

**Questions and Answers for  
Technical Assistance for RiverCents Automotive Pollution Prevention Program  
RFA # 2016-1611-SWMD**

- 1. What is included in the definition of automotive repair shops? Does this include any shop that does repairs such as a body shop or auto glass repair shop or is it limited to shops that perform oil changes and other under the hood work? Are car dealerships who have service centers on site included in this definition?*

For this RFA automotive repair shops are defined as auto body and mechanic shops that work to fix the exterior, mechanical, and other components of motor vehicles. This includes shops that do repairs such as body shops or glass repair shops. Car dealerships that have service centers on site are included in the definition. Taxicab, delivery, and similar companies that have service centers for their fleet vehicles are also included.

- 2. Are mobile mechanics included in the definition or does it have to be a stand-alone facility?*

Mobile mechanics are included in the definition of automotive repair shops so long as they conduct business within the District of Columbia.

- 3. Could the grant award winners visit sites to evaluate needs?*

Yes, this is part of the onsite technical visits element of the grant.

- 4. Does the certification program need to show progress?*

The goal of the certification program is to advertise the automotive repair shops' efforts to their customers and recognize their work to prevent pollution. Certainly we want to see repair shops make progress. We will be conducting market research to determine needs and motivating factors for joining both the technical assistance and certification programs. Motivation can also come in the form of bringing businesses into compliance and finding ways to save money.

- 5. Why the short turnaround on the RFA?*

DOEE has provided more than the usual month to apply to this RFA. The RFA was released on 12/9/2016, over a month ago, and the original RFA was released on 10/7/2016 before being recompeted. This is more time than the normal 30-day turnaround time that RFAs typically have.

6. *Was there an additional technical assistance meeting for this RFA?*

There were three meetings for this RFA. There was a public meeting on the original Technical Assistance RFA on 10/21/2016 and two meetings were held as part of the recompleted RFA, one on 12/19/2016 and one on 1/11/2017.

7. *How often will the newsletter be released?*

The newsletter will be produced quarterly. DOEE wants short (300 words or less) content from the technical assistance Grantee with a photo or graphic, highlighting how auto repair shops are preventing pollution. DOEE will create the rest of the content and disseminate it.

8. *Does the Grantee need to be fluent in Spanish as well?*

It is not a requirement. DOEE would like the onsite technical assistance work to be able to be provided in English, Amharic, and Spanish. This is part of the scoring criteria, which means that if the Grantee is unable to provide onsite visits in Spanish, points will likely be removed. If you do not have a staff member who can speak Spanish, there are alternative solutions to hiring a new staff member that you can propose, such as hiring a contractor that speaks Spanish. DOEE will ensure any outreach materials are translated.

9. *In regards to the shops, will Grantee determine which shops are reached?*

DOEE will provide contact information for shops to the Grantee and will do the bulk of the outreach for the program. The Grantee will focus more on providing the service. Although if there are shops the Grantee would like to work with, we certainly welcome their suggestions.

10. *Will award winner receive list of shops which have been targeted?*

The award winner will receive a list of shops in the District of Columbia, but DOEE will not target specific shops. DOEE has already started recruiting automotive repair shops through the yearly Automotive workshop, will do additional outreach, and will provide the contact information of interested shops to the Grantee. The list is not specifically “targeted,” but a compendium of local businesses which fall into the applicable category.

*11. Will DOEE provide a number of shops to reach?*

DOEE would like at least 42 auto repair shops to be reached with onsite technical visits over the course of the 2 year grant.

*12. How many times does each business need to be reached?*

DOEE would like each participating repair shop to receive at least two visits during the two-year grant timeline. This will allow business to develop relationships with the Grantee and will help encourage them to continually improve their pollution prevention efforts. Repetitive visits allow them to learn about innovative best practices and trouble shoot issues that might arise.

*13. The Grantee award winner has 2 years to deliver services. Will reporting be broke down to quarterly reports totaling 8 visits over the two year period?*

The Grantee is expected to provide quarterly reports to DOEE that details their activity on the grant. If no data was gathered during a time period, data from site visits will not have to be included in that period's report. Quarterly reports are standard for DOEE grants and allow us to better understand what the Grantee has been working on and to help resolve any issues that might prevent them from completing the grant's deliverables.

*14. How would DOEE like the District to be broken down geographically (by quadrant, ward, ANC, etc.)?*

There are no geographic requirements for providing onsite technical visits. The Grantee must reach at least 42 automotive repair shops that operate in the District. So long as they meet the requirement as an automotive repair shop and are located in the District, they meet the requirement. This is not limited to repair shops registered with DCRA, but could be any facility which satisfies the definition of a repair shop.

*15. Has DOEE looked at other jurisdictions (EPA Region 3, or Maryland's Department of the Environment) for models about how to provide pollution prevention assistance?*

DOEE has looked at similar programs in other jurisdictions and encourages award winners to utilize this information when creating their program. There is no need to recreate the wheel, but we do want the program to work well for the District.

*16. Is there any requirement or stipulation regarding minority or women owned business?*

DOEE would like the RiverCents Automotive Pollution Prevention Program to be inclusive of all automotive repair shops. Because of this DOEE would like onsite visits to be available in Spanish and Amharic to allow this service to be available to minority businesses. However, there are no specific requirements.

*17. Has DOEE worked with District auto repair shop before?*

Yes. For the last four years or so DOEE has hosted an annual automotive workshop that includes presentations by DOEE staff and OSHA. This workshop allows the automotive business community to learn about environmental regulations that pertain to their business and provides a platform through which they can ask questions about regulatory affairs. This workshop program will be increased to twice a year with the RiverCents program.

*18. The amount of the grant is spread out over 2 years, so will expenses need to be split up evenly over the quarters?*

No. The application requires a work plan with a timeline, but the budget and budget narrative do not require a timeline associated with them. The RFA has helpful details about what types of information should be included in the budget and budget narrative.

*19. Is the 15 page max a hard maximum?*

Yes. The application must not be more than 15 pages excluding attachments. Supporting information can be included as attachments as necessary.

*20. Can you give more details about the grantee's role in the certification program for the shops? It seemed like the RFA said that the grantee would not develop it, but on the phone it sounded like the grantee would develop the program.*

The Grantee will play two main roles in the certification program. Firstly, the grantee will provide input and feedback to DOEE on a draft plan for the certification program. DOEE will design of the program incorporating this feedback. Secondly, DOEE will use data from onsite technical visits, conducted by the grantee, to determine if facilities have met the certification program's requirements to be certified. Lastly, the grantee may be asked to disseminate information about the certification program to the automotive repair shops they are working with through the RiverCents Automotive Pollution Prevention Program.