

## **DISTRICT DEPARTMENT OF THE ENVIRONMENT**

### **REQUEST FOR APPLICATIONS FOR PARTNERS TO CONSTRUCT MUNICIPAL WASTEWATER FACILITIES AND IMPLEMENT NONPOINT SOURCE POLLUTION CONTROL AND ESTUARY PROTECTION PROJECTS**

#### **I. PURPOSE & SUMMARY**

The District Department of the Environment (DDOE) announces a request for applications (RFA) to identify partners for DDOE's grant application submission to the U.S. Environmental Protection Agency (EPA). Collaborative partners will support DDOE's efforts to fulfill EPA's funding opportunity goals and objectives. DDOE will act as the lead agency in the application for grant funding to support the construction of municipal wastewater facilities and implementation of nonpoint source pollution control and estuary protection projects. The federal funding source is the EPA Construction Grants for Wastewater Treatment Works (CFDA 66.418). Applications that describe projects for implementation and have the potential to achieve the highest return in terms of attainment of water quality standards and protection of the public health for the residents and visitors to the District of Columbia are encouraged.

Pending the award, DDOE may have available up to approximately seven million (\$7,000,000) dollars in funding. The final amount will be determined when EPA provides information on the availability of fiscal year 2014 program funds. Consequently, DDOE has made no determination regarding the number of projects that will be funded. Grant award(s) will be made based on the determination of project eligibility, evaluation of the project application and the ranking of the projects based on their evaluation. The grant project period will vary depending on the project description.

Only projects that meet the eligibility threshold of having a high likelihood of achieving a water quality standard, or reducing or eliminating an existing water quality problem will be evaluated, scored, and proceed to being included on a draft Project Priority List (PPL). Based on the scores, the draft PPL will list projects in descending order of priority for funding. The public will be provided the opportunity to review and comment on the draft PPL. A public hearing on the PPL will also be held. At the close of the public comment period, DDOE will address the comments received and adopt the PPL as final. The final PPL will be submitted to EPA for review and acceptance. Only projects included on the PPL approved by EPA are eligible for funding with these EPA grant funds.

**Match-** All projects that are ultimately deemed eligible and selected for construction grants will be funded at a 55% Federal grant share. The applicant must provide 45% of the selected project's cost from a non-Federal source.

Entities interested in applying should review and submit their application based upon the criteria provided below.

## II. ELIGIBILITY

Applicants must be registered to do business in the District of Columbia. A nonprofit organization with IRS 501(c) 3 or 501(c) 4 determination, educational institution, District government agency or other local organization may apply to partner with DDOE. Nonprofit organizations must include a copy of the applicant's most recent IRS form 990 in the application.

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.

Eligible project activities include: (1) planning, design, and construction of publicly owned treatment works on a priority list developed pursuant to CWA Section 216; (2) implementation of nonpoint source capital improvements consistent with a EPA approved DC Nonpoint Source Management Plan and watershed implementation plans, which are developed pursuant to Section 319 of CWA; and (3) green infrastructure, water efficiency improvements, energy efficiency improvements, or other environmentally innovative activities as described by the Green Project Reserve (GPR) project eligibility guidance pursuant to P.L. 111-88. Projects funded should protect or restore water quality. Where activities provide both water quality and other benefits, only the portion that benefits water quality may receive grant funding. Definitions related to GPR and examples of GPR projects can be found at the following link:

[http://water.epa.gov/grants\\_funding/cwsrf/Green-Project-Reserve.cfm](http://water.epa.gov/grants_funding/cwsrf/Green-Project-Reserve.cfm)

## III. APPLICATION AND SUBMISSION INFORMATION

Nonpoint source and Green Project Reserve type project submissions will be evaluated using the Nonpoint Source project evaluation criteria. Treatment Works projects will be evaluated using the Treatment Works project evaluation criteria. Projects will be evaluated on the basis of the quality of information provided. (See Appendix 1 for evaluation criteria.)

**All applications must be received at the address below by 4:30 pm on Wednesday, June 5, 2013.** Applications will be dated and recorded upon receipt. Applications must be directed to:

District Department of the Environment  
Stormwater Management Division  
Attn: David Wooden  
1200 First Street, NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Email: david.wooden2@dc.gov

Applications shall fulfill the following requirements:

1. Minimum Requirements

- a. Projects must meet the eligibility threshold of having a high likelihood of achieving a water quality standard or reducing or eliminating an existing water quality problem;
- b. Project must be implemented within the District of Columbia; and
- c. Applications must follow the instructions in this request for applications for partners.

2. Application Formatting and Submission

- a. Use plain, white, 8 ½” x 11” recycled paper with a one inch margin on all sides;
- b. Applications should be double-sided if possible;
- c. Staple the application in the top left-hand corner. No plastic covers or other forms of binding are allowed;
- d. Submit five paper copies and one electronic copy (via email: david.wooden2@dc.gov) of the proposal; and
- e. Do not submit proposals via fax.

3. Required Application Content

- a. Provide a one-page cover sheet that lists:
  - Organization submitting proposal;
  - Organization address with zip plus four code;
  - Organization congressional district;
  - Project for which organization is applying;
  - Applicant’s title for the proposed project;
  - Local watershed that will benefit from project;
  - One paragraph project summary;
  - Funding amount requested;
  - Matching/In-kind amount;
  - Whether funds for this project have been requested from any other source, and if so, how much and from what source;
  - Project period;
  - Federal Tax Identification Number;
  - DUNS number (obtain at <http://fedgov.dnb.com/webform>). DDOE may not make an award to a sub recipient who does not have a DUNS number; published in Federal Register Vol. 75, No. 177, page 55671 and codified in 2 CFR Subtitle A, Chapter 1, and Part 25, Office of Management and Budget.
  - Contact person for project and contact’s telephone, fax, and email; and
  - Date and signature of authorized representative, plus printed name, email, and title of the person.

- b. Brief Summary of the Project.
- c. 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.
- d. Summarize past performance of DC grants/contracts.
- e. 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.
- f. Project Outcomes and Outputs

The Office of Management and Budget requires that organizations receiving federal grant funds document outcomes, outputs, and activities. Describe the activities that will be undertaken to achieve outputs and project outcomes.

A project outcome is a medium to long-term result that occurs and/or continues after the project ends. For example, an outcome could be improved health and size of a riparian buffer or amount of pollutant reduced.

Outputs are short-term results achieved at the end of the project period such as installation of x square feet of green roof, or square feet of stream restored. Outputs should be quantified.

- g. Budget

Provide both a budget narrative and a budget table. The narrative includes an explanation for each of the budget line items. Information should be thorough enough to allow an understanding of how requested budget amounts were derived.

The budget table should include three columns, one for the federal funds, and one for the non-federal match, and one for the project total.

- h. 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 request for applications. When an applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that

appendix. Applications shall include a copy of the table of contents pages of the PCA and the last page of the PCA signed by an authorized representative of the applicant organization.

**NOTE: APPLICATIONS THAT ARE MISSING ANY OF THE ABOVE MENTIONED INFORMATION WILL NOT BE CONSIDERED BY DDOE.**

4. The following conditions apply to this request for partnerships:
  - a. DDOE reserves the right to accept or deny any or all applications if DDOE determines it to be in the best interest of the Agency to do so. DDOE shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate this request pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
  - b. DDOE reserves the right to issue addenda and/or amendments subsequent to the issuance of this request for applications, or to rescind it.
  - c. DDOE shall not be liable for any costs incurred in the preparation of applications in response to the request. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
  - d. DDOE may conduct pre-award on-site visits to verify information submitted in the application, and to determine if the applicant's facilities are appropriate for the services intended.
  - e. DDOE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
  - f. Grants made using funding from a Federal agency may be subject to OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215.

#### **IV. PRE-APPLICATION QUESTION & ANSWER MEETING**

A pre-application information session will be held on April 24, 2013 at 3:00 pm in room 612 at DDOE 1200 First St., NE. Please email RSVP to [david.wooden2@dc.gov](mailto:david.wooden2@dc.gov). Attendees should first report to reception on the 5<sup>th</sup> floor. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the project for which it is applying. Answers to questions will be posted on the DDOE website ([www.ddoe.dc.gov](http://www.ddoe.dc.gov)).

## **V. APPLICATION REVIEW INFORMATION**

### **1. Review Panel**

The review panel will review, score, and rank each applicant's proposal using the evaluation forms found in Appendix 1 (Attachment 1 for CWA SRF Section 212 Treatment Works Projects or Attachment 2 CWA SRF Nonpoint Source Projects from the Project Priority Rating System). Upon completion of the panel review, the projects will be ranked and prioritized for funding according to their average scores. The review panel will consist of five members, with at least two DDOE staff persons.

### **2. Scoring Criteria**

The review panel will evaluate applications using the criteria listed with each project description in Appendix 1. *Any proposal that does not meet the minimum requirements or contain the required documentation as stated in this guidance will not be considered.*

### **3. PPL Announcements**

A copy of the list of projects that will be included in the PPL will be sent to all applicants within ten (10) weeks after the application due date.

DDOE will notify the applicant in writing if the applicant's proposal is rejected.

### **4. Other Provisions**

The EPA and/or DDOE may require changes in the proposal before it will award funds. In this circumstance, DDOE will enter into negotiations with the applicant to establish funding amount and proposal revisions.

## **VI. AWARD ADMINISTRATION**

### **1. Award Date for Funded Projects**

- a. Grant awards cannot be made before the date federal and other major funding is received by DDOE.
- b. Grantees will not be reimbursed for any work that is undertaken before a grant agreement is signed by both parties.
- c. All grants will be reimbursable for work performed.

### **2. Reporting**

- a. Funded projects will require a final report quantifying all outputs and qualifying the extent to which project outcomes met or will meet the need established by the funded proposal. Include recommendations for improvements to ensure that subsequent projects designed to meet the same need have an increased impact.

### 3. Reimbursement

- a. Invoices/Requests for Reimbursement may be submitted as approved funds are spent. Supporting documentation for all expenditures must be submitted with the invoice.
- b. Reimbursement payment will be mailed to the address of file for the grantee organization. Invoices are generally paid six (6) weeks after DDOE receives them.

## **VII. FURTHER INFORMATION**

Should you have questions concerning the preparation of your application, contact David Wooden, at 202-741-5267 or the contact information provided in Section III.

## **VIII. PROGRAMMATIC, ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS FOR GRANTEES**

Applicants will adhere to all requirements included in Appendices 2 and 3.

## **IX. GENERAL INFORMATION**

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.

## **X. DOCUMENTS TO BE FILED AS PART OF THIS 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.

### **1. 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.

### **2. Promises, Certifications and Assurances Document**

Each applicant must sign the 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. 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.

### **3. 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.



#### **4. 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*)

#### **5. 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.

#### **6. 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.

## **XI. 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.

### **1. 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.

### **2. 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.