

**Attachment 1: Activities Funded****Grantee: Metropolitan Washington Council of Governments****Grant number: 2019-1914-AQD-G001****Grant Name: Reducing Locomotive Emissions in the District of Columbia**

This grant funds the following grantee activities:

**A. Target Population**

District of Columbia residents near Union Station / Washington Terminal and Ivy City Maintenance Facility.

**B. Specific Service Requirements**

**Activity #1 – Develop a partnership agreement with Amtrak to repower switcher locomotives.**

The partnership agreement will reflect:

- a. All required cost-share requirements under the Volkswagen Settlement and the Diesel Emissions Reduction Act grant;
- b. Amtrak to provide all necessary documentation required under the Volkswagen Settlement and the Diesel Emissions Reduction Act grant; and
- c. The technologies that will be installed under the repower meet the emission reduction requirements of the RFA and the Volkswagen Settlement and the Diesel Emissions Reduction Act grant.

**Activity #2 - Compete a solicitation of a vendor to perform the repower work.**

The competitive solicitation will include:

- a. All required competitive bidding requirements under the Volkswagen Settlement and the Diesel Emissions Reduction Act grant;
- b. Distribution to, at a minimum, a list of potential vendors that DOEE will provide;
- c. Additional terms that DOEE may require;

- d. A clear explanation of the scoring of submissions, similar to that which DOEE used for the RFA for the instant grant (Attachment 9);
- e. Opportunity for DOEE to review and comment on the solicitation, including the scoring grid and make-up of the technical review panel; and
- f. Use of a technical peer-review panel independent of the MWCOG project officer who will provide a recommendation to MWCOG.

**Activity #3 – Manage the project to ensure effective and timely completion of the repower work.**

The following milestones must be part of an effective project:

- a. Execute MOA with Amtrak, the equipment owner, to include technical specs for the RFP;
- b. Issue RFP to secure a vendor;
- c. Hold pre-proposal meetings with vendors;
- d. Form a technical selection committee;
- e. Complete the vendor selection;
- f. Execute contract with selected vendor;
- g. Deliver first locomotive to vendor location;
- h. Hold monthly project calls with DOEE, Amtrak and the vendor;
- i. Upon completion – have technically-appropriate staff or your hired representative travel to vendor location to inspect completed unit;
- j. Upon vendor’s satisfactory completion, approve for shipping;
- k. Return completed locomotive to Union Station/Ivy City;
- l. Inspect the unit with Amtrak; and
- m. Make formal, final acceptance.

**Activity #4 – Collaborate with key stakeholders in conjunction with DOEE to conduct education and outreach for the project.**

- a. Collaborate with Amtrak, Brotherhood of Locomotive Engineers and Trainmen,

and other stakeholders specific to the operations of the repowered switcher;

- b. Hold public engagement events, in conjunction with Amtrak and DOEE, at the maintenance facility in Ivy City and/or on the track platform in the terminal at Union Station, that communicate environmental, safety, and operational conditions. The target groups will include, Amtrak staff, environmental groups, and Wards 5 and 6 residents;
- c. Brief technical and policy committees, as requested by DOEE. These may include Metropolitan Washington Air Quality Committee (MWAQC), MWAQC Technical Advisory Committee, the Built Environment and Energy Advisory Committee (BEEAC) and the Climate, Energy, and Environment Policy Committee (CEEPC);
- d. As requested by DOEE, brief DC elected officials, local ANCs, neighborhood groups in the Capitol Hill and Ivy City neighborhoods, and the NOMA Business Improvement District; and
- e. As requested by DOEE, communicate on DC Government media to explain the project.

**Activity #5 – Report on work performed and results.**

- a. Submit to DOEE a Work Plan, by the end of the fourth (4<sup>th</sup>) week after the date DOEE notifies Grantee of the award of this grant, following the format of the Work Plan Template (Attachment 2);
- b. Provide DOEE, by April 15, July 15, October 15 and January 15, with a Progress Report for the preceding quarter in accordance with the standardized progress-reporting template (Attachment 3) and include information necessary for DOEE to complete reporting requirements under the Volkswagen Settlement and the Diesel Emissions Reduction Act;
- c. Provide DOEE with a draft Final Report, as follows:
  - i. Follow the format of the Final Reporting template (Attachment 4);
  - ii. Include the following information:
    - a) Lessons learned;
    - b) Specs of the delivered unit;
    - c) Quantify the emission reductions that resulted from the specific repowering;

- d) Recommendations to improve the process for future switcher locomotive repowers; and
  - e) Evaluate non-diesel technology options, specifically zero emission technologies, that increase emission reductions for future switcher locomotive repowers or replacements.
- iii. Provide the draft in Word.doc format so that it can be edited and commented;
  - iv. Provide the draft by four (4) weeks before the end of the grant period;
  - v. Receive DOEE's comments and redraft accordingly; and
  - vi. Submit the Final Report within four (4) weeks after the expiration of the grant period; and
- d. Maintain electronic mail (email) capabilities to facilitate the successful completion of the activities.

## Work Plan Template Attachment 2

Please refer to your Grant Award Notice, Activities Funded:

Chart out your *Activities* in a Work Plan table similar to the one below. You may modify this chart's format if necessary. A Work Plan takes the ideas presented in a grant application and turns those ideas into a series of actionable steps that move a project from a concept toward an *outcome*. The Work Plan should break the long term goal (or *outcome*) into activities that create a series of discreet short term steps. Those activities can then be turned into quantifiable results (or *outputs*).

The following should be included in a Work Plan: an up-to-date budget, phasing, a timeline, a list of private and public partners, a breakdown of outcomes, outputs and activities with associated timelines and responsible parties.

The Work Plan is a document that will not only help the Grantee to strategize implementation, but will also facilitate communication between the Grantee and the DOEE. The Work Plan should lay out important milestones like the dates Progress Reports and Final Reports are due and the dates for the completion of activities specified in the grant. The Work Plan is not meant to be a rigid document, but rather a framework that provides organization. The Work Plan is based on the scope of activities in the Grant, but the Grantee should communicate with their Grant Manager frequently, especially if the Work Plan schedule needs to be adjusted. Please contact the Grant Administrator to see examples of work plans, should you need them.

**Service #:**

Activity	Task(s)	Output	Outcome	Person(s) Responsible	Completion Date

## Progress Report Template Attachment 3

### I. Grant Award Information

- Project Title
- DOEE ID #/Award Number
- Award Period
- Specific Progress Reporting Period
- Grantee Organization name
- Grantee Organization primary contact person(s) – telephone and email

### II. Status Report

Briefly summarize the purpose and status of your project, including a statement as to whether or not the project is on time, on budget, and achieving the match.

### III. Barriers to Implementation

Briefly summarize any barriers your project has faced, and if project implementation has been impeded as a result.

### IV. Activities/Outputs/Outcomes

- List each specific activity conducted. These activities will correspond with Attachment 1 to the Grant Award Notice, “Activities Funded.”
- Enumerate outputs achieved. Outputs are short-term results achieved. For example, you might list the number of rain gardens installed or pounds of nitrogen/phosphorous/sediment removed. *Outputs must be quantified.*
- Describe outcomes achieved, if applicable. A project outcome is a medium- to long-term result that occurs. For example, an outcome could be increased public awareness of the effects of stormwater run-off.

### V. NEP/LEP

For this progress reporting period, report the total number of ongoing program or special event participants, and the number of these participants with Low English Proficiency or No English Proficiency (NEP/LEP). Attach the LEP/NEP Data Collection Sheet if the LEP/NEP count is greater than zero.

**VI. Single Audit Requirement**

- Report the end date of your organization’s current fiscal year.
- In the progress reporting time period following the date of the close of the Grantee fiscal year, report to DOEE whether the Grantee is required to perform a single audit.
- If your organization was required by the federal government to complete a single audit, submit that report to DOEE, as an attachment to this report, within nine months after this fiscal year-end date.
- If your organization is not required by the federal government to complete a single audit, then submit to DOEE the Sub-grantee Single Audit Exemption Certification, which is Attachment 7b to your grant award.

**VII. Budget Reporting**

For the current reporting period, update the status of the project budget against the amount awarded, per line item. See sample below.

<b>Grant Title:</b>				
<b>Budget Category</b>	<b>Amounts Awarded</b>	<b>Amount Spent</b>	<b>Current Balance</b>	<b>Notes</b>
<b>Personnel</b>				
Worker 1				
Worker 2				
Benefits				
<b>Subtotal Personnel</b>				
Indirect Costs ( __ %)				
<b>Total Personnel</b>				
<b>Direct</b>				
Contractor or sub-grantee fees				
Travel and Training				
Supplies				
Equipment				
Rentals				
Other costs (one item per line)				
<b>Total Direct</b>				
<b>Grand Total</b>				

## Final Report Template Attachment 4

### I. Grant Award Information

- Project Title
- DOEE ID #/Award Number
- Award Period
- Specific Progress Reporting Period
- Grantee Organization name
- Grantee Organization primary contact person(s) – telephone and email

### II. Status Report

Is the project complete? If not, briefly summarize the purpose and status of your project, including a statement as to whether or not the project is on time, on budget, and achieving the match.

### III. Activities/Outputs/Outcomes for Entire Project

- List each specific activity conducted. These activities will correspond with Attachment 1 to the Grant Award Notice, “Activities Funded.”
- Enumerate outputs achieved. Outputs are short-term results achieved. For example, you might list the number of rain gardens installed or pounds of nitrogen/phosphorous/sediment removed. *Outputs must be quantified.*
- Describe outcomes achieved, if applicable. A project outcome is a medium- to long-term result that occurs. For example, an outcome could be increased public awareness of the effects of stormwater run-off.

*Note: You may include the Activities/Outputs/Outcomes detailed in previous Progress Reports and/or Work Plan.*

### IV. NEP/LEP

Report the total number of ongoing program or special event participants, and the number of these participants with Low English Proficiency or No English Proficiency (NEP/LEP). Attach the LEP/NEP Data Collection Sheet if the LEP/NEP count is greater than zero.

- ### V. Include in this final report copies of any materials produced as part of this project (marketing pieces, curriculum, interpretive signage, etc.). If you have submitted these materials with previous Progress Reports, you do not need to resubmit.

VI. Budget Reporting

Chart the status of the project budget against the amount awarded, per line item (See sample below). If it is currently off-track, please explain why. If it is on-track, you may submit an invoice for the remaining amount with this Final Report.

<b>Grant Title:</b>				
<b>Budget Category</b>	<b>Amounts Awarded</b>	<b>Amount Spent</b>	<b>Current Balance</b>	<b>Notes</b>
<b>Personnel</b>				
Worker 1				
Worker 2				
Benefits				
<b>Subtotal Personnel</b>				
Indirect Costs ( __ %)				
<b>Total Personnel</b>				
<b>Direct</b>				
Contractor or sub-grantee fees				
Travel and Training				
Supplies				
Equipment				
Rentals				
Other costs (one item per line)				
<b>Total Direct</b>				
<b>Grand Total</b>				

## Guidelines for Publication and Sign Design

### Attachment 5

Projects that receive funding from the Department of Energy and Environment (DOEE) must comply with the following publication and signage guidelines. Publications and signage include but are not limited to press releases, factsheets, flyers, brochures, plaques, markers, and panel displays.

**Use the following standards when referring to:**

#### The District

- First reference: District of Columbia
- Subsequent reference: the District
- Never: Washington
- Never: the city

#### Specific neighborhoods in the District

- Capitalize names of neighborhoods.
- Example: The new shopping center is in Columbia Heights.

#### Quadrants of the District

- Use the abbreviation if you are writing an address. Spell out the word and capitalize it when referring to the area in general. "DC" is not necessary.
- Example: DOEE's headquarters is located at 1200 First Street NE, 5th Floor.
- Example: Our inspectors drove through Southeast in search of idling tour buses.
- Example: Alex lives in Northeast.
- Never: Alex lives in Northeast DC.

#### District Government

- First reference: Government of the District of Columbia
- Subsequent reference: District Government
- Never: DC Government
- Never: city government

#### Council of the District of Columbia

- First reference: Council of the District of Columbia
- Subsequent reference: DC Council
- Never: City Council
- Never: city council

#### Names of officials

- Councilmember is capitalized when used with a name and lowercase when not. Use the same rule for agency heads.
- Example: Councilmember Kenyan McDuffie conducted an oversight hearing.
- Example: Mary Cheh, a councilmember from Ward Three, conducted an oversight hearing.
- Example: DOEE Director Tommy Wells has more than 20 years in public service.
- Example: Edna Ebanks, an employee at DOEE, works in the director's office.
- Always capitalize Mayor.
- Example: Mayor Muriel Bowser attended the Riggs Park meeting last night.
- Example: The Mayor promised the public that DOEE will follow up on action items from the meeting.

#### The DC Flag

Please use proper artwork for the DC Flag in your printed and online materials. If you do not have proper artwork, contact your DOEE grant manager.

#### The agency

- First reference: Department of Energy and Environment (DOEE)
- Subsequent reference: DOEE
- Never: The DOEE
- Note: You may use "the" in front of the agency name on first reference. Example: "The Department of Energy and Environment (DOEE) is a special place to work."
- Never: DC Department of Energy & Environment
- Never: District Department of Energy & Environment
- Never: Dept. of Energy

#### Programs and services within the agency

- Always: RiverSmart Homes
- Never: River Smart Homes
- Always: stormwater
- Never: storm water
- Always: groundwater
- Never: ground water

## Appearance Guide:

### Colors

- Colors must not be used in excess. Small accents of several colors may make a publication unique and attractive, but the competition of many different colors often decreases readability.
- Colors should not clash with colors in the DOEE logo (see additional logo details below). Designers are encouraged to use colors that complement the logo.

### Graphics

- Graphics must feature the DOEE logo prominently, proportional to other logos in the publication. (See additional logo details below.)
- Graphics must use appropriate illustrations, maps, drawings, and/or photos to depict the publication's message visually. Graphics should complement the content.

### DOEE logo

- Whenever possible, print the logo in color.
- The logo should be scaled proportionally and never be skewed or distorted.
- Do not box and reverse the logo (turn black to white or vice versa), and do not add text/copy to the logo or revise the background color.
- DOEE's logo should be printed in black and PMS green 711C, or a process color built to match this specific PMS green.
- For smaller applications that compromise the legibility of the logo text, use the "word mark" should as a replacement: DEPARTMENT OF ENERGY AND ENVIRONMENT.

### Text and content

- Use adequate font size and spacing to ensure readability.
- Use uppercase and lowercase lettering for text. Avoid technical jargon and clichés.
- Avoid gender-specific language.

## **Signage Requirements and Considerations:**

### Materials

- Use durable materials that will resist moisture and fading
- Use materials that contribute to the legibility of the sign. For example, glossy finishes are often difficult to read because of glare and reflections.

### Size/Shape

- Size the sign to be proportional with the scale of the project, and size the text to legible from the distance from which the sign will be read.

### Placement

- Place signage at the appropriate height and angle to ensure that it is easy to read.
- Place signage to accommodate the appropriate audience (e.g., pedestrians, drivers, or tour groups).
- Place signage in a location that enhances the photographic value of the project. Signage should not obscure the view of the project.

### Special Considerations

If possible, provide for the needs of readers with disabilities.

### Maintenance

Develop a maintenance schedule to address any damage, visibility, and/or legibility issues that arise.

For questions or assistance with the application of sign design guidelines, contact:

**Julia Robey Christian**  
Public Information Officer  
Department of Energy and Environment  
Government of the District of Columbia  
1200 First Street NE, 5th Floor  
Washington, DC 20002  
Desk: (202) 741-0842  
Cell: (202) 450-7878  
[julia.christian@dc.gov](mailto:julia.christian@dc.gov)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Energy and Environment

Attachment 6

MEMORANDUM

TO: DOEE Grantees

FROM: Tommy Wells *TW* 11/16/18  
Director, DOEE

DATE: October 19, 2018

SUBJECT: Notification of Grantee's Language Access Act Responsibilities

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With respect to the enclosed grant, this letter is to inform you of your responsibilities to, and resources available through, the Department of Energy and Environment (DOEE) for compliance with the DC Language Access Act of 2004 (the Act).

Pursuant to the Act, all District government agencies having major public contact with constituents, including the agencies' service providers, must comply with the requirements of the Act. This group of providers includes contractors, grantees, subcontractors, and subgrantees.

The purpose of the Act is to provide greater access and participation in public services, programs, and activities for residents of the District of Columbia with limited or Non-English proficiency (LEP/NEP). DOEE is required to create a Biennial Language Access Plan (Plan) detailing how it will achieve the Act's goals and, on a quarterly basis, report data on the five objectives listed in the Plan to the Office of Human Rights. DOEE's service provider is required to help DOEE meet the four objectives set for DOEE:

1. Ensure that contractors and grantees receive language access compliance training.
2. Collect data on the number of LEP/NEP constituents being served under the award per quarter, and identify languages spoken.
3. Provide oral language services via Language Line Services/or Live Interpreters.
4. Provide translations of vital documents into any non-English language spoken by a LEP/NEP population that constitutes three percent or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered by the service provider.

Your responsibility is to:

1. Collect data on the number of LEP/NEP constituents being served, language spoken, and type of services provided.
2. Submit this information quarterly to your DOEE Project Manager. A sample data sheet is attached.

Language Access Act Memo

3. Select a person to be trained on all compliance requirements. DOEE will offer you training at least twice a year.
4. Certify in writing that these three Language Access Compliance requirements have been or will be satisfied.

These are the deadlines for reporting your activities for each quarter of DOEE's fiscal year (FY):

**FY 1st quarter report is due by January 15 (for preceding October–December)**

**FY 2nd quarterly report is due by April 15 (for preceding January–March)**

**FY 3rd quarterly report is due by July 15 (for preceding April–June)**

**FY 4th quarterly report is due by October 15 (for preceding July–September)**

If you have any questions, please feel free to contact Cheryl Randall-Thomas, DOEE Language Access Coordinator, at 202-654-6016 or by email at [cheryl.randall-thomas@dc.gov](mailto:cheryl.randall-thomas@dc.gov).



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Energy and Environment

Attachment 7a

**MEMORANDUM**

**TO:** DOEE Sub-Grantees

**FROM:** Zita Rostás  
Associate Director, Grants Management Division, DOEE

**DATE:** January 23, 2019

**SUBJECT:** Single/Program Specific Audit Report

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The Department of Energy and Environment (DOEE) is the primary recipient of several federal grant funds that are granted to other organizations to conduct various programs. Title 2 Part 200 of the Code of Federal Regulations, Subpart F – Audit Requirements, assigns certain responsibilities to grantees and sub-grantees that receive federal awards.

2 CFR 200 requires DOEE to monitor the activities of sub-grantees to ensure that federal awards are used appropriately and that performance goals are achieved.<sup>1</sup>

To this end, DOEE reminds all DOEE sub-grantees of a financial obligation under the 2 CFR Part 200, Subpart F – Audit Requirements and 2 CFR Part 200.512 Report submission. Specifically, entities that expend \$750,000 during the non-federal entity's fiscal year in federal awards must have a single or program specific audit conducted for that year in accordance with the provision of this part. Single Audits should be submitted to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt of the auditor's report or nine months after the fiscal year ends. A single Audit report must be submitted to the FAC on line at <https://harvester.census.gov/facweb/>

According to the regulations, this \$750,000 or more comprises **federal** funds from all sources, including funds received from DOEE, direct payments from the federal government, and payments from other entities. The regulations also stipulate that single or program specific audits must be completed within nine months of the end of the sub-grantee's audit period (i.e., end of fiscal year) and a copy of the audit report must be sent to the organization's grantor agencies, including DOEE.

Non-federal entities that expend less than \$750,000 in a fiscal year in federal awards are exempt from single or program specific audit requirements for that year.

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<sup>1</sup> Link to the Code of Federal Regulation:  
<http://www.ecfr.gov/cgi-bin/text-idx?SID=95dedbccd68ccd0f78a87673a3420c3&mc=true&node=pt2.1.200&rgn=div5>

## Previous Fiscal Year

All DOEE sub-grantees are required to provide DOEE with a copy of their single or program specific audit report, if applicable, on an annual basis or provide verification that a single or program specific audit was not required. If an organization received a single or program specific audit report for the previous fiscal year, it is required to submit a copy of this report no later than **nine months after its previous fiscal year closed**, to Compton Douglas at [Compton.Douglas@dc.gov](mailto:Compton.Douglas@dc.gov). In the text of the e-mail please provide the following information:

- Organization's official name
- Organization's point of contact for questions
- Organization's fiscal year (i.e. January 1 – December 31; October 1 – September 30)
- List of grants received from DOEE

If an organization is **not** required to complete a single or program specific audit, **DOEE requests that the organization completes the attached Single Audit Exemption Certification form within nine months after its fiscal year closes**. Send a signed copy of this form in portable document format (PDF) to [Compton.Douglas@dc.gov](mailto:Compton.Douglas@dc.gov).

## Future Fiscal Years

Moving forward, each year single or program specific audits should be submitted to DOEE **within two weeks** (10 business days) of report completion, but no later than nine months after the fiscal year closes. Please send a copy of the report to [Compton.Douglas@dc.gov](mailto:Compton.Douglas@dc.gov). If an organization is not required to obtain a single or program specific audit for the year in question, it must submit a signed Single Audit Exemption Certification form to [Compton.Douglas@dc.gov](mailto:Compton.Douglas@dc.gov) **90 calendar days from the close of the organization's fiscal year**. Please also submit a copy of your standard financial audit.

**Attachment 7b**  
**SUB-GRANTEE SINGLE AUDIT EXEMPTION CERTIFICATION**

Title 2 Part 200 of the Code of Federal Regulations, Subpart F – Audit Requirements states that a non-federal entity that expends less than \$750,000 during the non-federal entity’s fiscal year in federal awards is exempt from federal audit requirements for that year. However, records must be available for review or audit by appropriate officials of the federal agency, pass-through entity (Department of Energy and Environment), and the Government Accountability Office (GAO). The sub-grantee hereby certifies that less than \$750,000 has been expended in federal awards from all sources during the specified audit period.

Exemption certification for fiscal year ending: \_\_\_\_\_

NOTE: The audit period is the organization’s fiscal or calendar year to be audited. Please include the month, day and year for “beginning” and “ending” period (Example – beginning: January 1, 2015 and ending December 30, 2015).

**Audit Period Beginning:** \_\_\_\_\_

**Ending:** \_\_\_\_\_

**Sub recipient:** \_\_\_\_\_

**Organizational Representative Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

For non-profits and Community Based Organizations (CBOs), the certification must be signed by the Chairperson of the Board of Directors.