

District of Columbia  
Department of Energy and Environment



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

2021 DOEE Urban Agriculture Infrastructure Grant  
(Short name: 2021 Urban Ag )  
RFA # 2021-2026-USA

**Publication Date:**

**Application Deadline:** 3/1/2021 at 11:59 p.m.

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Department of Energy and Environment  
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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The goal of this RFA is to add infrastructure and capacity building projects on District urban farms (projects) that will increase food security in vulnerable populations for the benefit of socially disadvantaged farmers.

This RFA uses a definition of the United States Department of Agriculture (USDA). This RFA defines a socially disadvantaged group as one whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. A socially disadvantaged farmer (SDF) may belong to one of the following groups: American Indians or Alaskan Natives, Asians, Blacks or African Americans, Native Hawaiians, other Pacific Islanders, Hispanics, and women. (See <https://www.ers.usda.gov/topics/farm-economy/beginning-limited-resource-socially-disadvantaged-and-female-farmers/#:~:text=The%20Consolidated%20Farm%20and%20Rural.regard%20to%20their%20individual%20qualities> [last visited 1/11/2021]).

District residents in Wards 5, 7, and 8 suffer from higher rates of food insecurity and diet-related chronic illness than residents in other District wards where there is a higher median income and there are more grocery stores per capita. Additionally, SDF have been disproportionately disenfranchised in obtaining access to land and farm funding. The DOEE Office of Urban Agriculture seeks to lessen the impact of these historic inequities by funding revenue-generating, educational, and food access efforts at District farms, specifically targeted at supporting SDF.

This grant opportunity builds on four years of direct engagement with District farmers, gardeners, and residents conducted by the DC Food Policy Council's Urban Agriculture Working Group through monthly working group meetings, listening sessions, and community engagement.

The DOEE Office of Urban Agriculture (OUA) will administer this grant opportunity.

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

The purpose of these grants is to build the capacity of established and new District farms through infrastructure improvements, and advance sustainable urban agriculture in order to:

- a) Increase food crop production, processing and/or distribution;
- b) Improve access to fresh foods;
- c) Construct facilities that enable agricultural education experiences for District residents;
- d) Accelerate the business and production capacity for socially disadvantaged farmers; and
- e) Advance sustainable agricultural efforts in the District.

### 1.3 Source of Funds

The source of funds for the grant is the District’s Fiscal Year 2021 Budget Support Act of 2020, D.C. Law 23-0419, effective Dec. 3, 2020, 67 DCR 10493

### 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	2021 Urban Agriculture Infrastructure Grant	\$118,052

### 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.

An applicant must also:

- a) Be an urban farm;
- b) Be in the District of Columbia;
- c) Have the primary purpose to grow, cultivate, process, and distribute food crops;
- d) Assist a socially disadvantaged farmer (SDF)

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.

There will be two information sessions. (A "waiting room" will be in place for admission, please be patient with facilitators.):

- 1) January 26, 2021, 6:00 pm. Conference Number: 866-459-6055. Participant Code: 9112782  
<https://dcnet.webex.com/dcnet/j.php?MTID=mb5c9f0c9fec163fa095afcdc3116f6d3>  
Meeting access code: 180 112 5239  
Meeting Password: UDqDmMpm85
- 2) February 4, 2021. 6:00pm Conference Number: 866-459-6055. Participant Code: 9112782  
<https://dcnet.webex.com/dcnet/j.php?MTID=m77ca39110045d258aacf495d66c8b16b>  
Meeting access code: 180 014 9478  
Meeting password: Eup2wfWmA37

## 1.7 Definitions

**District** - The District of Columbia.

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

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

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

## 1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds

may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

### **1.9 Grant Monitoring**

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

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

Appendix 1, “General Terms and Conditions” is incorporated by reference in this 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.
- Budget Support Act of 2020, D.C. Law 23-0149, effective Dec. 3, 2020, 67 DCR 10493, 10608 (Sept. 4, 2020) (Subtitle M, Sec. 6121, p 116)

### **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 January 22, 2021

### 2.2 Additional RFA Information

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

The contact person for this RFA is Kate Lee, Director, Office of Urban Agriculture.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on March 1, 2021.

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

**What:** The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to [2021UrbanAgRFAGrants@dc.gov](mailto:2021UrbanAgRFAGrants@dc.gov) formatted as a .pdf.

The Department will not receive faxed copies.

### 2.4 Award Announcement

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

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

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

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [2021UrbanAgRFAGrants@dc.gov](mailto:2021UrbanAgRFAGrants@dc.gov) with "RE: RFA 2021-2026-USA" in the subject line.



DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://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 [2021UrbanAgRFAGrants@dc.gov](mailto:2021UrbanAgRFAGrants@dc.gov) with the subject line “RE: RFA 2021-2026-USA – Add me to the email list.”

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

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

### **SECTION 3. APPLICATION CONTENT**

#### **3.1 Format**

Proposals must be formatted as follows:

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

#### **3.2 Proposal Content**

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

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

##### **(a) Cover Sheet**

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

**(b) Project Summary**

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

**(c) Project Description**

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

(1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

#### (5) Measurement of Project Success

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

#### (6) Project Budget

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

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

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

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

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

Typical allowable costs are:

1. 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;
6. Land purchases;
7. Cannabis crop production or distribution
8. Purchase or rental of office space or farmland

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

**(d) Applicant**

(1) Organization

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

(2) Key personnel

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

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax-exempt status.

#### iv. National Park Service

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

### **3.3 Work Plan**

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

### **3.4 Required Documents**

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

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

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

#### **(b) Certificate of Clean Hands**

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

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

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

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

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

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

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

**(e) Tax Exemption Affirmation Letter**

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

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

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

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

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

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

#### **(h) 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.

#### **(i) System for Award Management (SAM) with Federal Government**

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

#### **(j) Federally Negotiated Indirect Cost Rate Agreement**

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

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

#### **4.1 Review Panel**

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

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

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

#### **4.2 Scoring Criteria**

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



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

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

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

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

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

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

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

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

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

### **6.1 Reporting Requirements**

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

#### **(a) Quarterly Status Reports**

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

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

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

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

**(b) Final Report**

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

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

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

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

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

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

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

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

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

#### **Introduction**

The District currently has over one dozen urban farms. The farms are a variety of nonprofit, for-profit, soil-based, rooftop, and hydroponic farms. Many of these operations contribute much-needed fresh foods to communities experiencing food insecurity and provide crucial education on food systems, nutrition, and the environment. These farms also create valuable community convening spaces, where residents can enjoy the benefits of vibrant green spaces that provide opportunity for exercise, education, and working collaboratively with their families and neighbors.

Despite this growing urban agriculture network, District farmers are under-resourced, face the constant challenges of high land values, lack essential infrastructure, and have difficulty accessing capital for their nontraditional businesses. For SDF in the District, this challenge is compounded by historic disenfranchisement in obtaining access to land and farm funding. Additionally, District residents in Wards 5, 7, and 8 have higher rates of food insecurity and diet-related chronic illness than residents in other wards in the District.

This grant is an investment to elevate urban agriculture as an important public good and crucial component of our local food supply, and to increase access to fresh local food, particularly for residents in Wards 5, 7, and 8. These three wards rank lowest in the District in relative levels of healthy food availability (Health Equity Report for the District of Columbia 2018). In addition to the goal of improving fresh food access in food insecure communities, this grant opportunity prioritizes funding to farmers in the District's socially disadvantaged populations. Between 2007-2012, the nation saw a 15% decrease in Black-owned farms (Metropolitan Washington Council of Governments, What Our Region Grows 2019). Populations of color continue to face notable barriers to succeeding as farmers. In the District, much of local farm leadership comes from leaders of color who have consistently emphasized that systemic barriers such as lack of access to capital, high rents, and limited access to retail/farmer's market outlets exist in their communities. Successful farm-related District businesses can help build wealth and sustainable livelihoods. This grant opportunity also addresses areas of need identified by the DC Food Policy Council's Urban Agriculture Working Group. (See <https://dcfoodpolicy.org/2020-dc-food-policy-priorities-2/> [last visited 1/11/2021]).

#### **Project Period**

The project period begins on the date of the Director's approval and runs through September 30, 2021. This period can be extended, and additional funding provided, depending upon the performance of the grantee and the availability of funds.

#### **Available Funding**

Funds in the amount of \$118,052 are available for this project, DOEE intends to award multiple grants of up to \$25,000 each.

## **Project Description**

DOEE is seeking proposals from eligible applicants for farm-site-related infrastructure and capacity building projects. Successful projects will help the applicant to: increase food crop production, processing, and/or distribution; improve access to fresh foods in food insecure populations; support agricultural education opportunities for District residents; advance entrepreneurial endeavors and create employment opportunities; accelerate the capacity of SDF in the District; or otherwise, advance sustainable agriculture in the District.

A successful applicant must agree to meet the grant's reporting requirements. This will include the completion of a DOEE Office of Urban Agriculture Census form. DOEE will use the form to collect data to contribute to the development of programs and policies to advance the District's urban agriculture.

DOEE is seeking projects that will optimally include the following (see the above eligibility criteria and the scoring criteria in the table below):

- a) Support District SDF;
- b) Provide fresh, local food to residents of Wards 5, 7 & 8;
- c) Produce food at urban outdoor and indoor farm spaces;
- d) Have sustaining impact on applicant's farm;
- e) Improve physical space;
- f) Create or improve a covered space;
- g) Support entrepreneurial projects that offer hands-on training in farming or gardening, or employment opportunities; or
- h) Improve infrastructure to increase food supply.

Examples of fundable projects are:

- a) Fencing, cold storage, wash/pack stations, sheds, pavilions for food processing and education events, hoop houses, and greenhouses;
- b) Controlled Environment Agriculture (CEA) technology: lighting, hydroponics, aquaponics;
- c) Shipping containers;
- d) Utility Installation: water and electrical lines, solar panels;
- e) Farm equipment;
- f) Informational signage promoting existence of a farm, a market, and/or educational programming.

An existing farm application should include available baseline farm data **for calendar years 2019 and 2020**, detailing:

- a) The amount (in pounds, meal equivalents, # of crop varieties) of food crops produced, processed, and distributed;
- b) The number of customers reached/markets participated in;
- c) The number of full-time and part-time staff employed;
- d) The number of educational events conducted; and
- e) The number of people engaged in educational programming.

A new farm application should include:

- a) The proposed location of the farm. Applicant must provide a letter of intent/permission from the landowner;
- b) Description of the electric and water utilities that exist or that you need;
- c) A two-year crop plan;
- d) Detailed information on how and where to sell/distribute the crops grown; and
- e) Demonstrated viable business plan, even if not detailed.

DOEE expects that most of a project budget will pay for tangible things. However, funds may also be used for contract labor for design and construction, and staff time to complete the required project deliverables.

An applicant's project budget, budget narrative/justification, and project timeline should account for all project costs, even if not funded by the grant. For construction, these would include permitting fees, time to acquire, in addition to direct construction. For all grants that include reporting, please express time in both hours and percentages of a person's work time.

*Advance Payment:* If the applicant seeks an advance payment, it must follow the requirements of RFA Sections 1.8, 3.2(c)(6); and 6.2.

### **Project Outcomes**

A successful project will produce at least two of the following results:

1. Increased food production in an urban outdoor or indoor farm;
2. Increased distribution of fresh, local food to residents of Wards 5, 7, & 8;
3. Increased education of the community on food systems, nutrition, the environment, and agricultural production;
4. Increased hands-on training in farming or gardening, or employment opportunities;
5. Reduction of urban farming-related pollution; and/or
6. Improved urban farming resource efficiency.

### **Project Outputs**

1. The funded project.
2. Applicant attends two meetings with OUA:
  - a. A kick-off meeting
  - b. A focus group at the end of the grant period.

### **Deliverables**

1. Completed DOEE Office of Urban Agriculture Census form.
2. Three progress reports using a progress reporting template provided by DOEE.
3. Final Report to include:
  - a. Summary of project objectives, issues project addressed, highlights of the project, outcomes achieved, and any challenges faced and how they were addressed.
  - b. Photo documentation of the grant effort to include:

- i. infrastructure and/or project installation;
    - ii. farming and/or agricultural education activities related to the project;
    - iii. produce, processing and/or distribution (market participation);
    - iv. food and nutrition educational events.
  - c. Summary of results achieved from project implementation.
- 4. A hosted tour for DOEE staff and other interested persons, exhibiting the project and its contributions to the farm and targeted community.
- 5. A commitment to provide the following data the year after the project period.
  - a. The amount of food crops produced, processed, and distributed;
  - b. The number of customers reached/markets participated in;
  - c. The number of full-time and part-time staff employed;
  - d. The number of educational events staffed/participated in; and
  - e. The number of people engaged in educational programming.

### Scoring Criteria

Criteria	Points
Clearly shows how the infrastructure project removes a barrier to success and contributes to improved farming capacity that will have a sustaining impact on the farm.	20
Provides a clear, ready-to-implement, and cost-effective project plan designed to meet at least two of DOEE's Project Outcomes.	25
Demonstrates knowledge of and experience in farming and food systems.	20
Provides, for an existing farm, detailed data from the preceding <b>two years of operations</b> and/or, for a new farm, provides clear, comprehensive projections.	10
Presents a workable, detailed budget.	10
Presents a budget narrative that clearly and persuasively justifies the requested funding.	15

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the 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 a valid Certificate of Clean Hands?	
11.	Does the application package include IRS W-9 Tax Form?	
12.	Does the application package include a Tax Exemption Affirmation Letter?	
13.	Does the application package include the applicant’s current fiscal year budget?	
14.	Does the application package include the applicant’s most recent audited or unaudited financial statements?	
15.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
16.	Is the applicant registered in the System for Award Management (SAM)?	
17.	If applicable, does the application package include letters of support from other entities?	
18.	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

Appendix 6 – Insurance Requirements