

District of Columbia
Department of Energy and Environment



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

Low Income Energy Efficiency and Conservation Programs
(Short name: EECP)
RFA # 2018-1710-EA

Publication Deadline: 3/10/2017

Application Deadline: 5/12/2017 at 4:30pm

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 District of Columbia Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) is to reduce the energy costs of the District of Columbia’s eligible low-income households by increasing the energy efficiency of their homes, while focusing on the health and safety of the occupants. This effort is funded through the U.S. Department of Energy (US DOE). DOEE also utilizes leveraged sources of funding, based on availability, from the U.S. Department of Health and Human Services (HHS) Low Income Home Energy Assistance Program (LIHEAP), the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds, the District’s Renewable Energy Development Fund (REDF), and District of Columbia General Funds. The Weatherization Assistance Program (WAP) is guided by US DOE, the District’s WAP State Plan, and WAP regulations (see 10 CFR 440). US DOE’s regulations can be found at www.waptac.org and DOEE’s WAP State Plan is located at doee.dc.gov/weatherization-assistance-program. DOEE is soliciting applications for weatherization providers for Fiscal Years 2018, 2019, and 2020.

1.2 Purpose of the Grants

The purpose of these grants is to provide high quality, cost-effective weatherization services to income-qualified households. Weatherization services improve the overall comfort, energy efficiency, and safety of homes. These services are provided free of charge to all qualifying households. To deliver services, DOEE provides grants to grantees, which are responsible for performing weatherization. A successful applicant will assist DOEE in achieving this objective by installing approved energy efficiency measures in low-income households, and providing energy-related information to occupants. Possible improvements include energy-audit recommended measures, HVAC repair or replacement, health and safety measures, or renewable energy systems.

1.3 Source of Funds

The sources of funds for the grant are:

- U.S. Department of Energy (US DOE) Weatherization Assistance Program (WAP)
- U.S. Department of Health and Human Services (HHS) Low Income Home Energy Assistance Program (LIHEAP)
- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)
- District of Columbia Renewable Energy Development Fund (REDF)
- District of Columbia General Funds

1.4 Competition for a Grant Award

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

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

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

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Energy Efficiency and Conservation Programs	\$4,500,000.00

1.6 Eligibility

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

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

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

An informational conference call and opportunity for question and answers will be held on March 17, 2017 at 2:00 PM

The call number is (712) 451-0200 and conference code is 233373.

1.7 Definitions

District - The District of Columbia.

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

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

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

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

1.9 Grant Monitoring

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

A grantee is subject to programmatic and financial audits by DOEE's federal funder(s) and must submit a copy of their Single Audit prior to the commencement of the fiscal year.

1.10 General Terms and Conditions

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

1.11 RFA Conditions - Promises, Certifications, Assertions and Assurances

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

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

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

1.13 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 3/10/2017.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1710-EA.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 5/12/2017.

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

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

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

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

District of Columbia Department of Energy and Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2018-1710-EA

Email an electronic copy, formatted as a .pdf file, to: EECP.grants@dc.gov

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six 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 EECP.grants@dc.gov with "RE: RFA 2018-1710-EA" 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 EECP.grants@dc.gov with the subject line "RE: RFA 2018-1710-EA – Subscribe to the email list."

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

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

2.6 DOEE Contacts

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

- (a) **Emailing** EECP.grants@dc.gov with "RE: RFA 2018-1710-EA" in the subject line;
- (b) **In person** by making an appointment with (Kenley Farmer at (202) 535-2600 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Kenley Farmer RE: RFA 2018-1710-EA on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 15 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

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

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

(a) Cover Sheet

Include a cover sheet in the format specified in Appendix 3.

(b) Project Summary

Provide a brief introduction (one or two paragraphs) that summarizes the proposal.

(c) Project Description

Present the quantifiable outputs and how to measure the project’s success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and what resources must be expended to achieve the outputs identified. In presenting the project team and the budget, ensure that expenditures identified are those that the grant can reimburse.

(1) Purpose and Objectives

State how the project will benefit the environment and identify its targets or objectives.

(2) Target Audience

Identify the target audience and address how the project will engage the target audience. For instance, if the project has an educational component, describe who the target audience is (e.g., high school students, low-income residents, etc.), how the project will educate the target audience, and how educating this audience will benefit the environment.

(3) Project Outcomes, Outputs, and Activities

Explain the expected project outcomes, the project outputs that will produce the outcomes, and the activities that make the outputs possible.

A *project outcome* is a medium- to long-term result that occurs and/or continues after the project ends. Outcomes tend not to be quantified, because they are typically statements of relative conditions. For example, outcomes, not necessarily associated with this project, might include improved health of residents, an adequately sized riparian buffer, or increased public awareness of the effects of human activities on the health of the Chesapeake Bay.

An output is a short-term result achieved at the end of the project period. Outputs can and should be quantified. For example, an output might be described as providing watershed education to 100 students, installing 200 square feet of green roof and an informational sign, or cleaning two acres of land of invasive plants.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to evaluate what the proposed project will achieve if funded.

(4) Methods

Describe how the Applicant will use people and resources to accomplish the proposed activities.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a trash removal project might measure the pounds of trash removed, while a stormwater project might measure the amount of stormwater

captured. Also, if there are key tasks in the project, the proposal should identify the milestones necessary to produce the stated outputs.

(6) Project Budget.

Present a project budget and budget narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 4. The narrative should explain each budget line item. 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. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal may use the budget format in Appendix 4. If the Applicant's own internal budget format is more detailed and covers each of the indicated line items, the Applicant may use its budget format. The budget must state the total cost of the project, even if the total exceeds the amount of the grant.

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

Resources other than those being funded under the grant 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 would include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

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

The Applicant must verify that all costs in the budget are allowable and verifiable (see the examples of allowable costs and non-allowable costs listed below). DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

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.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

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.

(a) Applicant.

(1) Organization.

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

(2) Key personnel.

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

(3) Past performance on District Grants/Contracts.

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

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

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

(4) Partners.

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

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

iv. National Park Service

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

3.3 Work Plan

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

3.4 Required Documents

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

(a) Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs.

(b) Promises, Certifications, Assertions and Assurances

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

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

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The

Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

(c) IRS W-9 Tax Form

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

(d) Tax Exemption Affirmation Letter

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

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

(e) Applicant’s Current Fiscal Year Budget

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

(f) Applicant’s Financial Statements

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

(g) Separation of Duties Policy

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

This statement should:

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

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

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

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

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

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

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

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

See section 7 for detailed scoring criteria for this solicitation.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

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

(a) Certificate of Insurance

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. 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

The Grantee shall reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. See also Section 1.6.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

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

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

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

(b) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

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

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

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

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

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

Energy Efficiency and Conservation Programs

Introduction

This section of the RFA describes the District's Department of Energy and Environment's (DOEE) Energy Efficiency and Conservation Program (EECP) structure, the weatherization measures that EECP will reimburse, the reporting and training requirements, and the evaluation criteria that DOEE will use to score proposals.

Project Period

Three years, subject to annual evaluation and DOEE approval, October 1, 2017 through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

DOEE expects to award the funding amount available.

7.2 Project Description

EECP funds are used to improve the energy efficiency of low-income homes using the most advanced technologies and testing protocols available in the housing industry. The energy conservation resulting from the efforts of grantees helps to reduce energy use and costs, while improving the health and safety of their homes. DOEE provides grants to local organizations that are responsible for performing weatherization in homes in the District.

Project Types:

- a. Single-family home: a structure with up to four dwelling units.
- b. Multifamily home: a structure with five or more dwelling units.

A dwelling unit is occupied as a separate living quarter, and may be a house, apartment, condominium unit, group of rooms, or a single room. Applicants to this RFA should develop a production plan that includes a minimum number of both single-family and multifamily projects. If a grantee is unsure if a home qualifies as a single-family or multifamily home, the grantee may request written clarification from DOEE.

Program Eligibility

The weatherization program is targeted to households that are at or below 200% of the federal poverty level or 60% of the District's median income level. DOEE verifies income eligibility for each household served through the LIHEAP program. Verification of household income and EECP eligibility are included in each client file.

Program Structure

EECP is administered under the Affordability and Efficiency Division (AED) and is managed by a Branch Chief who reports to the Associate Director. The Branch Chief is responsible for the overall operation of EECP. Reporting to the Branch Chief are program managers and energy auditors.

Grantee Responsibilities Include:

1. Obtain copies of proper permits and licenses of subcontractors and staff before commencing work.
2. Complete emergency HVAC and/or hot water tank replacements or repairs within three calendar days from receiving an emergency referral from DOEE.
3. Install audit-recommended measures based on US DOE's Standard Work Specifications (SWS), and send DOEE complete invoices and required documentation of the work based on a production schedule of completing the installation of measures for the number of units listed in the Project Outputs section below.
4. Educate the homeowner or tenant to use the installed equipment.
5. Operate a professional and quality operation, including training, hiring and managing contractors, and fixing damage and errors in a timely manner.
6. Provide excellent customer service.
7. Use American-made products where feasible. While DOEE does not mandate American-made products or District vendors and labor, it strongly encourages their use.
8. Provide the homeowner with warranty and manufacturer information for measures installed.
9. Ensure the contractor, subcontractor, or in-house personnel have the required Building Performance Institute (BPI) certifications prior to commencing work in single- or multifamily dwellings.

Allowable Energy Conservation Measures (ECMs)

US DOE-approved Energy Conservation Measures (ECMs) installed in a home must have a Savings to Investment Ratio (SIR) greater than or equal to 1. In other words, for every dollar spent installing a measure, at least a matching dollars' worth of energy must be saved over the life of that measure. Installation costs include direct installation labor, weatherization materials, and related costs for installation. DOEE performs audits using the National Energy Audit Tool (NEAT) for single-family homes and the Targeted Retrofit Energy Analysis Tool (TREAT) for multifamily homes.

DOEE intends to administer this grant on a reimbursement basis. DOEE's federal funders specify the energy efficiency measures that can be reimbursed to the grantee for work performed. DOEE will follow the guidelines communicated by its federal funders on allowable measures and the work that will be performed.

Typical measures or work performed may include the following (to be installed according to SWS):

1. Air sealing and infiltration reduction;

2. Attic insulation and vents;
3. Basement, floor and crawlspace insulation;
4. Windows and doors;
5. Baseload electrical work;
6. Combustion efficiency and venting;
7. Domestic hot water heating systems; and
8. Renewable energy systems.

Quality Assurance/Quality Control Inspector (QCI) Inspection

DOEE maintains strict weatherization installation guidelines, which are documented in the DOEE Weatherization Field Guide (doee.dc.gov/service/weatherization-assistance-program). In addition, DOEE has a Quality Assurance (QA) team of DOEE QCI Inspectors. The job of the QCI Inspector is to inspect a percentage of completed projects to ensure that all measures are installed according to the installation guidelines. The QCI inspector will inspect grantee work.

QCI activities may include the following:

- a. Work-in-Progress Inspections – to identify compliance and programmatic issues during the initial stages of production.
- b. Post-Installation Inspections – to be performed by DOEE on at least 10% of completed units. Any units reported to DOEE as complete must meet programmatic requirements. The purpose of the post-installation inspection is to determine the quality and performance of the grantee's work and to make sure that the DOEE requirements have been met.

Depending on program requirements and benchmarks, the QCI Inspector will inspect both project types: single-family or multifamily.

Monitoring

DOEE will conduct programmatic monitoring as DOEE determines is needed. The goal of the monitoring process is to: (1) ensure the proper and timely use of funds and the realization of expected benefits; (2) provide transparency and accountability; (3) provide quality control; and (4) provide technical assistance and training. (See US DOE Weatherization Program Notice (WPN) 16-4, www.waptac.org/data/files/Website_docs/Government/Guidance/2016/WPN-16-4.pdf).

During monitoring visits, DOEE will verify the grantee's adherence to grant requirements, including: methods of procurement; staff training; progress in completion of projects and

production goals; project costs; and the accuracy of client files. A grantee that fails to adhere to grant requirements jeopardizes the receipt of future funding.

Reporting and Auditing

The grantee will be required to report project information that demonstrates the energy savings achieved. The grantee will need to track and report aggregate information, including the average cost per unit, the number of hours worked / trained, and the amount of funding used for job training or employment.

DOEE may also impose other reporting requirements that will allow DOEE to track and manage progress towards goals, and to report, as necessary, to other agencies and organizations who seek updates on the progress of EECP spending.

For project auditing, DOEE has the right to inspect the work and associated records at any and all reasonable times as part of oversight. This right extends to any subcontracts, and grantee shall include provisions ensuring such access in all its contracts or subcontracts. DOEE's audit rights extend to all of the grantee's contracts and their subcontracts

Grant Application

The grant application should include the following:

(a) Experience: Describe the applicant's experience in conducting housing rehabilitation/renovation, weatherization or similar activities in the last five years. This may include a description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures and performance. Describe the approach to dealing with site work, whether subcontracted or performed with crews employed by the applicant.

Explain in detail how jobs have been tracked to manage the flow of work, scheduling of subcontractors, and inspections. Identify how this information was/is used to plan for and manage production. Explain how you assured quality control of crew and subcontractor work.

If applicant has experience in providing energy efficiency or renewable energy systems, the applicant may include the following for the past five years as a demonstration of program quality and effectiveness: planned vs. actual units completed; air leakage percentages reaching target; number of single family homes, and multifamily homes completed for each year; aggregate data from customer surveys; and data regarding quality of services.

New providers may provide letters of support from community partners and other pertinent data that demonstrates the requirements for this section.

(b) Process: Provide a detailed plan that identifies the flow of work for a typical dwelling unit, beginning with customer contact and ending with QCI inspection and customer sign-off. Be sure to note each step of the process and how the applicant will manage it. Describe experience with Quickbase, which is DOEE's online database for tracking work orders and documentation.

(c) Production Plan: Provide a production plan identifying the stages to implement the weatherization program, including: the resources to be acquired (staff, equipment, subcontractors, etc.), and the timetable proposed to begin operations; project goals and objectives, general outcomes, and specific outputs.

(d) Budget, Funding, and Payment: Provide a proposed budget, including spending milestones and a budget narrative. Applicants can assume a dollar amount of up to \$1,500,000 per year in the budget. Include a projection of the total of homes and energy audits to be performed for an assumed budget of up to \$1,500,000 per year. Provide a statement that the applicant can operate on a monthly reimbursement basis.

There are two different administrative percentages: The HHS/LIHEAP grant allows the grantee to include an 8% program support fee and a 12% administrative fee of the reimbursable costs. The US DOE grant allows an administration fee up to 5%.

Make sure that your budgeted costs are consistent with the federal funding. DOEE only reimburses grantees for approved costs incurred as a result of providing energy efficiency services. (See Section 6.2)

Applicants are encouraged to develop a production plan, and related budget, that will utilize all of the available funding in a cost-effective manner that benefits weatherization clients. If an applicant cannot utilize all funds in this manner, the applicant may request less than the available amount. However, DOEE will not consider a proposal from an applicant that proposes providing weatherization services for an amount less than \$300,000 per year. Applicants are strongly encouraged to review US DOE and DOEE regulations and guidance to understand the allowable costs under these funding opportunities.

Sometimes grantees install measures with no energy savings benefit because the installation is necessary to address a safety concern in a home or to enable installation of the energy conservation measures (ECMs). These types of improvements are allowed and categorized as health and safety repairs, and are not included in the required SIR analysis. Refer to 10 CFR 440 and the DOEE Weatherization Operations Manual for more information on how the SIR is calculated.

(e) Key Personnel: Provide resumes describing the education and work experience for each of the key program personnel who will be assigned to the weatherization program. Include the energy coordinator and the inspectors.

If positions are vacant, provide the job description and hiring criteria. In addition, provide job descriptions for all jobs related to program delivery. Provide an organizational chart for the program and identify the positions and percent of time dedicated for all personnel working on the EECF.

Training: Provide a training plan and proposed budget to ensure that all weatherization personnel have successfully completed the training courses required by the District's WAP State Plan and the Weatherization Operations Manual (doee.dc.gov/service/weatherization-assistance-program).

DOEE requires grantee(s) to meet training and technical assistance requirements, including the installation of measures according to US DOE's Standard Work Specifications (SWS) as detailed in the District's Weatherization Field Guide (doee.dc.gov/service/weatherization-assistance-program). DOEE will require the grantee and its contractors to attend US DOE conferences and training, EECF-related conferences, and customer education trainings. Approved training is an allowable cost.

Flexibility: DOEE may find cause to modify the program design to make program implementation more efficient and will modify the program guidelines and update the grantee. Such changes could include adjustments in monitoring, quality control inspections, or measures to be installed.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

1. Increased energy savings in each weatherized home.
2. Remediated health and safety issues in homes receiving energy efficiency measures.
3. Increased total number of homes that are weatherized.
4. Maximized economic, environmental, and public health benefits.
5. Educated clients on energy efficiency and indoor air quality issues.

Project Outputs

1. Depending on available funding, the following number of dwelling units in the District will receive weatherization services each fiscal year: 350
2. If a renewable energy system is installed, a detailed report on the capacity and outputs of the system and the financial benefits provided to low-income District residents.
3. An annual report of: the number of homes receiving service; utility payments avoided or reduced due to the installation of renewable energy systems; and additional findings or recommendations to improve the program.

Proposal Scoring

All proposals will be scored according to the criteria below. District-based businesses will be awarded five preference points, referred to in section 4.2 of this document.

Scoring Criteria	Points
Demonstrates that the applicant is able to deliver weatherization in the District in a cost-effective and high-quality manner as demonstrated through (a) mission, (b) history, (c) relevant energy efficiency experience, (d) current services provided, and (e) partners.	10
Proposes a comprehensive, detailed, and credible production strategy that includes estimated units by housing type (i.e., single-family or multifamily). If the proposal is to install rooftop solar PV, also demonstrates: (a) the solar production process, (b) rooftop repair process, (c) associated challenges, and (d) strategies to minimize those challenges.	15
Demonstrates the cost-effectiveness of the applicant's proposed cost for services, proposed sources of leveraging, as demonstrated by the budget and the budget narrative.	15
Demonstrates that the applicant is able to deliver outreach activities, demonstrated by (a) client education plans, and (b) a proposal to ensure that all clients receive a high degree of customer service.	5
Proposes a training plan that includes: (a) a description of how the applicant will ensure that all field staff are properly trained and qualified to perform their responsibilities, including plans for Quality Control Inspector (QCI) certifications, and (b) a proposal to pay or subsidize the cost of subcontractor training, or weatherization conferences or events that the applicant plans to attend.	10
Identifies key personnel, including experience, qualifications, and certifications (including BPI). For vacancies or proposed staff, identifies training and hiring requirements.	5
Demonstrates that the applicant is financially responsible, as demonstrated by: (a) financial management policies and procedures (b) date of the last financial audit, (c) description of major audit findings in the last five years, (d) procedures for federal grants management, and (e) financial management software.	15
Demonstrates applicant's ability to complete the proposed work and meet milestones on time.	10
Demonstrates applicant's ability to ensure that all work performed is compliant with Federal and State weatherization regulations and procedures, specifically highlighting US DOE's Standard Work Specifications (SWS), as demonstrated by: (a) a description of how quality issues will be identified, corrected, and prevented, (b) applicant's organizational systems and process for ensuring work is completed in a timely and cost-effective manner, and (c) strategies that the organization employs to incentivize high-quality workmanship from employees and subcontractors.	15

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget