outcome to show that the project is making progress toward achieving a goal.

For example: After several recycling workshops, this project will yield: (a) the Anacostia River will show substantially fewer floating recyclables by next spring, and (b) 60 % of workshop participants will increase their knowledge about where and what to recycle.

(4) 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.”

The budget will be the basis for DOEE’s later evaluation of the project and payment requests. DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

i. DOEE’s standard policy on reimbursements vs. advances

In the overwhelming majority of cases, DOEE’s policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (*See* Parts 1.8, and 6.2; Appendix 1 Section 10.g)

ii. Grantee matches and other contributions

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.

iii. Allowable and non-allowed expenditures

The Applicant must show 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.

iv. Applicant's indirect costs calculation

An Applicant may include its indirect costs in its budget calculation. (*See* the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
 - a. 10% of the grant's direct costs;
 - b. A new negotiated rate with DOEE;
 - c. The same indirect rate that it has used with any District agency in the past 2 years; or
 - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute required DOEE to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a *nonprofit* subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Appendix 1. General Terms & Conditions, Paragraph 15.f.)

Federal rules always control for federal funding. For federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.

(d) Applicant

(1) Organization

Describe the named Applicant's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. The Applicant can reference its website or attach an 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, subgrantees, or contractors.

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years. This should be included as a separate attachment and is not counted toward the 10 page narrative limit. Provide specific information including:

1. The grant(s) or contract(s) title;
2. The District agency/agencies;
3. The grant number(s), contract number(s), or other identifier(s);
4. The amount(s) paid; and
5. What was accomplished as a result of the funding(s).

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a "partnership" is informal, just a working arrangement. The "partners" may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these "partners" would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner's involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter, or scanned, the document should be written on
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the partner's letterhead, and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official's 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 an official of 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

Include a letter of intent from the collaborating organization(s) stating that it agrees 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, 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 a claimed tax exempt status.

iv. National Park Service - Exception

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 an email statement of intent.

3.3 Work Plan

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

3.4 Required Documents

Each of the following documents must be filed as part of the application 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 written 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

If the Applicant claims it is a nonprofit organization, the Applicant must prove its nonprofit status. The tax exemption affirmation letter should be provided. It 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 is 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:

1. Describe how financial transactions are handled and recorded;
2. Provide the names and titles of personnel involved in handling money;

3. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
4. Address other limits on staff and board members' handling of the organization's money.

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

The Applicant 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) Indirect Costs Rate Documentation

If the Applicant seeks a 10% indirect costs rate in its proposed budget, no special documentation is required. However, for another rate, include one of the following documents with the application:

1. Unexpired Federally Negotiated Indirect Cost Rate Agreement (NICRA);
2. DOEE negotiated agreement;
3. A letter from a District government agency, dated within the last two years stating the negotiated indirect cost rate; or
4. A letter from an independent CPA certifying the indirect cost rate was determined by the nonprofit organization's audited financial statements following OMB Uniform Guidance.

(k) Certified Business Enterprise Certificate

For grants funded by the Renewable Energy Development Fund, if the Applicant wants to qualify as a Certified Business Enterprise (CBE), the Applicant must submit a current District CBE certificate.

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 application.

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. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

4.2 Scoring Criteria

The reviewers score each application according to a list of criteria and the points available for each criterion. See Section 7.

The Applicant should read the grant description carefully to determine if matching funds or resources are required, or benefit from preference points.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions if Applicant Will Receive the Grant

Upon acceptance of DOEE's award of the grant, 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. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance. Ordinarily 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 receiving DOEE's Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.11. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

SECTION 6. REPORTING, PAYMENT, and OTHER 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 Notice. 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 Notice. 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 application. The template requires submission of data and analysis of the data.

6.2 Reimbursement of Project Expenditures, Advances, and Disbursement of Funds

DOEE will not reimburse the grantee for any work undertaken before DOEE awards the grant.

DOEE will reimburse the grantee only for expenditures incurred to perform work under the grant. Ordinarily DOEE pays out grant funds as reimbursements. Advances are exceptions; not the rule. 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 application** and explain why an advance payment is being requested. (*See* Parts 1.8, 3.2(c)(6)(A); Appendix 1 Section 10.g)

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. Ordinarily, there is no requirement for weekly or monthly invoicing. The grantee should submit each reimbursement request/invoice 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 timely, approved, supported grant invoices within 30 days after DOEE receives them.

DOEE may withhold up to the final 10% of a grant until all required activities have been completed, including receipt of the final report. The grantee should treat the prospect of such withholding as likely.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Name, Period, and Available Funds

Project Name

Clean Energy DC Plan 2.0

Introduction

The District is a national leader in environmental stewardship and has taken aggressive steps to mitigate its climate impact and adapt to a changing climate that will bring more dangerous heat waves, severe storms, and flooding. Recognizing the harms posed by climate change and the need to lead by example, the District created the Sustainable DC (SDC) Plan in 2013 that established, for the first time, clear and ambitious goals for reducing greenhouse gas (GHG) emissions and energy use. The SDC Plan set targets to reduce GHG emissions 50% by 2032, compared to a 2006 baseline; increase renewable energy 50% by 2032; and reduce energy use 50% by 2032, below 2012 levels.

The current Clean Energy DC (CEDC) Plan (“existing plan”), published in 2018, was developed to advance the SDC Plan’s climate and energy goals and served (and continues to serve) as both the District’s comprehensive energy plan and climate action plan. The District is required by statute (see D.C. Code § 8–171.04) to publish a comprehensive energy plan at regular intervals. The existing plan provided a roadmap of strategies and actions to achieve the 2032 GHG reduction target (while recognizing the plan would fall short of the renewable energy and energy efficiency goals), and laid the foundation for the deeper, longer-term change that carbon neutrality requires. By focusing on GHG reductions and setting a pathway for a carbon free DC, the existing plan represented a paradigm shift for how the city approached energy planning.

Historically, the District’s Energy Administration published a comprehensive energy plan on a regular basis to ensure the city had adequate energy resources and efficiency programs to maintain the current energy system. With its existing plan, by contrast, DOEE sought to put forward a vision for a decarbonized energy system of the future, with specific recommendations and next steps for realizing this vision.

The existing plan’s emphasis on action and reducing GHG emissions has proven remarkably successful. Following the adoption of the plan in 2018, the city drafted and passed the landmark Clean Energy Omnibus Amendment Act of 2018 (CEDC Act, D.C. Law 22-257). The CEDC Act represented one of the country’s most aggressive and impactful clean energy actions when it was signed and helped reinforce the District as a global leader in the fight against climate change. The CEDC Act turned the existing plan’s ideas into action, resulting in the following achievements, among others: a first-of-its-kind Building Energy Performance Standard (BEPS); 100% renewable electricity portfolio standard (RPS) by 2032; and new programs and goals for zero-emissions vehicles. Some of these initiatives, such as BEPS, have since been replicated in cities across the country, furthering the impact of the existing plan beyond the District’s borders.

At present, the city is in the process of completing other key planning documents to steer climate and low-carbon development efforts, including, among others: 1) Carbon Free DC (CFDC) which introduces and/or expands upon topics that are expected to be included in CEDC 2.0 such building electrification, peak demand management, and embodied carbon; 2) MoveDC, which covers transportation and mode shift strategies; and 3) the Transportation Electrification Roadmap (TER), which provides recommendations for expanding electric vehicle and infrastructure deployment.

Project Period

The project period begins on the date of DOEE’s Notice of Grant Award to the selected grantee and continues through September 30, 2023. This period may be extended for up to 3 years depending upon the performance of the grantee and/or the availability of funds.

Available Funding

\$450,000 This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

7.2 Project Description

Overview:

The purpose of this grant is to fund an eligible entity to develop, through a community-based process that engages and educates the public and relevant stakeholder groups, a clear set of actions residents, businesses and the government can take to reduce energy use, lower greenhouse gas emissions and increase carbon-free energy adoption. This process is intended to produce a transformational but actionable policy roadmap that decarbonizes the District of Columbia’s energy systems in the building, transportation, and energy sectors, and promotes the utilization of “naturally-occurring” renewable energy, renewable heating and cooling, passive energy, and other alternative clean energy sources.

The updated plan, CEDC 2.0, shall articulate what our energy future looks like, identify the key sectors that need to drive the change, and present a detailed policy roadmap for achieving the clean energy vision. CEDC 2.0 should seek to decarbonize the District’s energy, buildings, transportation, and other relevant sectors.

Ideal applicants will submit an application that reflects a technical approach to modeling policies with a strategy and timeline for engaging the public, local businesses, and technical experts in the development of the roadmap that will move the District from a fossil-fuel-based energy system to a carbon-free energy system.

Applicants are encouraged to consider the limitations of the existing CEDC plan and models, and propose innovative, economy-wide solutions in their applications. This may include proposing a different, more holistic framework for reducing the District’s energy use and emissions (e.g., adopting life-cycle emissions accounting or a circular economy framework).

The application should address the following components of CEDC 2.0:

Engagement and Education - CEDC 2.0 should be a community-based plan, and applicants should describe how they will engage key stakeholder groups and the public, particularly low-income, marginalized communities. Part of the engagement process will include educating and informing the public on the drivers of energy use and climate change, the impact of GHG emissions and pollution on the community, and strategies to address these challenges. Applicants should describe their engagement strategy, the engagement tools they might use, the constituencies they would want to involve, and how they view engagement within the broader context of developing a city-wide plan.

Vision and Framework - The existing plan established a deep carbonization framework that prioritizes GHG reductions and seeks to realize these reductions primarily by reducing energy use at commercial and multifamily buildings, purchasing renewable energy credits from out-of-state solar and wind energy generators while encouraging local solar deployment, and developing a more flexible, modern electric grid. Applicants are encouraged to describe, in their applications, the limitations and constraints of the current framework and their vision for a cutting-edge city climate and energy action plan,

Policy Roadmap - CEDC 2.0 shall provide a set of recommended goals, policies, agency actions, incentives and financing mechanisms and other proposals that District residents, businesses, and government can take to reduce energy use and GHG emissions in line with the city's 2032 energy goals. The CEDC 2.0 roadmap shall contain proposals for implementing the recommendations in the roadmap that can be carried out by order of the Mayor and through other District government actions, as specified in D.C. Code § 8-171.04(e)(5).

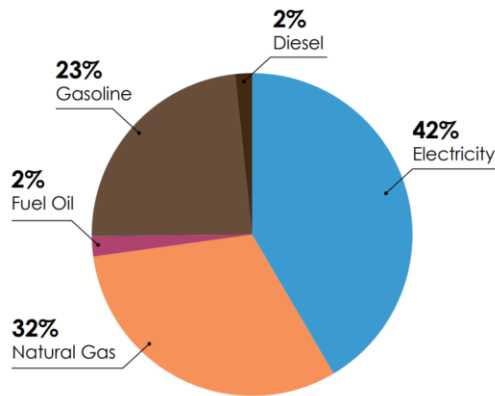
In their applications, eligible entities should describe any limitations of the current plan, and describe key sectors, policies, and technologies that should be considered in the development of CEDC 2.0. DOEE seeks applicants that have extensive knowledge of national or global best-practice and cutting-edge polices as well as an understanding of the District of Columbia's local regulatory environment. Applicants should describe their expertise and policy experience across the building, transportation, energy, and other sectors they deem relevant.

Ideal applicants will propose a methodology for identifying and prioritizing actions based on emissions reduction and energy reduction potential (identified in the technical analysis) and advancing equity, social, environmental, and economic benefits

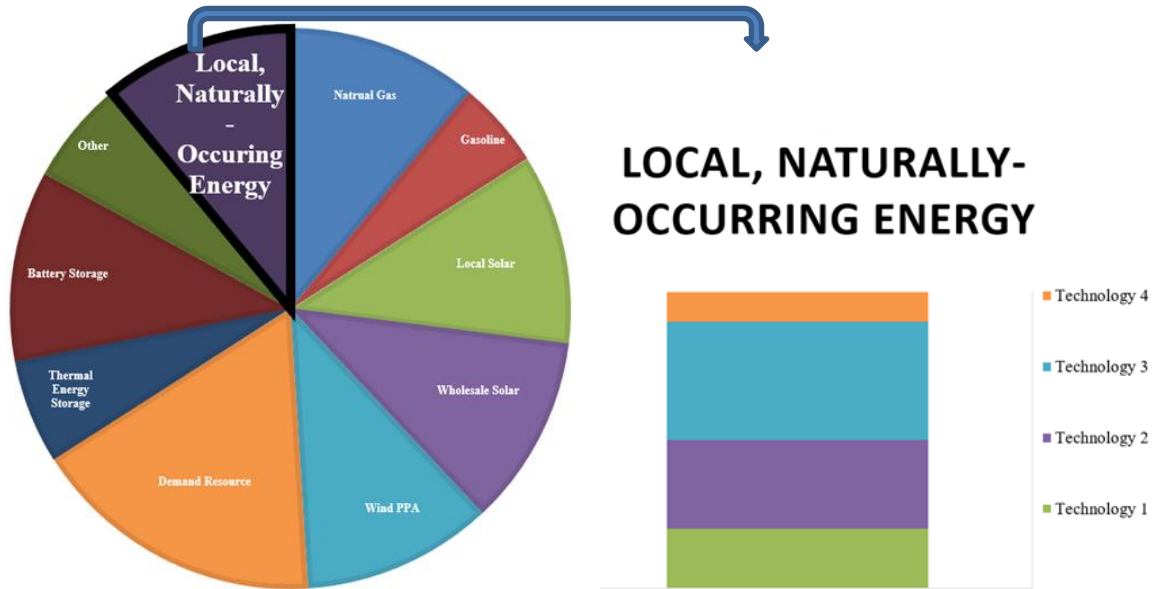
Define and Measure Naturally-Occurring Energy Resources- Applicants should propose how they will work with DOEE and key stakeholders to identify, define, measure, and track naturally-occurring energy resources such as passive energy, heat transfer, kinetic energy, active transportation, and others sources that are not usually considered or measured in conventional energy supply reporting.

Recognizing “naturally-occurring energy” remains an undefined and fluid term, which may cause confusion for the applicant, DOEE has provided a hypothetical scenario to illustrate how “naturally-occurring” energy sources and technologies could be incorporated into energy planning. However, the applicants will be responsible for defining, describing, and measuring naturally occurring energy.

Actual District of Columbia Energy Supply Pie (2015)



Example of Future Energy Supply Pie (NOT ACTUAL PROJECTIONS...for illustrative purposes only)



Technical Analysis - DOEE seeks applicants to propose a methodology to assess the potential pathways for the District to meet or exceed its 2032 goals. The technical assessment should consider policies and technologies across the building, energy, transportation, and other sectors to close the gap between the District’s current progress and the 2032 energy and GHG targets.

Applicants shall propose a methodology which identifies various pathways or scenarios and an analytical framework for considering relative implications on costs, economic opportunity, and equity among other factors. In order to inform the assessment, applicants should propose whom they will involve – such as District agency and other community stakeholders – in the assessment process, for example through technical working groups or other methods. Ideally the proposed assessment will leverage existing modeling completed for Carbon Free DC and Clean Energy DC (which will be provided to the awardee), as well as local, empirical data on the District’s building, energy, and transportation infrastructure and systems.

As the District is seeking innovative, out-side-the-box solutions, applicants are encouraged to describe in their applications their approach to modeling new or emerging concepts, such as naturally-occurring energy, that have not been widely modeled.

CEDC Online Platform - Applicants should propose how they intend to create and develop an online platform to engage the public, present relevant information and historic energy/GHG data, and, ultimately, host CEDC 2.0 as a “living plan” that will be updated throughout the life of the plan.

To ensure DOEE has the ability to maintain and update the website after the project period, the applicant should be aware of the following technical guidance: 1) The website must be hosted on DC government servers and be built on the ArcGIS ESRI platform as the District has a license for this platform and it is supported by the Office of the Chief Technology Officer (OCTO) (see the <https://movedc-dcgis.hub.arcgis.com/> for an example of how the District has utilized this software to develop its long-term transportation plan); 2) data visualization tools must be developed on Tableau as the District has a license for this platform and it is supported by the Office of the Chief Technology Officer (OCTO), or on another platform approved by DOEE.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Provide DC residents, businesses, and government a clear set of actions and policies they can take to reduce energy use and greenhouse gas emissions.
2. Increase awareness on topics of energy, energy efficiency, and climate change with the view to driving community action.
3. Increase transparency, accountability, and information access for energy/GHG initiatives, performance, and trends.

Project Outputs

1. New or updated vision and framework for decarbonizing the energy sector and economy.
2. Policy roadmap with recommendations and a complete list of near- and medium-term actions, and associated proposals for implementing the recommendations.
3. Engagement plan.
4. Modeling and technical analysis of pathways and scenarios for meeting the District’s GHG reduction goals and the impact of existing and proposed policies.

Interactive, accessible plan using an online platform.

Deliverables

1. Project work plan outlining the development and engagement schedule
2. Biweekly status reports discussing actions taken, progress, and next steps
3. Technical analysis of historic energy/GHG data and modeled projected reductions
4. Stakeholder engagement strategy, material, and timeline
5. A draft report for public engagement and review
6. Web version of the final report (government-hosted website with interactive graphics/tools, findings, and recommendations of the plan by sector, a summary of the plan, etc.)
7. PDF version of the final report

Application Scoring

Each Application will be scored according to the criteria below.

	Scoring Criteria	Points
1	Engagement and Education: Describes a convincing stakeholder engagement plan, including constituencies to be involved, the role of stakeholders in developing the plan, and engagement tools to be used.	15
2	Vision and Framework: Effectively demonstrates the limitations of the current framework and a vision for a cutting-edge city climate and energy action plan	10
3	Policy Roadmap-1: Identifies, at a high-level, key sectors, policies, and technologies to be consider in the development of CEDC 2.0 and the limitations or gaps in the current plan	10
4	Policy Roadmap-2: Demonstrates the applicant’s substantial knowledge of and experience with innovative policies and strategies for achieving deep decarbonization, climate action planning, and greenhouse gas emissions modeling across a range across of sectors.	10
5	Define and Measure Naturally-Occurring Energy Resources: Describes an effective and innovative plan for identifying, describing and modeling “naturally-occurring energy” such as local renewable energy, renewable heating and cooling, passive energy, and other alternative or non-conventional energy sources.	10
6	Technical Analysis: Demonstrates an effective methodology for assessing how the District will meet or exceed its 2032 goals and who will be involved in the process. Demonstrates the ability to model pathways across different sectors, such as transportation, energy, and buildings. Describes experience or approach to modeling policies or pathways that have not been widely modeled or adopted.	15

7	CEDC Online Platform: Demonstrates a plan to create and communicate CEDC2.0 through an online platform. Provides a vision for a data platform as part of the new website. Demonstrates expertise in developing web-based publications and tools.	10
8	Demonstrates a clear and reasonable budget, and budget narrative, for accomplishing goals.	10
9	Demonstrates a comprehensive and feasible plan for completing the project within the project period.	5
10	Demonstrates well qualified personnel are on applicant's team to carry out a complex project.	5
11	Local Entities: Applicant is a local entity as described in Appendix 5, Points for Local Entities.	5

Under D.C. Code § 34-1436(b)(1), grants for projects funded by the Renewable Energy Development Fund must be distributed in the following order:

1. To qualifying applicants that are a Certified Business Enterprise (CBE), as defined in D.C. Code § 2-218.02(1D).
2. To qualifying Non-CBE applicants.

A qualifying applicant is any applicant with a total score within five (5) percent of the highest scoring applicant, including points awarded to Local Entities, if any.

If DOEE determines that it will make an award based on the applications received, DOEE will select awardees using the following process:

1. If one or more non-CBE applicants has the highest score, and a CBE applicant's score is within five (5) percent of the highest score, the CBE applicant will be considered a qualifying applicant and will be selected for the award.
2. If a non-CBE applicant has the highest score, and a CBE applicant's score is more than five (5) percent lower than the highest score, the CBE applicant will not be considered a qualifying applicant and the non-CBE applicant will be selected for the award.

SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that you answer all of the questions below. In the column to the right, indicate Yes, No, or NA for “not applicable”. Submit this completed document as one of the first pages of your application.</p>		
1	Is the cover sheet (Appendix 3) completed and signed – and included as part of the application?	
2	Is the application from one entity, as the Applicant?	
3	Does the application include a Table of Contents?	
4	Is the named Applicant eligible for funding according to section 1.6 of the RFA?	
5	If project eligibility conditions appear in Section 1.6 of the RFA, does the project fit these conditions?	
6	Is the application formatted in accordance with section 3.1 of the RFA?	
7	Does the application include a project description and all of the information required for the scoring rubric that appears at the end of Section 7 of the RFA?	
8	Is there a numeric budget?	
9	Is there a budget narrative justifying each budget line item?	
10	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.2 subsection c.4 of the RFA?	
11	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
12	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
13	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	

14	Does the application package include a valid Certificate of Clean Hands?	
15	Does the application package include IRS W-9 Tax Form?	
16	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
17	Does the application package include the applicant's current fiscal year budget?	
18	Does the application package include the applicant's most recent audited or unaudited financial statements?	
19	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFA?	
20	If funded by Renewable Energy Development Fund (REDF) and the Applicant is seeking to qualify as a Certified Business Enterprise (CBE) is the current District CBE certificate included?	
21	Is the Applicant registered in the System for Award Management (SAM)?	
22	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
23	If applicable, does the application package include letters of support from other entities?	
24	If requested, does the application include resumes of key personnel mentioned in the application?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Grant Budget Template

Appendix 5 – Points for Local Entities

Appendix 6 – Insurance Requirements

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