

NOTICE OF AMENDMENT

**District Department of the Environment
Natural Resources Administration**



FIRST AMENDMENT TO:

REQUEST FOR APPLICATIONS (“RFA”)

**Protecting District Waters:
Education, Demonstration, Monitoring and Guidance
in the Prevention of Nonpoint Source Pollution**

(NRA #2012 RFA 01)

**Original RFA posted March 23, 2012 (Volume 59, 2012 DC Register)
<http://green.dc.gov/node/118532>**

Posted April 13, 2012

**Government of the District of Columbia
District Department of the Environment
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FIRST AMENDMENT to DDOE # NRA 2012 RFA 01

The District Department of the Environment (“DDOE”) hereby amends the request for applications for grant funding, which has been numbered as # NRA 2012 RFA 01, Notice of Funding Availability and Request for Applications to Protect District Waters: Education, Demonstration, Monitoring and Guidance in the Prevention of Nonpoint Source Pollution, posted March 23, 2012 (“the March 23 RFA”), as follows:

PURPOSE OF THIS AMENDMENT

DDOE has invited nonprofit organizations, including faith-based organizations, to apply for funding to perform secular works in the public interest, specifically those projects identified in the March 23 RFA.

It has been pointed out that some of the documents required of nonprofit organizations generally may not exist for faith-based nonprofits. The following sections have been amended to add or substitute language which should eliminate any confusion which the RFA may have inadvertently caused.

III. ELIGIBILITY

Delete the paragraph and substitute:

Nonprofit organizations with IRS 501(c) 3 or 501(c) 4 determinations, faith-based organizations, and educational institutions are eligible to apply. Proof of this status must be included in the application. Nonprofit organizations must provide their IRS determination letter and the most recently submitted tax return, form 990.

Faith-based organizations should provide the best evidence of their status: (1) An organization that has applied for an IRS determination letter should submit the application and the determination letter. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted. (2) If there is no IRS documentation, a letter from the leader of the organization and a letter from the group’s board chair or other official should be provided, verifying that the organization is a religious group. (*See* IRS publication no. 1828, Tax Guide for Churches and Religious Organizations) (3) If the organization has sought a state sales or other tax exemption, it should provide the submitted tax exemption form, Form 164 in the District of Columbia, and the state’s exemption certificate.

IV. APPLICATION AND SUBMISSION INFORMATION

Delete part of paragraph 3 “Required Application Content”, sub-paragraph 3.o (the letter “oh”), on pdf version pages 9-10, and substitute the following:

- o. Required Attachments

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Attach to your proposal the following:

- 1) **Tax Exemption Letter:** Internal Revenue determination letter of non-profit status, if one was issued;
- 2) **Applicant's most recent IRS Form 990 tax return,** if one was submitted;
- 3) **If there is no IRS documentation:** (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) Applicant's most recently submitted state sales or other tax exemption form, if it exists; and (iii) the state's issued tax exemption certificate or card, if it exists;
- 4) **DUNS number;**
- 5) **Current fiscal year budget:** Submit your organization's full budget (projected income and expenses) for your organization's current fiscal year, comparing budgeted versus actual income and expenses to date. This financial statement will help the granting agency determine your organization's financial capabilities;
- 6) **Balance Sheet:** The balance sheet can be obtained directly from the organization's financial system. This document is a snapshot of the organization's position at a point in time. The balance sheet includes assets, liabilities and net assets/equity. This financial statement will help the granting agency determine your organization's financial capabilities;
- 7) **Financial Statement:** Provide the most recent audited financial statement, if available.
- 8) **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how financial transactions are handled and recorded. If applicant does not have an approved policy, simply provide a short description of the organization's handling of finances, including names and titles of personnel involved in the process;
- 9) **"Certifications" signature form:** This form is included as an attachment to this RFA. The grantee will have the chief executive of the organization sign the certifications document, and return with the application;

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10) Letters of support:

District of Columbia Public Schools

- If you are working with the District of Columbia Public Schools (DCPS), then you must include a letter of support from the principal of each school with which you are working, and, if available, from participating teachers. Teachers and principals may send a joint letter. If you will be doing any construction on school property, you must submit a letter of support from the DCPS Chancellor's office. Applicants for RiverSmart Schools funding do not need letters from the Chancellor's office. They do, however, need letters from principals;

Property Owner

- If you will be working on public land, a letter of support from the managing agency is required. Similarly, if you will be working on private land, a letter of support from the property owner is required. If your project includes construction, letters must acknowledge that the property owner will be responsible (either directly or through an agreement with another organization) for project maintenance; and

Partnering Organization

- If you have identified any other project partners, you must include a letter of intent from the collaborating organization(s), agreeing to participate in the proposed project throughout the implementation of the project. The collaborating organization should include information about the activities and/or services to be provided. A letter should be signed by an authorized representative of that organization; and

11) **Executive Compensation**, if applicable, according to sub-section "IV.3.n".

NOTE: APPLICATIONS THAT ARE MISSING ANY OF THE ABOVE REQUIRED INFORMATION WILL NOT BE CONSIDERED FOR FUNDING.

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