



# Work Plan & Required Documents October 2nd, 2018



# AGENDA

- 1 Welcome & Introductions
- 2. Last Week Recap
- 3. Project Work Plan 101
- 4. Community Stormwater Grantee
- 5. Workbook Activities
- 6. Required Documents





## What is an RFA?

"RFA" is short for Request for Applications.

It is a public announcement of an availability of funds for one or more projects.

## The RFA describes:

- Amount of funding available
- Who is eligible to apply
- What types of projects are eligible
- What funding can/cannot be used for
- When and how to apply
- What to submit with your proposal
- Proposal scoring criteria

District of Columbia

Department of Energy and Environment



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

Community Stormwater Solutions Grants
(Short name: Community Stormwater Solutions Grants)
RFA # 2018-1806-WPD

**Publication Date:** 12/1/2017

**Application Deadline**: 1/26/2018 at 6:00pm

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





## COMMUNITY STORMWATER SOLUTIONS GRANT

- An annual grant, launched in 2016
- Up to \$20,000 per grant
- Applicants and projects much be physically located in the District
- Type of Projects:

Install Green Infrastructure
Maintain Existing Green Infrastructure
Pathways to Green Jobs
Restore Native Habitat
Litter Clean Up
Pollution Prevention
Engage, raise awareness, change behavior





## DEVELOPING YOUR PROJECT

- Why is the work important?
- What do you intend to do?
- How are you going to achieve the goal?
- What are the intended outcomes, outputs, and deliverables?

**Background** 

**Problem** 

Goals

**Strategy** 

**Objectives** 



## KEY POINTS

- Make sure the goals and activities are inline with the priority points in the RFA
- Be specific
  - o Who? What? Where? When? Why?
- Be clear
- Use the active voice
- Don't forget about partners!



# PROJECT WORK PLAN











# PROJECT WORK PLAN

#### WORK PLAN (Duplicate as needed for each Project Goal)

Project Title:					
Specific and Measurable Objectives & Activities:					
Responsible Staff	<u>Timeframe</u>				
<u> </u>	'				
Responsible Staff	Timeframe				
•	·				
Responsible Staff	<u>Timeframe</u>				
	Responsible Staff  Responsible Staff				



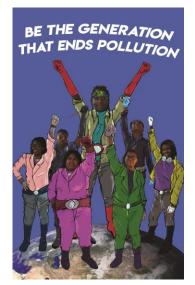
<sup>\*</sup> Document Citation: Seliger Associates Grant Writing.

## LAST WEEK...

## **EXAMPLE:**

The goals of project "Bring Back Blue Badgers" are to cleanup and prevent litter and restore the native habitat on Make Believe Island.

## Goals



Credit: Living Classrooms



# EXAMPLE WORK PLAN

**Applicant:** Blue Badgers, Inc.

**Project Title:** Bring Back Blue Badgers

**GOAL 1:** Three Community Cleanups

## **Specific and Measurable Objectives & Activities:**

**Stratgey#1:** Recruit 15 volunteers

## Key activities needed to accomplish this:

- Confirm date, time, and location of community cleanups
- Create event flyers
- Share event with community partners
- Market event on social media and listservs

## Responsible Staff

Susan Stormwater Walter Waters

## <u>Timeframe</u>

April 2019 – May 2019



# EXAMPLE WORK PLAN

Applicant: Blue Badgers, Inc.	Project Title: Bring Back Blue Badgers	
<b>GOAL 1:</b> Three Community Cleanups		

Strategy #2: Collect 200 bags of trash		
Key activities needed to accomplish this strategy:	Responsible Staff	<u>Timeframe</u>
<ul> <li>Buy 200 trash bags</li> <li>Record number of trash bags collected at cleanups</li> </ul>	Holly Helper	May 2019



# WORK PLAN TIPS

Be Clear.

Be Concise.

Be Consistent.







## HOW TO MEASURE SUCCESS



200 bags of trash.

Outcomes are the larger goals. Think big picture.

Increased population of Blue Badgers on Make Believe Island.

O Deliverables are tangible.

Litter prevention signs on Make Believe Island.





## REQUIRED DOCUMENTS

With your proposal, you must submit a number of required documents.

For all DOEE grants, these documents are listed in Section 3.4 of the RFA.

For Community Stormwater Solutions
Grants, you will upload these into the
"Attachments" section of the ZoomGrants
online application system.

Begin compiling these documents early!

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# REQUIRED DOCUMENTS CHECKLIST

- ☐ Certificate of Good Standing
  - obtained from DCRA
- Signed Promises, Certifications, Assertions, and Assurances document
  - The "PCA" is an appendix to the RFA and details the terms of a grant.
- ☐ IRS W-9 Tax Form
- Tax Exemption Affirmation Letter

- ☐ Applicant's Current Fiscal Year Budget
- Applicant's Financial Statements
- ☐ Separation of Duties Policy
- ☐ If project is at a DCPS, letter of support from Principal
- ☐ If project is on NPS land, letter or email of support from lead NPS staff



# LETTER OF SUPPORT

- ☐ Ask in advance Use your elevator speech!
- ☐ Provide template with description of your project
- Organization's letterhead (logo and address)
- Date
- □ Contact Information
- ☐ Signature





## SUPPORTING DOCUMENTS

**Supporting documents** strengthen a proposal by providing additional details so that the review panel can more fully understand the project.

Common types of supporting documents:

- □ Letters of Support from organizations, individuals, association, or any entity that you have listed in the proposal as supporting the project.
- Maps
- Images
- Diagrams





#### Stormwater 101 September 18th

Learn how stormwater impacts your neighborhood, rivers, and the Chesapeake Bay and opportunities to fund community projects. Includes a site tour of green infrastructure at THEARC.

### **Project Description & Partners** September 25th

Join this workshop for the opportunity to work with community partners and learn how to write a strong project description. We will answer questions like "What does a grant application look like?" and "What should be included in a project description?"

#### Work Plan & Required Documents October 2nd

Ever wonder what is the difference between outputs and outcomes? Overwhelmed by the amount of additional documents required with a proposal? Join this workshop and learn how to write a strong work plan and an explanation of the required supporting documents.

#### **Budget & Narrative** October 9th

Budgeting not your strong suit? No worries! Join this workshop to learn the most critical aspects of a good budget and how to successfully write a budget narrative to explain how you will be spending the money.

#### You got the grant, now what? October 16th

Congratulations! You got the grant, but now what? Join this workshop and learn what happens after you are awarded a grant and what is required.

**Questions?** Contact Kara Pennino at *kara.pennino@dc.gov* or 202-654-6131







