

District of Columbia
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR PARTNERS (RFP)**

Community Energy Resilience Pathways: Developing and Integrating Community-based Metrics
in Washington, DC
(Short name: Community Energy Resilience Pathways (CERP))
RFP # 2022-2218-EA

Publication Date: July 1, 2022

Application Deadline: July 18, 2022 at 11:59 p.m.

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



TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 PURPOSE.....	4
1.3 SOURCE OF FUNDS.....	4
1.4 COMPETITION FOR A GRANT.....	4
1.5 PROJECTS AND FUNDS AVAILABLE	5
1.6 ELIGIBILITY.....	5
1.7 DEFINITIONS	5
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 COVID-19 VACCINATION CERTIFICATION REQUIREMENT.....	6
1.11 GENERAL TERMS AND CONDITIONS.....	6
1.12 RFP CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	7
1.13 DOEE’S AUTHORITY TO MAKE GRANTS.....	7
1.14 CONFLICTS BETWEEN RFP AND APPLICABLE LAW.....	7
SECTION 2. SUBMISSION OF APPLICATION	8
2.1 RFP RELEASE DATE.....	8
2.2 ADDITIONAL RFP INFORMATION.....	8
2.3 APPLICATIONS: WHEN AND WHERE	8
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)	8
SECTION 3. APPLICATION CONTENT	10
3.1 FORMAT	10
3.2 APPLICATION CONTENT	10
3.3 WORK PLAN.....	16
3.4 REQUIRED DOCUMENTS	16
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	19
4.1 REVIEW PANEL.....	19
4.2 SCORING CRITERIA.....	19
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	20
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT	20
SECTION 6. REPORTING, PAYMENT, AND OTHER PROVISIONS.....	20
6.1 REPORTING REQUIREMENTS	20
6.2 REIMBURSEMENT OF PROJECT EXPENDITURES, ADVANCES, AND DISBURSEMENT OF FUNDS	21

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	22
7.1 SUMMARY: PROJECT NAME, PERIOD, AND AVAILABLE FUNDS.....	22
7.2 PROJECT DESCRIPTION	22
7.3 PROJECT OUTCOMES, OUTPUTS, AND DELIVERABLES.....	25
SECTION 8. CHECKLIST FOR APPLICANTS	27
APPENDICES.....	29
APPENDIX 1 – GENERAL TERMS AND CONDITIONS	29
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES	29
APPENDIX 3 – COVER SHEET	29
APPENDIX 4 – GRANT BUDGET TEMPLATE.....	29
APPENDIX 5 – N/A	29
APPENDIX 6 – INSURANCE REQUIREMENTS	29

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits partnership applications from eligible entities (called “Applicant” or “Applicants”). The goals of this Request for Partners (RFP) is to effectively implement energy systems resilience research in the District. DOEE is applying for a \$1 million US Department of Energy (US DOE) grant. DOEE seeks to select “partner” subgrantees. The total amount available for one or more partner subawards is up to \$700,000, depending on the US DOE award size and the subgrant’s scope.

Partners are needed for the following RFP project areas (i.e., the subgrants):

1. Construct a community energy resilience index;
2. Conduct survey work;
3. Perform a benefit-cost analysis (BCA) of energy resilience enhancements;
4. Plan and conduct a collaborative stakeholder engagement workshop.

The following programs or offices of DOEE are administering this RFP: Energy Administration (EA).

1.2 Purpose

The purpose of these partnerships is to strengthen DOEE’s application to US DOE’s Office of Energy Efficiency and Renewable Energy’s (EERE) [Renewables Advancing Community Energy Resilience](#) (RACER) funding announcement. The US DOE grant availability notice is available at the preceding hyperlink. The full funding opportunity announcement document can be found [here](#).

1.3 Source of Funds

The source of funds for the grants will prospectively be an award from US DOE under the Renewables Advancing Community Energy Resilience (RACER) funding opportunity.

1.4 Competition for a Grant

This RFP is competitive. Each Applicant must demonstrate its ability to carry out the activities for the project for which it applies. A review panel will evaluate the applications for each advertised project activity according to the stated list of criteria in each project’s description. The most responsive application/s will be recommended as a partner. A successful partner will become a “subgrantee” and their proposed project will be a “grant”.

Specifically, an award will be made if DOEE is awarded funds from DOE, and based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope, 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.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
Community Energy Resilience Pathways	Up to \$700,000

1.6 Eligibility

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

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

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’s 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.

Partner – A person awarded a grant if DOEE is awarded a DOE RACER grant.

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 in limited circumstances for good cause approved by DOEE at its sole discretion. (*See* Parts 3.2(6)(A), 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

The grantee(s) selected in response to this Request for Partners is/are required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

1.11 General Terms and Conditions

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFP. Applicants and Grantees must comply with any and all applicable terms and conditions appearing in Appendix 1.

1.12 RFP Conditions - Promises, Certifications, Assertions, and Assurances

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

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 RFP and Applicable Law

If any requirement of this RFP 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 RFP Release Date

The release date of this RFP is July 1, 2022.

2.2 Additional RFP Information

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

The contact person for this RFP is Jennifer Richmond.

2.3 Applications: When and Where

When: All applications must be received at the email address below by 11:59 p.m. on July 18, 2022

An 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.

What: The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to 2022cerp.grants@dc.gov formatted as a .pdf.

DOEE will not receive faxed copies.

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within a week 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 RFP. Questions about the RFP should be sent to 2022cerp.grants@dc.gov with "Request copy of RFP 2022-2218-EA" in the subject line in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFP at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the

RFP. A person can be put on the email list by immediately emailing 2022cerp.grants@dc.gov with the subject line “RE: RFP 2022-2218-EA – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. 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 Format

An application must be formatted as follows:

- (a) When printed the application would appear 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 of the attachments as one file.

3.2 Application Content

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

(Note: Before drafting the application, 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. Please place the summary on the cover page (see Appendix 3). DOEE will not count this cover page as part of the 10-page application limit.

(c) Project Description

Organize the Application’s 10-page section of your 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:

(1) 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.

(2) Target Audience

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

(3) 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.

(4) 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.”

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, federal 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 required 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.

(d) 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. The Applicant can reference its website or attach an 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, 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. This should be included as a separate attachment and is not counted toward the 10 page narrative limit. Provide specific information including:

1. The grant(s) or contract(s) title;
2. The District agency/agencies;
3. The grant number(s), contract number(s), or other identifier(s);
4. The amount(s) paid; and
5. 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, grants, 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.

3.3 Work Plan

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

3.4 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, 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:

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 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, if a non-profit wishes to receive a higher indirect cost rate include one of the following documents with the application:

1. Unexpired Federally Negotiated Indirect Cost Rate Agreement (NICRA);
2. A letter from a District government agency, dated within the last two years stating the negotiated indirect cost rate; or
3. 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.
4. A complete package supporting the requested indirect cost rate.

(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 RFP will be composed of individuals with knowledge in the areas directly related to the RFP. The review panel will review, score and rank each Applicant's application.

The panel will recommend the most responsive application for a partnership.

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 RFP 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 RFP 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. Appendix 6 is a sample of the type of insurance required by the District. If DOEE is successfully awarded a grant from US DOE and thus subawards are made, DOEE will provide insurance requirements specific to each subgrantee. 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. RFP 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, 3.2(c)(6)(A); 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

Community Energy Resilience Pathways: Developing and Integrating Community-based Resilience Metrics in Washington, DC

Introduction

DOEE is seeking partners to assist with work that will be funded under Topic Area 1 of the US DOE's [Renewable Advancing Community Energy Resilience \(RACER\)](#) funding opportunity (funding opportunity announcement document found [here](#)).

To date, there has been no assessment of the District's energy resilience that includes *comprehensive* impacts to the community during power outages and the risk of cascading failures. With US DOE funding, DOEE will have the opportunity to reshape public planning processes with innovative energy resilience metrics that prioritize the most at-risk and vulnerable communities. DOEE hopes to reshape the public planning process for energy systems in a way that emphasizes the needs of the most at-risk and vulnerable communities, using such metrics.

An applicant can propose to carry out a part of the described work, or an applicant could consist of multiple parties - a team - proposing to carry out the full scope of the work. The more that a team coordinates the work, the less DOEE would need to coordinate.

Project Period

A project will only be funded if DOEE is successfully awarded a grant from US DOE. The project period will be a maximum of 24 months. This period can be extended depending on DOEE's determination of the performance of the grantee and/or the availability of funds.

Available Funding

DOEE is applying for \$1 million from US DOE. DOEE is asking for some of the federal grant to apply to internal expenditures. Sub-awards for one or more partners would vary, depending on the scope of the applicant's proposed project. Amounts can be adjusted depending on DOEE's determination of the performance of the grantee and/or the availability of funds.

7.2 Project Description

Projects funded through the US DOE grant would “develop energy resilience planning frameworks at the community level through robust multi-stakeholder participation and collaboration.” (The quote is from US DOE's funding notice webpage [here](#).) A successful applicant for this RFP would become a DOEE subgrantee of the US DOE grant. This RFP calls a subgrantee a “partner”.

An applicant may apply for one or more of the following project areas, which all focus on the District:

1. Construct a community energy resilience index.

How can DOEE build on traditional energy reliability metrics by adding community-specific impacts for at-risk communities? DOEE seeks a tool that will inform planning.

The index will present a specific measure derived from a combination of quantitative and qualitative indicators of energy resilience and provide a way to measure progress toward realizing improvements to energy systems resilience.

DOEE envisions an index that is a composite indicator of resilience, composed of several qualitative and quantitative indicators. Presumably they would be normalized and weighted using appropriate methods. The applicant will describe the index and the data that it will likely address.

A grantee will build a qualitative and quantitative evaluation of the District's energy resilience. DOEE thinks that the index will provide a baseline measure of local energy systems' ability to withstand or recover from shocks, e.g., extreme weather events, cyber attacks, and operator malfunctions.

The grantee will then build on the baseline index by including a community-based index dimension using outcomes from multiple surveys administered among different parts of the community. An applicant should be familiar with, and attempt to align its presentation with, the District's energy planning. This includes: [DOEE's Energy Assurance Plan](#), [DOEE's Climate Ready Plan](#), [Mayor Bowser's Resilient DC Strategy](#), and planning for [resilience hubs](#).

The index will guide identification and mapping of the District's most vulnerable and at-risk neighborhoods in terms of power disruptions or outages. The partners will then be able to use this mapping to site proposed infrastructure improvements. Such improvements will include solar photovoltaic (PV) powered resilience hubs with battery energy storage. Resilience hubs are intended to provide islanded power, necessities, and shelter during sustained power outages or emergencies.

Developing the energy resilience framework will be an iterative process – asserting needs and potential benefits, checking them against a community's opinions, against technical experts, assessing costs against benefits, re-evaluating, and presenting the results to the affected communities.

The results would include written and graphic materials and live presentations.

2. Conduct survey work among multiple tiers of the community.

How can DOEE planners best learn what the affected communities think? In developing the above baseline assessment, DOEE plans to supplement the index with outcome data from multiple community surveys. The data will highlight the types and severity of needs during energy systems disruptions. Surveys could be administered among three tiers of target respondents: (1) a representative sample of residents in the District, (2) [community “navigators”](#), who are closely connected to specific neighborhoods in the District, and (3) critical service providers.

The applicant may propose different targets and different kinds of survey research. The applicant should describe the anticipated work, and briefly justify the choice of technique. E.g., what survey mode would be used for each tier of the community surveyed? Would the applicant design and administer in-person, telephone, mail, email, or other mode(s) of surveys? Would the applicant also use focus groups or other deliberative methods in addition to surveys?

Survey data will be added to other inputs for the index. The results will include written materials and a live presentation.

3. Perform a benefit-cost analysis (BCA) of energy resilience enhancements.

One or more benefit-cost analyses (BCAs) of proposed resilience infrastructure would evaluate the direct and indirect benefits and costs associated with enhanced resilience infrastructure.

Traditional BCAs do not attempt to capture externalities or non-monetary benefits of improved resilience at the community level. BCA methods have evolved in recent years to strive for more inclusivity of community benefits. For example, if a proposed resilience hub is able provide up to 72 hours of restored power to District residents within a quarter mile of walking distance, how can and, perhaps more normatively, should a BCA model or tool account for this benefit? The applicant could compare models or tools, or suggest plans to improve upon existing models or tools.

4. Plan and conduct a collaborative stakeholder engagement workshop.

The findings from this work will be presented to local District stakeholders in a collaborative workshop in order to integrate the newly established metrics into local planning procedures.

The applicant should describe the number and nature of a workshop/s and the likely materials for it. The output would include a copy of the presentation, perhaps a recording of the event/s, and a report. The applicant could suggest methods of deliberative discussion or

consensus building. DOEE is interested in seeing creative proposals to enhance the quality of the workshop output.

Funding from US DOE will fund this work for a 24-month period. The partners will develop a schedule to finalize the effort by the end of the period.

The District's climate resilience planning is informed by a [climate vulnerability and risk assessment](#) that DOEE conducted in 2016. It identified extreme heat and flooding as the District's main climate hazards. Community resilience planning, more broadly, is designed using the Homeland Security and Emergency Management Agency's (HSEMA) Community Risk Assessment and Hazard Mitigation Plan, which is currently being updated.

A partner may engage in one or in all phases of the project. As indicated above, the work will flow in a logical order, but with feedback between the functions. An applicant will not be penalized for only applying to partner on select areas, as opposed to all areas (e.g., applicant submits a proposal only for survey work).

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Increased community knowledge on how at-risk communities would be better served during extreme events.
2. Improved local planning procedures on energy resilience matters

Project Outputs

1. Map of the most at-risk and vulnerable areas of the District
2. A document constituting a community energy resilience framework
3. A report on benefit-cost analyses (BCAs) of energy resilience enhancements
4. Survey instruments and the corresponding datasets of survey response data
5. Profile of the community work, describing who was engaged and what transpired

Deliverables

1. An index and report for community energy resilience
2. An online version of the index
3. Presentation materials
4. Community engagement materials

Application Scoring

Each Application will be scored according to the criteria below

	Scoring Criteria	Points
1	Presents an achievable plan to accomplish the proposed work	30
2	Demonstrates relevant experience for the proposed project work	20

3	Presents a reasonable cost-effective budget for the proposed work	20
4	Demonstrates the organizational capacity to implement the proposed work	10
5	Demonstrates experience with community-based organizations and/or institutions for similar work	10
6	Includes a budget narrative that justifies the budget	10

SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that you answer all of the questions below. In the column to the right, indicate Yes, No, or NA for “not applicable”. Submit this completed document as one of the first pages of your application.</p>		
1	Is the cover sheet (Appendix 3) completed and signed – and included as part of the application?	
2	Is the application from one entity, as the Applicant?	
3	Does the application include a Table of Contents?	
4	Is the named Applicant eligible for funding according to section 1.6 of the RFP?	
5	If project eligibility conditions appear in Section 1.6 of the RFP, does the project fit these conditions?	
6	Is the application formatted in accordance with section 3.1 of the RFP?	
7	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 RFP?	
8	Is there a numeric budget?	
9	Is there a budget narrative justifying each budget line item?	
10	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.2 subsection c.4 of the RFP?	
11	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
12	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
13	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	

14	Does the application package include a valid Certificate of Clean Hands?	
15	Does the application package include IRS W-9 Tax Form?	
16	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
17	Does the application package include the applicant's current fiscal year budget?	
18	Does the application package include the applicant's most recent audited or unaudited financial statements?	
19	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFP?	
20	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?	
21	Is the Applicant registered in the System for Award Management (SAM)?	
22	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?	
23	If applicable, does the application package include letters of support from other entities?	
24	If requested, does the application include resumes of key personnel mentioned in the application?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Grant Budget Template

Appendix 5 – N/A

Appendix 6 – Insurance Requirements

Filename: 00 5273 rfa template rev 03-2021.docx