Credit: Krista Schlyer
Credit: Living Classrooms
Credit: Krista Schlyer

Work Plan & Required Documents
October 2nd, 2018

DEPARTMENT
OF ENERGY &
ENVIRONMENT

Credit: Krista Schlyer

AGENDA

1. Welcome & Introductions

2. Last Week Recap

3. Project Work Plan 101

4. Community Stormwater Grantee

5. Workbook Activities

6. Required Documents

Credit: Krista Schlyer

@doee_dc

LAST WEEK...

Credit: Krista Schlyer

@doee_dc

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

★ ★ ★ DEPARTMENT
OF ENERGY &
ENVIRONMENT

@doee_dc

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*

@doee_dc

DEVELOPING YOUR PROJECT

1 Why is the work important?

2 What do you intend to do?

3 How are you going to achieve the goal?

4 What are the intended outcomes, outputs, and deliverables?

Background
Problem
Goals
Strategy
Objectives

@doee_dc

KEY POINTS

o Make sure the goals and activities are inline with the priority points in the RFA

o Be specific
   o *Who? What? Where? When? Why?*

o Be clear

o Use the active voice

o Don't forget about partners!

@doee_dc

PROJECT WORK PLAN

◇ WHAT   ◇ WHEN   ◇ WHO

Credit: Anacostia Watershed Society

Credit: Anacostia Watershed Society

@doee_dc

PROJECT WORK PLAN

WORK PLAN (Duplicate as needed for each Project Goal)

Applicant:		Project Title:	
GOAL 1:			
Specific and Measurable Objectives & Activities:			
Objective #1:			
Key activities needed to meet this objective:		Responsible Staff	Timeframe
• _____ • _____ • _____ • _____			
Objective #1:			
Key activities needed to meet this objective:		Responsible Staff	Timeframe
• _____ • _____ • _____ • _____			
Objective #3:			
Key activities needed to meet this objective:		Responsible Staff	Timeframe
• _____ • _____ • _____ • _____			

* 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

BE THE GENERATION THAT ENDS POLLUTION

Credit: Living Classrooms

@doee_dc

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:	Responsible Staff	Timeframe
• Confirm date, time, and location of community cleanups • Create event flyers • Share event with community partners • Market event on social media and listservs	Susan Stormwater Walter Waters	April 2019 – May 2019

EXAMPLE WORK PLAN

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

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

WORK PLAN TIPS

◇ Be Clear.

◇ Be Concise.

◇ Be Consistent.

Credit: Krista Schlyer

@doee_dc

HOW TO MEASURE SUCCESS

◊ **Outputs** are quantifiable.

200 bags of trash.

◊ **Outcomes** are the larger goals. Think big picture.

Increased population of Blue Badgers on Make Believe Island.

◊ **Deliverables** are tangible.

Litter prevention signs on Make Believe Island.

@doee_dc ★ ★ ★

Credit: Krista Schlyer

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!

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

@doee_dc

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

@doee_dc

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

WHAT'S NEXT?

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

DEPARTMENT OF **ENERGY & ENVIRONMENT**

11th Street BRIDGE PARK

WE ARE GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC **MURIEL BOWSER, MAYOR**