

District of Columbia  
District Department of the Environment



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

Green Building Fund Grant  
(Short name: Green Building Fund Grant)  
RFA # 2013-10-OPS

6/7/2013

**Application deadline:** by 4:30 PM 6/21/2013

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



## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANTS .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD .....	4
1.5 PROJECTS AND FUNDS AVAILABLE .....	4
1.6 ELIGIBILITY .....	5
1.7 PERMISSIBLE USE OF GRANT FUNDS .....	5
1.8 GRANT MONITORING .....	5
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES .....	6
1.10 DDOE’S AUTHORITY TO MAKE GRANTS.....	6
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW.....	6
<b>SECTION 2. SUBMISSION OF APPLICATION .....</b>	<b>7</b>
2.1 RFA RELEASE DATE .....	7
2.2 OBTAINING A COPY OF THE RFA .....	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE .....	7
2.4 AWARD ANNOUNCEMENT .....	8
2.5 UPDATES AND Q-AND-A’S.....	8
2.6 DDOE CONTACTS.....	8
<b>SECTION 3. APPLICATION CONTENT .....</b>	<b>10</b>
3.1 FORMAT.....	10
3.2 COVER SHEET .....	10
3.3 PROPOSAL CONTENT .....	10
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>15</b>
4.1 REVIEW PANEL .....	15
4.2 SCORING CRITERIA .....	15
<b>SECTION 5. FILING REQUIREMENTS.....</b>	<b>16</b>
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL .....	16
5.2 DOCUMENTS TO FILE IF DDOE NOTIFIES THAT IT WILL MAKE THE GRANT .....	20
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS.....</b>	<b>20</b>
6.1 GRANT AWARD ADMINISTRATION .....	20

<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>22</b>
7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS.....	22
7.2 PROJECT DESCRIPTIONS.....	22
APPENDIX 1 – COVER SHEET .....	30
APPENDIX 2 - EXAMPLE OF GRANT BUDGET .....	30
APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”).....	30

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The District of Columbia District Department of Environment (DDOE), is soliciting grant applications from eligible entities (called “Applicants”). The goal of this Request for Applications (RFA) is to support innovative solutions to green the built environment in the District. The following programs or offices of DDOE are administering this RFA: OFFICE OF POLICY AND SUSTAINABILITY (OPS).

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

The purpose of these grants is to meet the ambitious goals related to green buildings set out in the Mayor's Sustainable DC plan.

### **1.3 Source of Funds**

The source of funds for the grants is the District's Green Building Fund.

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

This RFA is competitive. Each grantee must demonstrate its ability to carry out the activities for the grant/s 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.

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

This RFA presents the following number or projects for the stated total dollar amount presently available through this RFA: 3 for \$135,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
1	ZERO ENERGY/WATER AND LIVING BUILDING	\$65,000.00

Project Number	Project Name	Project Amount
2	CHALLENGE COST/BENEFIT ANALYSIS ASSESSING THE HEALTH IMPACTS OF URBAN HEAT ISLAND REDUCTION STRATEGIES	\$20,000.00
3	GREEN BUILDING MANUAL: GREEN BUILDING RESOURCES, DOCUMENT SUBMITTAL TEMPLATES, AND GREEN BUILDING ROADMAP	\$50,000.00

## 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, and educational institutions;
- ☐-Government agency and
- ☒-University / Higher Education.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of specially 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 DDOE in writing. Another example would be the loss of the organization’s nonprofit tax status.

## 1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

## 1.8 Grant Monitoring

DDOE 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.

## **1.9 RFA Conditions - Promises, Certifications and Assurances**

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

## **1.10 DDOE’s Authority to Make Grants**

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

## **1.11 Conflicts Between RFA and Applicable Law**

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

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

### **2.1 RFA Release Date**

The release date of this RFA is 6/7/2013.

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

A person may obtain a copy of this RFA by any of the methods in section 2.6. Please add to any note "Regarding RFA: Green Building Fund Grant, #10."

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

**When:** All applications must be received at the address below by 4:30pm on 6/21/2013.

An application will be dated and recorded temporarily as "received" until DDOE staff have reviewed it to see if it is complete. DDOE considers an application to be "filed" only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be "filed."

**What:** Copies and formats: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive fax copies. Do not submit a fax copy. The contents of the Application are specified below, in Section 3.

**Where:**

The hard copies must be filed with DDOE at the following address:

District of Columbia Department of the Environment

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

Attn: RFA Green Building Fund Grant #10

Email: The electronic copy should be sent to the following email address:

2013greenbldgRFA.grants@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

## **2.4 Award Announcement**

DDOE expects to notify each Applicant of its award status within six (6) weeks after the application due date, in writing.

## **2.5 Updates and Q-and-A's**

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented below, in DDOE Contacts. DDOE will publish updates and Questions-and-Answers regarding the RFA at the web site indicated below, in "Contact Information". DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA Green Building Fund Grant #10 – Add me to the email list."

DDOE will provide the same information by email at the same time the information is uploaded to the DDOE web site. Hard copy updates will be available for pickup at DDOE's offices, listed below, by appointment. DDOE will NOT mail out updates or Q&A materials.

## **2.6 DDOE Contacts**

DDOE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Download**, by visiting the DDOE's website, [www.ddoe.dc.gov](http://www.ddoe.dc.gov). Look for the following title/section, "Resources", click on it, cursor

over the pull-down "Grants and Funding", click on it, then, on the new page, cursor down to the announcement for this RFA. Click on "read more." Then choose this document, and related information, to download in PDF format;

- (b) **Email** a request to 2013greenbldgRFA.grants@dc.gov with "Request copy of RFA Green Building Fund Grant, #10" in the subject line;
- (c) **In person by** making an appointment to pick up a copy from DDOE's offices at the following address, in subsection "(d)" (call William Updike at (202) 535-1337 and mention this RFA by name); or
- (d) **Write** DDOE at Office of Grants Management, 1200 First Street, N.E., 5th Floor, Washington, DC 20002, "Attention: RFA - Green Building Fund Grant, #10, Requesting a copy" on the outside of the letter.

## **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, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

### **3.2 Cover Sheet**

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

### **3.3 Proposal Content**

DDOE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the applicant's team and why the applicant can accomplish the proposed project.

#### **(a) Present the summary of the project.**

After writing the proposal, and its details, the applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

#### **(b) Present the project in detail.**

After briefly stating what the project is to accomplish, 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 then what resources must be expended to achieve them. In presenting the project team and the budget, insure that expenditures are those that the grant can reimburse.

(1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

(2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

(3) Present the project outcomes, outputs, and activities.

DDOE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: 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. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

**An output** is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

**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. That way reviewers will have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a water project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DDOE 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.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your 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 \$xx per hour times xx hours".

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled "Non-DDOE Match," meaning the applicant intends to provide the indicated resources, the "match", and that the resources do not come from DDOE. The applicant would enter in this column both dollars and the value of the in-kind contributions. 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 by individuals must be valued at rates consistent with those which the applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The applicant must verify that all costs in the budget are allowable and verifiable. See "Allowable Costs" and "Non-Allowable Costs", listed below. Please keep in mind that DDOE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting, bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;

10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. 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 those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

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.

**(c) Describe the applicant.**

- (1) Describe the 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. For further information the applicant can reference a web site or an attached organizational brochure or resume.

- (2) Identify key personnel.

The proposal should 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) Summarize past performance of DC grants/contracts.

DDOE wants to know if an applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be agencies, NGOs, companies or individuals. If a partner is involved in the project, the applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

## **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.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DDOE staff. Whenever practicable each panel will have at least one person from outside of DDOE.

### **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, insuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

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.

## **SECTION 5. FILING REQUIREMENTS**

### **5.1 Documents to file as part of the proposal**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the applicant has requested the document, DDOE may accept a copy of the applicant’s request to the agency as proof of the request.

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

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current. DDOE defines “current” as having been issued within 60 days of the date of the application’s submission.

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

Each applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath, is a condition of eligibility for the grant applied for. If the Applicant organization is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The applicant is not required to send the entire document back to DDOE. Rather, DDOE requires the table of contents and the signature page. The applicant should print the pages on which the Table of Contents appears and the last, signature, page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District’s agencies. DDOE defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DDOE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

## **(c) W-9 tax form**

The applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service purposes. DDOE defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the applicant has submitted a current completed W-9 to DDOE for another application, or for another purpose, the applicant may submit a copy of that document.

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

The tax exemption letter is the Internal Revenue Service's determination letter of non-profit status, if one was issued. If 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 IRS tax status application. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted.

**If there is no IRS documentation because the organization is a religious organization the applicant may submit the best evidence it can of its status:**

(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; (ii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iii) 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 organization's current fiscal year, using a format as least as detailed as that presented in Appendix 2. Also, the applicant should submit a comparison of budgeted versus actual income and expenses to date.

**(f) Applicant's financial statements**

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

**(g) Separation of duties policy**

Applicant must submit a statement that states how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/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 the application. The applicant should state which is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling the organization's money.

**(h) If applicable, letters of support**

If a project requires a partner, the applicant should attach a letter of support, or equivalent, with the proposal. DDOE has experience with four cases:

**1. District of Columbia Public Schools**

If the applicant will work with the District of Columbia Public Schools (DCPS), then 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.

**2. 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.

**3. 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 which the partner will provide.

**4. 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. DDOE will accept more informal statements generated by responsible NPS officials, including emails.

## **5.2 Documents to file if DDOE notifies that it will make the grant**

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the applicant/grantee has requested the document, DDOE may accept a copy of the applicant's request to the agency as proof of the request.

### **(a) Certificate of insurance**

The grantee shall be required to submit a Certificate of Insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE 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 will be required to 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. One of the grantee's promises, as an applicant, is to advise DDOE of material changes since the filing of the application.

### **(c) SAM registration with federal government**

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DDOE.

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

### **6.1 Grant award administration**

The following terms and conditions apply after DDOE has made its decision to grant an award.

#### **(a) DDOE's announcement of award**

DDOE's objective is to announce grant awards by at least six (6) weeks after the date it publishes the RFA.

**(b) Grantee's reports**

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 <sup>st</sup> Q (Jan-Mar):	April 15
2 <sup>nd</sup> Q (Apr-Jun):	July 15
3 <sup>rd</sup> Q (Jul-Sep):	October 15
4 <sup>th</sup> Q (Oct-Dec):	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, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DDOE prefers hard data, and analysis of the data.

**(c) Reimbursement of project expenditures**

Grantees will not be reimbursed for any work that is undertaken before DDOE awards the grant.

DDOE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DDOE may pay start-up funds at the beginning of the grant period. If the applicant seeks start-up payments it should make the request in its proposal, and explain the request.

DDOE 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 invoice, at any time during the fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

DDOE will withhold the final 10 (ten) percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Titles and Available Funds**

<b>Name</b>	<b>Total Projects</b>	<b>Total Amount</b>
Green Building Fund Grant	3	\$135,000.00

### **7.2 Project Descriptions**

#### **PROJECT #1: ZERO ENERGY/WATER AND LIVING BUILDING CHALLENGE COST/BENEFIT ANALYSIS**

##### **INTRODUCTION:**

In order to meet the ambitious goals related to green buildings set out in the Mayor's Sustainable DC plan ([www.sustainable-dc.org](http://www.sustainable-dc.org)), game changing advances will need to be made in the built environment. A national conversation has been developing around zero energy buildings, and a new green building certification system, called the Living Building Challenge ([www.ilbi.org/lbc](http://www.ilbi.org/lbc)), has set us on the path to truly sustainable construction.

Economic studies have been done regarding the differential costs of green buildings in general, and often specifically related to the U.S. Green Building Council's LEED certification system. Since the early 2000s, there has been a remarkable increase in the number of LEED projects in the marketplace, particularly in the District of Columbia, which leads cities and states in the nation in per capita LEED-certified square footage. This shift, along with a general increase in the number of projects pursuing green building goals and using green materials, has reduced the first cost premiums to create LEED buildings. In a July 2007 report, "Cost of Green Revisited," Davis Langdon found "there is no significant difference in average cost for green buildings as compared to non-green buildings" nationwide. It is remarkable how quickly the transition to green

building has been in some of the sectors of the built environment in the District. But to make the city truly sustainable, healthy, and resilient, much more needs to be done.

An analysis of the differential cost of zero energy and Living Building Challenge projects was completed recently and looked at four cities around North America. This grant is intended to apply a similar economic analysis focused specifically on the District of Columbia, to help the city understand the costs of deep green building locally, and the policy drivers to support more sustainable construction.

**APPROXIMATE AVAILABLE FUNDS:**

Up to sixty-five thousand dollars (\$65,000), pending the availability of funds.

**PROJECT PERIOD:**

The project must be completed by September 30, 2013, and all fund expenditures must be accounted for by that time.

**PROJECT DESCRIPTION:**

The questions that often come up first when discussing zero energy/zero water and Living Building Challenge projects are: “what is the cost premium?” and “what might the payback be?” This grant is intended to answer those questions in the specific context of the types of buildings, the costs, and the climate in the District. But the grant is also being issued to help advise the District government on policy drivers related to deep green buildings, and to analyze the benefits to the city from offering incentives for zero energy and Living Building Challenge projects.

The purpose of this study is to provide information on the incremental cost between LEED, zero energy, and living buildings, and answer questions regarding the anticipated payback. Because the costs of high performance buildings can vary significantly by building type, a range of building types and sizes will be studied. In order to put a price tag on these types of projects, the grantee will need to virtually “transform” LEED projects in the District into zero energy/water and living buildings from a variety of different development models.

The grantee will need to apply a set of design modifications, energy conservation strategies, and rainwater collection techniques for each sample building to arrive at a reduced building water and energy usage model before alternative energy and water reuse strategies are applied. The team should endeavor to employ the least expensive strategies for the analysis, and only utilize expensive systems when absolutely necessary.

**REQUESTED OUTCOMES OF THIS PROJECT SHALL INCLUDE:**

1. Financial analysis of the differential costs of a set of typical buildings in the District to build zero energy/water and Living Building Challenge projects.

2. Financial analysis of the costs and benefits for the District to create an incentive program around these deep green building strategies.
3. Guidance for zero energy/water and Living Building Challenge policies for the District.

#### **DELIVERABLES:**

1. Project work plan outlining the schedule and the financial analysis strategy. Development of this plan will be a collaborative effort between DDOE and the Grantee. This plan must be delivered to DDOE for approval before work can be started on the study.
2. Final written report of the differential costs of different types of buildings (large commercial, small commercial, large multifamily residential, single family residential, institutional, etc.) to build as zero energy/water and Living Building Challenge. Final report will also summarize the cost benefit analysis for the District to create an incentive program for these types of projects, and will make policy recommendations for the best way to create an incentive program in the District.

#### **CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrate the applicant's knowledge of and experience in conducting financial analysis related to the differential costs of building zero energy and Living Building Challenge projects (50 points);
2. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 points);
3. Demonstrate the applicant's knowledge of and experience in energy and green building policy efforts (20 points);
4. Present a clear and feasible plan for accomplishing goals (10 points);
5. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: There are no additional points awarded for this grant.

### **PROJECT #2: ASSESSING THE HEALTH IMPACTS OF URBAN HEAT ISLAND REDUCTION STRATEGIES**

#### **INTRODUCTION:**

Research has shown that extreme Urban Heat Island (UHI) effects can lead to increases in heat-related mortality, especially cardiac arrests, stroke, and other heat-related maladies. The effects of extreme events often affect the most vulnerable people in society—the elderly and sometimes children—and cause disproportionate crises for lower income families, who sometimes live in substandard housing that lacks air conditioning.

Efforts to reduce the UHI effect through the installation of cool and green roofs, more reflective hardscape surfaces, and urban vegetation, can positively influence the indoor and outdoor climate of an urban area like the District. Some research has shown that a change of only a few degrees in temperature might save a significant number of lives and make the city more resilient to extreme heat events.

**APPROXIMATE AVAILABLE FUNDS:**

Up to twenty thousand dollars (\$20,000), pending the availability of funds.

**PROJECT PERIOD:**

The project must be completed by September 30, 2013, and all fund expenditures must be accounted for by that time.

**PROJECT DESCRIPTION:**

This grant is intended to develop a means of estimating daily heat related mortality risks in the District based on meteorological and non-meteorological conditions. The analysis should also work to determine whether the number of days with extreme UHI effects historically associated with high mortality will decrease significantly if UHI reduction measures are put into place.

Because this analysis only focuses on health effects related to extreme heat events, only the summer months between May 1 and September 30 will be studied. For each summer day, total mortality across the District should be summed and then standardized to account for demographic changes in population characteristics during the period of record. This will include population aging and growth or decline in overall death rate for reasons unrelated to weather. After standardization, the study will investigate various factors—time of season, persistence of extreme heat, and the type of weather (temperature, humidity, cloud cover, etc.)—to determine the factors that lead to increased mortality.

The study will then test the impacts of various urban cooling measures specific to the District, and make program and policy recommendations that are appropriate to address the UHI health-related effects.

**REQUESTED OUTCOMES OF THIS PROJECT SHALL INCLUDE:**

1. Analyze daily heat related mortality risks as outlined in the project description, and determine if the number of days with mortality risks will decrease with UHI reduction initiatives.

2. Test the impacts of various urban cooling initiatives in the District, and make any suitable policy and program recommendations to support the reduction of extreme heat events.

**DELIVERABLES:**

A study that summarizes the findings of the requested outcomes listed above.

**CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrate the applicant's knowledge of and experience in analysis related to the health impacts of UHI effects. (50 points);
2. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 points);
3. Demonstrate the applicant's knowledge of and experience in UHI reduction policy efforts (20 points);
4. Present a clear and feasible plan for accomplishing goals (10 points);
5. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: There are no additional points awarded for this grant.

**PROJECT #3: GREEN BUILDING MANUAL: GREEN BUILDING RESOURCES, DOCUMENT SUBMITTAL TEMPLATES, AND GREEN BUILDING ROADMAP****INTRODUCTION:**

During the past year, the District's Green and Energy Technical Advisory Groups (TAGs) -- two technical code research and evaluation teams comprised of appointed officials and volunteers from the private sector -- have analyzed and recommended the adoption of an amended 2012 International Energy Conservation Code (IECC) and 2012 International Green Construction Code (IGCC). Both codes will fundamentally transform the way buildings are constructed in the District, creating new requirements and guidelines, jobs and opportunities, and healthy and efficient buildings.

Green codes are a relatively new concept within the building industry. Many jurisdictions, builders, architects, developers, and contractors, have minimal experience in applying them. Additionally, the new energy codes continue to be strengthened, requiring significant advances in building construction. For these reasons, the District's pioneering adoption of the new green and energy codes will require extra support and guidance to help the building industry successfully design and build to the codes.

Once adopted, the green and energy codes will be among the many new green building-related regulations in the District, including the District Department of the Environment's upcoming stormwater guidelines, the Green Area Ratio, the Sustainable DC plan, the Green Building Act, and others. All of these laws and regulations cross over multiple government agencies with no one agency playing a central role in their development and enforcement. Although the new programs will transform the District's built environment for the better, there will be a learning curve for members of the building industry and it is imperative that they have a central informational source that will point them in the right direction as they navigate through the new requirements. It would also be helpful to the building community to have a central source for information on District-based financial resources and programs such as the DCSEU, DC PACE, the RiverSmart program, and more.

**APPROXIMATE AVAILABLE FUNDS:**

Up to fifty thousand dollars (\$50,000), pending the availability of funds.

**PROJECT PERIOD:**

The project must be completed by September 13, 2013, and all fund expenditures must be accounted for by that time.

**PROJECT DESCRIPTION:**

This grant is designed to develop resources and guidance to assist building professionals in the implementation of the District's new green and energy codes, as well as help plan reviewers and building inspectors within the Department of Consumer and Regulatory Affairs (DCRA) to track, evaluate, and expeditiously execute their reviews and inspections.

The grant is split into three specific deliverables: (1) document submittal templates; (2) additional guidance and resources for sections of the District's Green Construction and Energy Conservation Codes; and (3) a "Green Building Roadmap" that summarizes the District's green building-related regulations, policies, resources, and programs.

For the first deliverable, a series of standardized document submittal templates should be developed for the following sections of the Green Construction Code: 406, 505, 601, 602, 611, 903, and Appendix A. Creating submittal templates will standardize the document formats that DCRA reviews to ensure that correct and complete information is gathered, and allow for DCRA employees to quickly and accurately review the codes. The standardized templates will also lower costs and make it easier for builders to document compliance with the various sections of the green codes.

The second deliverable of this grant is focused on the creation of additional guidance and resources for all sections in the Green Construction Code, as well as the following sections of the Energy Conservation Code: C401, C402.4, C403.2.1, C403.2.2, C403.2.5, C403.2.7, C407, R402.4, R403.2, R403.5, R403.6, and R405. For each listed section, guidance should at a minimum be developed in the following format:

- **Section Summaries:** A detailed summary of each code section that gives additional guidance, considerations, design details, and other resources that will help building professionals develop a deeper understanding of the code section, connect the dots to larger green building topics, and “read between the lines” of the specific code section.
- **Rationale, Benefits and Intention:** A summary that states the importance of the section and why it is included in the green or energy code.
- **Best Practices:** A list of industry best practices that are used to implement and meet the requirements of each code section, specific to the District’s climate zone.
- **Innovations:** A list of innovative techniques, products, and/or methods that are being used to successfully implement each code section.
- **Timeline:** Guidance on when in the construction timeline the section should ideally be considered and addressed by the project team.
- **Resources:** A list and description of critical journals, supplementary codes, web resources, books, and other applicable resources that can be used for additional guidance when applying the green and energy codes.
- **Related Codes and Referenced Standards:** A list of references to related ICC codes, other codes, and/or other referenced standards in each section.

The third deliverable is the development of a “Green Building Roadmap” to help building professionals navigate through the various green building regulations, policies, grants, and other programs in the District. The roadmap should serve as a starting point, but not as an exhaustive resource, for building professionals. It should function as a central source for all District-based green building related information to help users understand the overlap between various green programs, incentives, regulations, and policies and place them on a timeline.

#### **REQUESTED OUTCOMES OF THIS PROJECT SHALL INCLUDE:**

1. Development of submittal templates that will enable and lower the cost for developers to comply with the codes, and help DCRA reviewers and inspectors efficiently and accurately complete plan reviews and inspections.
2. Development of guidance and resources for the green and energy codes that will help building professionals in the District implement the new codes.
3. Development of a “Green Building Roadmap” that will serve a central source for green building-related information for building professionals in the District.

**DELIVERABLES:**

1. Document submittal templates for the Green Construction and Energy Conservation Code sections as described under 'project description' above in an appropriate Microsoft Office document format.
2. Additional guidance and resources for the Green Construction and Energy Conservation Codes, as described under 'project description' above, in an appropriate Microsoft Office format organized for easy conversion to a web platform.
3. A "Green Building Roadmap" in an appropriate Microsoft Office document format. In addition to the written narrative, the roadmap should include a tool or guide that visualizes the landscape of various policies, laws, regulations, and programs related to green building in the District.

**CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrate the applicant's knowledge of and experience with green building (25 points);
2. Demonstrate the applicant's knowledge of and experience with the 2012 IGCC and IECC codes (25 points);
3. Demonstrate the applicant's knowledge of and experience with District-based green building and construction best practices (20 points);
4. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 points);
5. Present a clear and feasible plan for accomplishing goals (10 points);
6. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: There are no additional points awarded for this grant.

## APPENDICES

### **Appendix 1 – COVER SHEET**

A cover sheet must be submitted as the first document in the application for an announced grant. If the applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DDOE's website, the applicant can download a pdf version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

### **Appendix 2 - EXAMPLE OF GRANT BUDGET**

Please submit a budget in this format.

### **Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES ("PCA")**

Please review and sign this document, following the instructions in it.

Filename: 0\_Green Building Fund Grant RFA.docx

Form name and revision date: 0 RFA Template 6.06.13.doc