

**DISTRICT DEPARTMENT OF THE ENVIRONMENT  
REQUEST FOR APPLICATIONS**

**U.S. Environmental Protection Agency  
Office of Research and Development  
National Center for Environmental Research  
*Science to Achieve Results (STAR) Program.***

**PURPOSE & SUMMARY**

The District Department of the Environment (DDOE) announces a request for applications to identify co-applicants and collaborative partners for the DDOE's grant submission to the U.S. Environmental Protection Agency, Office of Research and Development, National Center for Environmental Research, Science to Achieve Results (STAR) Program. **This is an effort to promote open competition among perspective co-applicants and collaborative partners.** Applications can be submitted as a co-applicant OR collaborative partner. Co-applicants and collaborative partners will support DDOE's efforts to fulfill the U.S. Environmental Protection Agency's funding opportunity goals and objectives. For details regarding the U.S. Environmental Protection Agency, Office of Research and Development, National Center for Environmental Research, Science to Achieve Results (STAR) Program funding opportunity go to: [http://www.epa.gov/ncer/rfa/2011/2011\\_star\\_chesapeake.html](http://www.epa.gov/ncer/rfa/2011/2011_star_chesapeake.html)

Entities interested in applying as co-applicants or collaborative partners should review and electronically submit their application based upon the criteria provided below.

*PLEASE NOTE: Only one designation can be made for each entity. DDOE reserves the right to reassign applicants that have applied for co-applicant status to collaborative partner status.*

**CO-APPLICANTS**

**LETTER OF INTEREST FORMAT:** ALL applications must follow the format provided below for consideration:

- Adobe PDF formatted document, maximum of five typed pages, Times New Roman or Arial 12-font, and all required attachments with a cover page titling the associated attachment;
- Contact person for project and contact's telephone, fax, and email address; and
- Signature of authorized representative and date of signature.

**ELIGIBILITY:** Nonprofit organizations with IRS 501(c)3 status; education institutions, and other District of Columbia government agencies are eligible to apply. (A copy of the applicant's IRS form 990 must be included with the application at the time of submission).

- Must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.);
- Organization's primary vision and program focus must be consistent with the purpose of environmental protection and stewardship, as well as the mission of the District of Columbia, Department of the Environment;
- Organization must be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service, as well as follow all appropriate charitable financial reporting standards;

- For collaborative applications, one organization must act as the lead agency. That organization must meet all criteria listed above and accept fiduciary, reporting and programming oversight responsibility for the application and grant;
- An organization described in Section 501(c)(4) of the Internal Revenue Code, 26 U.S.C. 501(c)(4), that engages in lobbying activities is not eligible to apply, serve as a host site for members, or act in any type of supervisory role in the program. Individuals are not eligible to apply.

**APPLICATION:** This application section has two sections that must be thoroughly addressed: I. Core Content and II. Organizational Capacity.

### **I. Core Content**

- Organizations seeking consideration as a co-applicant should demonstrate their extensive expertise and research experience in one or more of the areas bulleted below (40-points).
  1. The creation, operation, and regulation of markets designed in the context of regulatory programs, especially environmental programs.
  2. Environmental policy and planning, especially related to innovative programs such as Seattle’s Green Factor that improve management of urban stormwater and other environmental issues.
  3. Best practices and precedents related to the development and implementation of stormwater management regulations and technical guidance, including technical expertise on the use and evaluation of stormwater retention practices.
  4. Stormwater monitoring and/or calculation of pollutant loading in stormwater.
  5. Public perceptions of stormwater retention practices such as green infrastructure.
- Organizations should demonstrate key team members’ experience and proficiency with the analytical and evaluative methods relevant to an area of expertise bulleted above (20-points);
- Experience as a practitioner working on issues related to one or more of the bullets above for a government agency is preferable (10-points).

### **II. Organizational Capacity**

- Past capacity to effectively manage grants and grant-related reports (10-points);
- Organization’s financial stability (i.e. evidence of mechanism and accounting practices that avoid comingling of funds, accounting staff, financial infrastructure, etc.) (10-points); and
- Names, titles, and resumes of executive leadership and the critical staff involved in the management of the identified project being submitted for consideration (10-points).

## **COLLABORATIVE PARTNERS**

**LETTER OF INTEREST FORMAT:** Application must follow the format provided below for consideration:

- Maximum of two typed pages submitted electronically in Adobe PDF format, in Times New Roman or Arial 12-font.
- Contact person for project and contact’s telephone, fax, and email address; and
- Signature of authorized representative and date of signature.

**ELIGIBILITY:** Nonprofit organizations with IRS 501(c)3 determination; education institutions, and other District of Columbia government agencies are eligible to apply. A copy of the applicant's IRS form 990 must be included with the Letter of Interest.

- DUNS number (obtained at: <http://fedgov.dnb.com/webform>)
- Must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.);
- Organization's primary vision and program focus must be aligned with the purpose and mission of the District of Columbia, Department of the Environment;
- Organization must be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service, as well as follow all appropriate charitable financial reporting standards;
- For collaborative applications, one organization must act as the lead agency. That organization must meet all criteria listed above and accept fiduciary, reporting and programming oversight responsibility for the application and grant;
- An organization described in Section 501(c)(4) of the Internal Revenue Code, 26 U.S.C. 501(c)(4), that engages in lobbying activities is not eligible to apply, serve as a host site for members, or act in any type of supervisory role in the program. Individuals are not eligible to apply.

**APPLICATION:** Organizations seeking consideration as a collaborative partner should have experience with one or more of the operational areas of expertise listed below. Prospective partners will have their applications reviewed based upon a scale of 50-points.

**Collaborative partners should have experience with one or more of the following:**

- The creation, operation, and regulation of markets designed in the context of regulatory programs, especially environmental programs.
- Environmental policy and planning, especially related to innovative programs such as Seattle's Green Factor that improve management of urban stormwater and other environmental issues.
- The development and implementation of stormwater management regulations and stormwater management technical guidance.

The submission deadline is Wednesday, January 19, 2011 at 5 p.m. Notifications will be made via email beginning Thursday, January 20, 2011. **NO HARD COPY SUBMISSIONS ARE ELIGIBLE FOR CONSIDERATION.** PDF electronic submission of documents and requests for additional information can be made to:

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District Department of Environment