

District of Columbia
Department of Energy and Environment



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

Building Community Capacity to Reduce Housing-Related Disparities in Childhood Lead
Exposure and Asthma
(Short name: Lead-Safe and Healthy Housing for DC Kids)
RFA # 2020-2016-LSHHD

Publication Date: 3/6/2020

Application Deadline: 4/6/2020 at 4:30 p.m.

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

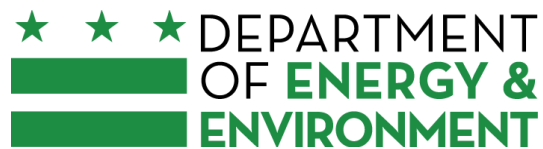


TABLE OF CONTENTS

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	5
1.6 ELIGIBILITY	5
1.7 DEFINITIONS	5
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 GENERAL TERMS AND CONDITIONS.....	7
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	7
1.12 DOE’s AUTHORITY TO MAKE GRANTS.....	7
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	8
SECTION 2. SUBMISSION OF APPLICATION.....	9
2.1 RFA RELEASE DATE.....	9
2.2 ADDITIONAL RFA INFORMATION	9
2.3 APPLICATIONS: WHEN, AND WHAT.....	9
2.4 AWARD ANNOUNCEMENT.....	9
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	9
SECTION 3. APPLICATION CONTENT.....	11
3.1 FORMAT.....	11
3.2 PROPOSAL CONTENT.....	11
3.3 WORK PLAN	15
3.4 REQUIRED DOCUMENTS.....	15
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	19
4.1 REVIEW PANEL	19
4.2 SCORING CRITERIA	19
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	19
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT	19
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS	20
6.1 REPORTING REQUIREMENTS	20
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	22
SECTION 8. CHECKLIST FOR APPLICANTS.....	27

APPENDICES..... 29

APPENDIX 1 – GENERAL TERMS AND CONDITIONS 29

APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES 29

APPENDIX 3 – COVER SHEET 29

APPENDIX 4 – EXAMPLE OF GRANT BUDGET 29

APPENDIX 5 – POINTS FOR LOCAL ENTITIES 29

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 propose ways build to community and workforce capacity to identify and mitigate health hazards in housing within the District of Columbia that place young children from low-income and minority households at greater risk for lead exposure, asthma, and other adverse health outcomes. Applicants will propose a solution for developing a capacity-building mechanism that collaborates with partners to strengthen community efforts to reduce environmental health disparities related to housing. The Lead-Safe and Healthy Housing Division, Environmental Services Administration (LSHHD) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of this grant is to build community and workforce capacity to address housing conditions in the District of Columbia associated with two serious pediatric health problems, lead exposure and asthma. Applicants will propose project objectives and activities to strengthen community and workforce capacity to identify and address health hazards in housing, with a strong focus on facilitating collaboration with multi-sector partners. A successful applicant will work with partners to develop a collaborative action plan outlining specific steps for advancing the project objectives including educating, training, mobilizing, and supporting key stakeholders to strengthen the community’s ability to reduce the presence of lead, mold, pests, and other home environmental hazards. The amount available is up to \$106,000. DOEE may award multiple grants.

1.3 Source of Funds

The source of funds for the grant is the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Childhood Lead Poisoning Prevention (CDFA Number 93.197).

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 Name	Project Amount
Building Community Capacity to Reduce Housing-Related Disparities in Childhood Lead Exposure and Asthma (Short name: Lead-Safe and Healthy Housing for DC Kids)	\$106,000

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 on 3/19/2020 at 2:00 p.m.

The location of the meeting will be:

1200 First ST NE
 Washington, DC 20002
 Fifth Floor

The call number is 1 (877) 680-0165 and conference code is 5498641

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.

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the Centers for Disease Control and Prevention (CDC), with a copy to the U.S. Department of Health and Human Services (HHS) Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the Department of Energy and Environment (DOEE; the prime applicant and recipient and pass-through entity) and HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC, HHS OIG, and DOEE at the following addresses:

Jenise Yawn, Grants Management Specialist
Centers for Disease Control and Prevention
Office of Grants Services
District at Chamblee

2939 Brandywine Road, Mail Stop TV2
Atlanta, GA 30341
Telephone: (770) 488-2720
Fax: (770) 488-2688 (Include Mandatory Grant Disclosures in subject line)
Email: koy5@cdc.gov (Include Mandatory Grant Disclosures in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue SW
Cohen Building, Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include Mandatory Grant Disclosures in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

AND

Lisa A. Gilmore, Branch Chief
Lead-Safe and Healthy Housing Division
Department of Energy and Environment
1200 First Street NE, 5th Floor
Washington, DC 20002
Telephone: (202) 535-2624
Fax: (202) 535-2607 (Include Mandatory Grant Disclosures in subject line)
Email: lisa.gilmore@dc.gov (Include Mandatory Grant Disclosures in subject line)

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 DOE’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 3/2/2020.

2.2 Additional RFA Information

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

The contact person for this RFA is Lisa Gilmore.

2.3 Applications: When, and What

When: All applications must be received at the email address below by 4:30 p.m. on 4/22/2020.

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 LeadandHealthyHousing.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 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 LeadandHealthyHousing.grants@dc.gov with "RE: RFA 2020-2016-LSHHD" 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

LeadandHealthyHousing.grants@dc.gov with the subject line “RE: RFA 2020-2016-LSHHD – 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.

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 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."

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 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, 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) 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

Applicants 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.

(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.

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 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.

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

Project Name

Building Community Capacity to Reduce Housing-Related Disparities in Childhood Lead Exposure and Asthma (Short name: Lead-Safe and Healthy Housing for DC Kids)

Introduction

The goal of this RFA is to build community and workforce capacity to identify and mitigate health hazards in housing within the District of Columbia that place young children from low-income and minority households at greater risk for lead exposure, asthma, and other adverse health outcomes. Applicant will propose a solution for developing a capacity-building mechanism, with partners, to strengthen community efforts to reduce environmental health disparities related to housing.

Total available funding for this project is \$106,000.

The following programs or offices of DOEE are administering this RFA: Lead-Safe and Healthy Housing Division, Environmental Services Administration.

Project Period

The grant period will run from the date of the award through September 29, 2020. This period can be extended and additional funding provided, depending upon the performance of the grantee and the availability of funds.

Project Description

The RFA builds on the priorities identified during DOEE's November 16, 2017 working conference, "Saving Lives, Futures, and Money with Healthy Housing: How Do We Get There." At the day-long conference, individuals from District agencies, organizations, and institutions involved in housing, health, social justice, child development, law, medicine, academia, and philanthropy discussed the latest research, exchanged information on available resources, and explored strategies for improving housing and related health outcomes.

Applicant will propose project objectives and activities to strengthen community and workforce capacity to identify and address health hazards in housing, with a strong focus on facilitating collaboration with multi-sector partners. A successful applicant will work with partners to develop a collaborative action plan outlining specific steps for advancing the project objectives. The project will also follow the recommendation of the Centers for Disease Control and Prevention to provide tailored training, education, and outreach to increase knowledge and awareness among the lay public, public health professionals, and other partners, stakeholders, and workforce members.

Examples of the types of activities that could be proposed under this RFA include:

1. Recruiting and engaging partners, such as non-government, grassroots, philanthropic, and faith-based organizations; housing, health care, legal, and financial service providers; professional associations; repair, renovation, and painting contractors; and academic institutions; and individuals from disproportionately affected communities. The process will develop a shared vision or mission, establishing goals and objectives, and brainstorm, prioritize, plan, implement, and/or evaluate interventions for childhood lead poisoning prevention and healthy homes.
2. Gathering input, exchanging information, and facilitating discussion with and among partners and other stakeholders. Tools to assist such communication may include face-to-face meetings, listening sessions, webinars, conference calls, emails, newsletters, file-sharing services (such as Dropbox, Google Drive, and Box), and online collaborative spaces (such as the District of Columbia Department of Health's Our Healthy DC at <https://ourhealthydc.org/>).
3. Developing a collaborative action plan detailing Specific, Measurable, Achievable, Relevant, and Time-Bound (S.M.A.R.T.) objectives and steps that will be taken by the Grantee and its partners to promote healthy housing and address disparities in childhood lead exposure and asthma. The plan may include a logic model depicting shared relationships among project resources, activities, outputs, outcomes, and impact.
4. Developing an evaluation plan for the project describing how success will be defined, how progress will be monitored, and how outputs and outcomes will be measured.
5. Conducting one or more conferences, workshops, webinars, or other forums to educate and engage partners and stakeholders in the District in addressing housing conditions that contribute to childhood lead exposure, asthma, and other housing-sensitive conditions.
6. Creating or strengthening collaborative referral networks or other strategies to deliver comprehensive services to improve housing conditions and related health outcomes for District residents.
7. Providing or promoting opportunities for training, licensing, or certification to enhance community and workforce capacity to identify and address health hazards in housing. Examples of existing training and licensing and certification courses for lead-safe and healthy housing are available from CDC, U.S. Environmental Protection Agency (EPA), U.S. Department of Housing and Urban Development (HUD), and DOEE. The National Healthy Homes Training Center and Network also offers relevant courses, such as *Launching a Healthy Homes Initiative*, *Basic Principles of Healthy Housing*, *Healthy Homes Assessment for Community Health Workers*, and its flagship, *Essentials for Healthy Homes Practitioners*.
8. Utilizing a validated tool to measure community and partner engagement, effectiveness, and satisfaction, such as the Center for the Advancement of Collaborative Strategies in

Health's *Partnership Self-Assessment Tool* at <http://www.nccmt.ca/knowledge-repositories/search/10>, and the Healthy People 2020's *Coalition Self-Assessment Tool* at <https://www.healthypeople.gov/sites/default/files/SelfAssessment.pdf>.

Grantee responsibilities include:

1. Providing DOEE a detailed proposed work plan within one (1) week after the grant award. The work plan should include a budget, present a timeline, describe the project's process, and identify milestones. Creating and maintaining the programmatic and financial records necessary to fulfill the program's reporting and audit responsibilities, and making such records available to DOEE and to other District government or federal government entities upon request and ensure that contractors and vendors follow protocol.
2. Communicating with DOEE as often as DOEE specifies, and, in particular, at the following stages:
 - a. Within one week after work plan approval;
 - b. Before finalizing development of a training curriculum or the selection of training course(s), if any;
 - c. Before finalizing the date and location for public events, such as conferences or workshops, if any;
 - d. Before conducting any data-gathering, evaluation, or research activities that might require human subjects protection and institutional review board approval; and
 - e. Before rolling out public communications.
3. Creating and maintaining proper program and financial records.
4. Providing reports.
5. Invoicing properly.
6. Following DOEE's standard requirements, including those for the DC Language Access Act and the use of DOEE's name.

Project Outcomes

There are four anticipated outcomes for this grant:

1. Improved partner engagement in activities to promote childhood lead poisoning prevention and healthy homes;
2. Partners and other stakeholders increase their knowledge and awareness of the importance of controlling and eliminating lead, environmental asthma triggers, and other housing-related health hazards; and
3. Relevant personnel, such as environmental and public health practitioners, rental property operations and maintenance staff, contractors, home visitors, and community health workers, trained in best practices for maintaining lead-safe and healthy housing.
4. Community and workforce members improve their knowledge and awareness of how to identify and address home health and safety hazards, particularly lead and environmental asthma triggers.

Project Outputs

1. At least three face-to-face meetings with collaborative partners;
2. At least 15 organizations, agencies, institutions, and other community stakeholders engaged in meetings and other collective project activities;
3. At least three individuals from affected communities (such as a parent of a child with lead poisoning or asthma, low-income tenant, resident council leader, or community health worker) engaged in the project process; and
4. At least 30 community and workforce members attend at least one educational or training.

Deliverables

1. Agenda, sign-in sheet, and summary of key points presented and/or discussed for each completed meeting, forum, training session, or other convening.
2. A written collaborative action plan, developed with input from partners.
3. Written report(s) summarizing results, findings, interpretations, conclusions, or recommendations derived through evaluation of project activities, such as degree of partner engagement, effectiveness, and satisfaction, or changes in knowledge of techniques for assessing and controlling lead and other housing-related health hazards.
4. Monthly status reports, including a summary of activities conducted; number and type of partners and other stakeholders engaged in each activity; and number and types of referrals made to relevant service providers since the preceding status report, as well as

any problems identified with the services, budget, or schedule, and remedial action planned.

5. A final report, including detailed project results that describe the extent to which project outcomes met or will meet the objectives of the funded proposal.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
A detailed accounting of the applicant's history of accomplishments that indicate excellent past performance in coordinating and evaluating community-based and/or multi-sector approaches to addressing health inequities.	25
A strong plan for engaging and collaborating with community partners to address the health, safety, social service, and/or housing needs and interests of vulnerable populations.	25
Demonstrated experience in and a successful plan for providing training and education opportunities for workforce and community development.	20
The proposed work plan is comprehensive and the timeline of activities reflects a realistic plan to achieve the required outcomes.	15
A reasonable, comprehensive, and justifiable budget and budget narrative in alignment with expenses outlined in the proposed budget.	15

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 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 or unaudited 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