

District of Columbia
Department of Energy and Environment



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

Healthy Homes and Energy Efficiency Program
(Short name: HHEEP)
RFA # 2019-1928-EA

Publication Date: 9/6/2019

Application Deadline: 10/7/2019 at 4:30pm

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.....	5
1.5 PROJECTS AND FUNDS AVAILABLE	5
1.6 ELIGIBILITY	5
1.7 DEFINITIONS	6
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 DOEE’S AUTHORITY TO MAKE GRANTS.....	7
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	7
SECTION 2. SUBMISSION OF APPLICATION.....	7
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	8
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
2.6 DOEE CONTACTS.....	9
SECTION 3. APPLICATION CONTENT.....	9
3.1 FORMAT.....	9
3.2 PROPOSAL CONTENT.....	10
3.3 WORK PLAN	14
3.4 REQUIRED DOCUMENTS.....	14
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	17
4.1 REVIEW PANEL	17
4.2 SCORING CRITERIA	17
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	17
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	17
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS	18
6.1 REPORTING REQUIREMENTS	18
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	20

7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS	20
7.2 PROJECT DESCRIPTION	20
SECTION 8. CHECKLIST FOR APPLICANTS	30
APPENDICES	31
APPENDIX 1 – GENERAL TERMS AND CONDITIONS	31
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES	31
APPENDIX 3 – COVER SHEET	31
APPENDIX 4 – EXAMPLE OF GRANT BUDGET	31
APPENDIX 5 – POINTS FOR LOCAL ENTITIES	31

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 seek eligible entities to assist DOEE in achieving its goal of reducing the energy costs for the District of Columbia’s households by increasing the energy efficiency of their dwellings, while ensuring their health and safety. The energy and healthy homes services are provided free of charge to qualifying households. To deliver services, DOEE provides grants to grantees, which are responsible for performing improvements and upgrades. A successful applicant will assist DOEE in achieving this purpose by installing approved energy efficiency measures in low-income households and providing energy and healthy homes related information to occupants, and perform lead remediation work.

The following programs or offices of DOEE are administering this RFA: ENERGY ADMINISTRATION (“EA”).

1.2 Purpose of the Grants

The purpose of these grants is to provide high quality, cost-effective services to income-qualified households and to improve the overall comfort, energy efficiency, and safety of single and multifamily dwellings throughout the District.

The successful applicant will identify lead and other hazardous conditions, install approved energy efficiency measures, perform lead remediation and rehabilitation work and provide energy and healthy homes related information to occupants. The measures for each applicant will be determined through an energy audit, risk assessment, or lead inspection. Typical program measures may include: HVAC repair or replacement, roof repair, attic, wall, or floor insulation, light-emitting diode (LED) fixture and bulb installation, and lead abatement measures.

1.3 Source of Funds

- U.S. Department of Energy (US DOE) Weatherization Assistance Program (WAP)
- U.S. Department of Health and Human Services (HHS) - Low Income Home Energy Assistance Program (LIHEAP)
- U.S. Department of Housing and Urban Development (HUD) – Lead Hazard Control Grant
- HUD Community Development Block Grant (CDBG) Fund
- District of Columbia Renewable Energy Development Fund (REDF)
- District of Columbia general funds
- Other District special purpose revenue 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. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Healthy Homes and Energy Efficiency Program	\$3,000,000

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.

Grantees must have their headquarters in the District of Columbia. Completion of Appendix 5: Points for local entities is required; however, this grant opportunity is only open to nonprofit organizations.

This is the standard RFA template for DOEE grants. Except, Section 3.2.d.4 Partners does not apply.

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 conference call and opportunity for question and answers will be held on Friday, September 13, 2019 from 2:00 – 3:00 PM. The call number is (712) 451-0200 and conference code is 233373

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.

A grantee is subject to programmatic and financial audits by DOEE's federal funder(s) and must submit a copy of grantee's Single Audit statement prior to the commencement of each fiscal year.

1.10 General Terms and Conditions

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

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

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

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

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

1.13 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 9/6/2019.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2019-1928-EA.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 10/7/2019.

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

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

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

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

District of Columbia Department of Energy and Environment

RFA – Grants

1200 First Street NE

5th Floor

Washington, DC 20002

Attn: RFA 2019-1928-EA

Email an electronic copy, formatted as a .pdf file, to: 2019EECPRFA.grants@dc.gov

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant’s responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to 2019EECPRFA.grants@dc.gov with “RE: RFA 2019-1928-EA” 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 2019EECPRFA.grants@dc.gov with the subject line “RE: RFA 2019-1928-EA – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE’s offices by appointment. DOEE will not mail out updates or Q&A materials.

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

2.6 DOEE Contacts

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

- (a) **Emailing** 2019EECPRFA.grants@dc.gov with “RE: RFA 2019-1928-EA” in the subject line;
- (b) **In person** by making an appointment with (Michael Negussie at (202) 673-6742 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Michael Negussie RE: RFA 2019-1928-EA on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

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

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

(a) Cover Sheet

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

(b) Project Summary

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

(c) Project Description

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

(1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

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

(6) Project Budget.

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

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. 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. The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) 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

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOEE.

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

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

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

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

4.2 Scoring Criteria

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

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

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

(a) Certificate of Insurance

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

(b) Assurance of Continued Truth and Accuracy

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

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

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

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

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

(b) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

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

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

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

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

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

Healthy Homes and Energy Efficiency Program

Introduction

The purpose of this grant is to provide a variety of services to income-qualified households in the District. These services may include emergency HVAC repair and replacement, the installation of weatherization measures per US DOE guidelines, the abatement of lead per HUD requirements, the installation of solar photovoltaic equipment under the District's Solar for All program, or other measures related to the implementation of energy efficiency and healthy homes measures.

DOEE's goal is to utilize the most advanced technologies and testing protocols available in the housing industry towards this purpose. This section of the RFA describes the structure of the District's Department of Energy and Environment's (DOEE) Energy Efficiency and Conservation Branch (EECB), the allowable measures that EECB will reimburse, the reporting and training requirements, and the evaluation criteria that DOEE will use to score proposals. DOEE may award funding to more than one applicant.

Project Period

The Project period begins on the date of DOEE's Notice of Grant Award to the selected grantee and continues through September 30, 2020. Depending on the performance of the grantee and the availability of funds, DOEE may, at its sole discretion, extend the grant period with additional funding for two additional 12-month periods, for a total of three years.

Available Funding

\$3,000,000

7.2 Project Description

Through the identification and installation of specified measures, the grantee will contribute to DOEE's goal of playing a pivotal role in reducing energy use and improving the health and safety of District residents in underserved communities. DOEE provides grants to local non-profit applicants who are responsible for identifying and obtaining qualified, certified, and insured contractors through a competitive bid process to perform the required work in accordance to the applicable federal and local regulations.

Based on the results of a lead inspection and risk assessment (conducted by the subgrantee's contractor) or a DOEE energy audit, services may include:

1. air sealing to reduce air infiltration;
2. insulation of attics and walls;

3. heating system repairs or replacement;
4. hot water tank and pipe insulation;
5. installation of energy-efficient lighting and refrigerators;
6. window and outside door repair or replacement;
7. lead abatement or control;
8. control of housing-related health and safety hazards such as asbestos, mold and pests;
and
9. renewable energy systems.

Project Types

- a. Single-family home: a structure with up to four dwelling units;
- b. Multifamily home: a structure with five or more dwelling units.

A dwelling unit is occupied as separate living quarters, and may be a house, apartment, condominium unit, group of rooms, or a single room. Applicants responding to this RFA must develop a production plan that includes a minimum number of both single-family and multifamily projects. If an applicant is unsure if a home qualifies as a single-family or multifamily home, the applicant may request written clarification from DOEE at 2019EECPRFA.grants@dc.gov.

Program Participant Eligibility

The weatherization program targets households that are at or below 200% of the federal poverty level or 60% of the District's median income level. DOEE verifies income eligibility for each household served, through the LIHEAP program or HUD certification. Verification of household income and the energy efficiency and conservation program (EECP) completed applications are included in each client file to confirm eligibility.

Grantee Responsibilities:

1. Obtain proper permits, certifications, and licenses of contractors and internal key staff, before commencing work.
2. Complete emergency mechanical system work within three calendar days of receiving an emergency referral form from DOEE.
3. Complete installation of energy conservation recommended measures within 21 calendar days after receiving an approved National Energy Audit Tool (NEAT) work order for single family dwellings; and within 60 calendar days after receiving an approved Targeted Retrofit Energy Analysis Tool (TREAT) work order for a multifamily building.
 - a. Approved energy efficiency measures are listed in 10 CFR 440 Appendix A. If a measure is not listed, the grantee must submit the material data sheet to DOEE to obtain approval prior to installing that measure(s);
 - b. Measures installed must follow the installation guidance as outlined in the DOEE Approved [Field Guide](#).

4. Competitively solicit and procure a DOEE-certified lead contractor to conduct the lead inspection and risk assessment within 2 business days from receiving a lead hazard referral from DOEE. The selected contractor must generate a comprehensive report following the DOEE-approved template by the next business day.
5. Competitively solicit and procure a DOEE-certified lead contractor to perform the work required to clear the lead hazards within 10 calendar days from receiving the lead inspection report from DOEE.
6. Competitively solicit and procure a DOEE-certified lead contractor to conduct the lead clearance test using X-ray Diffraction and Elemental Analysis [XRF] and provide report/certificate to DOEE within 7 days from receiving referral from DOEE.
7. If necessary, ensure program participants that receive lead abatement or remediation work are dislocated for no more than 10 calendar days and all efforts associated with relocation adhere to the guidance as outlined in the EECB Operations Manual.
8. Verify the contractor(s) corrected the work identified during the failed inspection within 3 calendar days after grantee receives the failed inspection report from DOEE. Grantee must schedule a second visit with the client and inform DOEE of the new inspection date.
9. Complete and submit a weekly contractor(s) project status report using the template provided by DOEE.
10. Complete and submit a final inspection report, for each client receiving services, using the template provided by DOEE.
11. Complete and submit invoices, for grant-related expenditures in an electronic format, through the DC Vendor Portal after receiving an “approved to bill” email from EECB personnel.
 - a. Required supporting documentation must be uploaded to Quickbase
12. Provide educational materials and oral information to each client that includes the following:
 - a. Information regarding energy efficiency;
 - b. Information about how to make their home healthier;
 - c. Benefits and expectations of participating in this program provided by Title X of the Residential Lead-Based Paint Hazard Reduction Act;
 - d. The Lead Disclosure Rule; and
 - e. Lead Safe Housing Rule (24 CFR part 35, subparts A, and B-R, respectively);

* All educational materials must be translated in the seven primary languages used in the District and must also comply with 24 CFR 8.6(b) and Titles II and III of the Americans with Disabilities Act.

13. Train, hire, and manage contractors.
14. Ensure certifications and licensures of contractors are current.
15. Ensure both key grantee internal personnel and contractor(s) provide optimal customer service to program participants by:
 - a. Arriving on time for appointment with the necessary materials and/or supplies to complete work;

- b. Responding to client questions and concerns the same calendar day a call is received;
 - c. Contacting the client a minimum of 48 hours in advance of visiting the residence and identifying the services to be provided and the name of the staff member or company that will be coming to their home;
 - d. Providing client a copy of their work order (exclude pricing) which outlines the work to be performed. If a change of work order is approved, provide client with a copy of the updated work order no later than the next business day; and
 - e. Providing the homeowner with warranty and manufacturer information for measures installed to include a point of contact for the contractor that performed the work.
16. Use American-made products where feasible. While DOEE does not mandate American-made products, DOEE does require that a minimum of 50% of the work must be performed by District-based contractors.
17. Adhere to 2 CFR § 200.501 – Meet audit requirements and submit to DOEE required documentation prior to the commencement of the fiscal year.

Allowable Measures

EECB programs address energy conservation, mechanical systems, health hazards, and lead-based paint hazards. US DOE funding only covers the cost for measures that have a Savings-to-Investment-Ratio (SIR) greater than or equal to 1. HHS funding can be utilized to cover audit-identified measures that improve the energy efficiency and health and safety of a home that do not meet US DOE's SIR requirement; however, these funds cannot be used for lead-related expenditures, roof replacement, plumbing-related matters, or repairs related to extenuating circumstances.

DOEE performs audits using audit tools approved by US DOE; however, grantees are expected to procure certified internal key personnel and contractors with the necessary licensing to conduct the lead inspections and risk assessments.

Typical measures or work performed may include the following to be installed according to the [Field Guide](#), US DOE's [Standard Work Specifications \(SWS\)](#), EPA requirements, and applicable state codes and regulations:

- 1. air sealing to reduce air infiltration;
- 2. insulation of attics and walls;
- 3. heating system repairs or replacement;
- 4. hot water tank and pipe insulation;
- 5. installation of energy-efficient lighting and refrigerators;
- 6. window and outside door repair or replacement;
- 7. lead abatement or control;
- 8. control of housing-related health and safety hazards (asbestos, mold and pests such as cockroaches, rodents, and dust mites); and

9. renewable energy systems.

HUD's Lead Hazard Control grant funding can only be expended in dwellings where a child five and younger resides with an elevated blood lead level (EBLL) of 5 micrograms per deciliter. Eligible costs under this program may include any activity required to meet the risk reduction standards identified in Environment Article 6-815 (i.e., door and window treatments and replacement; floor treatments; paint removal, stabilization and repainting; encapsulation; enclosure; and specialized cleaning), any innovative lead hazard reduction method which is approved by EECB, and any other lead-related costs required to meet the lead dust clearance standards. General property improvements or rehabilitation required to bring the property up to applicable building codes and standards and the cost associated with repairing minor structural deficiencies are not eligible costs.

HUD's Healthy Homes Supplemental and local funding eligible measures are green cleaning kits, dust mite covers, walk-off mats, carbon monoxide detectors, HEPA vacuum cleaners, carpet removal and floor replacement, moisture and mold reduction, ventilation improvements, gutter and downspout repair, and replacement. Also, funds may be used to pay for the actual costs of making the house accessible or functional for documented disabled or senior residents. Possible retrofits may include: widening doorways, installation of accessible showers, ramps, grab bars, and lever handles.

This is a cost reimbursement grant, with repayments to the grantee for the approved measures. DOEE follows the guidelines communicated by its federal funders on allowable measures.

Quality Assurance/Quality Control Inspector (QCI) Inspection

DOEE maintains strict installation guidelines, documented in the DOEE Operations Manual. DOEE staff includes a Quality Assurance (QA) team of Quality Control Inspectors (QCIs). The QCIs inspect 100% of the grantee's completed projects to ensure that all measures are completed according to the guidelines in the [Field Guide](#), and applicable Federal regulations.

Grantees are required to submit a subgrantee final inspection report (using the DOEE-approved template) to ensure that all measures have been installed per the DOEE Field Guide and federal regulations prior to reporting the unit as complete to DOEE. For clients receiving lead abatement work, a Lead Clearance Form, documented lab testing results, and the XRF reading must be included as well.

- (a) Once the required documentation is uploaded to DOEE's Quick Base database, then DOEE will conduct the QCI Inspection.

Monitoring

DOEE performs on-going field visits, monthly desktop, and quarterly programmatic/financial monitoring visits to assure compliance with all program rules.

DOEE will schedule additional monitoring as necessary. The goals of the monitoring process are to: (1) ensure the proper and timely use of funds and verify expected benefits through SIR; (2) provide transparency and accountability; (3) provide quality control; and (4) recommend technical assistance and training per [US DOE requirements](#).

Field visits are in-progress inspections that are conducted by the QCI to ensure contractors are performing work based on OSHA and all other applicable health and safety requirements. During the field visits, if the contractor has not identified opportunities to improve the condition of the dwelling, the QCI will advise the contractor on best practices to improve the quality of their pre-inspections. The additional measures identified by the QCI must be installed 5 five business days after identification by the QCI.

During the monthly desktop monitoring, DOEE will verify the grantee's adherence to grant requirements, including: methods of procurement; staff training; progress completing projects and production goals; project costs; paying contractors prior to receiving payment from DOEE, and the accuracy of client files. A grantee that fails to adhere to grant requirements jeopardizes the receipt of future funding.

Reporting and Auditing

The grantee will be required to track and report aggregate information, including the average cost per unit, the number of hours personnel have worked/trained, the amount of funding used for job training or employment, and other metrics that may be required by DOEE. DOEE may provide reports to other agencies and organizations who seek updates on the progress of EECP spending.

For project auditing, DOEE has the right to inspect the work and associated records at any and all reasonable times as part of its oversight process. This right extends to subcontracts, and the grantee must include provisions ensuring such access in all of its contracts and subcontracts.

Grant Application

DOEE seeks applications from entities that address the following in their project description:

- a. Experience:** The applicant's experience or training received to conduct housing rehabilitation/renovation, weatherization improvements, lead-based paint hazard controls, housing related health hazards, or similar activities in the last five years.
 1. A description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures, and performance.

2. The approach used to ensure that work is completed within 21 business days of job assignments to contractor(s).
3. How jobs were tracked to manage the flow of work, and scheduling of contractors and inspections; how this information was used to plan for and manage production; and how quality control of crew and contractor work was assured.
4. The applicant's experience providing high-quality, effective, energy-efficient or renewable energy systems. Show for the past five years: planned vs. actual units completed; air leakage percentages reaching targets; number of single-family and multifamily dwellings completed for each year; aggregate data from customer surveys; and data regarding quality of provided services.
5. Submission of training certification documentation of internal key personnel and/or contractors.
6. A description of existing leveraging activities performed to expand services provided to program participants. Letters of support from community partners can be accepted as verification.
7. If the applicant has worked on a District grant or contract in the past five calendar years, it should advise DOEE. DOEE will consider the related performance in evaluating the proposal.

b. Budget, Funding and Payment: A proposed budget, including spending milestones and a budget narrative.

1. Present an estimated budget up to \$3,000,000.
2. Include a statement that the applicant can operate on a monthly reimbursement basis. DOEE will not advance funds for this grant.
3. The administration fee will be in accordance with: For US DOE, 2 CFR 200 and 10 CFR 440.18; for HHS, 45 CFR § 96 and 45 CFR Part 75; and for HUD, 2 CFR 200, 24 CFR Part 35, and Title X.
4. The budgeted costs must be consistent with the federal and state funding requirements. DOEE only reimburses grantees for approved costs incurred for providing energy efficiency, lead based paint control and housing related services. (See Section 6.2)

Applicants are encouraged to develop a budget that will utilize all of the available funding in a cost-effective manner benefiting weatherization clients. If an applicant cannot utilize all funds in this manner, the applicant may request less than the available amount. However, DOEE will not consider a proposal from an applicant that proposes providing services for an amount less than \$300,000 per year.

Applicants are strongly encouraged to review US DOE, HHS, HUD, and DOEE regulations and guidance to understand the allowable costs.

c. Financial Responsibility: Provide DOEE with documentation showing that the grantee has the financial ability, and the high-quality accounting system necessary to undertake the responsibilities of the grant. This includes at least the last full year's financials, the last audit reports, if any, proof of lines of credit, and bank balances sufficient to allow the grantee to undertake the grant work subject to the delays in payment inherent in a reimbursement relationship.

- d. **Training:** Submit a copy of all contractors' lead certifications confirming they have the licenses to perform lead inspections, risk assessments, and/or lead control work; and verification of attending training, conferences, and/or obtaining certifications from a US DOE approved provider directed related to the proper installation of weatherization measures.
- e. Provide a plan to ensure key internal personnel can attend the following required meetings and conferences:
 1. EECB program kick off meeting
 2. National Lead and Healthy Housing Conference
 3. Home Performance Coalition National Home Performance Conference and Trade Show
 4. American Council for an Energy Efficient Economy (ACEEE) Conference
 5. National Association for State Community Services Programs National and Regional Conference
 6. Office of Lead Hazard Control and Healthy Homes (OLHCHH) Grantee Orientation
 7. HUD Program Manager School

DOEE will require grantees to submit training requests 30 days in advance using the DOEE-approved template to ensure internal key personnel and contractors have the required training and certifications throughout the grant period.

Please note: DOEE may modify the program design, guidelines, or requirements, to make program implementation more efficient. Such changes could include adjustments to monitoring, quality control inspections, or measures to be installed. DOEE will notify grantees of such modifications.

The following information must be included in the application response. However it will not be counted as part of the Project Description 10-page proposal limit:

- a. **Process:** A detailed plan and flow chart that identifies the work process for a typical dwelling unit, beginning with initial customer contact and ending with final inspection and customer sign-off.
 1. Be sure to note each step of the process and how it will be managed.
 2. Provide a plan to complete the required 100% of final inspections.
 3. DOEE uses a custom online database, Quick Base, for tracking work orders and documentation. Describe experience with Quick Base, or other similar system, and performing lead inspections and risk assessments.
 4. Describe the approach to customer service, including (a) outreach work (b) client education plans, and (c) experience working with low-income families.
- b. **Production Plan:** A production plan identifying the stages to implement each type of work, weatherization, lead abatement and healthy homes, and renewable energy installation.
 1. The resources to be acquired (staff, equipment, contractors, etc.).
 2. Describe the quality and number of certified lead based paint hazard control, housing related health hazards, and weatherization contractors you currently work with and how you intend to increase local contractor capacity.

3. Submit credentials for each contractor including District business license, certifications, and proof of registration with Systems for Award Management (SAM), and certificate(s) of insurance.
 4. The timetable proposed to begin operations.
 5. Each job's goals and objectives, general outcomes and specific outputs.
 6. Associated challenges and strategies to minimize those challenges.
- c. Key Personnel:** Provide an organizational chart for your team/s, and identify the positions and percent of time dedicated. This information is needed for all personnel working on the grant. Provide a job description for each job related to program delivery.

Provide a resume describing the education, training, and work experience for each of the key program personnel who will be assigned to the program. Include the project coordinator and inspector. If a position is vacant, provide the job description and hiring criteria for the vacancy.

Project Outcomes

1. Increased energy efficiency in each weatherized home.
2. Improved health and safety.
3. Maximized economic, environmental, and public health benefits.
4. Increased knowledge about energy efficiency, conservation, and indoor air quality issues of referred clients.

Project Outputs

1. 300 dwellings will receive services each fiscal year, at the projected funding level.
2. 45 dwellings each fiscal year will receive lead inspection, risk assessment, lead abatement, and lead clearances.

Deliverables

1. Completion of project based on specific program requirement (3 calendar days for the Emergency Mechanical System Program, 21 calendar days for Weatherization Assistance Program, and 10 calendar days for Healthy Homes Program).
2. Timely submission of weekly progress report.
3. Up-to-date project information submitted to electronic reporting database(s).
4. Documentation of success stories outlining the reduction of applicant's energy usage, and carbon emissions.
5. Documentation of consistent communication with program manager, QCI, and client to ensure transparency and timely completion of project(s).
6. Reimbursement requests completed in timely manner after contractor payment.
7. Documentation verifying contractors are in good standing (including required certifications, licensures, and insurance).
8. Accurate accounting of personnel time, including hours spent working on the grant and duties performed.
9. Submission of grant-required documentation at the end of the performance period.

Scoring Criteria

Scoring Criteria	Points
Experience: During the past five years, the applicant’s experience or training received has been excellent, allowing it to conduct all of the following: housing rehabilitation/renovation, weatherization improvements, lead-based paint hazard controls, housing related health hazards, and performance on all DC grants, contracts, or similar activities.	20
Budget, Funding and Payment: The proposed budget, including spending milestones and a budget narrative, clearly shows that the required services can be provided.	20
Financial Responsibility: The applicant has the financial ability, and the high-quality accounting system necessary to undertake the responsibilities of the grant. This includes at least the last full year’s financials, the last audit reports, if any, proof of lines of credit, and bank balances sufficient to allow the grantee to undertake the grant work subject to the delays in payment inherent in a reimbursement relationship.	20
Training: Submit a copy of all contractors lead certifications confirming they have the licensures to perform lead inspections, risk assessments, and/or lead control work; and verification of attending training, conferences, and/or obtaining certifications from a US DOE approved provider directed related to the proper installation of weatherization measures.	20
The applicant presented a detailed plan and flow chart that persuasively identifies the work process for a typical dwelling unit, beginning with initial customer contact and ending with final inspection and customer sign-off.	5
Production Plan: The applicant’s production plan persuasively identifies that it will competently carry out the stages to implement each type of work, weatherization, lead abatement and healthy homes, and renewable energy installation.	5
Key Personnel: The applicant’s organizational chart and related position descriptions shows a team/s, that will likely support high quality program delivery.	10

This is the standard RFA template for DOEE grants; applicants are not eligible for additional points based on their completion of Appendix 5

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 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