

District of Columbia  
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR PARTNERS (RFP)**

Demonstrating the Performance of Heat Pump Water Heating in Multifamily Properties  
(Short name: Requesting Partner U.S. Department of Energy Grant)  
RFA # 2020-2027-USA

**Publication Date:** 9/4/2020

**Application Deadline:** 9/18/2020 at 4:30 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits applications from eligible entities (called “Applicants”). The goal of this Request for Partners (RFP) identify a collaborative partner for DOEE’s application to the United States Department of Energy’s (DOE) Building Technologies Proving Ground - Public Sector Field Validation funding opportunity announcement (FOA). The applicant selected through this process will be a subgrantee of DOEE, and serve as the “Partner”. Applications are requested to support evaluating and piloting the deployment of advanced, heat pump water heaters (HPWHs) in multifamily properties in the District of Columbia. Projects will only be funded if DOEE receives a grant for this work from DOE. The Urban Sustainability Administration (USA) of DOEE will administer this RFP.

### **1.2 Purpose of the Grants**

The purpose of this Request for a Partner is to present DOEE with a plan to pilot the deployment of advanced, heat pump water heaters (HPWHs) in multifamily properties in the District of Columbia. In order for the District to achieve its ambitious goal to be carbon neutral by 2050, buildings must phase out the use of fossil fuels for hot water. HPWHs offer a solution, but market penetration is only 2% nationally, representing a need for further testing and validation of their potential. Proposed projects should incorporate the following: assistance for property owners to identify appropriate advanced water heating technology that will save energy and operating costs; education to property managers to properly operate and maintain the new systems; a strategy for demonstrating results so the technology can be validated and utilized by other building owners; and an evaluation plan for measuring improved indoor air quality and occupant health due to the elimination of onsite fossil fuel combustion.

### **1.3 Source of Funds**

The grant funding associated with this RFP is contingent upon DOEE’s receipt of the maximum award of \$1,000,000 from DOE.

### **1.4 Competition for a Grant Award**

This RFP is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The most responsive proposal/s will be recommended for a grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if 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 Name	Project Amount
Demonstrating the Performance of Heat Pump Water Heating in Multifamily Properties	\$140,000

### 1.6 Eligibility

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

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

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

### 1.7 Definitions

**District** - The District of Columbia.

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

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

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

### **1.8 Permissible Use of Grant Funds**

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

### **1.9 Grant Monitoring**

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

### **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFP. 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 RFP.

### **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 RFP and Applicable Law**

If any requirement of this RFP 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 RFP Release Date**

The release date of this RFP is 9/4/2020.

### **2.2 Additional RFP Information**

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

The contact person for this RFP is Michael Feldman-Wiencek.

### **2.3 Applications: When and Where**

**When:** All applications must be received at the email address below by 4:30 p.m. on 9/18/2020.

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

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

The Department will not receive faxed copies.

### **2.4 Award Announcement**

DOEE expects to notify each Applicant in writing of its status within one to two weeks after the application due date. If DOEE is awarded a grant by DOE, a formal Grant Award Notification (GAN) will be sent six to twelve weeks after DOEE is notified of its success award and upon further review by requested documents from the partner.

### **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 RFP. Questions about the RFP should be sent to [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov) with “RE: RFA 2020-2027-USA” in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFP at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFP. A person can be put on the email list by immediately emailing [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov) with the subject line “RE: RFA 2020-2027-USA – Add me to the email list.”

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

The cut-off date for receipt of any questions is 11:59 p. m. on September 15, 2020. .

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

Proposals must be formatted as follows:

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

### 3.2 Proposal Content

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

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

#### (a) Cover Sheet

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

#### (b) Project Summary

Provide a brief one paragraph summary that explains 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 RFP. 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.”

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

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

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

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

Typical allowable costs are:

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

Non-Allowable costs include:

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

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

**(d) Applicant**

**(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 their resumes. The team members can be staff, volunteers or contractors. Resumes must be limited to one page.

**(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, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax exempt status.

iv. National Park Service

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

### **3.3 Work Plan**

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

### **3.4 Required Documents**

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

**(a) Certificate of Good Standing**

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

**(b) Certificate of Clean Hands**

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

**(c) Promises, Certifications, Assertions, and Assurances**

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

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

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

**(d) IRS W-9 Tax Form**

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

**(e) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return,

if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

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

**(f) Applicant's Current Fiscal Year Budget**

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

**(g) Applicant's Financial Statements**

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

**(h) System for Award Management (SAM) with Federal Government**

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

**(i) Federally Negotiated Indirect Cost Rate Agreement**

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

**(j) Draft letter of Commitment**

Applicants must include a draft letter of commitment no more than one page using Times New Roman typeface, a black font color, and a font size of 12 point or larger. The letter should speak to the organization's general level of participation being committed and what is being contributed as match.

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

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

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

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

### **4.2 Scoring Criteria**

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

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

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions if Applicant Will Receive the Grant**

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

#### **(a) Certificate of Insurance**

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

**(b) Assurance of Continued Truth and Accuracy**

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

**(d) 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.

**SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

**6.1 Reporting Requirements**

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

**(a) Quarterly Status Reports**

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

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

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

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

**(b) Final Report**

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

**6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

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

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

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

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

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

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Title and Available Funds**

#### **Project Name**

Demonstrating the Performance of Heat Pump Water Heating in Multifamily Properties

#### **Introduction**

Applications are requested for a project partner to support piloting the deployment and evaluation of advanced, heat pump water heaters (HPWHs) in multifamily properties in the District of Columbia.

This RFP is to identify collaborative partners for the United States Department of Energy's (DOE) Building Technologies Proving Ground - Public Sector Field Validation funding opportunity announcement, or "FOA".

#### **Project Period**

36 months, spanning from approximately January 2021 to approximately January 2024. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

#### **Available Funding**

\$140,000

### **7.2 Project Description**

District Department of Energy and Environment (DOEE) seeks to identify a collaborative partner for DOEE's application to the United States Department of Energy's Building Technologies Proving Ground – Public Sector Field Validation funding opportunity announcement.

Applications are requested for project partner(s) to support piloting HPWHs in multifamily properties in the District. DOEE is also partnering with DC Housing Authority (DCHA) on the DOE application and, if funded, DCHA will identify multifamily properties and install the HPWHs. Applicants must be willing to work collaboratively. For additional information on the requirements of the Building Technologies Proving Ground – Public Sector Field Validation funding opportunity announcement and project eligibility, see the full announcement at DOE's website (DE-FOA-0002324):

While a partnership is not an explicit requirement of the grant application, US DOE strongly encourages interdisciplinary and cross-sector teams that span organizational boundaries in order to enable and accelerate the achievement of scientific and technological outcomes that were previously viewed as extremely difficult, if not impossible.

The proposal should address the following:

1. A strategy to identify appropriate technology solutions and engage potential vendors.

2. A plan for educating property owners about advanced water heating technology that will save energy and operating costs and assist them in identifying appropriate systems for installation.
3. A proposed approach to providing operations and maintenance training to building managers.
4. A strategy to develop a research methodology that will guide the project's data collection, measurement and verification activities.
5. A strategy for disseminating results and supporting replication in the District and elsewhere.

### **7.3 Project Outcomes, Outputs, and Deliverables**

#### **Project Outcomes**

1. Lower energy costs for property owners and residents.
2. Improved indoor air quality for residents.
3. Reduced greenhouse gas emissions for selected properties.
4. Expanded knowledge and skills of property managers and building engineers.

#### **Project Outputs**

1. Engagement with HPWH vendors.
2. Selection of appropriate HPWH equipment.
3. Development of a research methodology and monitoring and verification plan to validate cost effectiveness and other benefits of HPWH technology.
4. Evaluation of performance data.
5. Summary of results and full report.
6. Dissemination of lessons learned to building professionals in the District and nationally.
7. Dissemination will aim to foster replication of successes and incorporate lessons learned in the market.
8. Provision of operations and maintenance training to building managers.

#### **Deliverables**

1. A research plan including data needs and a methodology for measurement and verification.
2. A report summarizing performance data lessons learned through the pilot.
3. PowerPoint, brochures, or other material used to disseminate lessons learned to building professionals.
4. Operations and maintenance training curriculum and associated educational materials.
5. Alternatives to meetings and trainings that will comply with the District's Mayor's then-current health emergency orders.

#### **Proposal Scoring**

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
A clear, ready-to-implement, and cost-effective plan for completing the project.	20
Demonstrated experience with measurement and verification of energy efficiency technologies and programs.	15
Robust experience working with advanced hot water technology vendor.	15
Applied knowledge of currently available heat pump water technology.	15
Demonstrated experience training building professionals how to operate and maintain high-performance energy efficient technology for long-term success.	10
Ability to disseminate results to building professionals in an informative and compelling format.	10
A reasonable budget and justification for the funds requested.	5
Ability to contribute to cost-share through relevant technological research already being performed.	5
Demonstrated success collaborating on complex, multi-year grant projects.	5

### SECTION 8. CHECKLIST FOR APPLICANTS

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.		
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 RFP?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFP?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFP?	
6.	Is a numeric budget, <b>and</b> 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 RFP?	

8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include a valid Certificate of Clean Hands?	
11.	Does the application package include IRS W-9 Tax Form?	
12.	Does the application package include a Tax Exemption Affirmation Letter?	
13.	Does the application package include the applicant's current fiscal year budget?	
14.	Does the application package include the applicant's most recent audited or unaudited financial statements?	
15.	Does the application package include a one page draft letter of commitment?	
16.	Is the applicant registered in the System for Award Management (SAM)?	
17.	If applicable, does the application package include letters of support from other entities?	
18.	Does the application include one page 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