Work Plan & Required Documents

October 2\textsuperscript{nd}, 2018
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
LAST WEEK...
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
COMMUNITY STORMWATER SOLUTIONS GRANT

• An annual grant, launched in 2016
• Up to $20,000 per grant
• Applicants and projects must 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

1. Why is the work important?
   - Background

2. What do you intend to do?
   - Problem

3. How are you going to achieve the goal?
   - Goals

4. What are the intended outcomes, outputs, and deliverables?
   - Strategy

   - Objectives
KEY POINTS

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

- Be specific

- Be clear

- Use the active voice

- Don’t forget about partners!

Credit: Krista Schlyer
PROJECT WORK PLAN

WHAT

WHEN

WHO

Credit: Anacostia Watershed Society

Credit: Anacostia Watershed Society
## PROJECT WORK PLAN

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

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Project Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### GOAL 1:

**Specific and Measurable Objectives & Activities:**

<table>
<thead>
<tr>
<th>Objective #1:</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Key activities needed to meet this objective:**

- 
- 
- 

**Responsible Staff**

**Timeframe**

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### GOAL 3:

**Key activities needed to meet this objective:**

- 
- 
- 

**Responsible Staff**

**Timeframe**

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* 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**

<table>
<thead>
<tr>
<th><strong>Applicant:</strong></th>
<th>Blue Badgers, Inc.</th>
<th><strong>Project Title:</strong></th>
<th>Bring Back Blue Badgers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL 1:</strong></td>
<td>Three Community Cleanups</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Specific and Measurable Objectives & Activities:

**Strategy#1:** Recruit 15 volunteers

<table>
<thead>
<tr>
<th>Key activities needed to accomplish this:</th>
<th>Responsible Staff</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Confirm date, time, and location of community cleanups</td>
<td>Susan Stormwater Walter Waters</td>
<td>April 2019 – May 2019</td>
</tr>
<tr>
<td>- Create event flyers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Share event with community partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Market event on social media and listservs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EXAMPLE WORK PLAN

<table>
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<tr>
<td>Blue Badgers, Inc.</td>
<td>Bring Back Blue Badgers</td>
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</table>

### GOAL 1: Three Community Cleanups

**Strategy #2: Collect 200 bags of trash**

<table>
<thead>
<tr>
<th>Key activities needed to accomplish this strategy:</th>
<th>Responsible Staff</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Buy 200 trash bags</td>
<td>Holly Helper</td>
<td>May 2019</td>
</tr>
<tr>
<td>* Record number of trash bags collected at cleanups</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WORK PLAN TIPS

◊ Be Clear.

◊ Be Concise.

◊ Be Consistent.

Credit: Krista Schlyer
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.
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
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 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