

District of Columbia  
District Department of the Environment



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

Low Income Energy Efficiency and Conservation Programs - Second Request  
(Short name: EECP)  
RFA # 2014-1415-EECP

11/14/2014

**Application deadline:** by 4:30 PM 12/1/2014

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



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The District of Columbia District Department of Environment (“DDOE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to reduce the energy costs for the District of Columbia’s households by increasing the energy efficiency of their homes, while ensuring their health and safety. This effort is funded through the U.S. Department of Health and Human Services (HHS), the U.S. Department of Energy (US DOE), and District of Columbia general funds. The Weatherization Assistance Program is guided by the US DOE and the codes and regulations for the Weatherization Assistance Program for low income households, as stated in 10 CFR 440 and Weatherization Assistance Program State Plan. US DOE’s regulations can be found at [www.waptac.org](http://www.waptac.org), while DDOE’s Weatherization Assistance State Plan can be located at [www.ddoe.dc.gov](http://www.ddoe.dc.gov). This is DDOE's second request for applicants for the fiscal years (FY) 2015 through 2017 (Oct. 1, 2014 - Sep. 30, 2017). The following programs or offices of DDOE are administering this RFA: ENERGY ADMINISTRATION - Energy Efficiency and Conservation Program (“EECP”).

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

The purpose of these grants is to install energy efficiency measures in more than 300 units per year, depending on funding availability. A successful applicant will assist DDOE in achieving this objective by installing approved energy efficiency measures in low income households and providing energy savings information to occupants. Energy efficiency improvements include energy-audit recommended measures, HVAC repair or replacement, and directly related measures.

### **1.3 Source of Funds**

The source of funds for the grants are the US Department of Energy Weatherization Assistance Program, U.S. Department of Health and Human Services-Low Income Home Energy Assistance Program and the District General Funds.

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

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

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

Each Applicant may submit an application for more than one project, if applicable.

**1.5 Projects and Funds Available**

This RFA presents the following number of projects for the stated total dollar amount presently available through this RFA: 1 for \$1,200,000.00. DDOE seeks applications for:

| Project Number | Project Name                                | Project Amount |
|----------------|---|----------------|
| 1              | Energy Efficiency and Conservation Programs | \$1,200,000.00 |

**1.6 Eligibility**

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

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

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially skilled staff, and those staff should leave after the application’s submittal, or the grant award to the Applicant, the Applicant has the responsibility to advise DDOE in writing. Another example would be the loss of the organization’s nonprofit tax status.

**1.7 Permissible Use of Grant Funds**

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

### **1.8 Grant Monitoring**

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

### **1.9 RFA Conditions - Promises, Certifications and Assurances**

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

### **1.10 DDOE’s Authority to Make Grants**

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

### **1.11 Conflicts Between RFA and Applicable Law**

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

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 11/14/2014.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “Regarding RFA: EECP # 1415”.

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

**When:** All applications must be received at the address below by 4:30 p.m. on 12/1/2014.

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

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

**What:** Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

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

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

**District of Columbia Department of the Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA EECP #1415**

Email: The electronic copy should be sent to the following email address:  
2015EECPRFA.grants@dc.gov

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

## **2.4 Award Announcement**

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

## **2.5 Updates and Questions and Answers (Q & A)**

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

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DDOE Contacts. DDOE will publish updates and the Q & A regarding the RFA at [www.ddoe.dc.gov](http://www.ddoe.dc.gov). DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA EECP #1415 – Add me to the email list."

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

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

## **2.6 DDOE Contacts**

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

- (a) **Email** a request to [2015EECPRFA.grants@dc.gov](mailto:2015EECPRFA.grants@dc.gov) with "2014-1415-EECP" in the subject line;
- (b) **In person** by making an appointment with (call LaWanda Jones at (202) 671-1757 and mention this RFA by name); or
- (c) **Write** DDOE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: LaWanda Jones RE: 2014-1415-EECP on the outside of the letter.



## SECTION 3. APPLICATION CONTENT

### 3.1 Format

Proposals should be formatted as follows:

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

### 3.2 Cover Sheet

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

### 3.3 Proposal Content

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

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

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

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

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

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

- (1) Recognize the purpose and objectives.

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

- (2) Describe the target audience.

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

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

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

The proposal must address the outcomes, outputs and activities:

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

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

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

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

(4) Describe methods.

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

(5) Explain how project success will be measured.

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

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

Please read the project description very carefully to see if there are restrictions for the DDOE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

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

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

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

Resources other than those from the grant would appear in the column titled “Non-DDOE Match,” meaning the Applicant intends to provide the indicated resources, the “match,” and that the resources do not come from DDOE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

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

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

- (8) Be aware of allowable costs.

Allowable costs are those typical of operations:

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

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

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

1. Most major equipment, like vehicles;

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

(c) Describe the Applicant.

(1) Describe the organization.

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

(2) Identify key personnel.

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

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

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

(4) Identify partners.

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

## **SECTION 4. Review Panel and Application Scoring**

### **4.1 Review Panel**

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

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

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

### **4.2 Scoring Criteria**

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

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

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

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

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

## **SECTION 5. FILING REQUIREMENTS**

### **5.1 Documents to file as part of the proposal**

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

#### **(a) Certificate of Good Standing**

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

#### **(b) Promises, Certifications and Assurances Document**

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

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

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

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

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

**(c) W-9 tax form**

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

**(d) Tax exemption affirmation letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status:** (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant’s current fiscal year budget**

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

**(f) Applicant’s financial statements**

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

**(g) Separation of duties policy**



Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. The applicant should state which of these is the case.

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

**(h) If applicable, letters of support**

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

1. District of Columbia Public Schools

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

2. Property Owner

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

3. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete.

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

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

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

### **(a) Certificate of insurance**

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

### **(b) Assurance of continued truth and accuracy**

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

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

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

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Grant award administration**

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

#### **(a) DDOE's announcement of award**

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

**(b) Grantee's reports**

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

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

|                              |            |
|------------------------------|------------|
| 1 <sup>st</sup> Q (Jan-Mar): | April 15   |
| 2 <sup>nd</sup> Q (Apr-Jun): | July 15    |
| 3 <sup>rd</sup> Q (Jul-Sep): | October 15 |
| 4 <sup>th</sup> Q (Oct-Dec): | January 15 |

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

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

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

**(c) Reimbursement of project expenditures**

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

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

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

Reimbursements will be mailed to the address on file for the grantee. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

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

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

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

| <b>Name</b> | <b>Total Projects</b> | <b>Total Amount</b> |
|-------------|-----------------------|---------------------|
| EECP        | 1                     | \$1,200,000.00      |

### **7.2 Project Descriptions**

#### **Introduction**

This section of the RFA # 2014-1415-EECP describes the District Department of the Environment's (DDOE) Energy Efficiency and Conservation Program (EECP) structure, the weatherization measures that EECP will reimburse, the reporting and training requirements, and the evaluation criteria which DDOE will use to rank the applicants.

#### **Program Eligibility**

Households are determined income eligible for EECP services through DDOE's Low Income Home Energy Assistance Program (LIHEAP). Households with income at or below 60% of the District's Median Income are eligible to receive energy benefit assistance. LIHEAP income criteria are based on the U.S. Department of Health and Human Services (HHS) guidelines.

Under the United States Department of Energy (US DOE) guidelines, you are automatically eligible to receive weatherization assistance if you receive Supplemental Security Income or Aid to Families with Dependent Children.

#### **Budget, Funding, and Payment**

In response to this RFA, applicants can assume a dollar amount of up to \$1,200,000 per year in their budget proposal. Responses to this RFA should project the total number of homes and energy audits to be performed for an assumed budget of up to \$1,200,000 per year. The LIHEAP grant allows the Subgrantee to include an operation fee not to exceed 20% of the reimbursable cost. The US DOE grant allows a 10% administration fee. An applicant may propose providing weatherization services for a limited number of homes with a budget of less than this amount,

but DDOE will not consider a proposal for an amount less than \$300,000 per year. The US DOE's maximum allowable average cost per dwelling is \$6,904.

A recipient of this grant award is referred to as the "Subgrantee". DDOE may select more than one recipient. Payments to the subgrantee will be on a reimbursement basis, after installed measures have been inspected by DDOE personnel. (See Section 6.1 Reimbursements of project expenditures).

### **Program Structure**

EECP is a component of the Affordability and Efficiency Division and is managed by a Branch Chief who reports to the Associate Director. The Branch Chief is responsible for the overall operation of the EECP. Reporting to the Branch Chief are program managers and energy auditors. The program managers are responsible for the day-to-day operations related to weatherization assignments and they stipulate the work assignments to the Subgrantee. The energy auditor conducts the energy audit on eligible residences to identify energy efficiency improvements. The energy auditor's responsibilities include:

1. Performing energy audits using blower door and duct blaster tests to locate air leaks;
2. Preparing audit reports containing energy analysis results;
3. Identifying and prioritizing energy efficiency measures; and
4. Performing quality control inspection on completed work assignments.

DDOE will be responsible for obtaining the permission of the household and the landlord for the weatherization work, and will provide written authorizations to the Subgrantee.

### **Subgrantee Responsibilities**

The Subgrantee will install Emergency Heating, Cooling and/or Hot Water Tank Replacements or Repair within 3 business days from receiving Emergency Crisis Referral from DDOE.

The Subgrantee will install audit recommended measures within 21 business days from receiving Energy Audit Report from DDOE.

The Subgrantee will be responsible for any required permits, and for the licenses of contractors and professionals.

The Subgrantee will be responsible for the purchase and installation of the specified measures.

If equipment is installed, the Subgrantee will ensure that it operates properly.

The Subgrantee will teach the homeowner or tenant how to use installed equipment, if applicable.

The Subgrantee will be fully responsible for a professional and quality operation, including training its staff, hiring and managing contractors, and fixing damage and errors in a timely manner.

The Subgrantee must value and provide excellent customer service to ensure customer satisfaction.

While DDOE does not mandate American-made products or District vendors and labor, DDOE strongly encourages their use.

### **Allowable Energy Efficiency Measures**

The US DOE and HHS provide that only materials and standards identified in 10 CFR Part 440, Section 440.3, and in 10 CFR Part 440, Appendix A, are allowable. DDOE will follow the guidelines communicated by its federal funders on allowable measures and the work that will be performed.

### **Reimbursement of Allowable Energy Efficiency Measures**

DDOE intends to administer this grant on a reimbursement basis. DDOE's federal funders specify the energy efficiency measures that can be reimbursed to the Subgrantee for work performed. Before reimbursement will be allowed, DDOE must approve the measures in writing. Typical measures or work performed may include:

#### **1. Air Sealing and Infiltration Reduction**

- a) Caulking;
- b) Foam sealant;
- c) Weather-stripping of primary doors and windows;
- d) Seal-up of baseboards;
- e) Correction of leaks in HVAC ducts systems;
- f) Construction of vestibules for entries; or

- g) Other approved materials required to seal penetrations through the envelope of the dwelling.

**2. Attic Insulation and Venting**

- a) Insulation to R-49 if existing insulation is below R-15;
- b) If existing insulation is R-16 or above, insulation to R-49 is optional with the energy auditor;
- c) Ventilation of attics per specifications;
- d) Improvement of attic ventilation with skirting and other effective measures;
- e) Use of vapor barriers and patch materials; or
- f) Ventilation to ASHRAE 62.2-2013 standards.

**3. Basement, Floor and Crawlspace Insulation**

- a) Insulation of unheated basements to R-19;
- b) Installation of vapor barrier where needed; or
- c) Adequate ventilation for basements and crawl spaces that are insulated.

**4. Windows and Doors**

- a) Storm windows and doors;
- b) Multi-glazed doors and windows;
- c) Heat-absorbing or heat-reflective window and door materials;
- d) Movable insulation systems for windows; or
- e) Replacement with more energy efficient windows and doors.

**5. Heating and Cooling System Efficiency Improvements**

- a) Tune-up of HVAC systems;
- b) Replacement of heating and/or cooling systems for health or safety reasons per the DDOE energy auditor;
- c) Replacement of burners, furnaces, or boilers or any combination thereof;
- d) Energy loss minimization through heating system, chimney, or venting devices;

- e) Electrical or mechanical furnace ignition systems which replace gas pilot lights;
- f) Replacement of air conditioners;
- g) Ventilation equipment;
- h) Screening and window films;
- i) Shading devices;
- j) Heat exchangers and thermostat control systems;
- k) Heat pumps;
- l) Waste heat recovery devices; or
- m) Pipe insulation.

**6. Domestic Hot Water Heating System Improvements**

- a) Insulation of hot water pipes;
- b) Water heater insulation;
- c) Water flow controllers; or
- d) Energy efficient water heater modifications.

**Reporting Requirement**

The Subgrantee must file reports regularly with DDOE. E-filing reports are acceptable.

**1. Bi-weekly reports**

Submit to DDOE bi-weekly on an approved form, reports regarding work at all residences assigned, showing number of residences completed and not completed.

**2. Monthly reports**

Submit the following reports monthly. This requirement supersedes RFA Section 6.1(b) 1 and its requirement of quarterly reports.

Submit monthly to the DDOE on an approved form reports for all completed residences. A residence is considered completed when all DDOE-specified measures have been installed according to program guidelines. The report should include for each completed residence:

- a) The relevant energy audit report/specification;



- b) The reasons for failing to install specified audit measures;
- c) Completed inspection sheet showing that the work has been approved;
- d) Costs of work and measures purchased and installed, and receipts for subcontractor work and vendor payments;
- e) Customer certification and evaluation form, per DDOE template;
- f) Copies of installed equipment warranties;
- g) Copies of additional energy audit reports; and
- h) Decommissioning form for appliances, per DDOE template.

The Subgrantee will also report monthly to DDOE:

- a) A spreadsheet, per DDOE template, showing budget, reporting month, year-to-date, and budget remaining figures for each DDOE-required category of expenditures;
- b) The Subgrantee's certification that it has examined pay records for each of its contractors and subcontractors and determined that the workers have been paid; and
- c) The Subgrantee's certification which assures that the Subgrantee has completed the following actions: examined the records for the equipment; inspected materials and supplies installed in the reported residences; and independently verified that the vendors have been paid or that satisfactory, business-like arrangements have been made to insure payment.

### **Continuing Requirements of the Subgrantee**

The Subgrantee will be required to show that its contractors, or the Subgrantee itself if it provides work directly, provide in writing minimum one-year warranties on installation and materials.

In general, the weatherization work must be cost-effective. The Subgrantee will need to show how it has selected for installation those prioritized weatherization measures with the highest Savings-to-Investment Ratio (SIR) specified in an energy audit or other DDOE approved analysis (see 10 CFR 420.21(d)). Measures with an SIR of less than one will be required to have DDOE prior approval.

As an extra-budget item, DDOE may require the Subgrantee to contract for an energy auditor (who may not be a Subgrantee employee) for the performance of auditing services conducted according to US DOE standards.

### **Mandatory Training for Subgrantee**

DDOE requires the Subgrantee to show training and technical assistance capability so that WAP may be effective and efficient at all levels of its operation.

DDOE will require the Subgrantee and its contractors to attend US DOE conferences and training, and WAP-run management and customer education trainings. In addition, the Subgrantee must prove, and maintain the supporting documentation, that all field workers have successfully completed the following training courses prior to performing weatherization services:

1. Weatherization fundamentals/tactics;
2. Lead safe weatherization (LSW);
3. LEAD safety for renovation, repair, and painting;
4. OSHA and WAP health and safety requirements; and
5. Building Performance Institute (BPI) Quality Control Inspector Certification.

### **Submission of a Properly Completed Application**

An application not meeting the requirements of this RFA, including Appendix 3 “Applicant’s Promises, Certifications, and Assurances Made in Support of the Grant Application (“PCA”)”, will not be considered. Please read carefully the RFA’s submission requirements.

### **Scoring Criteria**

An evaluation committee will review the properly submitted applications. Each committee member will assign points to each application, including those points required by RFA Section 4.2. The committee will sum all the points.

If the committee determines that an interview with each applicant team would be beneficial, the committee will hold private interviews with each. After the interviews conclude, each

committee member will independently rescore the remaining applicants. The scores will then be summed and an average determined for each applicant.

More than one grant may be awarded. DDOE may, at any time, cancel the competition for the grant and decline to issue an award.

The applications will be rated according to the following criteria and their related points:

**1 Experience, Knowledge and Training** **50 points**

a) The application demonstrates that the applicant team has the experience, knowledge and training to achieve the goals and objectives of the RFA with excellence. The committee will consider the applicant team member's:

- 1) Experience and performance in weatherization or housing renovation activities. *(11 points)*
- 2) Experience in assisting low income persons in a similar climate area. *(7.5 points)*
- 3) Knowledge of and experience with a low-income weatherization program. *(7.5 points)*
- 4) Track records, including the extent to which they achieved the goals of the weatherization programs they served. *(7.5 points)*
- 5) History of the team members in finding and working with volunteers. *(5.5 points)*
- 6) History of training employees, including recruiting local labor. *(5.5 points)*
- 7) Organizational chart showing time allocation for this sub-grant for key staff. *(5.5 points)*

**2 Itemized Budget** **15 Points**

The application presents a detailed budget that shows that the applicant team will cost-effectively work with the assumed annual budget of up to \$1,200,000 per year, and an assumed maximum cost of \$6,904.00 per dwelling unit, in maximizing the number of households receiving effective weatherization. The detailed budget covers both administrative and programmatic costs.

**3 Milestones and Timetable** **10 Points**

The application shows that the proposed work is achievable and will meet milestones on time.

**4 Quality Control and Quality Assurance Plans 25 Points**

The application shows how the applicant team will develop quality work and ensure quality. It demonstrates with details a commitment to quality control, quality assurance and customer satisfaction. The application presents detailed quality control, quality management, and quality assurance plans that show the ability to manage and monitor weatherization projects effectively and efficiently. The quality control, quality management, and quality assurance plans should include:

- a) Monitoring and improvement processes;
- b) Inspection process for completed weatherization work;
- c) Process for correcting failed inspection;
- d) Resolution of property damage;
- e) Accuracy of contractor invoice;
- f) Customer satisfaction survey; and
- g) Waste disposal plan for decommissioned appliances.

**5 Bonus Points for District of Columbia Preference**

Additional points will be awarded as described in Section 4.2 of the RFA.

## **APPENDICES**

### **Appendix 1 – COVER SHEET**

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

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

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

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

### **Appendix 2 - EXAMPLE OF GRANT BUDGET**

Please submit a budget in this format.

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

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

Form name with revision date: RFA\_Template\_highlighted\_8-18-14.docx