

District of Columbia  
District Department of the Environment



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

FY14 Green Building Fund Grant  
(Short name: Green Building Fund Grant)  
RFA # 2014-2-OPS

**Application deadline:** by 4:30 PM 2/28/2014

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



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## **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 goals of this Request for Applications (RFA) are to 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: 5 for \$325,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
1	PROJECT #1: GREEN MULTIPLE LISTING SERVICE	\$50,000.00
2	PROJECT #2: GREEN APPRAISALS	\$50,000.00
3	PROJECT #3: SMART BUILDINGS PLAN PROJECT	\$75,000.00
4	PROJECT #4: MANAGEMENT OF THE DISTRICT'S GREEN BUSINESS CHALLENGE (DC SMARTER BUSINESS CHALLENGE)	\$100,000.00
5	PROJECT #5: ENERGY PERFORMANCE DATA QUALITY ASSURANCE	\$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 1/31/2014.

### **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, # 2".

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

**When:** All applications must be received at the address below by 4:30pm on 2/28/2014.

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 # 2

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

[2014greenbuildingrfa.grants@dc.gov](mailto:2014greenbuildingrfa.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 # 2 – 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 [2014greenbuildingrfa.grants@dc.gov](mailto:2014greenbuildingrfa.grants@dc.gov) with "Request copy of RFA Green Building Fund Grant, #2" 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 Latonia Tabb at (202) 645-5664 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, #2, 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; (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 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

Project Number	Project Name	Project Amount
1	Project #1: Green Multiple Listing Service	\$50,000.00
2	Project #2: Green Appraisals	\$50,000.00
3	Project #3: Smart Buildings Plan Project	\$75,000.00
4	Project #4: Management Of The District's Green Business Challenge (DC Smarter Business Challenge)	\$100,000.00
5	Project #5: Energy Performance Data Quality Assurance	\$50,000.00

### 7.2 Project Descriptions

#### PROJECT #1: GREEN MULTIPLE LISTING SERVICE

##### INTRODUCTION:

There is currently a limited ability for buyers to access information about the environmental performance of a home prior to purchase, and a related limitation for sellers wishing to market the “green” aspects of their homes. Other cities in the United States have begun addressing this void by working with the private sector to “green” their regional multiple listing services (MLS).

Numerous studies have shown that access to information regarding the environmental attributes of properties affects decision-making for both buyers and sellers, and can drive market transformation. That market transformation has been found to lead to greater energy and water efficiency and to greener buildings in general. Studies have also shown that green buildings often have greater value in the market.

Though some “green fields” currently exist in the DC region’s MLS system, there is great potential to make these more clear and substantive in order to advance the market transformation discussed above.

**APPROXIMATE AVAILABLE FUNDS:**

Up to fifty thousand dollars (\$50,000), pending the availability of funds. The grant may be amended at an amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

**PROJECT PERIOD:**

The project must be completed by September 30, 2014, with the option to extend for one year pending the needs of the project, availability of funds, and grantee performance.

**PROJECT DESCRIPTION:**

This grant is intended to fund a project to increase the awareness of existing "green" elements of the DC metro area's MLS system, and to further develop additional resources in the system to focus on green building attributes. The grantee will work with MRIS, the nation's largest MLS system to share information about existing and new opportunities to highlight green buildings. Another goal of the grant is to analyze the current and potential value that is created for property owners through the greening of the local MLS system. Finally, the grantee will contact key stakeholders and study the feasibility of directly providing energy, water and other green building data into the MLS system.

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

1. Creation of a framework for optimization of current green fields in the MLS, new green fields, and future integration of utility data into the MLS.
2. Identification and ranking of opportunities to further green the MLS for the DC region.
3. Collection of market data on how energy efficient and "green" residential properties currently perform in transactions in the DC market.

**DELIVERABLES:**

1. Green MLS Adoption Study - Work with MRIS and members (including real estate agents and appraisers) to confirm the currently available fields, usage trends for these fields and barriers to greater usage. Work with MRIS on initial outreach through member newsletters and/or webinars to increase usage of the currently available fields.

2. Green MLS Analytics - Identify baseline statistics for select areas of DC to determine how energy efficiency and other green building attributes are currently reflected in the real estate transaction.

3. Utility/Real Estate Disclosure Tool Feasibility Analysis:

Engage Washington Gas, Pepco, DC Water, the U.S. Green Building Council, and other key stakeholders about the idea of providing data directly to the MLS system, either through an aggregator like MyHomeEQ or directly to MRIS. Address concerns over technical feasibility, data security, and customer privacy with input from utilities.

Engage MRIS and their vendor Corelogic with the goal of developing a plan for incorporation of new fields for natural gas, electricity and water data within the MLS listing, as well as the creation of any utility reports that can be attached to the listings.

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

1. Demonstrate the applicant's knowledge of and experience in working with tools like the MLS to increase the visibility of green building elements in real estate transactions (50 points);
2. Demonstrate the applicant's knowledge of and experience in green building policy efforts (20 points);
3. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 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: GREEN APPRAISALS**

##### **INTRODUCTION:**

Appraisers are required to reflect market pricing in their appraisals. And the District's commercial real estate market's investors and tenants value green building and energy efficiency. But this market preference is typically not fully reflected in appraisals due to a variety of factors, including inertia, appraisers' lack of familiarity with green building attributes and the value of green elements like solar arrays, green roofs, etc., and a traditional absence of energy and water efficiency data for comparable sales, which are a critical input in appraisals. The latter factor will soon be significantly addressed by the District's energy and water



benchmarking and disclosure requirement. The availability of benchmarking data will make more salient the problem of appraisers' limited awareness of and familiarity with energy and water efficiency and green building rating systems.

**APPROXIMATE AVAILABLE FUNDS:**

Up to fifty thousand dollars (\$50,000), pending the availability of funds. The grant may be amended at an amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

**PROJECT PERIOD:**

The project must be completed by September 30, 2014, with the option to extend for one year pending the needs of the project, availability of funds, and grantee performance.

**PROJECT DESCRIPTION:**

This grant is intended to increase awareness and implementation of green appraisals in the finance and real estate communities in the District of Columbia. In order to achieve this goal, the grantee will need to create outreach materials and host meetings with key stakeholders to inspire a market transformation towards green appraisals. The grantee will also need to host at least one training meeting with those responsible for funding and completing appraisals. Finally the grantee will be asked to create a plan describing how the District government could incorporate green appraisals trainings into regular business activity.

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

1. Improved competency in the DC commercial appraisal community regarding green building valuation.
2. Improved awareness of green appraisals in the commercial real estate ownership and lending communities (those in position to ask for and benefit from high-performance appraisal).
3. Increased number of appraisals assigning value to high-performance building attributes. This recognition of value is needed to provide a positive feedback to green building measures in retrofits and new construction.

**DELIVERABLES:**

1. Grantee shall host at least one stakeholder training event in the District on appraisal of high-performance buildings. In your application, please state how many training events your organization will plan on hosting.
2. Grantee shall create outreach materials for lenders and owners on the issue of green appraisals.
3. Grantee shall convene meetings with leading appraisal companies, local/regional banks, and developers to facilitate increased demand for high-performance appraisal, along with a memo summarizing the findings. In your application, please include a list of organizations to which your organization plans on reaching out.
4. Grantee shall create a proposal for the possible inclusion of green building training in the District's appraiser licensing and continuing education requirements.
5. Grantee shall coordinate on utility data access and outreach as needed.

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

1. Demonstrate the applicant's knowledge of and experience with the appraisal industry in general and in green appraisals particularly. (50 points);
2. Demonstrate the applicant's knowledge of and experience in green building policy efforts (20 points);
3. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 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: SMART BUILDINGS PLAN PROJECT**

##### **INTRODUCTION:**

Stories abound in the popular media about "big data" and "smart cities," but the specificity of how big data is used and what a smart city actually looks like often remains unclear or unfulfilled. But clearly, in order for cities to operate more efficiently and to strive towards sustainability, innovative solutions for capturing, analyzing and consistently improving upon data flows will be necessary. In order for cities to become truly "smart," they will need access to dynamic data and analysis tools to create a feedback loop to inform better decision-making. And because energy, water and other resource use in cities is driven primarily by buildings and their occupants, gathering building data and constantly analyzing it has the greatest potential to impact the creation of a "smart city."

**APPROXIMATE AVAILABLE FUNDS:**

Up to seventy-five thousand dollars (\$75,000), pending the availability of funds. The grant may be amended at an amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

**PROJECT PERIOD:**

The project must be completed by September 30, 2014, with the option to extend for two one-year periods pending the needs of the project, availability of funds, and grantee performance.

**PROJECT DESCRIPTION:**

In order to become a more efficient and sustainable place, the District of Columbia needs a "smart buildings" plan. The plan will include an assessment of the building data sources that are currently available in the District, and a feasibility study of a "big data" platform, including recommendations on how to track and analyze the data needed, cost estimates for maintaining this information in a single platform, and a summary of the steps necessary to move from this assessment and feasibility study to construct and implement such a platform.

A good portion of the data assessment has been completed through the Sustainable DC planning process and other efforts by stakeholders in the District, but more analysis is needed. In addition to surveying the "big data" sources, consideration of the quality of the data (i.e. how often it is updated, in what format, how many holes exist, etc.), accessibility of the data (i.e. what data could be uploaded automatically to a data tracking and analysis platform), what data is currently missing or not being tracked to meet the goals of the project, and what challenges the District may face in tracking this data, will also be necessary.

The assessment should include recommendations on what a "smart buildings" data tracking and analysis platform could look like based on market research and best practices currently in place in other cities, estimates on the cost of the platform as well as the staffing needs to maintain the platform and complete the analysis on the data collected.

The assessment should include a specific action plan required to create a data tracking platform, including potential additional costs, estimates of timelines to complete the next steps required, and any other information needed to move the

plan forward, including a summary of challenges that the District faces in coordination, data tracking or data integrity.

Finally, the plan should include recommendations on how the District might collect static and dynamic data from a strategically selected sub-set of buildings throughout the city, and how we might use that data as a “clinical trial” to test the efficacy of policy making decisions. The recommendations for the “clinical trial” should also include how the city might create a three-dimensional, user friendly and analytical “city model” that would be capable of excerpting the data collected and extrapolating the specific building data from the “trial” buildings to all other city buildings.

It should be noted that the District is seeking specific recommendations in the plan and real cost estimates, and is not interested in the generalities that sometimes come out of these types of planning efforts.

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

1. Completion of a comprehensive survey of data sources related to greening of the built environment currently available, including:
  - a. What data exists and where
  - b. The quality of the existing data (gaps, how often it is maintained, etc.)
  - c. The format of the data (i.e., can it be automatically uploaded or would it require manual input)
  - d. What data does not exist and why it is needed
  - e. Frequency of the data
2. Develop a specific “plan of action” to identify candidates for the cooperative sample of buildings to be included in the “clinical trial” program.
3. Develop a comprehensive outline for the creation of the “city model” program discussed above.
4. Recommendation(s) for what a “smart buildings” data tracking and analysis platform could look like for the District of Columbia, and a cost estimate for the platform with staffing needs included.
5. Timeline/action plan for completion of such an effort.

#### **DELIVERABLES:**

1. A schedule for the project that includes the actions that the team will take to create the final plan will be required at the first phase of the project.
2. Interim presentations to the city and stakeholders at each outcome point discussed above.
3. A final “smart buildings” plan that details the items described in the project description and the requested outcomes section of this grant.

## **CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrate the applicant's knowledge of and experience with sustainability initiatives and data analysis (40 points);
2. Demonstrate the applicant's experience with creating plans for cities that are similar to the scope of work described in the grant (30 points);
3. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity (10 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 #4: MANAGEMENT OF THE DISTRICT'S GREEN BUSINESS CHALLENGE (DC SMARTER BUSINESS CHALLENGE)**

### **INTRODUCTION:**

During the past fiscal year (October 2012-September 2013), DDOE collaborated with the DowntownDC Business Improvement District (“**BID**”) to launch a pilot program--the DC Smarter Business Challenge (“**SBC**”). The SBC was launched to engage the business community in the support of Mayor Gray's Sustainable DC Plan. The Sustainable DC Plan ([http://www.sustainabledc.org/wp-content/uploads/2012/10/SDC-Final-Plan\\_0.pdf](http://www.sustainabledc.org/wp-content/uploads/2012/10/SDC-Final-Plan_0.pdf)) contains specific goals, targets, and actions that require the participation of the private sector. DDOE is seeking an applicant that will develop the program beyond the scope of the first-year pilot and promote the program across the District. During the 12-month pilot, the BID engaged more than 19 companies as challenge participants, primarily located in the geographic area of the BID.

### **APPROXIMATE AVAILABLE FUNDS:**

The total amount available for this project is \$100,000. The grant may be amended at an amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

### **PROJECT PERIOD:**

The project must be completed by September 30, 2014, with the option to extend for two one-year periods pending the needs of the project, availability of funds, and grantee performance.

## **PROJECT DESCRIPTION:**

The District Department of the Environment (DDOE) seeks proposals to develop and manage a green office challenge/business engagement program (the *DC Smarter Business Challenge*), that encourages business to adopt green practices into their operations. This program utilizes two online tools, ICLEI's Green Business Challenge, ([icleiusa.org/climate\\_and\\_energy/green-business-challenge](http://icleiusa.org/climate_and_energy/green-business-challenge)) and Green PSF ([greenpsf.com](http://greenpsf.com)). DDOE will award a grant to an eligible entity to develop and manage a green business challenge to promote energy and water efficiency, innovative LID/stormwater practices, installation of green roofs, green purchasing, employee commuting programs, development of case studies, recognition programs, as well as other green initiatives. This program will engage the business community to support the Mayor's Sustainable DC Plan and ensure the long-term sustainability of the District's communities and its economy.

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

1. Develop a 1-year and 5-year strategic plan which includes solutions for the different business sectors in the District. Include an estimated budget.
2. Recruit and coordinate a new SBC Advisory Group.
3. Develop a monthly electronic newsletter and email listserv.
4. Recruit an additional 100 participants (companies) to register with program.
5. Develop case studies.
6. Create and update the DC Smarter Business Challenge website with events, announcements, conferences, webinars, etc.
7. Develop a recognition program specifically designed for funders (use of logo, recognition of funding partners).
8. Participate on National Green Business Task Force conference calls.
9. Identify potential funders/sponsors for funding beyond the first year

## **DELIVERABLES:**

1. Annual report which includes a list of participants, key findings, funding commitments, activities, outreach events (webinars, workshops, recruitment presentations, networking events) and future trends. The annual report should describe instances in which the program: identified an opportunity or gap in promoting sustainability, identified available resources, and assisted with its implementation. The report should also list any reasons that a business chose not to implement a particular green practice, take advantage of green incentives, or register. DDOE and the SBC Advisory Group may add additional information requests for the annual report.
2. Monthly email newsletters and case studies as necessary.
3. Digital photographs and videotape of recognition events.
4. Written strategic plan.

## **CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrated experience and knowledge of green business practices, green building, and outreach programs (35 points). Points will be awarded for the applicant's experience working with business and environmental stakeholders. Points will also be awarded for an application showing the applicant's proven ability to engage the business community on environmental initiatives, solicit sponsorships, foster collaboration between the public, private, and government sectors, and manage a program involving many stakeholders.
2. Achievable work plan with detailed activities and timeline for completing project objectives (35 points). Points will be awarded for an achievable and realistic work plan that details the steps and actions proposed to achieve the program's recruitment and educational goals, promote green programs and incentives, and the ability to develop a comprehensive recognition program for all levels of engagement.
3. Proven subject matter expertise in green business programs and operations, pollution prevention, energy and water efficiency and other environmental initiatives. (15 points). Points will also be awarded for demonstrated ability to translate behavioral choices into measurable environmental results. The applicant should have a demonstrated understanding of business operations, cost-benefit analysis, ROI, and environmental and economic impacts.
4. Budget that details the costs for achieving the project objectives on time (15 points). Points will be awarded for providing the level of detail supporting the budget, including hourly rates and hours allocated to each staff member, materials purchased, data purchased, outreach and event costs and the same level detail for any known or expected contractors. Matching funds are not required but the applicant should identify in their proposed budget the amount and source of any matching funds they intend to use.

## **PROJECT #5: ENERGY PERFORMANCE DATA QUALITY ASSURANCE INTRODUCTION:**

Mandatory energy performance benchmarking and disclosure laws are being adopted and implemented in an increasing number of cities across the country, including the District of Columbia. In the District, more than 800 buildings have submitted energy performance data for calendar year 2012, and larger buildings have also submitted 2011 and 2010 data. On April 1, 2014, all private buildings 50,000 gross square feet and larger will report 2013 benchmarking data. This data, along with similar datasets in New York City and San Francisco, represent some of the richest and most granular data on building energy performance ever collected at a city level.

However, there remain serious questions about the reliability and quality of the benchmarking data. In contrast to applications for ENERGY STAR certification, which must be signed off on by a licensed architect or professional engineer, there is no requirement that benchmarking submissions be reviewed and verified by anyone prior to reporting. The District has the authority to “audit” questionable submissions. However, a method for identification of targets and review has not been completed.

#### **APPROXIMATE AVAILABLE FUNDS:**

Up to fifty thousand dollars (\$50,000), pending the availability of funds. The grant may be amended at an amount up to or greater than the original award amount, based on the availability of funds, the grantee’s performance, the grantee’s capacity to maintain or increase the project goals, and the District’s need for the scope of work to be maintained or increased.

#### **PROJECT PERIOD:**

The project must be completed by September 30, 2014, with the option to extend for two one-year periods pending the needs of the project, availability of funds, and grantee performance.

#### **PROJECT DESCRIPTION:**

This grant is intended to help DDOE develop and implement a successful strategy for improving data quality for benchmarking data from privately-owned buildings. The grantee will initially propose a plan for verifying data quality, including an assessment of various options and why the proposed method was selected.

The grantee will, under a non-disclosure agreement with DDOE, receive copies of all private building benchmarking data for calendar year 2012, and in April 2014, benchmarking data from calendar year 2013. The grantee will conduct analysis on the submissions and return to DDOE the results of the analysis. Buildings of types eligible for an ENERGY STAR score shall be evaluated in relationship to the accuracy of that score. Buildings of types not eligible for a score will also be graded based on their weather-normalized source energy use intensity. If a confidence grade can be given to the whole-building EUI of any non-ratable type, then that shall be done as well.

The grantee will additionally prepare a program plan for enforcement of good data quality, identifying the major drivers of poor benchmarking data quality, boundary values for testing data validity, and a recommended plan of action for improving data quality. DDOE will share the results of the analysis with the DC Sustainable Energy Utility.



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

1. Identification of good and poor quality data in the 2012 and 2013 benchmarking submissions from private buildings in the District.
2. Improved understanding by DDOE of the various methods for evaluating benchmarking data quality, and improved capacity of DDOE and the DC SEU to identify faulty submissions going forward.
3. Improved ability of private building owners, managers, and contractors to submit verifiable, high-quality data in the future.

## **DELIVERABLES:**

1. An outline of the schedule for project delivery including the steps that will be taken to complete all the deliverables.
2. Spreadsheets for analysis of the 2012 dataset, which shall include:
  - a. A grade rating or other quantitative analysis for the estimated accuracy of the ENERGY STAR score of each building that received a 1-100 score from Portfolio Manager, and identification of the most suspect energy and space use value(s) leading to poor scores
3. Spreadsheets for analysis of the 2013 dataset, which shall include:
  - a. A grade rating or other quantitative analysis for the estimated accuracy of the ENERGY STAR score of each building that received a 1-100 score from Portfolio Manager, and identification of the most suspect energy and space use value(s) leading to poor scores
  - b. A grade rating or other quantitative analysis for energy performance of each multifamily building where whole building data was provided, as well as estimated per unit annual energy costs
4. A report, based on the above building-level analysis and other experience and knowledge of the grantee, of the major drivers of data inaccuracy and recommended strategies for addressing them.

## **CRITERIA FOR PROPOSAL EVALUATION:**

1. Demonstrate applicant's knowledge of and experience with energy performance benchmarking in ENERGY STAR Portfolio Manager and with best practices in identifying faulty data and improving data quality (40 points);
2. Demonstrate the applicant's knowledge of and experience in green building policy efforts (20 points);
3. Demonstrate that the applicant has the personnel in place to carry out a project with this kind of complexity, and procedures in place to ensure safe transmission, storage, and analysis of confidential data (10 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.

## 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: RFA # 2014-2-OPS - Green Bidg. Fund).docx

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