

District of Columbia
District Department of the Environment



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

DEVELOPING A CLIMATE CHANGE ADAPTATION PLAN FOR THE DISTRICT
OF COLUMBIA
(Short name: Climate Adaptation Planning)
RFA # 2013-9-OPS

8/9/2013

Application deadline: by 4:30 PM 9/13/2013

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



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (DDOE), is soliciting grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to coordinate analysis and planning on the impacts of a changing climate on the District and identify actions the city should take to safeguard people and property. The following programs or offices of DDOE are administering this RFA: OFFICE OF POLICY AND SUSTAINABILITY (“OPS”).

1.2 Purpose of the Grants

The purpose of these grants is to provide the District of Columbia with an analysis of climate change impacts, an assessment of the District's vulnerabilities to climate change, and adaptation planning to make the District more prepared for and resilient to climate change impacts.

1.3 Source of Funds

The source of funds for the grants is the District's Sustainable DC Budget Challenge Funding.

1.4 Competition for a Grant Award

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

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

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

1.5 Projects and Funds Available

This RFA presents the following number of projects for the stated total dollar amount presently available through this RFA: 1 for \$200,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
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Project Number	Project Name	Project Amount
1	Developing a Climate Change Adaptation Plan for the District of Columbia	\$200,000.00

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith based organizations, and educational institutions;
- Government agency and
- University / Higher Education.

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

1.7 Permissible Use of Grant Funds

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

1.8 Grant Monitoring

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

1.9 RFA Conditions - Promises, Certifications and Assurances

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

1.10 DDOE's Authority to Make Grants

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

1.11 Conflicts Between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 8/9/2013.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods in section 2.6. Please add to any note “Regarding RFA: Climate Adaptation Planning, # 9”.

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30pm on 9/13/2013.

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

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

What: Copies and formats: Each application must consist of:
Five (5) hard copies; and
One (1) electronic copy.

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

Where:

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

District of Columbia Department of the Environment

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

Attn: RFA Climate Adaptation Planning # 9

Email: The electronic copy should be sent to the following email address:

2013ClimateDCRFA.grants@dc.gov

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

2.4 Award Announcement

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

2.5 Updates and Q-and-A's

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

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented below, in DDOE Contacts. DDOE will publish updates and Questions-and-Answers regarding the RFA at the web site indicated below, in "Contact Information". DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA Climate Adaptation Planning # 9 – Add me to the email list."

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

2.6 DDOE Contacts

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

- (a) **Download**, by visiting the DDOE's website, www.ddoe.dc.gov. Look for the following title/section, "Resources", click on it, cursor over the pull-down "Grants and Funding", click on it, then, on the new page, cursor down to the announcement for this RFA. Click on "read more." Then choose this document, and related information, to download in PDF format;
- (b) **Email** a request to 2013ClimateDCRFA.grants@dc.gov with "Request copy of RFA Climate Adaptation Planning #9" in the subject line;

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- (c) **In person by** making an appointment to pick up a copy from DDOE's offices at the following address, in subsection "(d)" (call Latonia Tabb at (202) 645-5664 and mention this RFA by name); or

- (d) **Write** DDOE at Office of Grants Management, 1200 First Street, N.E., 5th Floor, Washington, DC 20002, "Attention: RFA - Climate Adaptation Planning #9, Requesting a copy" on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

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

3.2 Cover Sheet

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

3.3 Proposal Content

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

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

(a) Present the summary of the project.

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

(b) Present the project in detail.

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the

outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, insure that expenditures are those that the grant can reimburse.

- (1) Recognize the purpose and objectives.

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

- (2) Describe the target audience.

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

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

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

The proposal must address the outcomes, outputs and activities:

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

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

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

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

(4) Describe methods.

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

(5) Explain how project success will be measured.

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

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

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

(7) Present the project budget.

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

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

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

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

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

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

- (8) Be aware of allowable costs.

Allowable costs are those typical of operations:

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

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

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

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

(c) Describe the applicant.

(1) Describe the organization.

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

(2) Identify key personnel.

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

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

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

(4) Identify partners.

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

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

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

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

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

4.2 Scoring Criteria

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

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

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

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

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

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as "received" but not filed. Status as "received" will not meet the application deadline. Exception: If a government agency must issue the document, and the [Click+Ctrl here to return to Table of Contents](#)

applicant has requested the document, DDOE may accept a copy of the applicant's request to the agency as proof of the request.

(a) Certificate of Good Standing

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

(b) Promises, Certifications and Assurances Document

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

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

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

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

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

(c) W-9 tax form

The applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service purposes. DDOE defines "current" to mean that the document was completed within the same calendar year as that of the

application date. If the applicant has submitted a current completed W-9 to DDOE for another application, or for another purpose, the applicant may submit a copy of that document.

(d) Tax Exemption Letter

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

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

(i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*)

(e) Applicant's current fiscal year budget

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

(f) Applicant's financial statements

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

(g) Separation of duties policy

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

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

(h) If applicable, letters of support

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

1. District of Columbia Public Schools

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

2. Property Owner

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

3. Partnering Organization

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

4. National Park Service

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

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

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must

issue the document, and the applicant/grantee has requested the document, DDOE may accept a copy of the applicant's request to the agency as proof of the request.

(a) Certificate of insurance

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

(b) Assurance of continued truth and accuracy

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

(c) SAM registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DDOE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

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

(a) DDOE's announcement of award

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

(b) Grantee's reports

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

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

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

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

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

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

(c) Reimbursement of project expenditures

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

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

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

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Titles and Available Funds

Name	Total Projects	Total Amount
Climate Adaptation Planning	1	\$200,000.00

7.2 Project Descriptions

DEVELOPING A CLIMATE CHANGE ADAPTATION PLAN FOR THE DISTRICT OF COLUMBIA

The District Department of the Environment (DDOE) seeks proposals to help coordinate analysis and planning on the impacts of a changing climate on the District of Columbia and actions the District should take to safeguard people and property. DDOE will award a grant to an eligible entity that can develop a climate adaptation plan for the District through an analysis of its climate vulnerability and can identify policies and programs to protect human health, urban infrastructure and the environment from a changing climate and to ensure the long-term sustainability of the District's communities and its economy.

Applicants are encouraged to attend a presentation by project staff on August 27, 2013 at DDOE headquarters (1200 First St NE, Washington DC, 20002, 5th floor) from 1:00pm to 2:00pm for more information about the project and DDOE's objectives.

BACKGROUND

The District has performed extensive work related to climate issues. The draft Climate Action Plan (CAP)

(http://rrc.dc.gov/green/lib/green/pdfs/ClimateOfOpportunity_web.pdf)

released in September 2010 focused on mitigating the District's carbon pollution and provided some adaptive measures to reduce climate change impacts in the District. The Sustainable DC Plan

(http://www.sustainabledc.org/wp-content/uploads/2012/10/SDC-Final-Plan_0.pdf)

contains specific goals, targets and actions to prepare for climate change in addition to reducing carbon pollution. Building on these two plans, the District seeks proposals to compile a comprehensive analysis of the District's climate change vulnerabilities, identify critical gaps in existing information, and guide the District as it identifies proactive measures to reduce the risk of climate change impacts. Through the Mayor's Sustainable DC Budget Challenge, DDOE was awarded funding to develop a climate change adaptation plan for the District. This project will provide DDOE with a climate adaptation plan that includes an analysis of future climate projections in the District and an assessment of the District's climate vulnerabilities.

In addition to the draft Climate Action Plan and Sustainable DC, there are

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other existing resiliency and adaptation efforts occurring in the District that were initiated independently. The proposed analysis and planning activity will provide information for and coordination amongst government and private sector climate change stakeholders. The project description, outlined below, details the expected outcomes of a climate change vulnerability assessment and coordinated planning effort that will move the District to a climate adaptation plan. Applicants are encouraged to recommend alternative solutions to achieve these outcomes. Applications must address how the outcomes listed below will be achieved in the RFA response.

PROJECT OVERVIEW

The District is seeking proposals for an analysis of the potential impacts of specific climate change impacts, including sea level rise, storm surge flooding, riverine and interior stormwater flooding, extreme storms, and extreme heat. This analysis should identify projections for each impact under various emission scenarios into the future, out to 2020, 2050 and 2100. Much of this information already exists for the Mid-Atlantic region or the District specifically, and can be compiled for analysis and to determine if substantial gaps exist in the current District-specific data. The District also needs to understand its own vulnerabilities to climate change. This project will also provide an assessment of the District's vulnerabilities to climate impacts, including threats to the city's public health and safety, natural systems, critical infrastructure, buildings and economic activity. Lastly, the District needs to better understand what it needs to do to reduce its climate risks and vulnerabilities. This project will identify specific adaptation and resiliency measures the District can take to strategically adapt to a changing climate, which will form the District's climate adaptation plan.

The District is also currently engaged with a number of existing efforts focused on climate adaptation and resilience. Through this engagement, DDOE will convene a climate advisory group, consisting of staff from other District government agencies, federal partners, non-profit organizations and local institutions. This project must include meeting with the climate adaptation advisory group and aligning with current efforts to make the District more prepared and resilient to climate change impacts.

PROJECT BUDGET AND TIMELINE

The total amount available for this project is \$200,000. Only one grantee will be selected for this award. The grant may be amended at a future date, pending the availability of additional funds, the grantee's performance and the District's need for the project to be expanded. The allotted time for this project is up to one year. Pending the availability of additional funds, the project performance period may be extended for up to one year.

PROJECT DESCRIPTION AND DELIVERABLES

The grantee will:

- participate in an initial scoping meeting with District staff and members of a climate advisory group to finalize a work plan and list of deliverables;
- participate in weekly meetings with project staff and as needed with the climate advisory group (approximately three to four meetings);
- review existing data and analyses for climate change impacts, including sea level rise, storm surge flooding, riverine and interior stormwater flooding, extreme storms and extreme heat;
- downscale select climate phenomena to determine localized impacts;
- develop maps of climate change impacts;
- identify vulnerabilities across selected criteria, including public health and safety, natural systems, critical infrastructure, buildings and economic activity;
- identify gaps in existing data and vulnerability assessments and make recommendations for further analysis, or conduct further analysis where feasible;
- compile strategies from existing resiliency and adaptation efforts in the District;
- identify global best practices to reduce climate change impacts applicable to the District to form a climate adaptation plan for the District;
- propose a strategy for implementing adaptation tools and methodologies;
- produce draft and final documents on climate impacts, District vulnerabilities and adaptation solutions for government review;
- provide materials for public outreach during the project as needed; and
- complete and deliver final products within the time specified in this RFA.

The project deliverables will include:

- a work plan detailing: data sets and models to be used for climate phenomena projections, vulnerability assessment and adaptation measures;
- a project timeline and schedule for meetings with project managers and the climate advisory group;
- a draft report that presents all project outcomes for review and comment by the District and members of the climate advisory group;
- a pre-final report addressing all comments on the draft report;
- a final report, including an appendix of the supporting documents, modeling and input data and GIS layers used for project analyses and assessments;
- materials for presentations to the advisory group and public meetings, including Power Point files;
- copies of all files, data sets, models, analyses, and reports used; and

- the above deliverables in electronic format, suitable for distribution and viewing.

APPLICATION EVALUATION CRITERIA

An independent review panel will review each application against these scoring criteria. Applicants should refer to Section 4.2. Scoring Criteria for additional factors the review panel will take into consideration when reviewing proposals. The possible total is 100 points, except for any additional preference points described in Section 4.2 Scoring Criteria.

- **CRITERION 1: Demonstrated experience in completing climate change vulnerability assessments and developing adaptation plans (35 points).**
Points will be awarded for the applicant's demonstrated past performance in developing climate change adaptation plans, completing vulnerability assessments for climate-related threats, assessing vulnerabilities of physical, social and natural systems to climate impacts, and engaging the public in climate adaptation planning activities.
- **CRITERION 2: Achievable work plan with detailed activities and timeline for completing project objectives (35 points).**
Points will be awarded for achievable and realistic work plans that detail the steps and actions proposed to achieve the project objectives, including conducting an analysis on the climate impacts, identifying information and data gaps, assessing the District's climate vulnerabilities, and identifying adaptation measures to reduce the District's climate risks.
- **CRITERION 3: Proven subject matter expertise in climate adaptation analysis and planning of the team assigned to this project (15 points).**
Points will be awarded for an application showing the applicant's proven ability to perform climate change analysis, vulnerability assessments and climate adaptation plans through the staff assigned to this project, the applicant's organizational structure, and the history of collaboration among project partners, if applicable.
- **CRITERION 4: Budget that details the costs for achieving the project objectives on time (15 points).**
Points will be awarded for providing the level of detail supporting the budget, including hourly rates and hours allocated to each staff member, materials purchased, data purchased, outreach and event costs and the same level detail for any known or expected contractors. Matching funds are not required but the applicant should identify in their proposed budget the amount and source of any matching funds they intend to use.

APPENDICES

Appendix 1 – COVER SHEET

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

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

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

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

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)

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

Filename: RFA # 2013-9-OPS.docx

Form name and revision date: 0 RFA Template 6.06.13.doc

