

Government of the District of Columbia
District Department of the Environment



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

DEMONSTRATION OF INNOVATIVE GREEN PRACTICES

Watershed Protection Division # 2013 RFA 06

March 29, 2013

Application deadline: by 4:30 PM April 29, 2013

Government of the District of Columbia
District Department of the Environment
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Washington, DC 20002
(202) 535-2600



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (DDOE) is soliciting grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to directly prevent or control sources of water pollution, treat stormwater, protect fisheries and wildlife habitat, and increase the amount and quality of wildlife habitat in the District. The following programs or offices of DDOE are administering this RFA: Watershed Protection Division.

1.2 Purpose of the Grants

The purpose of these grants is to support DDOE’s on-going program of incentivizing Low Impact Development (LID) Green Infrastructure (GI) implementation on private property in the District and to fund, in whole or in part, demonstrations of innovative LID-GI practices in private and public spaces.

1.3 Source of Funds

The sources of funds for the grants are:

- * The District’s Stormwater Enterprise Fund and the District’s Anacostia River Clean Up and Protection Fund: and

- * U.S. Environmental Protection Agency (USEPA) Nonpoint Source Management Grant (CFDA 66.460, Award Number C9-003496); USEPA Chesapeake Bay Implementation Grant (CFDA 66.466, Award Number CB-973977-01); and Chesapeake Bay Regulatory and Accountability Program Grant (CFDA 66.466, Award Number CB-97397901-0).

1.4 Competition for a Grant Award

This RFA is competitive. Each grantee must demonstrate its ability to carry out the activities for the grant/s for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each applicant may submit an application for more than one (1) project, if applicable.

1.5 Projects and Funds Available

This RFA presents the following number of projects for the stated total amount of grants: Seven, for a total of \$2,110,000. DDOE seeks applications for:

Project No.	Title	Amount available
01 -	RiverSmart Homes Rain Barrel Installation and Rebate Program	\$380,000
02 -	RiverSmart Tree Installation and Rebate Program	\$330,000
03 -	RiverSmart Communities	\$650,000
04 -	District-wide Innovative Low Impact Development (LID)-Green Infrastructure (GI) Technologies Feasibility & Demonstration Program (FY13)	\$350,000
05 -	Green Roof for Urban Agriculture	\$100,000
06 -	Stormwater Retention: Credits, Discounts, Protocols, Reviews and Training	\$300,000

1.6 Eligibility

Nonprofit organizations with IRS 501(c)(3) or 501(c)(4) determinations, faith-based organizations, and educational institutions are eligible to apply.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of specially skilled staff, and those staff should leave after the application's submittal, or the grant award to the Applicant, the Applicant has the responsibility to advise DDOE in writing. Another example would be the loss of the organization's nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DDOE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

1.10 DDOE’s Authority to Make Grants

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of the RFA is March 29, 2013.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods in section 2.6. Please add to any note "Regarding RFA: (name and number)".

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30pm on April 29, 2013.

An application will be dated and recorded temporarily as "received" until DDOE staff have reviewed it to see if it is complete. DDOE considers an application to be "filed" only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be "filed."

What: Copies and formats: Each application must consist of:

- Five (5) hard copies; and
- One (1) electronic copy.

The Department will not receive fax copies. Do not submit a fax copy. The contents of the Application are specified below, in Section 3.

Where:

The hard copies must be filed with DDOE at the following address:

District of Columbia Department of the Environment

RFA – Grants
1200 First Street, NE
5th Floor
Washington, DC 20002

Attn.:RFA 2013 WPD 06 Demo Green Practices

Email: 2013LIDRFA.grants@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DDOE expects to notify each Applicant of its award status within six (6) weeks after the application due date, in writing.

2.5 Updates and Q-and-A's

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented below, in DDOE Contacts. DDOE will publish updates and Questions-and-Answers regarding the RFA at the web site indicated below, in "Contact Information". DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA 2013 WPD 06 Demo Green – Add me to the email list."

DDOE will provide the same information by email at the same time the information is uploaded to the DDOE web site. Hard copy updates will be available for pickup at DDOE's offices, listed below, by appointment. DDOE will NOT mail out updates or Q&A materials.

2.6 DDOE Contacts

DDOE can be contacted about this RFA (use the RFA's name and number whenever possible) through the following:

- (a) **Download**, by visiting the DDOE's website, www.ddoe.dc.gov. Look for the following title/section, "Resources", click on it, cursor over the pull-down "Grants", click on it, then cursor down to "RFA" and find the announcement for this RFA. Click on it. Then choose this document, and related information, to download in PDF format;
- (b) **Email** a request to 2013LIDRFA.grants@dc.gov with "Request copy of RFA" in the subject line;

- (c) **In person by** making an appointment to pick up a copy from DDOE's offices at the following address, in subsection "(d)" (mention this RFA by name and number); or
- (d) **Write** DDOE at Office of Grants Management, 1200 First Street, N.E., 5th Floor, Washington, DC 20002, "Attention: RFA - Requesting a copy" on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with a one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DDOE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the applicant's team and why the applicant can accomplish the proposed project.

- (a) **Present the summary of the project.**

After writing the proposal, and its details, the applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

- (b) **Present the project in detail.**

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, insure that expenditures are those that the grant can reimburse.

(1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

(2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

(3) Present the project outcomes, outputs, and activities.

DDOE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An output is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the applicant will

recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. That way reviewers will have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a water project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DDOE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions -- for example, "senior staff are \$xx per hour times xx hours".

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled “Non-DDOE Match,” meaning the applicant intends to provide the indicated resources, the “match”, and that the resources do not come from DDOE. The applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The applicant must verify that all costs in the budget are allowable and verifiable. See “Allowable Costs” and “Non-Allowable Costs”, listed below. Please keep in mind that DDOE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting, bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and

14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

(c) Describe the applicant.

(1) Describe the organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the applicant can reference a web site or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DDOE wants to know if an applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be agencies, NGOs, companies or individuals. If a partner is involved in the project, the applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DDOE staff. Whenever practicable each panel will have at least one person from outside of DDOE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria, and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The applicant should read this list carefully, insuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based

business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the applicant has requested the document, DDOE may accept a copy of the applicant’s request to the agency as proof of the request.

(a) Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current. DDOE defines “current” as having been issued within 60 days of the date of the application’s submission.

(b) Promises, Certifications and Assurances Document

Each applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath, is a condition of eligibility for the grant applied for. If the Applicant organization is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may "attest to the truth."

The applicant is not required to send the entire document back to DDOE. Rather, DDOE requires the table of contents and the signature page. The applicant should print the pages on which the Table of Contents appears and the last, signature, page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DDOE defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DDOE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service purposes. DDOE defines "current" to mean that the document was completed within the same calendar year as that of the application date. If the applicant has submitted a current completed W-9 to DDOE for another application, or for another purpose, the applicant may submit a copy of that document.

(d) Tax Exemption Letter

The tax exemption letter is the Internal Revenue Service's determination letter of non-profit status, if one was issued. If not available, then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its IRS tax status application. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted.

If there is no IRS documentation because the organization is a religious organization the applicant may submit the best evidence it can of its status:

(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) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iii) the state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*)

(e) Applicant's current fiscal year budget

The applicant must submit its full budget, including projected income, for the organization's current fiscal year, using a format as least as detailed as that presented in Appendix 2. Also, the applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant's financial statements

If the applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the applicant must provide its most recent complete year's unaudited financial statements.

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for the application. The applicant should state which is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the applicant should attach a letter of support, or equivalent, with the proposal. DDOE has experience with four cases:

1. District of Columbia Public Schools

If the applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

2. Property Owner

If the applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

3. Partnering Organization

If the applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service (“NPS”) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DDOE will accept more informal statements generated by responsible NPS officials, including emails.

5.2 Documents to file if DDOE notifies that it will make the grant

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the applicant/grantee has requested the document, DDOE may accept a copy of the applicant’s request to the agency as proof of the request.

(a) **Certificate of insurance**

The grantee shall be required to submit a Certificate of Insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

(b) **Assurance of continued truth and accuracy**

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an applicant, is to advise DDOE of material changes since the filing of the application.

(c) **SAM registration with federal government**

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and fully complete a profile within the system. Please provide a screenshot showing your organization in SAM. No funding will be distributed if a complete SAM registration has not been performed.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DDOE has made its decision to grant an award.

(a) **DDOE's announcement of award**

DDOE's objective is to announce grant awards by at least six (6) weeks after the date it publishes the RFA.

(b) **Grantee's reports**

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DDOE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DDOE awards the grant.

DDOE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DDOE may pay start-up funds at the beginning of the grant period. If the applicant seeks start-up payments it should make the request in its proposal, and explain the request.

DDOE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

DDOE will withhold the final 10 (ten) percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Titles and Available Funds

Projects for the RFA	Funds
Project No. – Project Title	Amount available
01 - RiverSmart Homes Rain Barrel Installation and Rebate Program	\$380,000
02 - RiverSmart Tree Installation and Rebate Program	\$330,000
03 - RiverSmart Communities	\$650,000
04 - District-wide Innovative Low Impact Development (LID)-Green Infrastructure (GI) Technologies Feasibility & Demonstration Program (FY13)	\$350,000
05 - Green Roof for Urban Agriculture	\$100,000
06 - Stormwater Retention: Credits, Discounts, Protocols, Reviews, and Training	\$300,000

7.2 Project Descriptions

01 - RiverSmart Homes Rain Barrel Installation and Rebate Program \$380,000

Introduction:

The District Department of the Environment (DDOE), Watershed Protection Division, works to control, prevent, and remediate nonpoint sources of polluted runoff to District of Columbia (the District) waters and the Chesapeake Bay through voluntary activities. DDOE is charged with improving water quality in the District through land-based efforts. While many land-based efforts take place on public property, many others can take place on private property.

The program aims for homeowners to demonstrate low-cost residential best management practices (BMPs), and to institute landscape management practices that will help improve local water quality. Information on the program can be found at <http://ddoe.dc.gov/riversmarthomes>. *RiverSmart Homes* targets the specific practices listed below:

- Installing above ground cisterns;
- Constructing rain gardens;
- Planting large shade trees;
- Removing impervious areas and replacing them with pervious surfaces; and
- Instituting native planting and integrated pest management programs (BayScaping).

For this project DDOE is requesting proposals from organizations to help implement rain barrel installation as part of DDOE's *RiverSmart Homes* program and to also administer the District's Rain Barrel Rebate for District property owners who perform their own rain barrel installations. Preference will be given to applications that maximize the amount of grant funds used for the installation of and rebate for installed BMPs.

Approximate Available Funds:

Approximate annual maximum of \$380,000 pending the availability of funds, to be reimbursed as rain barrels are installed and costs are incurred. The grant may be amended at an approximate amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

Project Period:

One year, and can be amended to continue for up to three years, for a total of four years, depending on the performance of the grantee and the availability of funds.

Project Description:

In this project request, DDOE is looking for an eligible organization to work with DDOE to help reduce the amount of stormwater and nonpoint source pollutants entering District waterways by encouraging homeowners to adopt the use of above ground rain barrels. This will be accomplished through installation of rain barrels and also administering a rebate to homeowners who purchase and install rain barrels themselves. For the installation portion of this project, the eligible partner will be responsible for purchasing, storing, delivering, and installing rain barrels and all associated parts on properties that have been approved for this work by DDOE *RiverSmart Homes* program staff. The eligible partner will also be responsible for educating the homeowner on maintenance of the rain barrel at the time of installation. This includes printing and explaining the rain barrel maintenance guide.

Property owners including those who have already received a *RiverSmart Homes* rain barrel, who wish to purchase and install rain barrels from an approved rain barrel list, will be eligible to apply for a rebate. The rebate amount depends on the volume of the rain barrel. There will be a \$1.00 per gallon rebate for rain barrels or cisterns that contain a minimum of 50 gallons. The maximum rebate value is set at \$500.

The rebate program will include several elements. One element is to conduct outreach to advertise the program through traditional channels and through innovative approaches, e.g. partnerships with local hardware stores. The eligible partner must be able to administer and mail rebates in a timely manner. Proposals should include a plan for setting up efficient and cost-effective administrative procedures for verifying that the requested rebates are in the District and that the rain barrels were actually installed. Proposals should also provide for analyzing and reporting on the types of barrels installed by homeowners, a geographic breakdown of the installation locations by Ward and by type of property where the installation occurred (single family residential, multi-family residential, commercial, etc.).

DDOE's objectives for the above ground rain barrel demonstration program are as follows:

- For homeowners to disconnect their downspouts from the sewer system;
- To demonstrate successfully the use of above ground rain barrels on residential properties;

- For homeowners to be able to store large quantities of rain water and to be able to use that water for lawn, garden, or other irrigation purposes;
- For homeowners to understand how to use and care for their above ground rain barrels;
- For homeowners to understand how they are helping to improve water quality in the District's waterways and the Chesapeake Bay;
- For DDOE to have a better understanding of what messages and incentives work to encourage homeowners to install rain barrels; and
- For DDOE to better understand which types of rain barrels appeal to property owners.

Note:

- In some cases, the installer may determine that the installation of above ground rain barrels may not be feasible. The grantee should provide DDOE with a list of addresses deemed not suitable for above ground cistern.
- Grantee will be responsible for providing DDOE with a liability release form, signed by the homeowner that will release the non-profit partner and the District government from any liability claims stemming from the above ground cistern.
- A DDOE-approved maintenance agreement signed by the owner that commits the homeowner to maintenance of the above ground cistern must be signed prior to above ground cistern installation.
- The grantee will purchase and store the rain barrels and the grantee will be responsible for their installation. The homeowner pays \$45 per rain barrel. The homeowner's nominal fees must be applied to the cost of the installation. Therefore, the grantee must be able to accept direct payment of homeowner fees.
- The grantee will be expected to provide the tools and hardware necessary for downspout disconnection and cistern installation (cinder blocks, screws, flexible downspout, appropriate other downspout parts).

Because DDOE is required to report to the U.S. Environmental Protection Agency on the stormwater improvements and to track nonpoint source pollution controls, the grantee will be required to give DDOE a database of addresses, homeowner contact information, sub watershed information, and number of barrels for homes where above ground rain barrels were set up for demonstration and where downspout disconnections were performed.

Project Outputs and Deliverables:

- A minimum of 1,000 installed rain barrels;
- Bi-monthly (or as needed) meetings or conference calls with DDOE to provide feedback on the program;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;

- Quarterly status reports that list all above ground rain barrels set up for use and all contact information for homeowners who received rain barrels;
- Copies of all signed waivers and maintenance agreements;
- All of the funding allocated to the rebate program must be spent within the project period;
- No fewer than 25 rebates issued;
- An annual summary report detailing the workings of the program; and
- A final report that includes before and after pictures of each project and addresses of all homeowner above ground rain barrels demonstrated as part of this project.

Criteria for Evaluating Proposals:

Preference will be given to applications that:

- Demonstrate the applicant's experience with rain barrels installation (20 points);
- Establish that the applicant has adequate staffing and transportation to deliver above ground rain barrels (20 points);
- Demonstrate the applicant's outreach experience to general public (10 points);
- Show the applicant's experience in developing, overseeing, and administering a rebate programs (20 points);
- Maximize the number of rain barrels proposed to be installed with grant funds (20 points); and
- Present an adequate and reasonable justification for the funds requested (10 points).

Applicant should refer to Section 4.2. "Scoring Criteria" for additional factors the review panel will take into consideration when reviewing proposals.

Introduction:

The District Department of the Environment (DDOE), Watershed Protection Division (WPD), works to control, prevent, and remediate nonpoint sources of polluted runoff to District of Columbia (the District) waters and the Chesapeake Bay through voluntary activities. DDOE is charged with improving water quality in the District through land-based efforts. While many land-based efforts take place on public property, many others can take place on private property. Trees are an important method for controlling stormwater runoff through rainfall capture and evapotranspiration. Other benefits of trees include improving air quality by removing small pollutant particulates, reducing greenhouse gas emissions by taking up carbon dioxide, and creating habitat for plants and animals. Shade trees require minimal maintenance and provide many advantages for the homeowner, including decreasing heating bills and cooling bills; and potentially increasing property value.

The program aims for homeowners to demonstrate low-cost residential best management practices (BMPs) and to institute landscape management practices that will help improve local water quality. Information on the program can be found at <http://ddoe.dc.gov/riversmarthomes>. *RiverSmart Homes* targets the specific practices listed below:

- Installing above ground cisterns;
- Constructing rain gardens;
- Planting large shade trees;
- Removing impervious areas and replacing them with pervious surfaces; and
- Instituting native planting and integrated pest management programs (BayScaping).

With this request, DDOE seeks proposals from organizations who wish to install trees as part of DDOE's *RiverSmart Homes* program and also administer a tree rebate for District property owners who plant shade trees without the organization's assistance.

Approximate Available Funds:

\$330,000 is available for a two-year grant period. Funds will be reimbursed as trees are installed and rebates administered, pending the availability of funding. Preference will be given to applications that maximize the amount of grant funds used for the installation and rebate of BMPs. The grant may be amended at an approximate amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to

maintain or increase the project goals, and the District's need for the scope of work to be maintained or increased.

Project Period:

Two years, with the option to amend with additional funds for two additional years, pending the availability of funds and grantee performance.

Project Description:

DDOE seeks applications from eligible organizations to partner with DDOE to help improve the quality and reduce the quantity of stormwater and nonpoint source pollution reaching District waterways by encouraging homeowners to plant and maintain trees. The partner organization would be responsible for planting trees on properties that have been identified by DDOE. The partner organization will conduct a site visit to determine the type and number of trees appropriate for each property. The partner organization will also be responsible for educating the homeowner on maintenance of the shade tree.

Because some District property owners would like to buy and plant a specific type of tree, DDOE offers a tree rebate program aimed at encouraging District property owners to plant medium- to large-growing shade trees (defined as trees equal to or larger in size than the Eastern Redbud (*Cercis canadensis*) on their property. The rebate amount is determined by species and that determination is based on the size of the mature tree canopy. Rebates per qualifying tree will be \$50 for a small tree and \$100 for a medium-to-large tree.

The rebate program will include several elements. One element is to conduct outreach to advertise the program through traditional channels and through innovative approaches, e.g. partnerships with local nurseries. The partner organization must be able to administer and mail rebates in a timely manner. Proposals should include a plan for setting up efficient and cost-effective administrative procedures for verifying that the requested rebates are in the District and that the trees were actually installed. Proposals should also provide for analyzing and reporting on the types of trees installed by homeowners, an estimate of the mortality of trees planted through the grant, and a geographic breakdown of the installation locations by Ward and by type of property where the installation occurred (single family residential, multi-family residential, commercial, etc.).

DDOE's objectives for this project are as follows:

- For a large number of District homeowners to plant and/or have planted on their property a medium or large canopy tree;
- For trees to be planted in such a way as to promote health and longevity of tree;

- For homeowners to be assured of a live tree past the tree warranty period;
- For homeowners to understand how to and be able to care for trees;
- For homeowners to understand how trees help prevent nonpoint source pollution and the importance of an urban tree canopy;
- For the District to have a better understanding of what messages and incentives work to encourage homeowners to plant shade trees;
- For the District to have a better understanding of where tree planting is occurring and where additional efforts need to be made to encourage tree planting;
- For the District to have a better understanding of tree mortality; and
- For the District to have advertising and outreach materials created for this program.

Notes for RiverSmart Homes Tree Installations:

- In some cases, a medium or large shade tree may not be feasible. Grantee should provide DDOE with a list of addresses deemed not suitable for large shade trees.
- Trees smaller than an Eastern Redbud (*Cercis canadensis*) are not covered by this grant;
- The grantee will purchase, store, and install the shade trees to be planted through the *RiverSmart Homes* Program. The homeowner pays \$50 per shade tree, which shall be applied to the cost of the installation. Therefore, the grantee must be able to accept direct payment of homeowner fees; and
- The grantee must collect a DDOE-approved maintenance agreement, signed by the property owner, which commits the property owner to maintenance of the tree. This must be signed by all parties prior to tree planting.

Notes for RiverSmart Tree Rebates:

- The grantee should develop the incentive in such a way that encourages the planting of medium and large trees;
- Rebates for invasive trees will not be covered by this grant. DDOE can provide applicants with the current list of undesirable species; and
- The grantee must collect evidence that the tree was purchased (such as a dated receipt) and that the tree has been planted in the District of Columbia (such as a tree rebate application including the planting address).

Because DDOE is required to report to the U.S. Environmental Protection Agency on stormwater improvements and to track nonpoint source pollution controls, the grantee will be required to give DDOE a database of addresses and homeowner contact information for homes where shade trees were planted, as well as the types of trees planted.

Project Outputs and Deliverables:

- No fewer than 700 trees will be planted in District homeowners' yards through this grant;
- No fewer than 350 homeowner rebates will be awarded to qualified District residents;
- Each participant receives and is guided through the shade tree maintenance guide;
- Quarterly meetings with DDOE to provide feedback on the program;
- Databases that track tree installations and tree rebates. The types of information to be included in this tracking database are geographic location of planting, contact information for property owner, and number of trees installed or rebates awarded, etc.;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Quarterly reports that detail the project accomplishments, roadblocks and financial status, and include an updated tracking database;
- An annual summary report detailing the workings of the program; and
- A final report with final version(s) of the tracking database(s).

Criteria for Evaluating Proposals:

- Experience and knowledge in planting trees in urban areas (20 points);
- Experience working with the general public (15 points);
- Staff and transportation capacity for planting trees throughout the District (15 points);
- Experience developing, overseeing, and administering a rebate program (10 points);
- Applicant or homeowner provides some non-federal match (5 points);
- Maximizes the budget spent on planting trees relative to the cost of overhead (15 points);
- A clear and feasible plan for accomplishing the project's goals (10 points); and
- Present an adequate and reasonable justification for the funds requested (10 points).

Applicant should refer to Section 4.2. "Scoring Criteria" for additional factors the review panel will take into consideration when reviewing proposals.

Introduction

The District Department of the Environment (DDOE), Watershed Protection Division (WPD), works to control, prevent, and remediate nonpoint sources of polluted runoff to District of Columbia (the District) waters and the Chesapeake Bay through voluntary activities. A major contributor of pollution to the District's waterways is stormwater runoff. Stormwater is generated during a wet weather event as precipitation runs off impermeable surfaces such as roofs, sidewalks, and roadways. The high volumes and velocities of urban stormwater runoff erode local waterways, polluting and clogging rivers downstream. Roof surfaces, parking lots, and turf grass are a significant source of stormwater pollution. DDOE seeks to lessen the impact of stormwater runoff on the District's waterways by promoting the use of stormwater Best Management Practices (BMP) through the *RiverSmart Communities* program.

The *RiverSmart Communities* program offers technical and financial assistance to multi-family residences, houses of worship, and small locally-owned businesses, to install specific stormwater Low Impact Development (LID) practices such as rain gardens, BayScaping, pervious pavement, and cisterns to control nonpoint source pollution on their property. The *RiverSmart Communities* program helps to achieve this goal through rebate and design/build programs. The design/build program is available to properties in priority watersheds (to be determined by DDOE), offers design and contracting assistance and will cover a larger portion of the cost-share. For the rebate program, properties city-wide can apply to have up to 60% of the project cost reimbursed.

Project Description

DDOE seeks applications from eligible organizations to help implement the *RiverSmart Communities* program to multi-family residential properties, houses of worship, and small locally owned businesses throughout the District, but with a focus on priority watersheds. DDOE aims to give a grant to partnering organizations that will work with building owners to install these BMPs and help DDOE generate interest among homeowners in using and realizing the benefits of these BMPs. Grantees will work with the residents of the dwellings, property management companies, landscape contractors, and/or permeable pavement contractors registered in the District to implement the proposed plan.

Grant funding is available to assist for stormwater BMPs such as the following:

- Cisterns for rain capture and reuse;
- Rain gardens or bioretention;
- Impervious surface removal or conversion of impermeable to pervious pavement;

- Turf removal with conversion to native plant beds (with cisterns only); or
- Other landscape enhancements with stormwater capture capability.

In addition to the installation of the stormwater management feature(s), the grantee will need to establish a plan for engaging the residents of the housing complex in the planning, design, construction, and maintenance of the project. This can include workshops, tours and volunteer days. The grantee will also allow DDOE to install permanent signage explaining how the feature works and acknowledging DDOE's role in the project.

Approximate Available Funds:

Maximum of \$650,000, reimbursed as management practices are installed, pending the availability of funds. Funding is available until funds are exhausted. Multiple projects will be funded. Preference will be given to applications that maximize the amount of grant funds used for the installation. The grantee may be provided with start-up costs.

Project Period:

Two years, with the option to amend with additional funds for two additional years, pending the availability of funds and grantee performance.

Deliverables:

- Installation of at least 15 stormwater best management practices such as rain cisterns, rain gardens, or pervious pavement;
- Report of number of individuals reached through education / outreach;
- Tally of gallons of water captured annually;
- Written maintenance plans, construction permits, and installation or oversight of contractors installing the BMPs for design/build projects;
- A database that tracks the address of each participant, the amount of each subsidy, the square feet of treatment area, breakdown of the installation locations by Ward, and the location in the Combined Sewer System or the Separated Sewer System;
- Copies of all signed waivers, partnership agreements with contractors, and maintenance agreements with homeowners;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Bi-monthly (or as needed) meetings or conference calls with DDOE on grant progress;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Quarterly status reports showing accomplishments, progress to-date, and detailing the completion of project objectives; and
- A final report that includes before and after photos of each site, and a list of all contractors used for this.

Outcomes:

- Decreased amount of stormwater pollution entering local streams and rivers;
- Increase the awareness of the District's residential population on the environmental effects of stormwater pollution; and
- Building of partnerships between private residences, non-profit organizations, and DDOE that will foster collaboration of further environmental initiatives in the future.

Criteria for Evaluating Proposals::

- Present a concise and clearly written proposal (10 points);
- Present a creative, well defined project and the ability to implement the project (40 points);
- Demonstrate the applicant's experience in supervising construction projects (10 points);
- Demonstrate the applicant's knowledge of District permitting process required for construction (5 points);
- Present a clearly articulated education/outreach component (10 points);
- Present a clearly articulated maintenance plan (10 points); and
- Increase the total project budget (above the amount of grant award) by providing a non-federal match (15 points).

Applicant should refer to Section 4.2. "Scoring Criteria" for additional factors the review panel will take into consideration when reviewing proposals.

04 - District-wide Innovative Low Impact Development (LID)-Green Infrastructure (GI) Technologies Feasibility & Demonstration Program (FY13) \$350,000

Introduction:

The District Department of the Environment (DDOE), Watershed Protection Division (WPD), encourages the installation of innovative stormwater control retrofits within the District of Columbia (the District). The purpose of this program is to provide funding for cost share opportunities to install these retrofits, which are also known as Low Impact Development (LID) and green infrastructure (GI).

Many unintended consequences have resulted from the ever-increasing amount of impervious surfaces that have displaced balanced natural systems as the District has grown. The intention of LID-GI is to retain the first flush of stormwater from these impervious surfaces, decrease total runoff, and filter stormwater in order to reduce the load of nonpoint source pollution entering District waterways. The District is using these terms LID and GI to describe the design, engineering, and construction of built environments that incorporate vegetated systems or technologies that make the constructed world respond to rain events more as the natural world does.

LID-GI includes a growing collection of technologies and approaches that manage stormwater runoff from impervious surfaces, such as parking lots, rooftops, pathways, sidewalks, driveways, alleys, and roads. LID-GI could involve the installation of green roofs, curbside bioretention or rain gardens, permeable paving, and rainwater harvesting and reuse systems. Specific examples include directing street runoff to street tree boxes or roof runoff to storage tanks that will eventually provide a building with some or all of its non-potable water needs.

LID-GI treats or retains stormwater at the lot level (where the rain falls), often making use of existing landscaped features. LID-GI technologies provide extra benefits for the landowner and the local environment, including increased aesthetic appeal and habitat creation, air pollution abatement, urban heat-island effect mitigation, reduced building heating and cooling costs, and reduced potable water demands.

Approximate Available Funds:

\$350,000, pending the availability of funds. Projects between \$10,000 and \$100,000 may be awarded based upon the project need and quality of the application. Funding is available until funds are exhausted. Matching funds of at least 20% of overall project costs are required.

Project Period:

Up to three years. The grantee should indicate the approximate amount of time needed to complete the project. There is no opportunity to amend a grant with additional funds; however, the grant period may be extended.

Project Description:

Funding is available for the design, permitting, and construction of projects demonstrating LID-GI stormwater control technologies. The primary goals of this demonstration grant program include:

- Control stormwater runoff by connecting impervious surfaces with on-site water demands such as irrigation, infiltration, or non-potable building needs;
- Site installations within the District's most impaired/highest priority watersheds (links provided in Project Eligibility section below);
- Achieve the greatest nonpoint source pollution control for the dollars requested (cost/benefit); and
- Expand upon the current knowledge/understanding of stormwater treatment/capture/reuse strategies by providing design and construction information that will add to the District's database on concept designs, construction contracts, and schedules for LID-GI.

Project Eligibility:

All projects must demonstrate stormwater runoff reduction and/or show how increases in water quality through reduced pollutant loads will be achieved. Funds are not restricted by the type of construction and may be used for new construction or redevelopment, or for the retrofit of existing properties/structures. Funds are not restricted by the type of property owner and may be used on private and public properties; however, the property must be located within the District.

Funding may be used for all activities required to design, permit, install, and construct the demonstration of LID-GI stormwater control technologies. Public education in LID-GI installations is required, and artistic expression is encouraged.

Specifically, proposals will be accepted for projects that retrofit properties that do not currently have appropriate stormwater controls in place with LID-GI practices.

Project Ineligibility:

These grant funds **cannot** be used to meet minimum regulatory stormwater requirements for new construction or redevelopment projects.

Proposals will not be considered that do not specify a project location, including either a property address or boundaries in the case of linear public rights-of-way.

These funds are primarily for implementation. Proposals will not be considered that do not specifically define the LID-GI practices to be implemented.

Proposals will not be considered for projects on single-family dwellings to install rain barrels, permeable paving, rain gardens, native perennial planting (BayScaping) and shade tree planting. Assistance for such projects, if any, comes from the District's *RiverSmart Homes* funding opportunity. Information about RiverSmart Homes is available at <http://ddoe.dc.gov/service/riversmart-homes-overview>.

Proposals will not be considered for projects on school buildings. This includes public, charter, and private schools. Assistance for such projects, if any, comes from the District's *RiverSmart Schools* funding opportunity. Information about *RiverSmart Schools* is available at <http://green.dc.gov/service/riversmart-schools>

Green roof proposals will only be considered for this funding if they advance some larger question about the technology, such as facilitating rooftop agriculture, providing specific wildlife habitat benefits, or some other innovation technology not commonly in practice. Assistance for green roof installation proposals that do not fit this description can be applied for through the District's *RiverSmart Rooftop* rebate opportunity. Information about this rebate is available at <http://green.dc.gov/greenroofs>.

Proposals that do not provide enough evidence that the project will be completed within the maximum time frame of the grant will not be considered for these funds. Examples of circumstances with potential to lengthen the timeline for project completion include:

- Whether the property borders National Park Service land;
- Whether the project would be complicated by extreme traffic challenges or security challenges;
- If there might be difficulty in getting permissions from neighbors;
- If the project requires a permit or permits that would take a long time to acquire, or would add a significant cost; and
- Conflicts with existing utilities.

Project Location in the Public Right-of-Way:

Proposals targeting the public right-of-way must put serious consideration into the District Department of Transportation (DDOT) permitting review and approval timelines (public right-of-way includes DDOT-controlled streets, highways, sidewalks, traffic islands, and alleys):

- Stormwater treated in the public right-of-way must come from the public right-of-way;
- Early coordination for concept, site location, and design with DDOT is required. Please contact the Project Management Support Division at DDOT Infrastructure Project Management Administration (IPMA) at 202-671-2800;
- DDOT may require additional components to the project, like quantification of pollution reduction; and
- The applicant or other appropriate team member must be prepared to accept primary responsibility for maintenance of the proposed device(s). Maintenance arrangements will need to satisfy DDOT requirements.

Application Guidelines:

These grant funds can be awarded **only** to eligible organizations as defined in Section 1.6.

- We encourage eligible applicants, as defined above, to partner with private property owners, with design and engineering firms, and/or with each other to submit team proposals.
- A separate application is required for each proposed LID-GI device, unless it is part of a treatment train (multiple systems in parallel or series); and
- Applicants may submit multiple proposals for this project.

Application Format:

All proposals should follow general instructions in this RFA, and also include the following:

:

1. List of project participants, statements of interest, and qualifications:

a. Applicant: An explanation of the applicant's role in the project should include:

- Proposed management plan;
- Identification of key personnel;
- Professional qualifications, specialized experience, technical competence;
- Past performance on related projects;
- Experience in obtaining plan review permits (especially District-based experience); and
- Identification of the person with the authority to accept the grant if the proposal is awarded, including title and contact information.

- b. Property Owner: A letter of endorsement from the property owner.
 - c. Partners: Identification of any project partners and their letters of support. This is in addition to the property owner and the applicant, and may include community members, manufacturers, and suppliers, as well as design/architecture/engineering firms or any other interested party. If a partner has a specific expertise or unique perspective to bring to the proposed project, please include a statement of interest, history of past projects, resumes and/or references as appropriate.
2. Location: An explanation should include:
- a. Why a particular location, specific placement on that property, and the particular LID-GI type(s) has been chosen; and
 - b. An aerial map, site photographs and any other supporting documentation to help reviewers understand the site.
3. Concept Plan-Project Description: Describe what LID-GI stormwater control technology or set of technologies will be implemented. This description should identify:
- a. The impervious surface area that will be controlled;
 - b. The amount of stormwater that will be retained and/or treated. DDOE prefers projects with plans to retain and treat a large volume of stormwater relative to the overall cost of the installation;
 - c. The site's ability to use the water for irrigation, infiltration, or other non-potable building needs;
 - d. Actual budgets with documentation and details of the expected design and construction costs for the chosen LID-GI;
 - e. Project stewards for the site's immediate and long term maintenance and a description of those maintenance plans; and
 - f. Unique or innovative design opportunities within the project.
4. Education and Outreach Plan: Include a short narrative of opportunities to make use of site's LID-GI technologies to highlight stormwater retention, pollution prevention, LID-GI performance, and the connection to District waterbodies. The narrative should identify a primary target audience, like school or community groups, property owners/managers, developers, civil engineers, planners, architects, landscape architects, and landscaping companies. The proposal should address outreach strategies like stakeholder tours, public forums, letters to the media, letters to the community, and web page information.
5. Signage: All completed projects must include permanent signage to be placed in a highly visible area near the finished project explaining what the device does, its benefits, and funding sources for the project, including DDOE. Final language on all signage is subject to approval by DDOE.

6. Maintenance Agreement: The proposal must include provisions for property owners to sign a legally binding maintenance covenant for the installed device. An installed device will be subject to periodic inspection by DDOE.

In this agreement the grantee must agree to indemnify and hold harmless the District of Columbia and all of its officers, agents and servants against any and all claims of liability or lawsuits arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees or its subcontractors, in the performance of the grant.

Project Outputs and Deliverables:

- Installation of LID-GI Stormwater Management Practice(s);
- Scanned final version civil engineering plans (electronic PDF and CAD) with permit stamps, and any reports generated by the engineers;
- Public right-of-way (PROW) projects may require additional deliverables, as agreed upon by grantee and DDOT during the application process;
- Number of individuals reached through education and outreach;
- Project signage;
- Written agreement establishing the long-term maintenance plan;
- Project budget detailing construction costs and projected operation and maintenance costs;
- Project contracts including scope of work for construction as well as long-term maintenance contracts, if they exist;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Quarterly status reports showing accomplishments and progress to date, and detailing the completion of project objectives; and
- A final report.

Criteria for Evaluating Proposals::

- Project Participants (25 points):
 - Present a unique team with compelling commitments;
 - Are qualified to manage the proposed project;
 - Have experience on similar projects; and
 - Have experience with District permit plan review and/or District agency permit processes.
- Location (20 points):
Located on a highly visible site or a site that presents unique opportunities for innovation, education, or significant water quality benefits.
- Concept Plan (20 points):

- Is written in a concise, understandable manner;
- Appears feasible including secured buy-in from all relevant stakeholders;
- Will provide a deliverable transferable to other District sites;
- Indicates a high level of innovation;
- Treats or retains at least 1.2" of stormwater;
- Addresses immediate and long-term maintenance plans; and
- Presents an adequate and reasonable justification for the funds requested.
- Education and Outreach Plan (5 points):
 - Outlines outreach strategies that are feasible;
 - Identifies a target audience that is compelling; and
 - Employs innovation in outreach tactics.
- Cost Effectiveness/Environmental Benefit (30 points):
 - Pollutant reduction achieved for grant funds requested; and
 - Match provided by applicant.

Applicant should refer to Section 4.2. "Scoring Criteria" for additional factors the review panel will take into consideration when reviewing proposals.

Introduction:

The District Department of the Environment (DDOE), Watershed Protection Division (WPD) is encouraging innovative stormwater control retrofits, also known as low impact development (LID) and green infrastructure (GI), in the District of Columbia (the District). The intention of LID-GI is to retain the first flush of stormwater, decrease total runoff, and filter stormwater in order to reduce the load of nonpoint source pollution entering District waters. LID-GI employs lot-level techniques that retain, detain, filter, treat, use, and reduce stormwater runoff. The result is less surface water runoff and less pollution routed to our local streams and rivers.

Green roofs are a stormwater best management practice that falls under the umbrella of LID-GI approaches. A green roof is the roof of a building that is typically covered with a layer of waterproofing material, a root barrier, and a drainage mat; then with soil or another planting medium, and finally plants. Green roofs can be categorized as intensive or extensive, depending on the depth of planting medium and the amount of maintenance they need. Green roofs which require a soil depth that supports large plants are considered intensive, and may include anything from kitchen herbs to shrubs and small trees. Extensive green roofs, by contrast, are designed to be virtually self-sustaining and should require only a minimum of maintenance. Some green roof designs incorporate both intensive and extensive elements.

For this project, the District seeks an eligible partner to demonstrate the potential for District of Columbia rooftops to support urban agriculture. Urban agriculture contributes to food security and food safety by increasing the availability of fresh vegetables and fruits to people living in cities. This is particularly important in concentrated poverty neighborhoods, where residents have limited access to healthy and fresh food. While the District has some land at ground level available for farming, the use of rooftop areas has the potential to greatly expand District's local food production. From the perspective of nonpoint source pollution management, in addition to the stormwater runoff benefits a green roof provides, growing food for local consumption means less produce truck deliveries and less of the associated emissions deposition on District roadways.

Approximate Available Funds:

\$100,000 pending the availability of funds. Minimum requirement of 5% match. Funding may be awarded to one project or divided among multiple projects, to be determined by the number of applications submitted, their funding needs and viability.

Project Period:

From one year up to three years, but not to exceed three years. Applicant should indicate the approximate amount of time needed to complete the project.

Project Description:

Funding is available for the design, permitting, and construction of projects demonstrating LID-GI use of green roof stormwater control technologies to promote sustainable urban agriculture. The goals of this demonstration grant program include:

- Installing a minimum of 1,000 square feet of stormwater runoff control (i.e., installing a green roof for urban agriculture);
- Capturing rainfall on-site and connecting impervious surfaces with on-site water demands such as irrigation;
- Consider aesthetics--bring art and design elements into the structure and function of the project;
- Educate target audience about LID-GI and the potential to use District rooftops for agricultural production;
- Provide a long-term plan to maintain the project;
- Provide design and construction information that will add to the District's database on concept designs, construction contracts and schedules for LID-GI; and
- Provide actual budgets to document and detail the design and construction costs.

Funds are not restricted by the type of construction and may be used for new construction or redevelopment or for the retrofit of existing properties/structures. Funds are not restricted by the type of property owner and may be used on private and public properties. Funds are not restricted by the property type and may be used on commercial, residential, for-profit, not-for-profit, institutional and government properties. However the property must be located within the District.

These grant funds **cannot** be used to meet minimum regulatory stormwater requirements for new construction or redevelopment projects. Proposals **will not** be considered that do not specify a property address.

Application Format:

All proposals should follow general instructions in this RFA and also include the following:

Applicant

This should be a primary focus of the proposal. Please establish the qualifications, experiences, commitments and past performances that make the applicant most compelling for the job. Include the following information:

- Proposed management/coordination plan;
- Identification of key personnel and supporting resumes;
- Professional qualifications, specialized experience, technical competence. Please speak to your organization's expertise relative to green roof science/technology and urban agriculture;
- Past performance on related projects;
- Experience with District building permit, public space review, stormwater plan review and/or District agency processes (if any); and
- Identification of the person with the authority to accept the grant if the proposal is awarded, including title and contact information.

Team

- Partners: building owner (required), contractors, additional nonprofit partners, local government partners; and
- Participants and/or beneficiaries (This is the community that will come into contact with the garden: volunteers, neighbors, gardening specialists, and amateur or beginning gardeners)

Site Characteristics

- Address and Ward (5, 6, 7 & 8 preferred); and
- Building description should include the following:
 - Height, and presence and height of adjoining buildings;
 - Streets and traffic;
 - Practical roof access;
 - Roof safety;
 - Potential structural barriers;
 - Hours of sunlight on proposed planting area;
 - Wind exposure and potential stress;
 - Access to water for plants (could include an engineered plan for rainwater capture and reuse);
 - Access to electricity;
 - Access to storage area for tools and materials; and
 - Existence of or plan for enclosure, banister, or railing.

Garden Design

- Estimate size and type (i.e., garden built in place, container garden, or other);
- Conceptual Plan – drawing, to scale and labeled, with drains and obstructions included; and
- Written description of conceptual plan.

Usage Plan

- What groups of people will build the garden and cultivate and harvest the plants?
- How will the garden be used other than for cultivation and harvest? Will the harvest be shared or sold? To whom? Will the garden be used for education, meetings, or events?
- How will the garden be used to educate District residents about urban agriculture and the stormwater benefits of green roof technologies?
- Describe what the garden will look like and how it will function in each of the four seasons.

Garden Ecology

- Describe plan to minimize nutrient pollution in runoff. This could include nutrient management as well as runoff filtration; and
- Maximize harvest and minimize use of pesticides.

Research

- Present plan to document costs, barriers to success and associated solutions; and
- Test, chart and report on rainfall and runoff water quality for concentration of nitrogen and phosphorous during each planting season for at least two years after installation.

Project Time Period

- Estimate length of time required for project from beginning to end (grant time period); and
- Estimate expected length of time garden will remain in continuous cultivation.

Educational Signage

- Include a budget line item for interpretive signage.

NOTES:

- Sites that already have structural analysis and a construction plan will be receive greater consideration; however, though less desirable, this work can be done with grant funding after the award.
- Projects that can reasonably expect to remain in cultivation for the life of the roof will receive greater consideration.
- Green roofs installed with funding through this RFA will NOT also receive the District's *RiverSmart Rooftops* Rebate.

Project Outputs and Deliverables:

- Installation of a minimum of 1,000 square feet of Green Roof for Urban Agriculture Stormwater Management Practice(s);

- Before and after photographs of the agriculture green roof demonstration site;
- Scanned final version civil engineering plans (electronic PDF) with permit stamps, and any reports generated by the engineers;
- Number of individuals reached through education / outreach;
- Project signage;
- Written maintenance plan;
- Project budget detailing construction costs and projected operation and maintenance costs;
- Project contracts including scope of work for construction as well as long term maintenance contracts if they exist;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Quarterly status reports showing accomplishments, progress to date, and detailing the completion of project objectives; and
- A final report.

Criteria for Evaluating Proposals:

- Project Participants (30 points):
 - Present a unique team with compelling commitments;
 - Are qualified to manage the proposed project;
 - Have experience on similar projects; and
 - Have experience with District plan review and/or District agency processes.
- Location (5 points):
This preference allotted for the urban agriculture green roof to be located in Wards 5, 6,7 & 8.
- Concept Plan (30 points):
 - Is written in a concise, understandable manner;
 - Appears feasible;
 - Will provide a deliverable transferable to other District sites;
 - Provides a connection to the *RiverSmart* concept;
 - Incorporates an element of art into the stormwater management practice;
 - Indicates a high level of innovation; and
 - Presents an adequate and reasonable justification for the funds requested.
- Education and Outreach Plan (20 points):
 - Outline outreach strategies that are feasible;
 - Identifies a target audience that is compelling; and
 - Employs innovation in outreach tactics.
- Cost Share (15 points):
 - Project participants provide a minimum of five percent non-federal match;
 - Additional consideration given to projects with greater than ten percent match.

Applicant should refer to Section 4.2. “Scoring Criteria” for additional factors the review panel will take into consideration when reviewing proposals.

**06 - Stormwater Retention: Credits, Discounts, Protocols, Reviews,
and Training**

\$300,000

Introduction:

The District Department of the Environment (DDOE) works to control, prevent and remediate nonpoint sources of polluted runoff to District of Columbia (the District) waters. This work includes enforcing the District's law and regulations for stormwater. DDOE is in the process of rulemaking to revise existing regulations shifting the focus from detention and treatment of stormwater runoff to on-site retention, and use of stormwater. A component of these revisions includes allowing regulated sites the option of achieving a portion of their stormwater retention requirement off-site, but still within the District, without having to first prove that on-site retention is infeasible.

Regulated sites will have an off-site option to use Stormwater Retention Credits (SRCs) purchased from the private market. DDOE will certify off-site SRCs. Existing and new regulated sites that have been constructed to retain stormwater events beyond their current regulatory requirements may qualify to participate as providers of SRCs.

To support the implementation of this proposed new regulatory structure, DDOE seeks solutions for assistance with the development of review protocols and methodologies to evaluate retention capacity at sites that have *existing* approved stormwater management plans with final as-built plans. Additionally, DDOE seeks partners for the review of, field verification of, and certification of, sites with *existing* approved stormwater management plans that include final as-built plans to support SRCs. Finally, the District wishes to educate DDOE plan review staff, inspectors, project managers, project managers from other District agencies, persons from the nonprofit community, and the design/engineering/building construction communities, on how to generate and/or use SRCs.

The District collects a stormwater fee from District property owners with impervious surfaces to support work to control, prevent, and remediate nonpoint sources of polluted runoff to District waters. DDOE is implementing a Stormwater Fee Discount program to reward property owners who effectively decrease the impact their impervious surfaces through on-site retention practices. The evaluation of regulated sites with existing stormwater retention for a stormwater fee reduction will overlap with the SRC approach.

Approximate Available Funds:

The amount for this project is \$300,000 for one award, pending the availability of funds. The grant may be amended at an approximate amount up to or greater

than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the scope of work, and the District's need for the project goals to be maintained or increased.

Project Period:

Five years, with an initial period of three years. Depending on the availability of funding and the grantee's performance, it may be possible to amend the grant annually for up to two additional years of additional deliverables, filling out the five-year period.

Project Goals

1. Development of engineering review protocols and mathematical methodologies to evaluate stormwater retention capacity at sites with existing approved stormwater management plans, and which have final as-built plans.
2. Implementation of those protocols and methodologies for evaluating and doing field verification of sites. These will likely be sites that have existing approved stormwater management plans, final as-built plans, and requests on file with DDOE for SRCs. The requests will be to obtain SRC certifications and stormwater fee discounts.
3. Education of DDOE plan review staff, inspectors, project managers, project managers from other District agencies, and partners from the nonprofit community as well as District property owners and the design/engineering/building construction communities, on how to generate and use SRCs, as well as the SRC certification review process and the Stormwater Fee Discount program and process.

The successful applicant will:

- Develop training sessions and materials, and will also work with DDOE staff to advertise the training inside and outside District government.
- Have the necessary technical staff to develop appropriate protocols and methodologies. It will also have the technical staff to act as reviewers and field inspectors in the implementation of these protocols and methodologies for SRC and stormwater fee discount evaluation.
- Have the technical staff or partners who are able to provide the training and outreach on SRC certification and use, and on the Stormwater Fee Discount program.

Applicants should provide a resume for each staff member and partner proposed to work on each component of this project description, including the following:

- Development of protocols and methodologies;
- Implementation of these tools for evaluation of SRCs and stormwater fee discounts from existing approved stormwater management plans with final as-built plans; and
- Development of training materials, outreach materials and the delivery of training.

Applicants should demonstrate the staff members' expertise in the following:

- Evaluation of stormwater runoff and water quality standards using both detention and retention methodologies;
- Understanding of the District's proposed Stormwater Regulations;
- Facility, breadth and depth with all components of the draft Stormwater Management Guidebook, and supporting calculator spreadsheets and worksheets;
- Ability to discuss the District's proposed Stormwater Retention Credit trading market;
- Knowledge of the District's proposed Stormwater Fee Discount program;
- Review of stormwater management plans;
- Assessment of Low Impact Development-Green Infrastructure (LID-GI) practices;
- Assessment of rainwater harvest systems for non-potable uses; and
- Development of training materials and outreach tools on stormwater management.

A successful application will include an outline of proposed training and outreach strategies. Given the present development of the new regime, the outline may assume some DDOE help to finalize the training strategies. Trainings will be held at DDOE headquarters located at 1200 First Street NW, Washington DC 20002, 5th floor. DDOE will provide a classroom and audiovisual equipment.

Project Outcomes:

- The District will "prime the pump" for the proposed Stormwater Retention Credit (SRC) trading market to ensure that SRCs become available;
- SRCs will be certified for qualifying sites that have existing approved stormwater management plans with final as-built plans;

- Percent discounts for District Stormwater Fees will be assigned based on existing on-site retention; and
- District agencies' technical staff will become familiar with the tools and techniques made available to evaluate SRCs and the Stormwater Fee Discount program.

Project Outputs and Deliverables:

- Engineering protocols and mathematical methodologies for Stormwater Retention Credit (SRC) evaluation of existing approved stormwater management plans;
- The plan review and site inspection of a minimum of 300 existing approved stormwater management plans with final as-built plans seeking SRC awards;
- The plan review and site inspection of a minimum of 300 existing approved stormwater management plans with final as-built plans for Stormwater Discount Fees;
- One training session every two months, held for a year, for a total of six training sessions;
- Training materials prepared and disseminated to all training participants;
- At least 60 individuals who have received training during one or more of the training sessions;
- A work plan that assigns responsibilities and sets a schedule for completion of tasks and activities;
- Quarterly status reports; and
- A final report.

Criteria for Evaluating Proposals:

- Concise and clearly written proposal (15 points);
- Qualified staff to develop technical protocols and methodologies to evaluate stormwater retention achievements verses peak flow regulations (20 points);
- Qualified staff to review, and ground-truth, existing approved stormwater management plans with final as-built plans (30 points);
- Qualified staff with experience in environmental education and environmental training for adults to provide technical training or capacity to recruit training staff on a temporary basis (20 points);
- Applicant's providing a non-federal match (10 points); and
- An adequate and reasonable justification for the funds requested (5 points).

Applicant should refer to Section 4.2. “Scoring Criteria” for additional factors the review panel will take into consideration when reviewing proposals.

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DDOE's website, the applicant can download a version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES ("PCA")

Please review and sign this document, following the instructions in it.

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