

District of Columbia  
Department of Energy and Environment



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

GreenWrench Technical Assistance Grant  
(Short name: GW Tech)  
RFA # RFA-FY23-PCD-796

**Publication Date:** 12/30/2022

**Application Deadline:** 2/6/2023 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (DOEE) solicits grant applications to reduce land, air, and water pollution from District of Columbia auto body and repair shops. The strategy of the grant is to provide shops with the resources, knowledge, and encouragement to take actions that will reduce sources of pollution and cultivate cleaner, greener automotive repair shops. The Policy and Compliance Division (PCD) of DOEE's Energy Administration will administer this RFA.

### **1.2 Purpose of the Grant**

The purpose of this grant is to provide funding for the DOEE GreenWrench Technical Assistance Program (GW Tech). GW Tech connects District auto body and repair shops with subject matter experts, who provide knowledge, resources, and motivation to shift a shop's culture to one that embraces sustainability and minimizes potential sources of pollution.

This grant is a subgrant from an EPA grant to the District to undertake this project. (You can find excerpts of the DOEE grant narrative at Appendix 7 to this RFA.) The grantee will track the adoption of pollution prevention (P2) measures at shops and provide the shops with less toxic products to sample and test. This grant will fund the continuation of technical assistance at participating shops across the District.

### **1.3 Source of Funds**

U.S. Environmental Protection Agency (USEPA), Pollution Prevention (P2) Grant Program

D.C. Renewable Energy Development Fund (REDF)

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

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 most responsive application/s will be recommended for a grant.

Specifically, an award 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 more than one application with different projects. If an Applicant responds with more than one project, it must do so in a separate proposal and submit all corresponding required documents.

### 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
GreenWrench Technical Assistance Grant	\$208,000.00

### 1.6 Eligibility

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

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

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 material conditions stated in its application. Ineligible applicants or applications will not be considered for review.

A material condition can be an eligibility condition, or it can be some other condition that a reasonable DOEE evaluator would conclude is necessary to the Applicant carrying out the proposed project.

For instance, an Applicant’s nonprofit status was a condition of eligibility, and the Applicant lost its nonprofit tax status. That would be a material change in condition and would require immediate communication. Another example: Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant and then these staff leave. The Applicant must immediately inform DOEE and follow up in writing.

### 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 expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses for good cause approved by DOEE at its sole discretion. (*See* Parts 3.1(b)2.i, 6.2; Appendix 1 Paragraph 10.g)

### 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 COVID-19 Vaccination Certification Requirement (N/A)

### 1.11 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 appearing in Appendix 1.

### 1.12 RFA Conditions - Promises, Certifications, Assertions, and Assurances

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

### 1.13 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.

#### 1.14 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 12/30/2022.

#### 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 Tasissa, Robera.

#### 2.3 Applications: Submission Information

**Deadline:** All applications must be received at <https://doee.dc.gov/page/active-grants-application-portal> by 11:59 p.m. on 2/6/2023

Once the application is submitted an email will be automatically generated stating that the application was received. In DOEE's Grants Management System (GMS), the application 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. A late or incomplete application will be considered received, not filed.

**How to Submit:** The contents of the application are specified in Section 3. All required documents specified in the RFA must be submitted in the designated places in the GMS. Information on how to use the System can be found by scrolling to the bottom of the DOEE Grants page <https://doee.dc.gov/page/grants-and-other-funding>.

DOEE will not receive an application as a hard copy, emailed copy, or faxed copy unless technical issues arise with the GMS and these issues are documented before the deadline. If

technical issues do occur, DOEE can make arrangements to accept a copy another way. If you need to report a technical difficulty, please contact [doee.grants@dc.gov](mailto:doee.grants@dc.gov) and copy [2023gwtechrfa.grants@dc.gov](mailto:2023gwtechrfa.grants@dc.gov).

Rare circumstances may justify another exception to the deadline. If DOEE anticipates major storms, public security disruptions, or power outages, it may change the deadline and advise the public through emails, web posting, and other announcements. Applicants are urged to file timely and not wait until minutes before a deadline.

#### 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 [2023gwtechrfa.grants@dc.gov](mailto:2023gwtechrfa.grants@dc.gov) with "RE: RFA-FY23-PCD-796" 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 [2023gwtechrfa.grants@dc.gov](mailto:2023gwtechrfa.grants@dc.gov) with the subject line "RE: RFA-FY23-PCD-796 – 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. DOEE will not mail out updates or Q&A materials.

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



## SECTION 3. APPLICATION CONTENT

### 3.1 Application Content

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

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

#### (a) Project Summary

Provide a brief one paragraph summary that explains the project.

#### (b) RFA Narrative

Enter the project application narrative in the sections provided. Address the following:

##### (1) Project Description

Organize the Application in sections that follow the order of the criteria of the scoring box of Section 7. The review panel will seek an explanation of the following as they evaluate your application:

##### i. Goals and Objectives

State how: (a) this project will benefit the environmental goal(s) described in Section 7, and (b) the goal(s) this project will advance. Typically, a goal is long-term and diffuse. An objective is specific, and it will be discrete and identifiable. A project with one goal may have more than one objective. For example: The goal of a grant might be clean District rivers. Objectives of the application might be: implement a citywide recycling campaign; install trash traps.

##### ii. Target Audience

Identify the target audience. Whom will this project engage? Whom will this project benefit and how?

##### iii. Target Location

Identify in which ward(s) in the District the project will be implemented. You may select more than one ward, or districtwide.

#### iv. Project Activities, Outputs, and Outcomes

Connect the funded activities to quantifiable outputs that produce desired outcomes. DOEE prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded.

*Activities* describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. For example: “20 community members will participate in a single two-hour-long workshop. There will be a total of 10 workshops. The workshops will take place at community centers in the evening after typical workday hours.”

An *output* is a short-term quantifiable result that one or more activities achieve. DOEE will measure the outputs in order to determine if the grantee successfully implements the activities. For example: “At the end of the project period, 10 recycling workshops will be held, 200 community members will attend the workshops, and 25 social media posts will appear featuring information about recycling.”

A *project outcome* can be a short, medium, or long-term result. It can occur and/or continue during the project and after the project ends. It can be general in nature; or it can be quantifiable. A project can present multiple outcomes. Even if not quantifiable, DOEE may look for an outcome to show that the project is making progress toward achieving a goal.

For example: After several recycling workshops, this project will yield: (a) the Anacostia River will show substantially fewer floating recyclables by next spring, and (b) 60 % of workshop participants will increase their knowledge about where and what to recycle.

#### (2) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application under heading “Proposed Project Budget” in the GMS.

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.”

The budget will be the basis for DOEE’s later evaluation of the project and payment requests. DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

i. DOEE's standard policy on reimbursements vs. advances

In the overwhelming majority of cases, DOEE's policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (See Parts 1.8, and 6.2; Appendix 1, Section 10.g)

ii. Grantee matches and other contributions

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.

The requirements for matching funds are that they MUST:

1. be verifiable from recipient records;
2. not be allocated as contributions for other grant funded programs;
3. not already come from federal funds, unless there is specific authorization;
4. be necessary for accomplishing program objectives;
5. if the grant is based on any federal funds, be allowable and reasonable according to applicable OMB cost principles; and
6. be spent during the project period.

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.

iii. Allowable and non-allowed expenditures

The Applicant must show 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.

iv. Applicant's indirect costs calculation

An Applicant may include its indirect costs in its budget calculation. (*See* the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federally Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
  - a. 10% of the grant's direct costs;
  - b. A new negotiated rate with DOEE;
  - c. The same indirect rate that it has used with any District agency in the past 2 years; or
  - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute requires DOEE to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a *nonprofit* subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Appendix 1. General Terms & Conditions, Paragraph 15.f.)

Federal rules always control for federal funding. For federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.

**(c) Applicant**

**(1) Organization**

Describe the named Applicant's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. To provide further information, the applicant can reference its website or upload an organizational brochure or résumé under the heading "Additional Information and Document Uploads" in the GMS.

**(2) Key personnel**

Identify the key team members for the project and provide brief biographies or their résumés under the heading "Additional Information and Document Uploads" in the GMS. The team members can be staff, volunteers, subgrantees, 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 under the heading "Additional Information and Document Uploads" in the GMS. Provide specific information including:

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

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, or partnerships in the past five years.

**(4) Partners**

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a "partnership" is informal, just a working arrangement. The "partners" may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these "partners" would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner's involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter, or scanned, the document should be written on

the partner's letterhead, and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official's 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 an official of 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

Include a letter of intent from the collaborating organization(s) stating that it agrees 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, 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 a claimed tax exempt status.

iv. National Park Service - Exception

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 an email statement of intent.

### 3.4 Work Plan

The application must include a proposed work plan that describes the project's activities and the timeline for project implementation. Upload the work plan in "Additional Information and Document Uploads" in the GMS.

### 3.5 Required Documents

Each of the following documents must be filed as part of the application 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 written 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

#### **(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**

If the Applicant claims it is a nonprofit organization, the Applicant must prove its nonprofit status. The tax exemption affirmation letter should be provided. It 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 is 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. 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:

1. Describe how financial transactions are handled and recorded;
2. Provide the names and titles of personnel involved in handling money;



3. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
4. Address other limits on staff and board members' handling of the organization's money.

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

The Applicant 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) Indirect Costs Rate Documentation**

If the Applicant seeks a 10% indirect costs rate in its proposed budget, no special documentation is required. However, for another rate, include one of the following documents with the application:

1. Unexpired federally Negotiated Indirect Cost Rate Agreement (NICRA);
2. DOEE negotiated agreement;
3. A letter from a District government agency, dated within the last two years stating the negotiated indirect cost rate; or
4. A letter from an independent CPA certifying the indirect cost rate was determined by the nonprofit organization's audited financial statements following OMB Uniform Guidance.

**(k) Certified Business Enterprise Certificate**

For grants funded by the Renewable Energy Development Fund, if the Applicant wants to qualify as a Certified Business Enterprise (CBE), the Applicant must submit a current District CBE certificate.

## **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 application.

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. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

### **4.2 Scoring Criteria**

The reviewers score each application according to a list of criteria and the points available for each criterion. See Section 7. A scoring table/grid appears at the end of the Project Description. The points shown in the scoring table/grid for each criterion are the maximum that can be awarded for that criterion.

A reviewer awards points based on how much the project application satisfies each criterion. The reviewer will award points on a scale using the following descriptions:

- (a) Unacceptable - fails to meet minimum requirements, so will be awarded no points.
- (b) Poor - marginally meets minimum requirements but contains major deficiencies.
- (c) Minimal - marginally meets minimum requirements, but the deficiencies are minor, and may be correctable.
- (d) Acceptable - meets the requirements.
- (e) Good – meets the requirements and exceeds some requirements.
- (f) Excellent - exceeds all or most requirements, so will be awarded maximum points.

An RFA may require a match of funds or other resources dedicated to the project. If the application fails to address this, no points will be awarded for the criterion.

Sometimes an RFA will offer additional points. The Applicant should read the grant description carefully to determine if preference points are available. A separate line of the scoring table/grid will show this.

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

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

Upon acceptance of DOEE's award of the grant, 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. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance Requirements. Ordinarily, 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 receiving DOEE's Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its

original application. This obligation continues through the grant period. See also Section 1.12. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

## **SECTION 6. REPORTING, PAYMENT, and OTHER 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 Notice. 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 Notice. 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 application. The template requires submission of data and analysis of the data.

### **6.2 Reimbursement of Project Expenditures, Advances, and Disbursement of Funds**

DOEE will not reimburse the grantee for any work undertaken before DOEE awards the grant.

DOEE will reimburse the grantee only for expenditures incurred to perform work under the grant. Ordinarily DOEE pays out grant funds as reimbursements. Advances are exceptions; not the rule. 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 application** and explain why an advance payment is being requested. (*See* Parts 1.8, 3.1(b)2; Appendix 1 Section 10.g)

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. Ordinarily, there is no requirement for weekly or monthly invoicing. The grantee should submit each reimbursement request/invoice 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 timely, approved, supported grant invoices within 30 days after DOEE receives them.

DOEE may withhold up to the final 10% of a grant until all required activities have been completed, including receipt of the final report. The grantee should treat the prospect of such withholding as likely.

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

### 7.1 Summary: Project Name, Period, and Available Funds

#### **Project Name**

GreenWrench Technical Assistance Program

#### **Introduction**

DOEE works to control, prevent, and remediate land, air, and stormwater pollution in the District and its waterways. One critical source of pollution is from the automotive repair sector, which regularly performs work and handles toxic materials that can affect the District's water and air quality.

In 2017, DOEE launched the GreenWrench Technical Assistance Program (GW Tech), a voluntary program that works with District automotive repair shops to educate them on the effects of pollution and the benefits of source reduction. Source Reduction is any practice that reduces, eliminates, or prevents pollution at its source. The program encourages shops to adopt best practices and products that are safer for the environment and human health by minimizing potential sources of pollution. Many automotive professionals have well-established habits and shop culture, which can make adopting environmentally friendly alternatives difficult.

Technical assistance is a way of helping shops navigate District regulations, providing recommendations for reducing pollution, and troubleshooting barriers to adopting the practices. DOEE seeks to provide a coordinated approach to influence practices at shops. It seeks to offer a clear message on reducing pollution through source reduction. P2 works by changing how products are manufactured, used, or disposed of to minimize their toxicity, reduce how much is used, and/or lengthen how long they are used.

The grantee would work closely with DOEE, which is responsible for the following elements of GW Tech: reviewing and approving GreenWrench certification applications, organizing and producing automotive repair workshops, GreenWrench Toolbox Newsletters, and managing the GreenWrench Education program.

Information on GW Tech can be found at: [doee.dc.gov/service/greenwrench](https://doee.dc.gov/service/greenwrench).

#### **Project Period**

The project period will begin on the date of the grant award and run through September 30, 2024. DOEE may extend the project period and increase the grant amount, depending on its evaluation of the performance of the grantee and the availability of funding.

#### **Available Funding**

\$208,000 for two years. DOEE may increase the amount or extend the period, depending on its evaluation of the grantee's performance and the availability of funds.

Please submit a one-year budget based on funding of \$104,000 for that year.

## 7.2 Project Description

DOEE has run the GreenWrench program for more than 10 years. The US Environmental Protection Agency (EPA) Pollution Prevention Grant Program provides significant grant funding for this program. DOEE has made promises to EPA for that funding. (See Appendix 7 for excerpts from DOEE's application to the EPA).

There are five elements to the GreenWrench Program: (1) technical assistance, (2) certification, (3) workshops, (4) newsletters, and (5) workforce development. The Program focuses on the technical assistance. But it encourages participation in the other four elements.. The Program encourages shops to adopt environmentally friendly products and become GreenWrench Certified. GW Tech also emphasizes Environmental Justice.

Shops that accept technical assistance will be called “participants” of the program.

This section addresses actions required to successfully execute GW Tech's outreach.

1. Technical assistance – The grantee will make site visits, offering free consultation/s. This will include a customized pollution prevention plan and training. It will also present a roadmap to GW certification using the GreenWrench Guidebook.

The grantee should also offer follow-up site visits. These would assist with improving pollution prevention measures and help shops incorporate P2 BMPs as part of their regular practices.

2. Safer chemical testing – The grantee will provide sample products that the shops can use. The aim would be to transition the shops into using fewer toxic products and making safer choices. DOEE will encourage the grantee to offer at least six products made with safer chemicals. Follow-up should result in a report to DOEE, to other shops, and case studies. The grantee should coordinate with DOEE, as DOEE offers a GreenWrench web page, the GreenWrench Toolbox Newsletter and technical reports. (the DOEE resources may be found here: [GreenWrench Technical Assistance | ddoe \(dc.gov\)](https://www.doe.gov/greenwrench))
3. Green House Gas (GHG) reduction – The grantee will inform shops of funding resources for rooftop solar and community solar that can lower their utility bills. The grantee should also provide shops with information on transitioning to EV-related services, including EV charging.
4. Environmental Justice – The grantee should make a deliberate effort to reach shops in underserved communities. DOEE will look at the grantee's socioeconomic data, maps, and other relevant resources.

Specific grant work: DOEE expects the grantee to provide at least the following each year:

1. Produce one master tracker showing levels of P2 implementation for shops engaged by the program.

2. Sign up 40 new “partners”, at least 20 of which will be facilities adjacent to EJ/underserved communities.
3. Visit 60 facilities that participate in a GW Tech visit.
4. Help at least 30 facilities develop a P2 Plan.
5. Complete 240 on-site visits (this implies some shops will take multiple visits).
6. Show that the grantee delivered to 30 shops its recommendations for safer chemical alternatives.
7. Report on at least 6 shops’ experience with safer chemicals.
8. Market and conduct 4 P2 Workshops for the Automotive Industry, so that at least 30 participants will attend each workshop. DOEE will lend its name to the workshops.
9. Write up at least 3 case studies.
10. Find a shop willing to put in an EV level 2 charging station, and report to DOEE with a recommended plan for it.

Reporting is a function of this grant. The grantee should track, measure, and report on the impacts of the program. DOEE is interested in learning of the reduction of toxics, the use of less-polluting practices, and associated cost savings. The grantee could use EPA’s P2 Calculator. DOEE reports to EPA on the time shop employees spend on this program, so some kind of time-keeping will be needed.

DOEE will want to see the grantee’s report on the pollution prevented during the project period. In particular, the grantee should report on:

- a. Pounds hazardous materials reduced
- b. Metric tons of CO2 reduced,
- c. Water gallons reduced,
- d. Dollars saved

Language. DOEE has found that virtually all grantee shop-related activities will need the grantee to use non-English speakers.

Other grantee actions – DOEE will ask the grantee to:

1. Provide feedback on the GreenWrench Guidebook, updated Template P2 Plan and the P2 “Lite” option
2. Plan the year’s activities
3. Recruit participants for the GW Tech workshops
4. Contribute content to DOEE’s GreenWrench newsletter.

The grantee will benefit from materials developed over the life of this program: (1) the GreenWrench P2 Guidebook that describes District regulations and recommendations for reducing pollution at auto body and repair shops; (2) a template pollution prevention plan (P2 Plan) to use when creating shop-specific P2 Plans; (3) the GreenWrench P2 calculators; (4) outreach materials, such as flyers, giveaways such as pens, chamois,

and tire pressure gauges, and posters. DOEE has on file reports and materials that address the history of the program's marketing.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### Project Outcomes

1. Majority of the staff at participating shops will know how to minimize pollution through source reduction.
2. Partnering businesses will reduce source pollution.
3. Staff at partnering shops will increase their understanding of how to become more energy efficient.
4. Partnering shops inquire about clean energy programs.
5. Less use of toxics, particularly near EJ/underserved communities.
6. More shops request P2 assistance
7. Reportable experience, including case studies.
8. More shops adopt P2-communicated measures.
9. Interest of shops in EV charging at their sites.
10. Shops learn about the effects of their practices on nearby EJ/underserved communities.
11. More shops use safer chemicals.

#### Project Outputs

See Specific Grant Work above.

#### Deliverables

1. Tech assistance to the identified shops
2. A reporting tool, spreadsheet, or database, tracking the project and program
3. Shop-specific P2 Plans for participating shops
4. Documentation of the number of hours participating shop employees spent on the project
5. Data on the amount of pollution reduction measured, as appropriate, by documenting changes to procedures, materials, or the built environment
6. At least three case studies on how shops are implementing the program. Each case study will describe the type of business, P2 actions implemented to address the problem, and the costs/benefits of the P2 actions that were implemented, in no more than four pages.
7. At least 10 completed GreenWrench Certification applications.
8. Safer Chemical Testing report
9. Quarterly and Final Reports



## Application Scoring

Each Application will be scored according to the criteria below.

	<b>Scoring Criteria</b>	<b>Points</b>
1	Will likely successfully provide technical assistance to 60 shops.	10
2	Will likely successfully provide safer chemical product testing information and GHG reduction information.	10
3	Describes a plan for reaching shops in Environmental Justice communities.	10
4	Knows source reduction strategies for stormwater pollution, air pollution, hazardous materials, and energy use that apply to District of Columbia automotive repair shops.	15
5	Demonstrates capacity to build productive relationships with participants to achieve the identified objectives	15
6	Demonstrates the capacity to provide onsite technical assistance in languages that the likely target workers use	5
7	Demonstrates ability to collect data and create reports	10
8	Can do excellent case studies	10
9	Presents a detailed, numeric budget and budget narrative that clearly justify the funds requested.	10
10	Presents a plan for tracking and reporting the time shop employees spend on GW Tech.	5

## SECTION 8. CHECKLIST FOR APPLICANTS

Instructions for applicants: Do not upload this checklist. <b>This checklist is for your benefit.</b> If you use the checklist, you will want to answer all of the questions below. This checklist is not part of your application.		
1	Does the applicant provide a brief summary of the project?	
2	Is the application from one entity, as the Applicant?	
3	Is the named Applicant eligible for funding according to section 1.6 of the RFA?	
4	If project eligibility conditions appear in Section 1.6 of the RFA, does the project fit these conditions?	
5	Is project application narrative included ?	
6	Does the application include a project description and all of the information required for the scoring rubric that appears at the end of Section 7 of the RFA?	
7	Is there a numeric budget?	
8	Is there a budget narrative justifying each budget line item?	
9	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.1 subsection b.2.iii of the RFA?	
10	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
11	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
12	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
13	Does the application package include a valid Certificate of Clean Hands?	
14	Does the application package include IRS W-9 Tax Form?	

15	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
16	Does the application package include the applicant's current fiscal year budget?	
17	Does the application package include the applicant's most recent audited or unaudited financial statements?	
18	Does the application package include a Separation of Duties Policy as described in Section 3.5 subsection (h) of the RFA?	
19	If funded by Renewable Energy Development Fund (REDF) and the Applicant is seeking to qualify as a Certified Business Enterprise (CBE) is the current District CBE certificate included?	
20	Is the Applicant registered in the System for Award Management (SAM)?	
21	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
22	If applicable, does the application package include letters of support from other entities?	
23	If requested, does the application include resumes of key personnel mentioned in the application?	
24	If applicable, does the application identify District agencies from which funds were received, including the project title, amount paid, and what was accomplished?	
25	Does the application include a work plan?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – N/A

Appendix 4 – N/A

Appendix 5 – N/A

Appendix 6 – Insurance Requirements

Appendix 7 – DOEE Application Summary