

District of Columbia
Department of Energy and Environment



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

DC Resiliency Hub Technology Assistance Grant
(Short name: DC Res Hub TA)
RFA-FY23-PCD-816

Publication Date: 7/7/2023

Application Deadline: 8/7/2023 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



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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 Applications (RFA) is to increase energy resilience in the District by enabling energy from solar photovoltaic (PV) systems to be stored and then used during power outages. This grant provides funding for a resilience hub in the District to install a microgrid composed of solar PV and battery energy storage systems (BESS) to provide essential services during emergencies. The Policy and Compliance Division (PCD) of DOEE’s Energy Administration will administer this RFA.

1.2 Purpose of the Grant

The purpose of this grant is to reduce the impact of power outages on the operations of community resilience hubs in the District that provide essential services, such as medication storage, cell phone charging, and other services to low- to moderate-income residents in Ward 7, the most climate-impacted Ward in the District.

1.3 Source of Funds

Renewable Energy Development Fund
D.C. Sustainable Energy Trust Fund

1.4 Competition for a Grant

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

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

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

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
DC Resiliency Hub Technology Assistance Grant	\$540,000

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 RFA. Applicants and Grantees must comply with any and all applicable terms and conditions appearing in Appendix 1.

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

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

1.13 DOEE's Authority to Make Grants

DOEE has grant-making authority under:

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

- Other applicable laws and regulations.

1.14 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 7/7/2023.

2.2 Additional RFA Information

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

The contact person for this RFA is Robera Tasissa.

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 8/7/2023.

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

How to Submit: The contents of the application are specified in Section 3. All required documents specified in the RFA must be submitted in the designated places in the GMS. Information on how to use the System can be found by scrolling to the bottom of the 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 2023ResHubRFA.grants@dc.gov .

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

2.4 Award Announcement

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

2.5 Updates and Questions and Answers (Q & A)

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

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to 2023ResHubRFA.grants@dc.gov with "RE: RFA-FY23-PCD-816" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at 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 2023ResHubRFA.grants@dc.gov with the subject line "RE: RFA-FY23-PCD-816 – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. DOEE will not mail out updates or Q&A materials.

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

SECTION 3. APPLICATION CONTENT

3.1 Application Content

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

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

(a) Project Summary

Provide a brief one paragraph summary that explains the project.

(b) RFA Narrative

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

(1) Project Description

Organize the Application’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.

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.

3.4 Work Plan

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

3.5 Required Documents

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

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

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions if Applicant Will Receive the Grant

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

(a) Certificate of Insurance

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

a. Assurance of Continued Truth and Accuracy

Upon receiving DOEE’s Grant Award Notice, the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.12. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

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

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

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to the 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 the 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 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 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

DC Resilience Hub Technology Assistance (TA) Grant

Introduction

A resilience hub is a community facility that connects residents to resources and services to help communities in times of emergency disruptions and during everyday “steady state” periods. Resilience hubs are open up to 99% of the time in some cases, and also build resilience-related skills and cultivate relationships during acute emergencies in the communities they serve.

Resilience hubs:

- A. Are equipped with physical assets like backup energy, food, water, temporary heating and cooling, and access to power, which can be deployed in the event of an emergency;
- B. Meet every day social needs through activities like after-school programming for students, events for elders, and job training; and

- C. Support communities to become more self-determining, socially connected, economically strong, and connected to resources. This in turn builds both individual and community resilience and improves outcomes during and after emergencies.

The Department of Energy and Environment (DOEE) wants to support the development of a microgrid system composed of solar photovoltaic and battery energy storage systems (BESS) to support the work of a climate resilience hub for the residents of Ward 7, the portion of the city most at risk from the current and future impacts of climate change in the District of Columbia. The system will provide energy for essential services, such as medication storage, cell phone charging, and other essential community services during emergencies, while supporting low- to moderate-income residents with the benefits of community solar during normal operations.

DOEE will award a single grantee funds to establish the microgrid system project with a BESS that is at least 30 kWh in size, resulting in a microgrid of interconnected loads and distributed energy resources that acts as a single controllable energy system with respect to the grid. The microgrid must have islanding capabilities to serve the resilience hub during power disruptions and include building communication and advanced control system technologies that manage a BESS in communication with distributed energy resource management systems of the local electric distribution grid.

This project is a pilot project that will be the first phase of support for the establishment of a network of resilience hubs throughout neighborhoods in the District that are most vulnerable to acute emergencies, potential shocks, and stressors, resulting from the impacts of climate change. The District's climate adaptation plan, [Climate Ready DC](#), and the District's resilience strategy, [Resilient DC](#), both call for resilience hubs to be located within walking distance of District residents, particularly those who are the most vulnerable to the impacts of climate change (e.g., flooding and extreme heat). The District has identified several priority planning areas for the implementation of Climate Ready DC (Climate Ready DC, p. 5), the District's [Flood Risk Tool](#) identifies areas with high current and future risk of flooding due to precipitation and sea level rise, and the District's [Heat Sensitivity-Exposure Index](#) identifies communities most vulnerable to the impacts of extreme heat. Successful resilience hubs in areas highlighted by these tools will help improve the District's overall resilience to climate change. This pilot project will help identify barriers and approaches to deployment of energy resilience systems across the District.

This project is part of DOEE's work with the Inclusive Shared Solar Initiative (ISSI) in partnership by the National Association of State Energy Officials (NASEO) and the National Energy Assistance Directors Association (NEADA) through a grant from the U.S. Department of Energy (DOE).

More information on ISSI can be found here: <https://www.naseo.org/issues/solar/issi>
DOEE's plan for implementing ISSI can be found here:

https://www.naseo.org/data/sites/1/documents/publications/DC%20Implementation%20Plan_FINAL_7-11.pdf

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Project Period

The project period begins on the date of the Director's signature on DOEE's Grant Award Notice to the selected grantee and continues through September 30, 2023. Depending on the performance of the grantee and the availability of funds, DOEE may, at its sole discretion, extend the grant period with additional funding for up to two additional years.

Available Funding

\$540,000 This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

7.2 Project Description

DOEE is seeking applications from eligible entities to design and install a solar and battery storage system to support the operations of a resilience hub for Ward 7. The successful project will provide renewable energy to low- to moderate-income (LMI) residents during emergencies; maximize the benefit of renewable energy to support the regular operations of a resilience hub; and reduce greenhouse gas emissions. LMI residents are those residents whose household income is at or below 80% of the area median income (AMI).

A proposal should include the following elements:

1. Site selection:

- a. Identify a project location for the microgrid system that meets the following criteria:
 - i. Supports a priority planning area according to Climate Ready DC, flood risk area according to the DC Flood Risk Tool, and/or a high heat sensitivity-exposure area according to the Heat Sensitivity-Exposure Index;
 - ii. Is in or near Ward 7;
 - iii. Functions as a resilience hub with core operational programming as described above and a multi-year work plan and funding; and
 - iv. Will provide renewable energy to LMI residents during emergencies.

- b. Provide documentation of site access authorizing installation and operation of the microgrid system at the resilience hub for the lifetime of the project.
- c. Show how the project site will mitigate the consequences of events that disrupt the grid.

2. Energy storage system design and implementation:

- a. Provide a detailed project design plan for how the energy storage system will be installed, including a description of the specific storage equipment to be used.
- b. Describe how the energy storage system will be capable of transmitting data to the appropriate distributed energy resource management system platform and be certified for safety by a Nationally Recognized Testing Laboratory (NRTL) as evidenced by listing to UL 1741, UL 9540, IEEE 1547-2018 2nd ed or CAN 9540 (Standard for Energy Storage Systems and Equipment).
- c. Explain how the energy storage system will be installed in accordance with the design and system components submitted in the application and approved by DOEE, including how the system design will meet all local permitting, interconnection, and utility regulations requirements.
- d. Provide details on project planning, construction, and interconnection as well as timelines for completion.
- e. Describe how the project will have the required technical capabilities, such as the ability to island and provide power during an emergency.

3. Operation and maintenance:

- a. Provide a clear description of the energy storage system functionality.
- b. Describe and document ownership of the microgrid system and how the grantee will ensure that the energy storage system will be operated at the resilience hub for the lifetime of the system.
- c. Identify warranty terms and other promises or service contracts the grantee shall provide to guarantee the quality of the work.
- d. Provide operations and maintenance and share an Operation and Maintenance (O&M) plan, including who will be responsible for each of the plan activities.

- e. Outline key personnel, partners, and/or subcontractors associated with the planned project, and installations. Also, include a copy of the customer contract template with the property owner/project site host, if applicable.

4. Reporting plan and system performance:

- a. Provide details on cost reduction in annual utility expenses.
- b. Provide a detailed plan to track the performance of the newly installed system, usage data, and O&M issues.
- c. Provide a plan to track and report to DOEE the greenhouse gas emissions offsets, and kilowatts of peak load shaving achieved by the project.
- d. Provide a description of system performance, critical loads to be served, capabilities that include islanding, microgrid support, etc.
- e. Provide data on amount of yearly solar generation, including revenue from Solar Renewable Energy Credits (SRECs).
- f. Provide data on the percent of solar energy used to meet the needs of the facility (use of solar production on site).
- g. Provide the estimated reduction in metric tons of CO₂.
- h. Provide a description of any grid outage events and how the battery system and resilience hub performed.

5. Quality Assurance/Quality Control (QA/QC):

- a. Describe in detail how a Quality Assurance process and plan will be implemented to ensure that the battery energy storage system complies with all applicable laws, regulations, rules, and standards.
- b. Describe a detailed plan for monitoring, evaluation, and inspection to be conducted immediately after installation to verify that the system is operating as intended and within the expectations established during the design review phase of the application. The plan should include the period of time measured, the type of data collected and methods for collecting data.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Increased access to electricity for LMI residents during power outages.
2. Maximized benefits of solar energy for regular operations of a resilience hub.
3. Increased amount of local solar energy storage capacity.
4. Increased resilience of a community-serving facility.
5. Reduced GHG (Greenhouse gases) emissions.

Project Outputs

1. Deliver at least 30kWh of energy storage when commissioned and operated.
2. Use solar-generated electricity from the solar PV system to meet at least 30% of the Resilience Hub's annual electric usage.
3. Report at least 30% electricity cost savings.
4. Train individuals as needed to manage the microgrid.
5. Provide at least 48 hours of uninterrupted energy during an outage.
6. Maintain at least 52 full battery discharges per year.
7. Create a fully constructed and interconnected microgrid system.
8. Offer quarterly exhibit tours for DOEE staff and other persons interested in the project.

Deliverables

1. Project work plan.
2. Quarterly, annual, and final reports to DOEE to include:
 - a. Progress status on the installation, ownership, and operation of the energy storage system, and
 - b. Summary of results achieved, lessons learned, and recommendations for future resilience hubs.
3. At least 3 years of data regarding energy system performance and the use of the energy storage system during power outages.

Application Scoring

Each Application will be scored according to the criteria below.

	Scoring Criteria	Points
1	Demonstrates experience in design, installation, and maintenance of renewable energy systems and microgrids or capacity to successfully commission and oversee the project with an experienced partner	15
2	Offers a feasible plan for energy storage system design and installation	15
3	Demonstrates experience in administering grants and following through with commitments	5
4	Identifies a resilience hub for the project or is currently at a resilience hub that provide services to LMI residents living in Ward 7 and within a priority planning area according to Climate Ready DC, DC Flood Risk Tool, and/or Heat Sensitivity-Exposure Index	20
5	Presents a clear implementation plan and timeline for the ownership, operation, and maintenance of the microgrid system	10
6	Demonstrates how the grantee will provide for maintenance and operation of the microgrid system at the resilience hub for the useful life of the system	10
7	Presents clear plans to track and report on system performance	10
8	Presents a cost-effective numeric and narrative budget with a clear justification for the funds requested	10
9	Local Entities: Applicant is a certified business enterprise business (CBE) or nonprofit (see Appendix 5, Points for Local Entities)	5

SECTION 8. CHECKLIST FOR APPLICANTS

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.		
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 RFA?	
4	If project eligibility conditions appear in Section 1.6 of the RFA, 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 RFA?	
7	Is there a numeric budget?	
8	Is there a budget narrative justifying each budget line item?	
9	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.1 subsection b.2.iii of the RFA?	
10	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
11	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
12	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
13	Does the application package include a valid Certificate of Clean Hands?	
14	Does the application package include IRS W-9 Tax Form?	
15	If the Applicant is a nonprofit organization, does the application package include a Tax Exemption Affirmation Letter?	
16	Does the application package include the applicant's current fiscal year budget?	
17	Does the application package include the applicant's most recent audited or unaudited financial statements?	
18	Does the application package include a Separation of Duties Policy as described in Section 3.5 subsection (h) of the RFA?	
19	If funded by Renewable Energy Development Fund (REDF) and the Applicant is seeking to qualify as a Certified Business Enterprise (CBE), is the current District CBE certificate included?	

20	Is the Applicant registered in the System for Award Management (SAM)?	
21	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
22	If applicable, does the application package include letters of support from other entities?	
23	If requested, does the application include resumes of key personnel mentioned in the application?	
24	If applicable, does the application identify District agencies from which funds were received, including the project title, amount paid, and what was accomplished?	
25	Does the application include a work plan?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – N/A

Appendix 4 – N/A

Appendix 5 – Points for Local Entities

Appendix 6 – Insurance Requirements