**Question and Answer Document**

GreenWrench Expansion RFA

(RFA # 2019-1823-WPD)

1. **Where is the RFA Checklist located?**

The checklist for applicants is located in Section 8 of the RFA (pages 28 and 29).

1. **Is there a goal listed for the number of new shops that will be reached by this grant?**

Yes, 60 new shops.

1. **Does the curriculum need to be created by the vendor?**

Yes, the curriculum is a required deliverable that should be created by the grantee. An existing curriculum can be used so long as it is adapted to meet GreenWrench’s goals.

1. **Does DOEE want applicants to have previously developed case studies specific to this topic area?**

No, applicants do not have to have previously developed case studies specific to this topic area. However DOEE is seeking applicants with this knowledge, so if you have existing case studies or reports specific to automotive repair, it would be helpful to include a sample in your application. Example reports or case studies can be included as appendices.

1. **Can applicants partner with other organizations or hire consultants?**

Yes. We expect letters of support from all partners mentioned in the application.

1. **How long should the application be?**

The application can be a maximum of 10 pages long, excluding appendices. Documents such as your financial statements, résumés, and letters of support should be included as appendices and are not included in the 10-page limit.

1. **What additional documents must an applicant provide with their application?**

Please refer to Section 3.4 of the RFA for a detailed list and description of which documents are required. They include:

* 1. Certificate of Good Standing
  2. Promises, Certifications, Assertions, and Assurances – a copy of the first and final, signed page is required
  3. IRS W-9 Tax Form
  4. Tax Exemption Affirmation Letter, if appropriate
  5. Applicant’s Current Fiscal year Budget
  6. Applicant’s Financial Statements
  7. Separation of Duties Policy
  8. Evidence of registration in System for Award Management ([www.sam.gov](http://www.sam.gov)) – If the federal government shutdown impedes your ability to provide this evidence, please alert [GWE@dc.gov](mailto:GWE@dc.gov) to this fact when you submit your application.

1. **Are some aspects of this grant new?**

Yes. Some elements are new to the GreenWrench Technical Assistance Program, including educating mechanic students and product testing safer chemical alternatives. There currently is a grantee providing technical assistance on behalf of GreenWrench, and the grant is expected to be closed out prior to the start of this project. The committee reviewing applications does not include the staff responsible for managing that grantee. DOEE encourages you to apply.