

District of Columbia
Department of Energy and Environment



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

USDA Composting and Food Waste Reduction Pilot Program - Commercial Food Donation
Technical Assistance
(Short name: Commercial Food Donation Technical Assistance)
RFA-FY24-SE-852

Publication Date: July 19, 2024

Application Deadline: August 15, 2024, 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

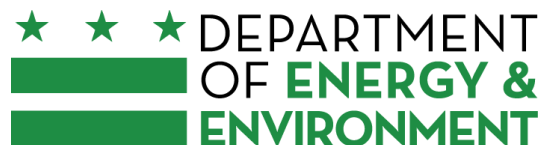


TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 PURPOSE OF THE GRANT	4
1.3 SOURCE OF FUNDS	4
1.4 COMPETITION FOR THE PARTNERSHIP	4
1.5 PROJECTS AND FUNDS AVAILABLE	4
1.6 ELIGIBILITY.....	5
1.7 DEFINITIONS	5
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 RESERVED.....	6
1.11 GENERAL TERMS AND CONDITIONS	6
1.12 RFP CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES	6
1.13 DOEE’S AUTHORITY TO MAKE GRANTS	6
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: SUBMISSION INFORMATION.....	8
2.4 AWARD ANNOUNCEMENT	9
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)	9
2.6 TRAINING AND TIPS	9
SECTION 3. APPLICATION CONTENT	10
3.1 APPLICATION CONTENT	10
3.2 WORK PLAN	16
3.3 REQUIRED DOCUMENTS	16
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	18
4.1 REVIEW PANEL	18
4.2 SCORING CRITERIA	19
4.3 PARTIAL FUNDING.....	19
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	19
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	19
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	24
APPENDICES	27
APPENDIX 1 – GENERAL TERMS AND CONDITIONS.....	27
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES	27
APPENDIX 3 – N/A.....	27
APPENDIX 4 – N/A.....	27
APPENDIX 5 – N/A.....	27
APPENDIX 6 – SAMPLE INSURANCE REQUIREMENTS	27
APPENDIX 7 – RELEVANT EXCERPTS FROM USDA FISCAL YEAR (FY) 2024 COMPOSTING AND FOOD WASTE REDUCTION (CFWR) NOTICE OF FUNDING OPPORTUNITY (NFO)	27

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goal of this Request for Partners (“RFP”) is to identify a partner to include as a part of the Department of Energy and Environment’s (“DOEE”) application to the U.S. Department of Agriculture (USDA)’s Composting and Food Waste Reduction’s Notice of Funding Opportunity. A successful grant from USDA will increase food donations from commercial entities in the District. The application to USDA is due September 4, 2024.

The Urban Sustainability Administration - Sustainability and Equity Branch (SE) of DOEE will administer this RFP.

1.2 Purpose of the Grant

The purpose of this request for partners is to identify a partner who will assist DOEE with providing technical assistance to commercial food entities to increase the number of entities participating in food donation and to increase the amount of food recovered for human consumption.

1.3 Source of Funds

USDA Composting and Food Waste Reduction Pilot Program

1.4 Competition for the Partnership

This RFP 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 according to the stated list of criteria in each project’s description. The most responsive application/s will be recommended for the partnership.

Specifically, an award will be made if DOEE receives a grant from USDA and based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding, strength of the application, and the organization’s capacity to achieve the grant’s goals.

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

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
USDA Composting and Food Waste Reduction Pilot Program - Commercial Food Donation Technical Assistance	\$100,000

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 for 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 is: Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant, and then these staff leave. The Applicant must immediately inform DOEE and follow up in writing.

1.7 Definitions

District - The District of Columbia.

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

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private

institution, cooperative, the District government and its agencies, and the federal government and its agencies.

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

1.8 Permissible Use of Grant Funds

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

1.9 Grant Monitoring

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

1.10 Reserved

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
- D.C. Code § 8-1031.12d.(c)

- 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 19, 2024.

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 Stefan Roha.

2.3 Applications: Submission Information

Deadline: All applications must be received at <https://doee.dc.gov/page/active-grants-application-portal> by 11:59 p.m. on August 15, 2024.

Once the application is submitted, an email will be automatically generated stating that the application was received. In DOEE's Grants Management System (GMS), the application will be dated and recorded as "received" pending review by DOEE for completeness. DOEE considers an application to be "filed" only if all the required materials are submitted. A late or incomplete application will be considered received, not filed.

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

All new applicants must submit a request through <https://doee.dc.gov/page/active-grants-application-portal> to gain access to the GMS. Each organization is only allowed one email address that all members of the team will be expected to use and have access to its inbox. DOEE recommends something similar to DOEEgrants@yourorganization.org or DOEEgrants.yourorganization@gmail.com if there is no domain associated with your organization. Please make sure that the email address is setup and working before using it to register. Register your entity early, and allow for up to 2 business days to receive an invitation to the GMS.

DOEE will not receive an application as a hard copy, emailed copy, or faxed copy unless technical issues arise with the GMS and these issues are documented before 5:00 PM one business day before the application deadline. If technical issues do occur, DOEE can make arrangements to accept a copy another way. If you need to report a technical difficulty, please contact doee.grants@dc.gov and copy CFWR2024@dc.gov.

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

2.4 Award Announcement

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

2.5 Updates and Questions and Answers (Q & A)

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

DOEE welcomes questions seeking clarification of matters in this RFP. Questions about the RFP should be sent to CFWR2024@dc.gov with "RE: RFA-FY24-SE-852" 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 CFWR2024@dc.gov with the subject line "RE: RFA-FY24-SE-852 – 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.

2.6 Training and Tips

DOEE offers a [four-part training series](#) designed for those with no or limited grant writing experience. It can be watched sequentially or independently. To learn how to develop a grant application and submit an effective response to DOEE's request for applications (RFA), new grant writers are encouraged to view this training.

SECTION 3. APPLICATION CONTENT

3.1 Application Content

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

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

(a) Project Summary

Provide a brief one paragraph summary that explains the project.

(b) RFP Narrative

Enter the project application narrative in the section provided. Do not exceed 22,000 characters (10 pages double spaced). Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description. Address the following:

(1) Project Description

Organize the Application’s narrative to present the proposed project in a logical order and explain “i. Goals and Objectives” through “iv. Project Activities, Outputs, and Outcomes.” Please note that “iii Target Location” is a checkbox. Your application will be scored using the criteria in the scoring box of Section 7. Double check your application to make sure you have fully responded to all of the scoring criteria.

i. Goals and Objectives

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

ii. Target Audience

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

iii. Target Location

As a reminder, use the checkbox to identify which ward(s) in the District the project will be implemented. You may select more than one ward, or districtwide.

iv. Project Activities, Outputs, and Outcomes

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

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

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

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

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

(2) **Project Budget**

You must submit a numeric budget and a separate budget narrative as part of your application under the heading “Proposed Project Budget” in the GMS. Round the total request to the nearest \$10.00. For example, after you have done your calculations, and the budget total is \$12,265.87 please round to \$12,270.00. Do not round higher than the amount of funding available.

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 the use of a cost rate. In budget backup materials, the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

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

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

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

(c) Applicant

(1) Organization

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

(2) Key personnel

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

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years under the heading "Additional Information and Document Uploads" in the GMS. Provide specific information, including:

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

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

(4) Partners

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a "partnership" is informal, just a working

arrangement. The “partners” may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these “partners” would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner’s involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter or scanned, the document should be written on the partner’s letterhead and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official’s contact name, telephone number, and email address.

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

Include a letter of intent from the collaborating organization(s) stating that it agrees to participate in the proposed project, describing the partner’s involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, grant-related work or activity that is contracted, subcontracted or subgranted must comply 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.

3.2 Work Plan

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

3.3 Required Documents

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 D.C. Department of Licensing and Consumer Protection. 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 Applicant 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 grant period.

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

(f) Applicant’s Current Fiscal Year Budget

The Applicant must submit its full budget, including projected income, for the current fiscal year. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

(g) Applicant’s Financial Statements

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

(h) Separation of Duties Policy

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

This statement should:

1. Describe how financial transactions are handled and recorded;
2. Provide the names or 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

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

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

(k) Certified Business Enterprise Certificate

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

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

This is a competitive grant. The review panel for the 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 an award of the grant.

Review panels vary in size, but typically are made up of three to five people. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

4.2 Scoring Criteria

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

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

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

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.

4.3 Partial Funding

DOEE reserves the right to issue an award that partially funds discrete activities, portions, or phases of the grant application.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions if Applicant Will Receive the Grant

Upon acceptance of DOEE’s award of the grant, the Grantee must provide the following documents.

(a) Certificate of Insurance

The Grantee shall submit a certificate of insurance giving evidence of the required coverage. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance Requirements. Ordinarily, DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

(b) Assurance of Continued Truth and Accuracy

Upon receiving DOEE’s Grant Award Notice, the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.12. 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 in the GMS 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 the project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

Grantees may be required to report more frequently due to special conditions, funding, risk level, or other reasons. In these circumstances, DOEE will provide the due dates and templates with the Grant Award Notice if required.

(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 the submission of data and analysis of the data.

The final report must be uploaded into the GMS.

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 a good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, **it must request such payment in its application** and explain why an advance payment is being requested. (*See* Parts 1.8, 3.1(b)2i; Appendix 1 Paragraph 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 in the GMS 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

USDA Composting and Food Waste Reduction Pilot Program - Commercial Food Donation Technical Assistance

Introduction

The Zero Waste Omnibus Amendment Act of 2020 (“Act”) is a transformational piece of District legislation that moved the District towards its Zero Waste DC goals. One part of the legislation required certain commercial entities to sustainably manage their back-of-house food waste in an effort to redirect valuable material away from the waste stream. Regulated entities are directed to donate excess edible food to the extent practicable and then haul the remaining food waste to an organics processing facility (e.g., compost facility or anaerobic digester). This aligns with the EPA’s [Wasted Food Scale](#), which identifies donation of food as one of the preferred ways to manage wasted food.

The Act also established a Donation and Reuse Program in the Department of Energy and Environment (“DOEE”). The goal of the Donation and Reuse Program is to reduce needless waste and increase the diversion of reusable material, including edible food, from landfills and incineration through donation or reuse.

DOEE intends to submit a competitive application to the [USDA](#) Composting and Food Waste Reduction (CFWR) pilot program to help achieve the goals of the Act. The District’s application to USDA proposes food donation technical assistance to certain entities regulated by the commercial food waste requirements found in D.C. Code § 8–1031.03a.

Project Period

Two years from USDA grant award date. A project will only be funded if DOEE is successfully awarded a grant from USDA. This period can be extended depending upon DOEE's determination of the performance of the grantee and/or the availability of funds.

Available Funding

\$100,000 This amount can be adjusted depending upon DOEE's determination of the performance of the grantee and/or the availability of funds.

7.2 Project Description

The District’s application to the USDA proposes food donation technical assistance to certain entities regulated by the commercial food waste requirements found in D.C. Code § 8–1031.03a.

These entities include:

- A retail food store with a floor area of at least 10,000 square feet;
- A retail food store that is part of a chain of retail food stores, for which the chain
 - Operates the retail food stores under common ownership or control and receives waste collection from the same private collector;
 - Consists of three or more retail food stores; and
 - Has a combined floor area of at least 10,000 square feet;
- Arenas or stadiums with seating capacity of at least 15,000 persons;
- Hospitals and nursing homes, as those terms are defined in § 44-501(a)(9) and (11), with at least 300 beds; and
- Colleges and universities with at least 500 residential students;
- Entities added by the Mayor.

These entities are required to donate excess edible food to the extent practicable (D.C. Code § 8–1031.03a(a)(1)). The District of Columbia Public Works Department (“DPW”) is responsible for enforcement of this chapter. DPW reports that many entities are struggling to recover all edible food for donation. Some entities are sending edible food for composting, citing complications and confusion around food donation processes as barriers to effective donation.

The grantee will:

- Conduct outreach to the regulated commercial entities through one-on-one discussion, group conversations, workshops, and/or webinars.
- Provide individualized recommendations to entities on how to start or improve their food donation programs.
- To the extent possible, facilitate the donation of edible food.

DOEE, in conjunction with DPW, will assist in identifying the regulated entities and associated contact information. DOEE and DPW will also work to update the DC Commercial Food Donation Guide, which can be used by the grantee to facilitate technical assistance.

The USDA’s Office of Urban Agriculture and Innovative Production (OUAIP) has developed indicators to use as unified metrics for reporting. These indicators have been incorporated in the CFWR grants. The selected grantee will be responsible for data collection related to indicators relevant to the activities of the grantee. See Appendix 7 - Relevant Excerpts from USDA Fiscal Year (FY) 2024 Composting and Food Waste Reduction (CFWR) Notice of Funding Opportunity (NFO) for the List of Indicators for OUAIP Grants and Agreements.

The USDA requires applicants to match 25 percent of the total federal share. Match may be achieved with contributions of cash, services, materials, equipment, or third-party in-kind contributions. Partners may contribute to the cost-share, which will greatly increase the overall funding that DOEE can request from the USDA. See Appendix 7 - Relevant Excerpts from USDA FY 2024 CFWR NFO for more information on the USDA’s match requirements.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

- Increase participation in commercial food donation.
- Increase in edible food being donated, rather than going to composting, anerobic digestion, landfill and/or incineration.
- Increase compliance with D.C. Code § 8–1031.03a(a)(1).

Project Outputs

- Number of regulated commercial entities contacted.
- Hours or sessions of technical assistance provided to each organization.
- Number of training sessions, workshops, and/or webinars held.

Deliverables

- Quarterly reports, and a status report at the close of the grant period.
- Presentations, agendas, and other materials that provide information about commercial food donation in the District.

Application Scoring

Each Application will be scored according to the criteria below.

	Scoring Criteria	Points
1	Presents a strong history of conducting outreach for commercial food donations.	10
2	Project personnel are subject matter experts in food donation and have the capacity to implement the project plan.	15
3	Proposes a quality plan to conduct outreach to regulated commercial entities to increase food donations.	20
4	Demonstrates a project plan that can measure project results based on OUAIP indicators. See Appendix 7 for a list of indicators, as identified by the USDA.	10
5	Includes a detailed project timeline that demonstrates successful project implementation.	15
6	Description of how your organization will contribute to the cost-share of DOEE’s application to the USDA. Maximum points will be given to applicants who provide a 25 percent cost-share of their requested amount.	20
7	Includes cost-effective budget and budget narrative.	10

SECTION 8. CHECKLIST FOR APPLICANTS

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

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

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – N/A

Appendix 4 – N/A

Appendix 5 – N/A

Appendix 6 – Sample Insurance Requirements

Appendix 7 – Relevant Excerpts from USDA Fiscal Year (FY) 2024 Composting and Food Waste Reduction (CFWR) Notice of Funding Opportunity (NFO)

Filename: 00_5888 RFA template rev. 12.9.22 (1).docx