

District of Columbia
District Department of the Environment



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

2015 Green Resident Engagement for Housing Sector
(Short name: Green Resident Engagement)
RFA # 2015-1512-USA

4/24/2015

**An Informational Conference Call and opportunity for Questions and Answers will
be held on 5/5/2015, at 3:00 p.m.**

The call in number is 877-784-3995; and Conference Code is: 3127831.

Application deadline: by 4:30 PM 5/29/2015

Government of the District of Columbia
District Department of the Environment
1200 First Street, NE 5th Floor
Washington, DC 20002
(202) 535-2600

DISTRICT
DEPARTMENT
OF THE
ENVIRONMENT



green forward

TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION 4

1.1 INTRODUCTION 4

1.2 PURPOSE OF THE GRANTS 4

1.3 SOURCE OF FUNDS 4

1.4 COMPETITION FOR A GRANT AWARD..... 4

1.5 PROJECTS AND FUNDS AVAILABLE 4

1.6 ELIGIBILITY 5

1.7 PERMISSIBLE USE OF GRANT FUNDS 5

1.8 GRANT MONITORING 5

1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES 5

1.10 DDOE’S AUTHORITY TO MAKE GRANTS 5

1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW 6

SECTION 2. SUBMISSION OF APPLICATION..... 7

2.1 RFA RELEASE DATE..... 7

2.2 OBTAINING A COPY OF THE RFA 7

2.3 APPLICATIONS: WHEN, WHAT, AND WHERE..... 7

2.4 AWARD ANNOUNCEMENT..... 8

2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)..... 8

2.6 DDOE CONTACTS 8

SECTION 3. APPLICATION CONTENT..... 9

3.1 FORMAT..... 9

3.2 COVER SHEET 9

3.3 PROPOSAL CONTENT..... 9

SECTION 4. REVIEW PANEL AND APPLICATION SCORING 14

4.1 REVIEW PANEL 14

4.2 SCORING CRITERIA 14

SECTION 5. FILING REQUIREMENTS 15

5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL 15

5.2 DOCUMENTS TO FILE IF DDOE NOTIFIES THAT IT WILL MAKE THE GRANT 18

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS 18

6.1 GRANT AWARD ADMINISTRATION..... 18

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING 21

7.1 PROJECT DESCRIPTIONS 21

APPENDICES..... 30

APPENDIX 1 – COVER SHEET 30

APPENDIX 2 - EXAMPLE OF GRANT BUDGET 30

APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”) 30

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (“DDOE”) is soliciting grant applications from eligible entities (called “Applicant”). The goal of this Request for Applications (RFA) are to support innovative solutions and overcome barriers to educate District residents, with a special focus on tenants of public and other multifamily housing, about green and sustainable practices in the District. The following programs or offices of DDOE are administering this RFA: URBAN SUSTAINABILITY ADMINISTRATION (USA).

1.2 Purpose of the Grants

The purpose of these grants is to meet the ambitious goals for recycling and energy and water efficiency set out in the District’s Sustainable DC Plan.

1.3 Source of Funds

The sources of funds for the grants are the Green Building Fund and Local District Funds.

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 proposal/s with the highest score/s will be awarded the 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 applicable.

1.5 Projects and Funds Available

DDOE seeks applications for:

Project Number	Project Number	Project Amount
1	Recycling Education for Public Housing Residents	\$50,000.00
2	Energy and Water Efficiency Competition for Multifamily Rental Housing	\$50,000.00

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;
- Government agencies
- Universities/educational institutions; and
- Private Enterprises.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially 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 DDOE in writing. Another example would be the loss of the organization’s nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DDOE 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.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

1.10 DDOE’s Authority to Make Grants

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the

DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 4/24/2015.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2015-1512-USA.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 5/29/2015.

An application will be dated and recorded temporarily as “received” until DDOE staff persons have reviewed it to see if it is complete. DDOE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy. The contents of the Application are specified, in Section 3.

The hard copies must be filed with DDOE at the following address:

District of Columbia Department of the Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2015-1512-USA

Email: The electronic copy should be sent to the following email address:
greenbuildingrfa.grants@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DDOE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DDOE Contacts. DDOE will publish updates and the Q & A regarding the RFA at www.ddoe.dc.gov. DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RE: RFA 2015-1512-USA – Add me to the email list."

DDOE will provide the same information by email at the same time the information is uploaded to the DDOE website. Hard copy updates will be available for pickup at DDOE's offices by appointment. DDOE will NOT mail out updates or Q&A materials.

The cut-off date for receipt of new questions shall be one week prior to the application deadline.

2.6 DDOE Contacts

DDOE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Email** a request to greenbuildingrfa.grants@dc.gov with RE: RFA 2015-1512-USA" in the subject line;
- (b) **In person** by making an appointment with (call Molly Simpson at (202) 834-0557 and mention this RFA by name); or
- (c) **Write** DDOE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Molly Simpson RE: RFA 2015-1512-USA on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DDOE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant’s team and why the Applicant can accomplish the proposed project.

- (a) **Present the summary of the project.**

After writing the proposal, and its details, the Applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

- (b) **Present the project in detail.**

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

- (1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

- (2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

- (3) Present the project outcomes, outputs, and activities.

DDOE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A ***project outcome*** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An output is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DDOE 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.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your narrative should explain each budget line item. 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. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled “Non-DDOE Match,” meaning the Applicant intends to provide the indicated resources, the “match,” and that the resources do not come from DDOE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. 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 by individuals must be valued at rates consistent with those which the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See “Allowable Costs” and “Non-Allowable Costs,” listed below. Please keep in mind that DDOE will require documentation for grant payments, and the entire grant will be subject to audit.

- (8) Be aware of allowable costs.

Allowable costs are those typical of operations:

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. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

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.

(c) Describe the Applicant.

(1) Describe the 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. For further information the Applicant can reference a website or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DDOE wants to know if an Applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be government agencies, nongovernmental organizations, companies or individuals. If a partner is involved in the project, the Applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

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.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DDOE staff. Whenever practicable each panel will have at least one person from outside of DDOE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, DDOE may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) Certificate of Good Standing

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) Promises, Certifications and Assurances Document

Each Applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to DDOE. Rather, DDOE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District’s agencies. DDOE defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DDOE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DDOE defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DDOE for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) 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 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: (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.*)

(e) Applicant’s current fiscal year budget

The Applicant must submit its full budget, including projected income, for the organization’s current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant’s financial statements

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

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/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 the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DDOE has experience with four cases:

1. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), then 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.

2. 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.

3. 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. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. 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.

DDOE will accept more informal statements generated by responsible NPS officials, including emails.

5.2 Documents to file if DDOE notifies that it will make the grant

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DDOE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE 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

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise DDOE of material changes since the filing of the application.

(c) System for Award Management (SAM) registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DDOE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DDOE has made its decision to grant an award.

(a) DDOE's announcement of award

DDOE's objective is to announce grant awards by at least six (6) weeks after the application due date.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	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, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DDOE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DDOE awards the grant.

DDOE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DDOE may advance funds at the beginning of the grant period. If the Applicant seeks an advance payment it must make the request in its proposal, and explain the request.

DDOE 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 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. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

DDOE will withhold the final ten percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Project Descriptions

The District Department of the Environment (DDOE) is seeking proposals for research, program development and implementation on each of two projects. One will develop and pilot a recycling education program for residents of the District of Columbia Housing Authority (DCHA). The other project will develop and manage an energy and water efficiency competition tailored to the specific needs of multifamily housing providers in the District of Columbia (the District).

Project #1, “Recycling Education for Public Housing Residents” is funded by local funds.

Project #2, “Energy and Water Efficiency Competition for Multifamily Rental Housing” is funded through the District’s Green Building Fund.

Project Number

1

Project Name

Recycling Education for Public Housing Residents

Introduction

The District’s [Sustainable DC Plan](#) set ambitious goals and targets for the city to create a more livable, healthy, and green Washington, DC. The plan’s waste reduction goals seek to reduce the volume of waste generated and to increase the citywide recycling rate.

In order to achieve these goals, the [Sustainable DC Plan](#) presents the following targets: 1) By 2032, send zero solid waste to landfills per year and reduce total waste generation by 15 percent; and 2) By 2032, achieve a total waste diversion rate (recycling, composting, and conversion) of 80 percent. As of 2010, only 21 percent of household waste was recycled in the District ([Sustainable DC Plan](#), p. 87). So much work needs to be done.

Increasing the diversion rate and decreasing the amount of trash that goes to landfills offers environmental, health, and economic benefits. The average cost of the haul and disposal of landfill waste is \$60 per ton, compared to \$25 per ton to haul and process recycling ([Sustainable DC Plan](#), p. 86).

As the District works to achieve the [Sustainable DC Plan](#) goals, resident education and outreach are critical to increasing the citywide recycling rate. As one of the District’s largest residential landlords, the District of Columbia Housing Authority (DCHA) can play a unique role in achieving these goals and targets.

Amount

This grant offers up to fifty thousand dollars (\$50,000), pending the availability of funds.

Project Period

The project must be completed by September 30, 2015.

Project Description

This first grant funds a project to develop and implement a recycling education program tailored to the diverse, low-income, and inter-generational population of District residents living in public housing. The project shall help the District meet the [Sustainable DC Plan](#) goal of increasing the city's waste diversion rate to 80 percent by 2032. Research has shown that recycling outreach and education assists residential communities in increasing their recycling rate.

Public housing in the District is managed by DCHA. The grantee will work with DCHA staff to ensure that the recycling education program complements the existing, broader resident engagement and sustainability programming at DCHA. DDOE staff will aid in this engagement by introducing the grantee to appropriate DCHA staff.

The project will start with a waste audit of a representative sample of family and senior properties in the DCHA portfolio. (For a full list of DCHA properties, see their [website](#)). All properties have recycling hauling. The project shall also identify diversion rates for recycling, related tenant and building management practices, and barriers to recycling implementation, including any infrastructure and communications issues.

The project shall propose a "Program Plan" – a comprehensive and multi-pronged recycling education and outreach initiative that encourages behavior change.

The project shall create an education and outreach toolkit for the Program Plan. All materials must be written in colloquial English and Spanish. DDOE will accept a customized version of one of the open source toolkits, like the "[Resident Engagement Training in a Box](#)" developed for Enterprise Green Communities.

In order to develop lasting benefits, the project shall create "train-the-trainer" materials to educate and engage residents after the project concludes.

DDOE and DCHA will approve each milestone of a work plan for this project. After DDOE approval, the project will implement a pilot project.

DDOE welcomes a team approach, incorporating multiple subject matter experts. If a team is proposed, the applicants should show how they will work together and who will take lead responsibility for project outputs. Applications that include a team must include a letter of participation from each partner.

OUTCOMES OF THIS PROJECT SHALL INCLUDE:

1. Increase in recycling education, so that DCHA residents know how to recycle, reduce their waste streams, and do so.
2. A reproducible program.

OUTPUTS OF THIS PROJECT SHALL INCLUDE:

1. A project work plan outlining the schedule. Development of this plan will be a collaborative effort between DDOE, DCHA, and the Grantee. This plan must be delivered to DDOE for approval before work can begin.
2. Biweekly status reports discussing actions taken, progress and next steps. (DDOE will accept either written or telephone/in person reports).
3. A waste audit in a representative sample of family and senior properties in the DCHA portfolio. At a minimum, this waste audit shall include one multifamily high-rise property, one family garden-style or townhome property, and one senior property. A report of the audit, including diversion rates for recycling, and the practices of tenants and building management shall be provided.
4. DCHA recommendation report. Written analysis outlining the opportunities and benefits for increasing the recycling rate within the DCHA portfolio shall be provided. Analysis shall include:
 - a. Presentation of quantified and quantifiable financial and environmental benefits to the District, DCHA, and residents.
 - b. Analysis of existing physical and educational barriers to recycling within DCHA properties.
 - c. Recommendations to improve recycling diversion rates.
6. A program plan. Comprehensive tenant recycling engagement and education program development shall be included. Program elements shall include a plan for resident engagement to deliver the training and distribute materials.
7. A recycling education and training toolkit. The toolkit shall contain all materials necessary to attract and train residents, from marketing through participant feedback. Materials shall be created in English and Spanish.

8. A pilot implementing the program plan. At a minimum two representative DCHA sites, one multifamily and one senior property, shall be included in the pilot. Pilot sites will be determined with input from DCHA and DDOE staff.
9. Recommendations for program evaluation so that the agency can determine how each future training changes behavior and alters the recycling diversion rate.
10. Final documentation of program design and implementation, including hardcopy and electronic final toolkit and electronic design files of all materials.
11. Two PowerPoint presentations highlighting results from the recycling initiative and program design, one for internal use inside DCHA and DDOE, and the other for public education use.

Scoring Criteria	Points
1. Demonstrates a great depth of expert knowledge and experience in commercial recycling practices in the District of Columbia, waste/recycling hauling operations, and waste audits.	20
2. Demonstrates the expert knowledge and experience to engage and educate a diverse resident population, particularly low-income seniors and families.	15
3. Demonstrates a great depth of expert knowledge and experience creating and implementing comprehensive behavior change campaigns, with an emphasis on sustainability.	15
4. Presents extensive experience in developing compelling messaging and marketing materials.	10
5. Demonstrates experience in executing professional quality graphic design, and provides examples.	10
6. Offers team members who will deliver an excellent project with this level of complexity.	10
7. Presents a clear and feasible schedule for project outputs.	10
8. Proposes a cost-effective project budget and reasonable justification for the use of the funds.	10
Additional Points: Pursuant of Section 4.2, preference points will be granted to an applicant with an active District-based business or District-based non-profit partner.	

Project Number

2

Project Name

Energy and Water Efficiency Competition for Multifamily Rental Housing

Introduction

This grant funds the development, management, and assessment of an energy and water efficiency competition for multifamily rental housing in the District that engages tenants and encourages behavior change. This competition will be designed to be voluntarily adopted by multifamily residential property owners and operators.

The intent of the project is to help the District meet the goals of the [Sustainable DC Plan](#), which aims to reduce by 2032 the District’s energy usage and greenhouse gas emissions by 50 percent and water usage by 40 percent. In order to achieve these goals, the District will need to incorporate even more robust efficiency strategies for energy and water use reductions.

In the District, residential energy use accounts for 20.6 percent of the city’s total energy consumption. At the same time, nearly 60 percent of households in the District are renters, with 41 percent in multifamily rental housing. According to a 2014 report authored by the National Housing Conference and Center for Housing Policy, “[The Housing Affordability Challenges of America’s Working Households](#),” one in four rental households in the District of Columbia is severely cost-burdened, spending at least half of household income on housing and utility costs combined (p. 6). Low-income households feel the utility cost burden more acutely, spending a higher percentage of their household income on energy and water.

One of the greatest ways to reduce these cost burdens is to decrease energy and water consumption, and research has shown that peer-to-peer competitions can influence personal behavior to help drive these reductions. A 2014 ACEEE white paper, “[Saving Energy with Neighborly Behavior: Energy Efficiency for Multifamily Renters and Homebuyers](#),” concluded that resident engagement programs that aim to reduce utility consumption result in savings of 4-to-12 percent on average (p.1).

As the District works to achieve the [Sustainable DC Plan](#)’s goals, targeted programs to reduce consumption in the multifamily rental sector are critical to energy and water reduction. Multi-pronged approaches are needed to assist this sector in achieving utility consumption reductions. For this project, the grantee must develop and manage an energy and water efficiency competition for multifamily rental housing.

Amount

This grant offers up to fifty thousand dollars (\$50,000), pending the availability of funds. Should DDOE analysis identify a need to build upon the content or program execution, the grant may be amended with additional funds, based on the availability of funds, the grantee’s performance, the

grantee's capacity to further the project goals, and the District's need for the project to be expanded.

Project Period

This is a three-phase, multi-year project. The District Department of the Environment (DDOE) has only identified funding for the first year and phase. The first phase of this project must be completed, with all outputs generated, by September 30, 2015. DDOE may extend the grant period following completion of the first phase.

Project Description

For this project, the grantee shall develop and manage an energy and water efficiency competition for multifamily rental housing. The program should focus on peer-to-peer engagement strategies that encourage community-wide participation and appeal to diverse and inter-generational populations. Likewise, the grantee shall design a program that can be voluntarily deployed by multifamily residential owners/operators who are interested in encouraging and incentivizing energy and water efficiency. The program should also be developed to engage the participation of two different types of multifamily rental residents – tenants who pay their own utilities and tenants with owner-paid utilities.

As metering configurations may vary by development and building type, the competition design must have the versatility to aggregate utility data at various scales to protect the anonymity of individual units. Thus a competition may be conducted between floors, between buildings, or between properties within a multifamily rental portfolio. In the District, this effort is made easier by data access laws and technology. Building owners can get [whole-building aggregated data from the electric and natural gas utilities](#), get monthly electricity data [electronically uploaded to ENERGY STAR Portfolio Manager](#), and access next-day [15-minute interval data for electricity in the Green Button](#) standard online as a download, or via an application program interface, or API.

Phase One

DDOE has identified funding only for Phase One of this project. In this phase, the grantee will engage in five activities: 1)Develop and administer a questionnaire to a selected sample of owner/operators of multifamily rental buildings that will help to inform the program design; 2)Produce a tenant engagement strategy toolkit that communicates the value of saving energy and water and encourages peer-to-peer competition; 3)Provide recommendations for the best technology and visualization tools for an energy and water efficiency competition for the multifamily rental sector; 4)Provide recommendations on potential sites to pilot the energy and water efficiency competition; and 5)Develop a strategic plan for the program, including an estimated budget for implementation.

To inform program design, the grantee shall develop and administer a questionnaire to a small representative sample of multifamily rental buildings in the District.

In addition, the grantee shall develop a tenant engagement strategy toolkit that communicates the value of saving energy and water and encourages peer-to-peer competition. Campaign materials shall be developed in a toolkit format and have a singular brand identity, but should be customizable so they can be administered by participating multifamily development owners/operators, and shall include supporting materials (templates available in print and web) to assist with marketing and messaging of utility consumption reduction competitions.

The grantee shall also provide recommendations for the best technology and visualization tools for a utility consumption reduction competition for the multifamily rental sector with reporting that is easily understood by the typical household and implemented by multifamily owners/operators. Research and analysis, including estimated budget for District-wide implementation, should be provided to evaluate existing web-based tools including [SkySpark](#), [Lucid](#), [EnergyScoreCards](#), [Wegowise](#) and others.

To inform the program's long-term development, a strategic plan shall be developed which includes program development within a 1-year and a 5-year timeframes and includes solutions for implementing a voluntary utility reduction competition for the multifamily rental sector in the District. This strategic plan will include an estimated budget.

Finally, within Phase One, the grantee shall recommend potential sites to pilot the utility consumption reduction competition for rental multifamily housing, including District of Columbia Housing Authority properties and other affordable housing developments within the District.

Phase Two

Upon DDOE's approval and the identification of additional funding, the grantee will pilot the energy and water efficiency competition program for multifamily rental housing that was designed in Phase One, which may include the use of web-based visualization tools. During Phase Two, the grantee shall also develop evaluation tools to assess the impact of the competition on utility consumption reduction among participants.

In addition, the grantee will continue to refine the tenant engagement strategy toolkit. This will include a strategic communications plan that displays how to continuously engage residents over the duration of the pilot competition. In Phase Two, the grantee shall also add to the toolkit a guide for the energy and water efficiency competition for rental housing owners and operators that provides detailed instructions on how to deploy the platform using their utility data inputs and tailor the comprehensive marketing campaign for their portfolios.

Phase Three

Upon successful completion of Phase Two, following the guidance as outlined in the strategic plan in Phase One, the program will deploy and manage the program across the District.

DDOE will be interested in reviewing proposals from either single entities, or, due to the different skill sets involved, a team. A team application should identify one lead applicant responsible for submitting the application and managing the work during the award period. Each team member must submit a letter of participation.

OUTCOMES OF THIS PROJECT SHALL INCLUDE:

1. Increase in energy and water efficiency education and outreach through a utility reduction competition, resulting in multifamily rental tenants changing their behavior and reducing their energy and water consumption.

OUTPUTS OF THIS PROJECT SHALL INCLUDE: (Phase One)

1. A project work plan outlining the schedule. Development of this plan will be a collaborative effort between DDOE and the Grantee. This plan must be delivered to DDOE for approval before work can begin.
2. Biweekly status reports discussing actions taken, progress and next steps. (DDOE will accept either written or telephone/in person reports).
3. A questionnaire to inform program design for a small representative sample of multifamily rental buildings in the District.
4. A comprehensive tenant engagement strategy toolkit that communicates the value of saving energy and water and encourages peer-to-peer competition
5. Recommendations for the best technology and visualization tools for an energy and water efficiency competition for multifamily rental sector with reporting that is easily understood by the typical household and implemented by multifamily owners/operators.
6. A strategic plan that includes program development within 1-year and 5-year timeframes and includes an estimated budget for the program.
7. Recommendations on potential sites to pilot the utility consumption reduction competition for rental multifamily housing.
8. Final documentation of program design and implementation, including hardcopy and electronic final toolkit and electronic design files of all materials.
9. Presentation of final recommendations for further program development and implementation in both a narrative report and two PowerPoint presentations, one for use within DDOE, the other for public outreach.

Scoring Criteria	Points
1. Demonstrates a great depth of expert knowledge and technical experience in energy and water efficiency and utility consumption reduction strategies in the multifamily residential market; particularly, an understanding of the split incentive and different motivations of renter vs. owner-paid utilities.	25
2. Demonstrates a great depth of expert knowledge and technical experience designing and implementing programs using web-based technology and complex, confidential data sets.	20
3. Demonstrates a great depth of expert knowledge and experience in creating and implementing comprehensive behavior change campaigns, with an emphasis on sustainability and cost-savings.	15
4. Demonstrates experience in executing professional quality graphic design, and provides examples.	10
5. Offers team members who will deliver an excellent project presenting this level of complexity.	10
6. Presents a clear and feasible schedule for project outputs.	10
Proposes a cost-effective project budget and reasonable justification for the use of the funds.	10
Additional Points: There are no additional points awarded for this grant.	

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DDOE’s website, the Applicant can download a .PDF version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)

Please review and sign this document, following the instructions in it.