

District of Columbia  
Department of Energy and Environment



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

FY 18 Green Building Fund –  
Tools for Deep Green Building in DC  
(Short name: GBF - Tools)  
RFA # 2018-1801-USA

**Publication Date:** 2/9/2018

**AMENDED Application Deadline:** 3/19/2018 at 4:30pm

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



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The goal of this RFA is to assist the District in meeting the ambitious goals related to green buildings set out in the Sustainable DC Plan. The particular objective of this RFA is to make private and public sustainable development investments easier, more effective, and more cost-effective. The amount available for the project for this calendar year is \$100,000.00.

The Department of Energy and Environment (DOEE) Urban Sustainability Administration (USA) will administer this Request for Applications (RFA).

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

The purpose of this grant is to create a series of technical resources that will accelerate the adoption of new technology, energy conservation measures, high-performance systems, and resilient design strategies, moving the District toward a more sustainable built environment.

### **1.3 Source of Funds**

The source of funds for the grant is Green Building Fund.

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

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

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

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

### **1.5 Projects and Funds Available**

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Green Building Technical Bulletins	\$100,000.00

## 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 any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

## 1.7 Definitions

**District** - The District of Columbia.

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

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

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

## 1.8 Permissible Use of Grant Funds

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

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

## **1.9 Grant Monitoring**

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

## **1.10 General Terms and Conditions**

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

D.C. Law 16-234, the Green Building Act of 2006; D.C. Code § 6-1451.07 (Green Building Fund); the DDOE Establishment Act of 2005, §§ 101 et seq., eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

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

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

## **1.12 DOEE’s Authority to Make Grants**

DOEE has grant-making authority under:

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

## **1.13 Conflicts between RFA and Applicable Law**

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

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

### **2.1 RFA Release Date**

The release date of this RFA is 2/09/2018.

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

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1801-USA.”

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

**When:** All applications must be received at the address below by 4:30 p.m. on **3/19/2018**.

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

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

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

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

**District of Columbia Department of Energy and Environment**

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

**Attn: RFA 2018-1801-USA**

Email an electronic copy, formatted as a .pdf file, to: [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov).

## 2.4 Award Announcement

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

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

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

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov) with "RE: RFA 2018-1801-USA" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov) with the subject line "RE: RFA 2018-1801-USA – Add me to the email list."

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

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

## 2.6 DOEE Contacts

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

- (a) **Emailing** [greenbuildingrfa.grants@dc.gov](mailto:greenbuildingrfa.grants@dc.gov) with "RE: RFA 2018-1801-USA" in the subject line;
- (b) **In person** by making an appointment with (Jay Wilson at (202) 309-0090 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Jay Wilson RE: RFA 2018-1801-USA on the envelope.



## **SECTION 3. APPLICATION CONTENT**

### **3.1 Format**

Proposals must be formatted as follows:

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

### **3.2 Proposal Content**

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

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

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

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

#### **(b) Project Summary**

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

#### **(c) Project Description**

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

(1) Purpose and Objectives

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

(2) Target Audience

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

(3) Project Outcomes, Outputs, and Activities

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

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

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

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

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

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

(6) Project Budget.

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in

the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

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

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

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

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

Typical allowable costs are:

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

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;

5. Most food; and
6. Land purchases.

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

**(d) Applicant.**

**(1) Organization.**

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

**(2) Key personnel.**

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

**(3) Past performance on District Grants/Contracts.**

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

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

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

**(4) Partners.**

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement

and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

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

iv. National Park Service

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

### **3.3 Work Plan**

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

### **3.4 Required Documents**

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

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

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

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

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

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

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

#### **(c) IRS W-9 Tax Form**

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

#### **(d) Tax Exemption Affirmation Letter**

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

for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

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

**(e) Applicant's Current Fiscal Year Budget**

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

**(f) Applicant's Financial Statements**

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

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

**(h) System for Award Management (SAM) with federal government**

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

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

### **4.1 Review Panel**

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

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

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

### **4.2 Scoring Criteria**

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

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

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

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

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

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

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

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

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



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

### **6.1 Reporting Requirements**

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

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

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

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

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

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

#### **(b) Final Report**

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

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

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

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

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

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

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

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

## SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

### 7.1 Summary: Project Title and Available Funds

#### Project Name

Tools for Deep Green Building in DC

#### Introduction

The goal of the District Government's [Sustainable DC Plan](#) (2012) is to produce the healthiest, greenest and most livable city in the United States. This will be achieved in just one generation, by setting high-performance goals for the District that can only be achieved by investing in and re-thinking the strategies with which we approach the built environment. Some of this progress has been cemented in policy and strategic planning, including the Renewable Portfolio Standard (RPS), the Clean and Affordable Energy Act of 2008 (CAEA), Clean Energy DC, Climate Ready DC, and the Mayor's commitment to achieve a zero-carbon community by 2050. This RFA presents a grant of up to \$100,000 to help make this happen. This RFA looks for the best, most practical ways to do this.

The international discussion over the rationale to achieve sustainable development, and particularly green buildings, is a robust one. This RFA will not reprise that discussion. DOEE expects that the reader understands the discussion, particularly as it relates to the built environment, is familiar with the terms, and is familiar with the present state of sustainable development, including green building design, and with the codes and baseline requirements in the District of Columbia.

This RFA focuses on the built environment and how the District (meaning all sectors of the community of the District of Columbia) can form and reform the built environment to help us achieve the District Government's ambitious goals. Sustainable design and construction of the built environment involves integrated design, long-term vision and planning, an exploration of the synergies between systems, and often untested and innovative technology. This RFA's target community is those involved in these efforts, including planners, developers, architects, engineers and contractors.

Some call important parts of this process "deep green" design, a process that achieves huge leaps in the built environment. (See, e.g., <http://www.bullitt.org/programs/deep-green-buildings/>). Such an approach promotes the construction of commercial and residential buildings that implement designs, materials, and technologies that are most relevant to 21<sup>st</sup> century needs and conditions, including the impending changes to our region's climate.

The approach in the District must be ambitious, because our goals are ambitious. By 2032, the Sustainable DC Plan aims to achieve a city-wide reduction in both energy use and greenhouse gas emissions by 50%, increase the use of renewable energy to make up 50% of the city's energy usage, meet net-zero energy standards for new construction and major renovation projects, divert 80% of waste from landfills, and decrease total water usage by 40%. Also, by 2050 greenhouse

gas emissions are to be reduced so that the District becomes a carbon neutral city. For many architects and engineers, designs focus on tested strategies that minimize innovation and make it difficult to quickly make progress on these goals.

DOEE aims to make available to the target community a series of technical resources for those involved in the built environment that will accelerate the adoption of new technology, energy conservation measures, high-performance systems, and resilient design strategies.

This RFA is not an appeal for a general education in sustainability, but, rather, about developing resources to accelerate the adoption and implementation of sustainable building strategies. A successful grant application will propose concrete ways to help design professionals, investors, developers, contractors, and users help the District achieve the District Government's ambitious goals.

We look for a grantee(s) project(s) that is persuasive to the target audience because it is useful. The proposal could be training materials and programs, or technical bulletins, process descriptions for implementation, or a comprehensive series of case studies. It could provide for live trainings, or computer videos, written or illustrated resources, or a series of web pages.

Whatever the successful grant *output*, the project's *outcome* should be to materially advance the work of the target groups in making real the District's next generation of design, construction, and maintenance. The dollar amount available for the project for this District Government fiscal year is \$100,000.00. Only if DOEE finds additional resources can the grant be continued for further work.

### **Project Period**

The project period ends September 30, 2018, the last day of the District Government's fiscal year. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

### **Available Funding**

This grant offers up to one hundred thousand dollars (\$100,000), pending the availability of funds. As a result of the output submitted, the grant may be expanded to build upon the content, based on the availability of funds, the grantee's performance, the grantee's capacity to further the project goals, and the District's need.

### **7.2 Project Description**

The funded work must provide resources that will advance integration and construction of new, emerging, and complex sustainable design technologies. The grantee will develop solutions that minimize practical barriers to the District's sustainable development.

The grantee will identify strategies and technologies to materially help those in the District meet our Sustainable DC goals, and then proceed to address them. DOEE understands that there are many ways to go about this. We ask the applicant to propose its view of the most effective work.

We have considered many approaches. An applicant might detail practical ways to integrate renewable energy production with battery storage or fuel cells, or perhaps develop solutions that focus on rising waters and stronger storms might produce flood resilience strategies and increased rainwater harvesting. Or a proposal might look to measures that ensure that new buildings and retrofits maximize energy and resource efficiency, while producing energy. A proposal might generate instructional materials and events, or create the modern equivalent of the 20<sup>th</sup> century's architect/engineer's bookshelf of design tear sheets.

The applicant will need to justify its choice, or choices, of proposed methods. The application should demonstrate why the chosen method, or proposed resource, is most likely to move the District toward the District Government's goals. The proposal should explain why it will work, and why it will deliver the best "bang for the buck". Examples are useful.

DOEE intends to deliver the grant's products to the public. The application should suggest how best to do this, and at what cost. While the grant itself is for one year, if the applicant offers something with a longer life, the application should explain briefly how the District Government would continue its usefulness. DOEE thinks that the cost effective way may use the internet, to publish resource and training materials through a new or existing web-based platform. DOEE has a website, the Department of Consumer and Regulatory Affairs (DCRA) has one, there is [buildgreendc.org](http://buildgreendc.org), and the Sustainable DC website. For examples of a web-based case study platform, see: <http://casestudies.uli.org/> and <https://buildingdata.energy.gov/>.

An applicant can be one group or a team. The budget for this effort is meaningful, but not immense. DOEE hopes to see applicants who can field knowledgeable participants from multiple disciplines. We hope to see subject matter experts who will work hands on.

In the case of an application for a team of organizations, one lead applicant should be identified as responsible for submitting the application and managing the project during the award period. An application for a team with members from different entities must submit a letter of commitment from each member entity.

**An informational conference call and opportunity for question and answers will be held on Thursday, February 15, at 3:00 p.m.** The call in number is: 1-866-738-0635; and Conference Code is: 7488157.

### **7.3 Project Outcomes, Outputs, and Deliverables**

#### **Project Outcomes**

1. A tool or tools, or an object or enterprise, that materially moves the District community forward in its efforts to achieve the goals of the Sustainable DC Plan.
2. A target community or group that is materially better educated to assist in this progress architects.
3. The public availability of at least one solution to help achieve the goals.

### **Deliverables**

1. A project workplan, addressing the schedule, expenditures, deliverables, and communications. This plan must be delivered to DOEE for approval before work can begin.
2. Kick-off meeting with DOEE.
3. Monthly status reports discussing the actions taken, progress, and next steps. These will be in writing, delivered by email, and may be followed by short telephone or in-person meetings.
4. The proposed project, and its materials and events.
5. Hard copies and electronic files, to be “owned” by the District, of all developed project materials.
6. A summary presentation of the project in PowerPoint format that can be shared inside and outside of DOEE.

### **Proposal Scoring**

All proposals will be scored according to the criteria below.

<b>Scoring Criteria</b>	<b>Points</b>
Demonstrates the applicant’s knowledge of and experience with innovative, design and construction strategies for the built environment.	30
Presents a clear and feasible plan for accomplishing project requirements and demonstrates that the applicant has the personnel in place to carry out a project with this level of complexity.	25
Demonstrates the ability to competently engage subject matter experts on a wide variety of sustainable development topics relevant to the built environment.	15
Presents an adequate and reasonable budget and justification for the funds requested.	10
Demonstrates the applicant’s substantial knowledge of, and experience with the District’s green building policies, regulations and codes	10
Demonstrates great expertise in hard copy and web-based communications, particularly professional quality copy-editing, graphic design, and production.	10

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant's current fiscal year budget?	
13.	Does the application package include the applicant's most recent	

	audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	



## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget