

**District Department of the Environment  
Natural Resources Administration**



**NOTICE OF FUNDING AVAILABILITY**

**AND**

**REQUEST FOR APPLICATIONS (RFA)**

**Reducing Trash in the District's Watersheds**

**(NRA #2012 RFA 03)**

**Proposals due by 4:30 PM December 17, 2012**

**Government of the District of Columbia  
District Department of the Environment  
1200 First Street, NE 5<sup>th</sup> Floor  
Washington, DC 20002  
(202) 535-2600**



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## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

The Natural Resources Administration (NRA), within the District Department of Environment (DDOE), is soliciting grant applications from District of Columbia eligible entities to prevent, control and monitor the introduction of trash pollution emanating from point and non-point sources to the District's waters.

### 1.2 Purpose of Funds

The purpose of these grants are to implement projects designed to reduce trash from entering the District's waterways, and monitor for the amount of trash currently emanating from the District's municipal separate storm sewer system (MS4).

### 1.3 Source of Funds

The source of funds for the projects in this Request for Applications (RFA) is the District's Anacostia River Clean-Up and Protection Fund (Bag Law).

### 1.4 Grant Award

The *Reducing Trash in the District's Watersheds* RFA is competitive. Each grantee must demonstrate its ability to carry out the activities being funded under each of the projects included in this RFA.

Grantees may have an option to apply to renew the grant. Review the section "Project Period" within each individual project description to determine if this option is available for the specific project. **Applicants must indicate in the original proposal if they intend to apply for renewal.** Renewal will not be competitive, but will depend on project success and availability of funding. Specific information on the amount of funding available for each project can be found in Section 6.2, "Project Descriptions".

### 1.5 Funds Available

The total amount of funds available for awards is approximately three hundred and fifty thousand dollars (\$350,000). Grant awards will be made based on eligibility (Section 1.6), the scope of the project, strength of the application, and the organization's proven capacity to achieve the project goals. Grants will be for one to four years, as indicated in each project description.

## **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. Proof of this status must be included in the application. Nonprofit organizations must provide their IRS determination letter and the most recently submitted tax return, form 990.

Faith-based organizations should provide the best evidence of their status: (1) An organization that has applied for an IRS determination letter should submit the application and the determination letter. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted. (2) If there is no IRS documentation, a letter from the leader of the organization and a letter from the group's board chair or other official should be provided, verifying that the organization is a religious group. (*See* IRS publication no. 1828, Tax Guide for Churches and Religious Organizations) (3) If the organization has sought a state sales or other tax exemption, it should provide the submitted tax exemption form, Form 164 in the District of Columbia, and the state's tax exemption certificate.

## **1.7 Permissible Use of Grant Funds**

Each applicant may submit an application for more than one (1) project. Grantees may only use grant funds for allowable grant project expenditures. The grant is strictly limited to those activities described in each project described in Section 6. Grant funds will be provided on a reimbursement basis.

## **1.8 Grant Monitoring**

DDOE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports. All information in these reports is subject to verification, and DDOE may require additional information from the grantee.

## **1.9 RFA Conditions**

- a. Funding for an award is contingent on continued funding from the sources mentioned above. This RFA does not commit DDOE to make an award.
- b. DDOE reserves the right to accept or deny any or all applications if DDOE determines it to be in the best interest of the District to do so. DDOE will notify the applicant if it rejects the applicant's proposal.
- c. DDOE reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind the RFA. DDOE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.

- d. DDOE shall not be liable for any costs incurred in the preparation of applications in response to this RFA. All costs incurred in developing the application are the applicant's sole responsibility.
- e. 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.
- f. 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.
- g. DDOE has grant-making authority under the Water Pollution Control Act of 1984, eff. Mar. 16, 1985 (D.C. Law 5-188), D.C. Official Code §§ 8-101.01 et seq. (2012), as amended, 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 (D.C. Law 16-51), as amended, §§ 8-151.01-.15 (2012), including §8-151.07(10) (Make awards and grants to improve the environment), and other applicable laws and regulations.
- h. All grants will be awarded on a reimbursable basis. DDOE can consider requests to advance startup costs based on the organization's need.
- i. If there are any conflicts between the terms and conditions of this RFA and a public law, statute or regulation, or any ambiguities, the provisions of the law shall control and it shall be the responsibility of the applicant to ensure compliance.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release**

The release date of the RFA is November 19, 2012. The RFA is available both online at [www.DDOE.dc.gov](http://www.DDOE.dc.gov) and/or by contacting the DDOE, Natural Resources Division (NRA), Stormwater Management Division (SWMD) at (202) 442-3204.

### **2.2 Application Deadline**

**All applications must be received at the address below by 4:30pm on December 17, 2012.** Applications will be dated and recorded upon receipt. Five (5) hard copies and one electronic copy of the application must be submitted to:

District of Columbia Department of the Environment  
Natural Resources Administration  
Stormwater Management Division  
1200 First Street, NE  
5<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Matthew Robinson: [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov).

The Department will not receive fax copies. Do not submit a fax copy.  
**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

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

### **2.3 Award Announcement**

DDOE expects to notify applicants of their award status by January 28, 2013, within six (6) weeks after the application due date. DDOE will notify the applicant in writing if the applicant's proposal is not funded.

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

### **2.4 Updates**

Information and updates regarding this RFA will be made available online at [www.ddoe.dc.gov](http://www.ddoe.dc.gov)

### **2.5 Contact Information**

DDOE welcomes questions seeking clarification. DDOE's clarifications and answers to questions will be shared with all applicants and persons interested in applying via updates sent to an email list. If you are interested in receiving such communications, please email [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov) and ask to be placed on the RFA distribution list.

Applicants who have questions about this RFA **must** send them in writing by email to: [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov).

Applicants are advised that the authorized contact person for matters concerning this RFA are:

Jeff Seltzer, P.E.  
District Department of the Environment  
Stormwater Management Division  
1200 First Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Email: [jefferey.seltzer@dc.gov](mailto:jefferey.seltzer@dc.gov)

and

Matt Robinson  
District Department of the Environment  
Stormwater Management Division  
1200 First Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002  
Email: [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov)

## **SECTION 3. APPLICATION CONTENT**

### **3.1 Format**

Proposal 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. Limit your project descriptions to 15 double spaced pages.
- d. Staple the application in the top left-hand corner. No plastic covers or other forms of binding are allowed.

### **3.2 Description of Application Sections**

Applicants should include all information necessary to adequately describe their proposals.

- a. Cover Sheet (please see Appendix 4). Provide a one to two page cover sheet(s) that lists:
  - 1) Organization submitting proposal;
  - 2) Organization address with zip-plus-four code;
  - 3) Organization Congressional district;
  - 4) Project for which organization is applying;
  - 5) Applicant's title for the proposed project;
  - 6) Local watershed that will benefit from project;
  - 7) Target audience;
  - 8) One-paragraph project summary;
  - 9) Funding amount requested;
  - 10) Matching/In-kind amount;
  - 11) Whether funds for this project have been requested from any other source, and if so, how much and from what source;
  - 12) Grant length;
  - 13) Federal Tax Identification Number (EIN) (see note above regarding nonprofits and faith-based groups);
  - 14) Contact person for project and contact's telephone, fax, and email; and
  - 15) Signature of authorized representative, plus date of signature.
- b. Basic Features:
  - 1) Projects must relate to preventing, controlling or monitoring trash from point and non-point pollution sources in the District of Columbia;
  - 2) Projects must be implemented in the District of Columbia. Materials, supplies and equipment may be purchased outside of the District of Columbia;
- c. Summary of Project: Provide a brief summary of the project.
- d. Description of Organization's Background: Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. Please keep this section to one page or less in length.

e. Statement of Purpose

How does this project relate to the organization's mission? Explain how the work will help the District of Columbia control or prevent trash pollution to its waters. What issue or problem will be addressed? What population will benefit from this project? Which watershed or watersheds will benefit from this project?

f. Statement of Project 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 increased public awareness of the effects of human activities on the health of the Chesapeake Bay.

**Outputs** are short-term results achieved at the end of the project period such as: providing watershed education to 100 students; installation of x square feet of green roof and one informational sign; or x acres of land where invasive plants have been removed.

**Outputs should be quantified.**

**Activities** are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, explain: how teachers will be recruited; what role they will play in the project; and if any experience or research supports this method.

After reading this section, reviewers should have a good idea of what the proposed project will achieve.

g. Description of Methods

How will the project be accomplished? Specify how the applicant and its partners will achieve stated outputs and outcomes.

h. Identification of Partners

Partnerships can improve the success of a project. If partners are involved in your project, describe the involvement and resource commitments from other agencies, organizations, or individual partners. Provide a letter on the partner organization's letterhead from an authorized agent. Letters of support should be included in the section for application attachments.

i. Description of Target Audience

If the project is educational in nature or contains an educational component, the applicant must: identify the target audience; address how the project will engage the target audience; and describe how the local watershed will benefit from educating the target audience.

j. Evaluation Plan

Explain how project success will be measured. Provide quantifiable measurements, e.g., pounds of trash removed, amount of stormwater captured, and/or milestones that the project will achieve while reaching outputs/outcomes.

k. Identification of Key Personnel

Provide brief biographies of staff and volunteers essential to the success of this project. Please keep biographies to a half page or less. Only include biographies for staff and volunteers who will be involved with this project.

l. Summary of Past Performance

List all District of Columbia Government agencies from which the organization has received funding in the past five years. Include the grant title, amount awarded, and what was accomplished as a result of this grant funding.

m. Project Budget

Provide both a project budget narrative and a project budget table, similar to the example in Appendix 5. The narrative must include 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.

Please use the format provided in Appendix 5. Under the column titled “Non-DDOE Match” include both cash costs and donated or in-kind contributions (time, services, materials, etc.) expected so that the total cost of the project is reflected. Verify that all costs in the budget are allowable (see “Allowable Costs” and “Non-Allowable Costs”, listed below). Please keep in mind that documentation must be submitted for reimbursement of expenditures.

Allowable Costs include:

- 1) Administrative costs - accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space, insurance, and telephone costs;
- 2) Personnel costs - salaries and wages, employee benefits, and professional services;
- 3) Materials and supplies - office supplies, small tools, plants, trees, field equipment, educational materials, simple monitoring equipment, and signs; and
- 4) Travel and lodging if directly associated with the implementation of the project.

Non-Allowable Costs include:

- 1) Major equipment purchases, such as vehicles;
- 2) Costs, salaries and overheads associated with lobbying;
- 3) Entertainment;

- 4) Interest payments;
- 5) Food (except that associated with approved travel); and
- 6) Land purchases.

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

The *Reducing Trash in the District's Watersheds* RFA is a competitive grant. The Review Panel for this RFA will be composed of individuals with knowledge of the District's efforts to reduce trash in local watersheds. The panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel will make recommendations for awards based on the scoring criteria. The review panel will be populated by a minimum of three technical people, with at least two DDOE staff and one person from outside of DDOE.

### **4.2 Scoring Criteria**

The scoring of each application is based on a 100 point scale. The review panel will evaluate applications using the criteria listed with each project description. From the ratings, the top project(s) will be recommended for funding based on how much grant funding is available. Each organization's performance on past DDOE grants will also be taken into consideration when choosing proposals for funding

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 District-based businesses or non-profit partners, five (5) points will be awarded. The residency preference will be afforded as follows:

- a. 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.
- b. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Review "Criteria for Proposal Evaluation", at the end of each individual project description, to determine if matching funds are required and allotted points as scoring criteria. In-kind matches can be met with volunteer hours, supplies, and services. Volunteer hours provided to a grantee or sub-grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's or sub-grantee's organization. If the grantee or sub-grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

## **SECTION 5. GENERAL PROVISIONS**

### **5.1 Monitoring and Reporting**

DDOE may utilize several methods to monitor the project including, but not limited to, site visits, collection of performance data, and financial reports. All information in these reports is subject to verification, and DDOE may require additional information from the grantee. Additionally, DDOE reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc. at any time during the grant award life.

### **5.2 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 (issued within 60 days of the application submission).

### **5.3 D.C. Obligations**

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to a DC agency or entity.

### **5.4 Document Retention**

Recipients and sub-recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three (3) years from the **end** date of the program period to ensure that such documentation is available to authorized entities for review upon request.

### **5.5 Audits**

At any time or times before final payment and up to three (3) years thereafter, the District and respective jurisdictional administrative agencies may audit the applicant's expenditure statements and source documents.

### **5.6 W-9**

The applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to DDOE within the past year, the applicant shall provide the date of this submission.

### **5.7 Conflicts of Interest**

Grantees must avoid apparent and actual conflicts of interest when administering grants.

## **5.8 Indemnification**

The grantee agrees to indemnify and hold harmless the District of Columbia and all of its employees, 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.

## **5.9 Tax Liability**

The grantee is solely responsible for taxes owed, if any, on the payments made payable to it under any award by any taxing authority, whether federal, state or local. The grantee agrees to defend, indemnify and hold harmless the District with respect to any liability to any taxing authority, whether federal, state or local, arising from payments contemplated by this award. The grantee shall ensure that each of its sub-contractors and sub-grantees agree to and/or understand that they are also subject to the requirements set forth in this paragraph.

## **5.10 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. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia, and have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.

The grantee shall require all subcontractors to carry the insurance required herein, or the grantee may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate.

For all projects conducted on federal property, all grantees and sub-grantees must procure public and employee liability insurance from responsible companies with a minimum limitation of \$1,000,000 (one million dollars) per person for any one claim, and an aggregate limit of \$3,000,000 (three million dollars) for any number of claims arising from any one incident, or the minimum required by law, if any, whichever amount is greater. The United States of America must be named as an additional insured on all policies. All such policies shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles, there under, and such insurance policies shall be obtained by, be for the account of and be at the insured's sole risk.

For all projects conducted on District property, all grantees and sub-grantees must procure a worker's compensation policy complying with the requirements of the District of Columbia and, if applicable, to the U.S. Longshoremen Harbor Worker's Act, Jones Act or Admiralty laws and the Federal Employers' Liability Act. The policy cannot have less than the following limits:

- a. Each Accident \$500,000 (five hundred thousand dollars)
- b. Disease – Policy Limit \$500,000 (five hundred thousand dollars)
- c. Disease – Each Employee \$500,000 (five hundred thousand dollars)

In addition, for all projects conducted on District property, all grantees and sub-grantees must procure a Comprehensive Commercial General Liability Insurance policy issued to and covering the liability for all activities conducted in connection with the project and all obligations assumed by the grantee and sub-grantees. Coverage shall include Completed Operations and Contractual Liability Insurance and Explosion, and Collapse and Underground Coverage. The coverage under such an insurance policy or policies shall have not less than \$1,000,000 (one million dollars) combined single limit for each occurrence for bodily injury and property damage liability.

All policies (excluding Workers' Compensation and Professional Liability, if applicable) shall name the District as an **additional insured** with respect to work or services performed under the Grant or Sub-Grant. All policies shall provide that the insurance coverage provided hereunder will be primary and noncontributory with any other applicable insurance. All policies shall contain a waiver of subrogation in favor of the District of Columbia.

**Under no circumstance shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been furnished.**

The Grant Administrator must be given notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

#### **5.11 Child and Youth, Safety and Health Omnibus Congressional Review Emergency Act of 2005 (CYSHA) Compliance**

In accordance with the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (Act), effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.), any person who may potentially work directly with any child, a person younger than age thirteen (13), or any youth, a person between the ages of thirteen (13) and seventeen (17), inclusive, under the auspices of this agreement, shall complete a background check with the District of Columbia's Department of Human Resources.

#### **5.12 Applicable District and Federal Statutes and Regulations Acknowledgement**

*The Applicant shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time, including but not necessarily limited to:*

- a. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.);
- b. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.);
- c. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
- d. The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.);

- e. The Clean Air Act (Subgrants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85et.seq.);
- f. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.);
- g. The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- h. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201);
- i. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.);
- j. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.);
- k. Military Selective Service Act of 1973;
- l. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001);
- m. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);
- n. Executive Order 12459 (Debarment, Suspension and Exclusion) ;
- o. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
- p. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.);
- q. Assurance of Nondiscrimination and Equal Opportunity found in 29 CFR 34.20;
- r. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01;
- s. Title VI of the Civil Rights Act of 1964;
- t. District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.);
- u. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352); and
- v. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.).

### **5.13 Award Administration**

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

Awards cannot be made before January 11<sup>th</sup>, 2013.

#### **2. Reporting**

- a. All funded projects shall submit quarterly status reports (every 4 months from the project start date). If the reporting due date falls on a weekend or federal holiday, the report shall be due the next business day. The report will detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staff or partnerships, as well as any other changes that may affect project outcomes.
- b. Funded projects will require a final report quantifying all outputs and describing the extent to which project outcomes met or will meet the need established by the funded proposal. Grantees will be asked to think about, and then include, recommendations for improvements in the final report to ensure that subsequent projects designed to meet the same need have an increased impact.

#### **3. Reimbursement**

- a. Grantees will not be reimbursed for any work that is undertaken before a grant agreement is fully signed with DDOE.
- b. Once a grant agreement is fully signed, the grantee will be reimbursed for expenditures related to work performed, although start-up funds may be issued at the beginning of the grant period. As indicated above, the proposal should state whether such funds will be requested.
- c. The grantee's invoice/reimbursement requests for grantee expenditures made for funded projects during DDOE's fiscal year, October 1<sup>st</sup> – September 30<sup>th</sup>, can be submitted at any time during that fiscal year. Supporting documentation for all expenditures must be submitted with each invoice.
- d. Reimbursement payment will be mailed to the address on file for the grantee organization. Invoices are generally paid six (6) weeks after DDOE receives them.
- e. DDOE will withhold the final twenty percent (20%) invoiced under a grant until all activities have been completed, including receipt of the final report.

## 5.14 Certifications and Assurances

As part of the application packet, the applicant shall also submit the Certifications and Assurances form (see Appendix 3), signed by an individual grant recipient or, if an organization, by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

- 1) The individuals, by name, title, address, and phone number who are authorized to negotiate with DDOE on behalf of the organization;
- 2) That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 3) That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 4) That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- 5) That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 6) That, if required by DDOE, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- 7) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- 8) That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
- 9) That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- 10) That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant.
- 11) That the applicant has a satisfactory record of integrity and business ethics;
- 12) That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

- 13) That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- 14) That the applicant complies with provisions of the Drug-Free Workplace Act; and
- 15) That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations. The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

## **SECTION 6. PROJECTS**

### **6.1 Project Titles and Available Funds**

<b><u>Projects for 2012 RFA</u></b>	<b><u>Approximate Available Funds</u></b>
Project 1: Trash Reduction through Behavioral Change	\$130,000
Project 2: Municipal Separate Storm Sewer (MS4) Monitoring for Trash	\$70,000
Project 3: Maintenance of Kenilworth Park Bandalong Litter Trap	\$90,000
Project 4: Maintenance of Nash Run Litter Trap	\$60,000

## **6.2 PROJECT DESCRIPTIONS**

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## ***Project 1: Trash Reduction through Behavioral Change***

### Introduction:

The District Department of the Environment (DDOE), Stormwater Management Division (SWMD) works to control, prevent and remediate polluted runoff from the District of Columbia's (District) Municipal Separate Storm Sewer System (MS4) to District waters and the Chesapeake Bay. One type of pollution in the Anacostia River is trash, which is often the result of littering. To address this, the District set a total maximum daily load (TMDL) for Anacostia River trash in 2010. Then, in October of 2011, the U.S. Environmental Protection Agency (EPA) listed trash as a priority pollutant in the District's new MS4 Permit.

Recognizing that human behavior plays an integral part in the amount of trash pollution in local rivers and streams, the District has been researching and implementing structural and non-structural controls to reduce trash loads. For example, a structural control would be a litter capture device installed in a stream. A non-structural control would be educating the neighborhood to use it. One non-structural approach currently being used is the Regional Litter Prevention Campaign. The Campaign was developed in partnership with the Alice Ferguson Foundation and neighboring jurisdictions. It intends to change behavior and abate litter on the land, in the sewer systems, and ultimately in our waterways.

Currently, the SWMD is investigating how outreach programs like this will change behavior and reduce pollutant loads to local rivers and streams. Measuring behavioral change is required under the new MS4 Permit and will aid in meeting the trash TMDL.

*The permittee shall assess current education and outreach efforts and identify areas where additional outreach and education are needed. . . .*

(MS4 Permit § 4.9.1) (Oct 7, 2011)

*The permittee shall continue to measure the understanding and adoption of selected targeted behaviors among the targeted audiences. The resulting measurements shall be used to direct education and outreach resources most effectively, as well as to evaluate changes in adoption of the targeted behaviors.*

(MS4 Permit § 4.9.2) (Oct 7, 2011)

DDOE seeks to understand how the successful implementation of a public education campaign will change behavior and affect pollutant loads.

### Approximate Available Funds:

Up to one hundred and thirty thousand dollars (\$130,000) is budgeted for one award, pending the availability of funds.

#### Project Period:

Two (2) years with the possibility to extend or renew the grant for one (1) additional year. The grant may be renewed at an 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 scope of work to be maintained or increased.

#### Project Description:

SWMD is seeking proposals to conduct targeted implementation of the Regional Litter Prevention Campaign throughout the Anacostia watershed and evaluate behavior change as a result of the campaign.

At a minimum, the applicant should employ the following:

1. Use campaign materials, like social media, posters, online ads, and banners, from the Regional Anti-Litter Campaign Toolkit. Implementing pieces of the Toolkit and placement of campaign materials online and around the District will educate and increase support and awareness among the public.
2. Conduct surveys of community members (online, phone and/or in person) and perform other qualitative social research to measure changes in attitude regarding litter and trash after outreach has been conducted in the community. Applicants should research the methodology employed by Arlington County, VA for assessing the effectiveness of their pet waste program. Research was conducted on the average amount of waste produced by a dog per day. Surveys were conducted to see if their pet waste campaign had led to more people to pick up after their pet. The number of affirmative replies to the survey was multiplied by the average amount of waste produced by pet per day. This led to the development of a pollutant reduction efficiency for the program.
3. Work with local communities by using existing community activities as an outreach opportunity to provide education on trash-related issues.
4. Develop and maintain a relationship with the community through meetings with citizens to learn about their specific, local trash-related issues.

Applicants should become familiar with the Alice Ferguson Foundation Anti-Litter Campaign Toolkit at <http://fergusonfoundation.org/trash-free-potomac-watershed-initiative/education/litter-prevention/resources/#creative>.

Applicants should thoroughly review the report "Non-Engineering Solutions for Trash Reduction" from the Alice Ferguson Foundation summarizing their completed education and outreach work in the Deanwood neighborhood of NE DC at <http://ddoe.dc.gov/publication/non-engineering-solutions-trash-reduction-anacostia>.

Applicants may want to review the Anacostia Watershed Trash Reduction Plan available on the DDOE website at <http://ddoe.dc.gov/publication/anacostia-river-trash-reduction-plan>.

Requested outcomes of this project shall include:

1. Awareness on trash-related issues that drive behavioral change among Washington, D.C. residents, businesses and leaders;
2. Behavioral changes that reduce trash loadings on the Anacostia River.

Deliverables:

1. Quarterly, or as requested, meetings with the SWMD to discuss progress on the project;
2. Quarterly status reports;
3. A gauge of behavioral change resulting from the educational campaign, as determined through a statistically significant and comprehensive dataset gathered through social research;
3. A calculation of trash reduction resulting from the research data collected through this project. The calculation for trash reduction should use the results from surveys conducted to see if the campaign efforts have changed behavior.
4. A final report.

Criteria for Proposal Evaluation:

1. Demonstrate the applicant's knowledge of and experience in conducting education and outreach campaigns (25 points);
2. Has the personnel and procedures in place to carry out a project with this kind of complexity (25 points);
3. Demonstrate the applicant's knowledge of and experience in social research and statistical surveys (20 points);
4. Present a clear and feasible plan for accomplishing goals (15 points);
5. Present an adequate and reasonable justification for the funds requested (15 points);

Additional points: If the applicant has an address in the District at the time of the application -- ten (10) points. If the applicant does not have an address in the District, but the application includes District-based businesses or non-profit partners -- five (5) points.

## ***Project 2: Municipal Separate Storm Sewer (MS4) Monitoring for Trash***

### **Introduction:**

The District Department of the Environment (DDOE), Stormwater Management Division (SWMD) works to control, prevent and remediate polluted runoff from the District of Columbia's (District) Municipal Separate Storm Sewer System (MS4) to District waters and the Chesapeake Bay. One type of pollution in the Anacostia River is trash, which is often the result of littering. To address this, the District set a total maximum daily load (TMDL) limit for Anacostia River trash in 2010. Then, in October of 2011, the U.S. Environmental Protection Agency (EPA) listed trash as a priority pollutant in the District's new MS4 Permit.

Because trash is a priority pollutant listed under the MS4 permit, the District is required to monitor for loads of trash from the MS4 to the District's rivers and streams. The MS4 permit requires that monitoring data be reported in annual Discharge Monitoring Reports (DMRs) to U.S. EPA Region III.

DDOE seeks to quantify the trash loads entering District waterways from the MS4. Monitoring the trash pollution coming from MS4 outfalls will allow the District to apply trash reduction efforts strategically.

### **Approximate Available Funds:**

Up to seventy thousand dollars (\$70,000) is budgeted for one award, pending the availability of funds.

### **Project Period:**

Two (2) years with the possibility to extend or renew the grant for two (2) additional years. The grant may be renewed at an 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 scope of work to be maintained or increased.

### **Project Description:**

SWMD is seeking proposals to conduct trash monitoring at targeted MS4 outfalls and/or along stream channels in the District. Locations for trash monitoring will be chosen in collaboration with DDOE and will include a variety of sewersheds and land use types.

As required under the MS4 permit, applicants will need to monitor for pounds of trash at least three times per year at three chosen locations identified in the list found in the MS4 Permit, Section 5.2.1:

- Walter Reed -- Fort Stevens Drive -- 16<sup>th</sup> Street and Fort Stevens Road, N.W. at an outfall
- Battery Kemble Creek-49th and Hawthorne Streets, N.W. at an outfall

- Oxon Run-Mississippi Avenue and 15<sup>th</sup> Street, S.E. into Oxon Run via an outfall

An additional three locations must be chosen in collaboration with the DDOE SWMD.

Where practical, applicants shall install and utilize outfall monitoring devices. If outfall monitoring is not feasible at a location, the applicant will secure DDOE approval to implement a stream transect monitoring regime.

For outfall monitoring, the applicant must be prepared to construct, maintain and monitor the trash collection devices. For monitoring along stream transects, the applicant must remove existing trash from along the stream channel to establish a clean baseline before initial monitoring commences.

In addition, the applicant will need to sort the trash by type and weight, as well as document potential “hot spots”, like illegal dumping sites. All trash sorting must be consistent with the methodology utilized to establish the Anacostia trash TMDL.

Applicants should become familiar with the methodology employed by the Anacostia Watershed Society as described in their two reports:

-“Anacostia Watershed Trash Reduction Plan.” A full copy of this report can be found at: <http://green.dc.gov/publication/anacostia-river-trash-reduction-plan>

- “Anacostia Outfall Trash Monitoring and TMDL.” The Executive Summary of the report can be found at: <http://green.dc.gov/publication/report-anacostia-outfall-trash-monitoring-and-tmdl>. For a complete copy, contact Matt Robinson of SWMD at [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov)

Requested outcomes of this project include:

1. A successfully implemented monitoring program that can be expanded to additional sites.
2. A robust dataset, with analysis identifying statistically significant features.
3. New issues and research questions that emerge from the data collected.

Deliverables:

1. A quality assurance project plan (QAPP) describing the monitoring methods and requirements to remove trash. DDOE must approve the plan before monitoring can be implemented;
2. Quarterly, or as often as requested, meetings with the SWMD Staff to discuss progress on the project;
3. Project data, including the spreadsheets with the raw data on trash collection, provided to DDOE as requested;
4. Short annual reports (no more than 10 pages) showing results on a monthly basis. (See, for example, the reports in -“Anacostia Watershed Trash Reduction Plan.” A full copy of this report can be found at: <http://green.dc.gov/publication/anacostia-river-trash-reduction-plan> and “Anacostia Outfall Trash Monitoring and TMDL.” The Executive

Summary of the report can be found at: <http://green.dc.gov/publication/report-anacostia-outfall-trash-monitoring-and-tmdl>.)

Criteria for Proposal Evaluation:

1. Demonstrate the applicant's knowledge of and experience conducting monitoring studies for trash (30 points);
2. Demonstrate the applicant's knowledge of and experience in conducting field work and scientific research (10 points);
3. Demonstrate that the applicant has the personnel and procedures in place to carry out a project with this kind of complexity (10 points);
4. Ability to write scientific reports which summarize data in a clear and comprehensive manner (30 points);
5. Present a clear and feasible plan for accomplishing goals (10 points);
6. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: If the applicant has an address in the District at the time of the application -- ten (10) points. If the applicant does not have an address in the District, but the application includes District-based businesses or non-profit partners -- five (5) points.

### ***Project 3: Maintenance of Kenilworth Park Bandalong Litter Trap***

#### **Introduction:**

The District Department of the Environment (DDOE), Stormwater Management Division (SWMD) works to control, prevent and remediate polluted runoff from the District of Columbia's (District) Municipal Separate Storm Sewer System (MS4) to District waters and the Chesapeake Bay. One type of pollution in the Anacostia River is trash, which is often the result of littering. To address this, the District set a total maximum daily load (TMDL) for Anacostia River trash in 2010. Then, in October of 2011, the U.S. Environmental Protection Agency (EPA) listed trash as a priority pollutant in the District's new MS4 Permit.

Since 2008, the District has worked to install new and innovative trash capture devices in local waterways. The District was responsible for installing the first Bandalong litter trap in the western hemisphere in Spring 2009 in Watts Branch on the grounds of Kenilworth Park in NE Washington, DC.

Because trash is a priority pollutant listed under the MS4 permit, the District is required to monitor for loads of trash from the MS4 to the District's rivers and streams. The MS4 permit requires that monitoring data be reported in annual Discharge Monitoring Reports (DMRs) to U.S. EPA Region III. Regular cleanouts of these devices will serve as important sources of data reported to EPA.

DDOE seeks to continue the proper operation and maintenance of this useful trash removal device. In addition, the District seeks to quantify the trash loads present in the District to assist with TMDL compliance assessments.

#### **Approximate Available Funds:**

Up to ninety-thousand dollars (\$90,000) is budgeted for one award, pending the availability of funds.

#### **Project Period:**

Two (2) years with the possibility to extend or renew the grant for two (2) additional years. The grant may be renewed at an 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 scope of work to be maintained or increased.

#### **Project Description:**

SWMD is seeking proposals to conduct maintenance and monitoring of a Bandalong litter trap located at the mouth of Watts Branch (tributary to the Anacostia) in Kenilworth Park, NE, Washington DC. The grantee must be willing to monitor the device for structural stability on a weekly basis. Clean-out of the device must be performed immediately after the trap becomes full, typically after a storm event in the drainage area, or at a minimum monthly. Prospective

applicants must have the personnel and resources in place to remove large amounts of woody debris and trash during each clean-up event. All trash must be collected from the device and sorted into the following categories:

- Bottles and cans;
- Styrofoam;
- Plastic bags;
- Non-recyclables;
- Organic debris (excluding treated lumber);
- Large items (including tires, grocery carts, appliances and mattresses); and
- Treated lumber.

The grantee must take precautions to safely handle and dispose of needles and other sharp objects that may be comingled with other trash.

Total weights for each category must be determined and reported after each clean-up, with the exception of “Large” items. Assumed weights may be used for those items, with details regarding large items and basis of any assumptions provided to DDOE. The grantee is responsible for proper disposal of all trash collected. All recyclable material must be recycled.

The volume of collected trash must be measured and reported twice per year. For this exercise, the grantee must separate trash from organic debris. Trash must be organized into three categories: Styrofoam, bottles/cans, and other trash.

The grantee must host two (2) public events per year in Kenilworth Park to highlight Anacostia River trash reduction activities and to provide the public with such stewardship activity as picking up trash during the event. For each event, the grantee must involve the community, including District schools, community groups, church groups, and the Advisory Neighborhood Commission (ANC), with particular emphasis on the neighborhoods closest to the trash trap.

Requested outcomes of this project shall include:

1. A successfully implemented monitoring and maintenance program;
2. A robust dataset describing the amount of litter and debris collected on an annual basis; and
3. Engagement of local and regional citizens (with emphasis on K-12 and college students) in cleaning out the device, and the importance of restoring local watersheds and communities.

Deliverables:

1. A project work plan describing all monitoring and maintenance methods. Development of this plan will be a collaborative effort between DDOE and the Grantee. This plan must be delivered to DDOE for approval before monitoring can be implemented;
2. Quarterly progress reports must be provided to DDOE, including all data collected during clean-outs. DDOE reserves the right to request data whenever it is needed.
3. Short annual reports (no more than 10 pages) summarizing the findings from the year, along with all the raw data collected.

Criteria for Proposal Evaluation:

1. Demonstrate the applicant's knowledge of and experience in maintaining litter capture devices (30 points);
2. Demonstrate the applicant's knowledge of and experience conducting field work under harsh environmental conditions (10 points);
3. Demonstrate that the applicant has the personnel and procedures in place to carry out a project with this kind of complexity (10 points);
4. Demonstrate the applicant's knowledge in conducting effective education and outreach (30 points);
5. Present a clear and feasible plan for accomplishing goals (10 points);
6. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: If the applicant has an address in the District at the time of the application -- ten (10) points. If the applicant does not have an address in the District, but the application includes District-based businesses or non-profit partners -- five (5) points.

## ***Project 4: Maintenance of Nash Run Litter Trap***

The District Department of the Environment (DDOE), Stormwater Management Division (SWMD) works to control, prevent and remediate polluted runoff from the District of Columbia's (District) Municipal Separate Storm Sewer System (MS4) to District waters and the Chesapeake Bay. One type of pollution in the Anacostia River is trash, which is often the result of littering. To address this, the US Environmental Protection Agency (EPA), which regulates the MS4's pollution, issued a permit to the District that set a total maximum daily load (TMDL) limit for Anacostia River trash in 2010. Then, in October of 2011, the U.S. Environmental Protection Agency (EPA) included trash as a priority pollutant in the District's new MS4 Permit.

Since 2008, the District has worked to install new and innovative trash capture devices in local waterways. The District installed its first device in Nash Run, a tributary to the upper Anacostia in NE Washington, DC. This custom trash trap was designed and installed by the Anacostia Watershed Society, which has also maintained it since installation. Since 2008, the trap has captured over three (3) tons of trash.

Because trash is a priority pollutant listed under the MS4 permit, the District is required to monitor for loads of trash from the MS4 to the District's river and streams. The MS4 permit requires that monitoring data is reported in annual Discharge Monitoring Reports (DMRs) to U.S. EPA Region III. Regular cleanouts of these devices will provide important data to be reported to EPA.

DDOE seeks to continue the proper operation and maintenance of this custom trap. In addition, in order to assist with TMDL compliance assessments, the District seeks to quantify the amount of trash present in District waterways.

Approximate Available Funds:

Up to sixty thousand dollars (\$60,000) is budgeted for one award, pending the availability of funds.

Project Period:

Two (2) years, with the possibility to extend or renew the grant for two (2) additional years. The grant may be renewed at an 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 scope of work to be maintained or increased.

Project Description:

All trash must be collected from the device and sorted into the following categories:

- Bottles and cans;
- Styrofoam;
- Plastic bags;

- Non-recyclables;
- Organic debris (excluding treated lumber);
- Large items (including tires, grocery carts, appliances and mattresses); and
- Treated lumber.

The grantee must take precautions to safely handle and dispose of needles and other sharp objects that may be comingled with other trash.

Total weights, and the weights by category, must be determined after each clean-up, with the exception of the “large” items. Assumed weights may be used for those items with details regarding large items and basis of any assumptions provided to DDOE. The grantee is responsible for proper disposal of all trash collected. All recyclable material must be recycled.

The volume of collected trash must be measured twice per year. The grantee must separate trash from organic debris. Trash must be organized into three categories: Styrofoam, bottles and cans, and other trash.

The grantee must host two (2) public events per year in Kenilworth Park to highlight Anacostia River trash reduction activities and to provide the public with such stewardship activity as picking up trash during the event. For each event the grantee must involve the community, including District schools, community groups, church groups, and the Advisory Neighborhood Commission (ANC), with particular emphasis on the neighborhoods closest to the trash trap. .

Requested outcomes of this project shall include:

1. A successfully implemented monitoring and maintenance program
2. A dataset describing the amount of litter and debris collected, on an annual basis
3. Engagement of local and regional citizens (with emphasis on K-12 and college students) in cleaning out the device.
4. Achieving community members’ understanding of the importance of restoring local watersheds and communities.

Deliverables:

1. A project work plan describing all monitoring and maintenance methods. Development of this plan will be a collaborative effort between DDOE and the Grantee. DDOE must approve this plan before monitoring can be implemented;
2. Quarterly progress reports must be provided to DDOE, including all data collected during clean outs. DDOE reserves the right to request data whenever it is needed.
3. Short annual reports (no more than 10 pages) summarizing the findings from the year, along with all the raw data collected.

Criteria for Proposal Evaluation:

1. Demonstrate the applicant’s knowledge of and experience in maintaining litter capture devices (30 points);

2. Demonstrate the applicant's knowledge of and experience conducting field work under harsh environmental conditions (20 points);
3. Demonstrate the applicant's knowledge in conducting effective education and outreach (30 points);
4. Present a clear and feasible plan for accomplishing goals (10 points);
5. Present an adequate and reasonable justification for the funds requested (10 points).

Additional points: If the applicant has an address in the District at the time of the application -- ten (10) points. If the applicant does not have an address in the District, but the application includes District-based businesses or non-profit partners -- five (5) points.

## **SECTION 7. APPENDICES**

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## ***Appendix 1 – Required Proposal/RFA Attachments***

Attach to your proposal the following:

- 1) **Tax Exemption Letter:** Internal Revenue determination letter of non-profit status, if one was issued;
- 2) **Applicant’s most recent IRS Form 990 tax return,** if one was submitted;
- 3) **If there is no IRS documentation:** (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) Applicant’s most recently submitted state sales or other tax exemption form, if it exists; and (iii) the state’s issued tax exemption certificate or card, if it exists;
- 4) **Organization’s current fiscal year budget:** Submit your organization’s full budget (projected income and expenses) for your organization’s current fiscal year, comparing budgeted versus actual income and expenses to date. This financial statement will help the granting agency determine your organization’s financial capabilities;
- 5) **Organization’s financial statement:** Provide the most recent audited financial statements, if available. If audited financial statements are not available, please provide unaudited financial statements.
- 6) **Separation of duties policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and/or waste. This policy should reflect the process of how financial transactions are handled and recorded. If applicant does not have an approved policy, simply provide a short description of the organization’s handling of finances, including names and titles of personnel involved in the process, how many signatures your bank requires on your checks and withdrawal slips, and other limits on staff and board members’ handling money;
- 7) **“Certifications and Assurances” form:** This form is included as an attachment to this RFA. See Appendix 3.
- 8) **Letters of support:**

### **District of Columbia Public Schools**

- If you are working with the District of Columbia Public Schools (DCPS), then you must include a letter of support from the principal of each school with which you are working, and, if available, from participating teachers. Teachers and principals may send a joint letter.

**Property Owner**

- If you will be working on public land, a letter of support from the managing agency is required. Similarly, if you will be working on private land, a letter of support from the property owner is required. If your project includes construction, letters must acknowledge that the property owner will be responsible (either directly or through an agreement with another organization) for project maintenance; and

**Partnering Organization**

- If you have identified any other project partners, you must include a letter of intent from the collaborating organization(s), agreeing to participate in the proposed project throughout the implementation of the project. The collaborating organization should include information about the activities and/or services to be provided. A letter should be signed by an authorized representative of that organization; and

## ***Appendix 2 - NOTICE OF FUNDING AVAILABILITY***

### **DISTRICT DEPARTMENT OF THE ENVIRONMENT**

#### **NOTICE OF FUNDING AVAILABILITY**

##### **Reducing Trash in the District's Watersheds**

The District of Columbia Department of the Environment (DDOE) Natural Resources Administration (NRA), Stormwater Management Division (SWMD) is soliciting applications from nonprofit organizations and educational institutions to assist DDOE with controlling trash from point and non-point pollution sources to District waterways. Three hundred and fifty thousand dollars (\$350,000) from the Anacostia River Clean-up and Protection Fund will be available on a competitive basis.

Applications are requested for the following projects:

##### **Trash Reduction through Behavioral Change**

##### **Municipal Separate Storm Sewer System (MS4) Monitoring for Trash**

##### **Maintenance of Kenilworth Park Bandalong Litter Trap**

##### **Maintenance of Nash Run Litter Trap**

Beginning Monday, November 19, 2012, the full text of the Request for Applications will be available online at [www.dc.ddoe.gov](http://www.dc.ddoe.gov), and <http://www.opgd.dc.gov> under "District Grants Clearinghouse". It will also be available to be picked up from:

The District Department of the Environment  
1200 First Street, N.E., Fifth Floor  
Washington, D.C. 20002

You may request an electronic version of this Request for Applications to be sent by email by writing to Matt Robinson at: [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov).

**The deadline for application submission is MONDAY, DECEMBER 17, 2012, at FOUR-THIRTY (4:30) P.M.** Five hard copies must be submitted to the address above, and a complete electronic copy must be emailed to [matthew.robinson@dc.gov](mailto:matthew.robinson@dc.gov).

### ***Appendix 3- CERTIFICATIONS AND ASSURANCES***

#### ***MADE TO THE DISTRICT OF COLUMBIA DEPARTMENT OF THE ENVIRONMENT***

I, \_\_\_\_\_, as the duly authorized officer of the applicant organization, certify the following:

- 1) The following individuals, by name, title, address, and phone number are authorized to negotiate with DDOE on behalf of the organization:
  
- 2) That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 3) That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 4) That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- 5) That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 6) That, if required by DDOE, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- 7) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any

actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

- 8) That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
- 9) That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- 10) That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant.
- 11) That the applicant has a satisfactory record of integrity and business ethics;
- 12) That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- 13) That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- 14) That the applicant complies with provisions of the Drug-Free Workplace Act; and
- 15) That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations. The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant:

---

Signature of Authorized Representative

---

Date

---

Print Name

## Appendix 4 – APPLICATION FORM

*Please fill out and attach this cover sheet to the front of your application*

*“Please note, if an organization is applying for funding under more than one project, a separate application packet must be submitted for each project.”*

<b>District of Columbia Government Department of the Environment</b>		<i>DDOE use only:</i> Date Received _____	
<b>Natural Resources Administration APPLICATION FORM</b>			
Grant Name: _____			
Fiscal Year of Funding: _____		Type of Submission: New	Revision _____
Project Title: _____			
Implementing Organization Name: _____			
Address: _____			
ZIP+ (4-code) _____			
Congressional District: _____		EIN# _____	
Project Duration (Begin/End Dates): From: _____ To: _____			
PROJECT COST:		Funding Requested:	\$ _____
Other funds requested (source & amount)		_____	\$ _____
Organization Contribution (Match):			\$ _____
Total Project Budget:			\$ _____
Authorized Official: Name: _____			
Title: _____			
Telephone: _____			
Fax/E-mail _____			
<b>PROJECT DIRECTOR:</b>		<b>FINANCIAL OFFICER:</b>	
Name: _____		Name: _____	
Title: _____		Title: _____	
Telephone: _____		Telephone: _____	
Fax/Email: _____		Fax/Email: _____	
<p><i>This application is made for a grant under the <b>2012 Reducing Trash in the District's Watersheds</b> to the District of Columbia Department of the Environment in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for Reducing Trash In the District's Watersheds.</i></p> <p><i>I certify that this application, if awarded, will conform to the conditions set forth by DDOE and the District of Columbia Government rules, regulations, policies and statutes.</i></p>			

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

*Natural Resources Administration  
Reducing Trash in the District's Watersheds  
APPLICATION FORM  
Page 2*

*I. Project Summary:  
(One Paragraph)*

*II. Target Audience :*

*III. Identify the Local Watershed that will benefit from the project :*

### ***Appendix 5- EXAMPLE GRANT BUDGET***

	Column 1	Column 2	Column 3
	<b>APPLICATION REQUEST</b>	<b>NON-DDOE MATCH</b>	<b>PROJECT TOTAL</b>
<b>PERSONNEL</b>			
Volunteer Participation			
Organization Employees			
Employee Benefits			
Contract Project Staff			
<b>Total Personnel Costs</b>			
<b>OPERATING</b>			
Postage			
Copy/Printing			
Materials/Supplies			
Rental			
Mileage (Rate @ 55.5¢/mile)			
Travel - Fares			
Travel - Lodging/meals			
<b>Total Operating Costs</b>			
<b>GRAND TOTAL</b>			
Budget Notes:			

**Note:** Not all projects will have costs in all categories. Some projects may have additional categories. Add and subtract line items as necessary.

