

District of Columbia
Department of Energy and Environment



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

GreenWrench Technical Assistance Program Expansion
(Short name: GWE)
RFA # 2019-1823-WPD

Publication Date: 12/14/2018

Application Deadline: 1/21/2019 at 4:30pm

Government of the District of Columbia
Department of Energy and Environment
1200 First Street, NE
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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 “Applicants”). The goal of this Request for Applications (RFA) is to reduce land, air, and water pollution from District of Columbia auto body and repair shops by providing shops with the resources, knowledge, and encouragement needed to take action to reduce sources of pollution. The Watershed Protection Division (“WPD”) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of this grant is to seek an eligible entity to expand the Department of Energy and Environment’s (DOEE) GreenWrench Technical Assistance Program (“GreenWrench”) for automotive repair shops (“shops”). GreenWrench encourages the adoption of pollution prevention (P2) measures. This program expansion will enable the program to reach 60 additional shops with existing services and incorporate two new elements. These new elements include having shops try out and provide feedback on alternative products made out of safer chemicals and training technical school students on P2.

1.3 Source of Funds

The sources of funds for the grant are District of Columbia Stormwater Enterprise Fund and US Environmental Protection Agency Pollution Prevention Grant Program (RFA # EPA-HQ-OPPT-2018-001; CFDA 66.708).

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. If an Applicant responds to 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 Number	Project Name	Project Amount
1	GreenWrench Technical Assistance Program Expansion	\$173,000

1.6 Eligibility

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

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

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

An informational meeting/conference call and opportunity for question and answers will be held at 1200 First St NE, Room 612 on the following dates:

- Thursday, December 20, 2018 at 10:00 AM
- Monday, January 14, 2019 at 2:00 PM

The call number is 1 (866) 830-5784 and conference code is 6971510

1.7 Definitions

District - The District of Columbia.

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

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or

private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

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

1.8 Permissible Use of Grant Funds

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

1.9 Grant Monitoring

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

1.10 General Terms and Conditions

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

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

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

1.12 DOEE's Authority to Make Grants

DOEE has grant-making authority under:

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

- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is Friday, December 14, 2018.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2019-1823-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on Monday, January 21, 2019.

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

What: The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

Where: The paper copies must be filed with DOEE at the following address:

District of Columbia Department of Energy and Environment

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

Attn: RFA 2019-1823-WPD

Email an electronic copy, formatted as a .pdf file, to: GWE@dc.gov

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 GWE@dc.gov with "RE: RFA 2019-1823-WPD" 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 GWE@dc.gov with the subject line "RE: RFA 2019-1823-WPD – 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. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

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

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** GWE@dc.gov with "RE: RFA 2019-1823-WPD" in the subject line;
- (b) **In person** by making an appointment with (Clara Elias at (202) 645-4231 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Clara Elias RE: RFA 2019-1823-WPD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) 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
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

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

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

(a) Cover Sheet

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

(b) Project Summary

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

(c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

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

(6) Project Budget.

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

the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

Indirect costs may be included in the proposed budget to cover costs associated with common or joint objectives that cannot be attributed to a single project. Indirect costs typically cover costs associated with insurance, office space rental, utilities, and clerical and managerial staff salaries. If the applicant chooses to include indirect costs, the applicant must either provide documentation of a federally approved indirect cost rate (percentage) reflective of the proposed project period, or elect to use the 10% de minimis indirect cost rate, which is 10% of the project’s modified total direct cost (personnel costs and fringe benefits).¹

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

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate. DOEE expects the grantee to track any hours that participating shop employees and students spend on GreenWrench. Ideally, this time will translate into \$65,000 of in-kind contributions that DOEE can use as match for the EPA grant that is funding this project. Match will be calculated using the following hourly wage rates of \$44 for managers, \$28 for mechanics, and \$14 for students. (See Appendix 6 for details).

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

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

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;

¹ See EPA: Indirect Cost Guidance for Recipients of EPA Assistance Agreements. <https://www.epa.gov/grants/rain-2018-g02>

7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

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

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

(d) Applicant.

(1) Organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

(2) Key personnel.

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

(3) Past performance on District Grants/Contracts.

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;

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

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners.

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. 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.

iv. National Park Service

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

3.3 Work Plan

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

3.4 Required Documents

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

(a) Certificate of Good Standing

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

(b) 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.

(c) 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.

(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 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.*)

(e) 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.

(f) 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.

(g) Separation of Duties Policy

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that

already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

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

(h) System for Award Management (SAM) with federal government

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project 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.

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

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

The panel will recommend the top scorer for award of the grant.

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

4.2 Scoring Criteria

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

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

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

(a) Certificate of Insurance

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

(b) Assurance of Continued Truth and Accuracy

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

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

Quarter 1 (January - March):	April 10
Quarter 2 (April - June):	July 10
Quarter 3 (July - September):	October 10
Quarter 4 (October - December):	January 10

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

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

(b) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

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

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

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an

invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

GreenWrench Technical Assistance Program Expansion

Introduction

The Department of Energy and Environment (DOEE) works to control, prevent, and remediate land, air, and stormwater pollution in the District and its waterways. One important potential source of pollution is the automotive repair sector, which regularly performs work and handles toxic materials that can affect the District's water and air quality. This project will expand DOEE's GreenWrench Technical Assistance Program, a voluntary program that works with District automotive repair shops to reduce pollution.

Pollution prevention (P2) is defined as any practice that reduces, eliminates, or prevents pollution at its source, and is known as source reduction. P2 works by changing the way products are manufactured, used, or disposed of to minimize their toxicity, reduce how much is used, and/or lengthen how long they are used.

DOEE launched GreenWrench in the fall of 2017. The program provides a comprehensive P2 education program to auto body and repair shops ("shops") in the District of Columbia. The program consists of workshops, onsite technical assistance, quarterly Toolbox Newsletter, and a certification program. The program allows DOEE to provide a coordinated approach to influence practices at auto body and repair shops, and to offer a clear, unified message about how to reduce pollution through source reduction.

DOEE tracks the performance of GreenWrench, keeping data on the number of shops participating and the impact participation in the program has on the Environment. This data includes pounds of hazardous materials and emissions reduced, gallons of water saved, metric tons of carbon dioxide equivalents reduced (MTCO_{2e}), and dollars saved by implementing P2 best management practices (BMPs). The present program's data will be available to the grantee at the start of the grant period.

Project Period

The project period will begin on the date of the grant award until August 31, 2020. This period can be extended and additional funding provided, depending upon the performance of the grantee and the availability of funds.

Available Funding

\$173,000

7.2 Project Description

The GreenWrench Technical Assistance Program Expansion (GWE) will reach additional shops with services provided through GreenWrench, and expand services to give shops the opportunity to try out products that contain safer chemicals and train technical school students on automotive P2. GreenWrench uses community-based social marketing (CBSM) as its approach to shift behavior, encourage innovation, and foster industry engagement. CBSM uses information from psychology and social marketing techniques to foster sustainable behavior among a target audience, in this case owners, managers, and mechanics at shops in the District.

Presently GreenWrench targets automotive repair and body shops of all sizes that are located within the District of Columbia, and other shops that work on the exterior, mechanical, and other components of motor vehicles. While present “partners” are primarily private businesses and municipal facilities, the program is also open to universities and non-profits.

GreenWrench has four key elements: technical assistance visits, certification, workshops, and a newsletter. The grantee will be responsible for the technical assistance visits and certification portions of GreenWrench. DOEE is responsible for organizing and producing the automotive repair workshops and the Toolbox Newsletter. The grantee will provide case studies on shops participating in GreenWrench. Information on the present GreenWrench Program can be found at doee.dc.gov/service/greenwrench.

US Environmental Protection Agency (EPA) Pollution Prevention Grant Program ([EPA-HQ-OPPT-2018-001](#)²) provides a majority of the funding for this project (See Appendix 6 for DOEE’s application). As part of DOEE’s agreement with the EPA, the grantee will help DOEE meet the following goals as closely as possible.

In order to obtain the EPA’s grant for much of this work, DOEE proposed, and EPA approved, the following:

1. Provide technical assistance to shops.
 - a. On-site visits to shops that provide technical assistance in English, Spanish, and Amharic:
 - i. Work with 90 shops, including 30 existing and 60 new partners, to reduce sources of pollution.
 - ii. Create 60 shop-specific P2 Plans using DOEE P2 Plan Template for new partners identified in 1.b., just above.
 - b. Track and report on the P2 recommendations made during visits, which actions the shops implemented, and the cost savings and pollution reductions realized from the actions.
 - c. Provide to DOEE three to five case studies.
 - i. Each case study will be two to four pages long and describe the type of business, P2 actions implemented to address the problem, and the costs/benefits of the P2 actions that were implemented.

2 EPA Pollution Prevention Grant Program. <https://www.epa.gov/p2/grant-programs-pollution-prevention#p2grant>

2. Measure the impacts of the program, including reductions in the use of potential pollutants and cost-savings at participating shops. DOEE has developed a calculator to assist the grantee in converting actions into pollution load reductions.
 - a. Information collected during technical assistance visits that measures pollution reduction achieved by implementing actions identified in the P2 Plan. This information should allow the grantee to determine:
 - i. Pounds of hazardous materials and waste reduced
 - ii. Metric tons of carbon dioxide equivalents (MTCO₂e) reduced
 - iii. Gallons of water reduced
 - iv. Dollars saved from (i) – (iii)
3. Certify at least 40 businesses under the GreenWrench Certification program. Use the certification program that is currently under development and will be finalized by the time of this grant award.
 - a. Train at least 200 students, who are studying to be mechanics, on P2 practices and the importance of incorporating P2 into a mechanic's routine work, and evaluate the training's effectiveness.
4. Develop a curriculum to teach students about P2 and environmental regulations that pertain to District shops.
 - a. Create and use a before- and after- questionnaire to gauge students' knowledge of P2 and environmental regulations.
 - b. Use the curriculum to reach at least 200 students, and use before- and after- questionnaire to collect 400 responses (two per student).
5. Coordinate with shops to have them try out and provide feedback on products made with safer chemicals, such as non-lead wheel weights and water-based solvents. The applicant's budget can include the cost of providing safer chemical products free of charge to shops.
 - a. Work with at least 10 shops to try out and provide feedback on 12 alternative products made with safer chemicals.
 - b. Share results in a report that summarizes feedback from the shops and discusses the potential environmental benefits and costs.

DOEE will support the grantee in achieving these project deliverables by (1) providing a template pollution prevention plan (P2 Plan) to use when creating shop-specific P2 Plans, (2) providing outreach materials, such as flyers, giveaways such as pens, chamois, and tire pressure gauges, and posters, and (3) will support the grantee in marketing the program.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Partnering shops reduce pollution with source reduction by addressing energy and water use, material use, on-site practices, and control measures. Shops incorporate P2 Best Management Practices (BMPs) as standard operating procedures.
2. DOEE, partnering shops, and the public appreciate the impact GreenWrench has on the environment and on shop finances.

3. Auto body and repair shops improve their P2 efforts, are motivated to achieve continual improvement, and incorporate safer chemicals into their operations.
4. Students studying to be mechanics understand how and why they should implement P2 BMPs and comply with environmental regulations.

Project Outputs

Activity	Outputs
Budget	1. A report on any hours that participating shop employees and students spend on GreenWrench. Ideally, this will translate into \$65,000 of in-kind contributions that DOEE can use as match. (Match will be calculated using the following hourly wage rates of \$44 for managers, \$28 for mechanics, and \$14 for students.) (See Appendix 6 for details)
Technical assistance	2. New shops participate in the program 3. Site visits 4. Data on the amount of pollution reduced and money saved by implementing the program is collected. 5. Three to five case studies on how shops are implementing the program
Certification program	6. Shops are certified under the GreenWrench Certification program
Educate Mechanic Students	7. Workshops or presentations for 200 automotive technician students, with pre- and post- questionnaires
Safer Chemical Alternatives	8. Safer chemical alternatives are provided to at least 10 shops for free 9. Shops try out and provide feedback on how well the alternative products work 10. Report that summarizes feedback from the shops and discusses the potential environmental benefits and costs associated with switching to safer chemical alternatives

Deliverables

Activity	Deliverables
Budget	1. Documentation of the number of hours participating shop employees and students spent on GreenWrench during the project period
Technical assistance	2. List of “partners” 3. Shop-specific P2 Plans for participating shops 4. Log that tracks the number and duration of onsite visits 5. Data on the amount of pollution reduced measured, as

Activity	Deliverables
	<p>appropriate, in:</p> <ul style="list-style-type: none"> i. Pounds hazardous materials reduced, ii. MTCO₂e reduced, iii. Water gallons reduced, and iv. Dollars saved <p>6. Analysis of data that shows pollution reductions and money saved by implementing GreenWrench</p> <p>7. Three to five case studies on participating shops for an 18-month period</p>
Certification program	<p>8. Verified GreenWrench Certification worksheets</p> <p>9. List of annually certified shops that includes their name, address, contact information, and certification level</p>
Educate Mechanic Students	<p>10. P2 curriculum for students studying to be mechanics</p> <p>11. Pre and post questionnaire to gauge knowledge retention</p> <p>12. Sign-in sheets and completed pre/post surveys from workshops</p>
Safer Chemical Alternatives	<p>13. Feedback on safer chemical products by participating shops</p> <p>14. Report summarizing feedback from the shops and discussing potential environmental benefits and costs or cost savings associated with switching to safer chemical alternatives</p>

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
1. Reflects the ability to successfully develop and implement the GreenWrench Technical Assistance Program expansion.	5
2. Displays comprehensive knowledge of source reduction strategies for stormwater pollution, air pollution, hazardous materials, and energy use.	10
3. Shows comprehensive knowledge of land, air, and stormwater regulations that apply to District of Columbia automotive repair shops.	10
4. Provides strong evidence of the ability to recruit, retain, and build productive relationships with GreenWrench participants to achieve project goals.	15
5. Describes in-depth knowledge of and experience in providing technical assistance to automotive repair shops or similar businesses.	10
6. Demonstrates capacity to provide onsite technical assistance in languages other than English, especially Spanish and Amharic.	5
7. Illustrates a proficiency in effectively collecting and analyzing source reduction data.	10
8. Demonstrates ability to create reports and case studies that summarize data	10

Scoring Criteria	Points
in a clear and comprehensive manner.	
9. Describes ability to perform onsite technical visits throughout the District, including adequate administrative support, appropriate staffing levels, and sufficient transportation.	10
10. Presents an adequate and reasonable numeric budget and a clear and detailed budget narrative justifying the funds requested.	5
11. Presents a clear and detailed plan for tracking and reporting the time shop employees and students spend on GreenWrench, with the goal of translating in-kind hours into \$65,000 of matching funds.	10

SECTION 8. CHECKLIST FOR APPLICANTS

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

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

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities

Appendix 6 – DOEE Application to EPA Pollution Prevention Grant Program