

District of Columbia  
District Department of the Environment



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

Demonstration Projects and Watershed Training Related to Nonpoint Source Pollution  
(Short name: NPS Pollution Projects \$500 K)  
RFA # 2014-1412-WPD

7/4/2014

**Application deadline:** by 4:30 PM 8/1/2014

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



## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANTS .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE .....	4
1.6 ELIGIBILITY .....	5
1.7 PERMISSIBLE USE OF GRANT FUNDS .....	5
1.8 GRANT MONITORING .....	5
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES .....	5
1.10 DDOE’S AUTHORITY TO MAKE GRANTS .....	6
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	6
<b>SECTION 2. SUBMISSION OF APPLICATION.....</b>	<b>7</b>
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA .....	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
2.6 DDOE CONTACTS .....	8
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>9</b>
3.1 FORMAT.....	9
3.2 COVER SHEET .....	9
3.3 PROPOSAL CONTENT.....	9
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>14</b>
4.1 REVIEW PANEL .....	14
4.2 SCORING CRITERIA .....	14
<b>SECTION 5. FILING REQUIREMENTS .....</b>	<b>15</b>
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL .....	15
5.2 DOCUMENTS TO FILE IF DDOE NOTIFIES THAT IT WILL MAKE THE GRANT .....	18
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS.....</b>	<b>18</b>
6.1 GRANT AWARD ADMINISTRATION .....	18
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>20</b>
7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS .....	20

7.2 PROJECT DESCRIPTIONS ..... 20

**APPENDICES ..... 27**

APPENDIX 1 – COVER SHEET ..... 27

APPENDIX 2 - EXAMPLE OF GRANT BUDGET ..... 27

APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”) ..... 27

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The District of Columbia District Department of Environment (“DDOE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to prevent and control the introduction of point and nonpoint source pollution to the District’s waters, treat stormwater runoff, and protect fisheries and wildlife resources. The following programs or offices of DDOE are administering this RFA: WATERSHED - PLANNING & RESTORATION (“WPD”).

### **1.2 Purpose of the Grants**

The purpose of these grants is to install practices to manage stormwater and increase public awareness of stormwater issues in the District of Columbia.

### **1.3 Source of Funds**

The source of funds for the grants are the District of Columbia Stormwater Enterprise Fund and the U.S. Environmental Protection Agency (USEPA) Nonpoint Source Management Grant.

### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant 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: 2 for \$500,000.00. DDOE seeks applications for:

<b>Project Number</b>	<b>Project Name</b>	<b>Project Amount</b>
2	Watershed Training and Information Dissemination for District Residents	\$50,000.00
1	Administration of the Green Roof Rebate Program	\$450,000.00

### **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;
- ☐-Government agencies; and
- ☒-Universities/educational institutions.

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 especially 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 7/4/2014.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “Regarding RFA: NPS Pollution Projects \$500 K # 1412”.

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 p.m. on 8/1/2014.

An application will be dated and recorded temporarily as “received” until DDOE staff persons 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:** Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

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

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  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA NPS Pollution Projects \$500 K #1412**

Email: The electronic copy should be sent to the following email address:  
2014nonpointsourcerfa.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 in writing of its award status within six (6) weeks after the application due date.

## **2.5 Updates and Questions and Answers (Q & A)**

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 in DDOE Contacts. DDOE will publish updates and the Q & A regarding the RFA at [www.ddoe.dc.gov](http://www.ddoe.dc.gov). 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 NPS Pollution Projects \$500 K #1412 – 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 website. Hard copy updates will be available for pickup at DDOE's offices 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) **Email** a request to 2014nonpointsourcerfa.grants@dc.gov with 2014-1412-WPD" in the subject line;
- (b) **In person** by making an appointment with (call Stephen Reiling at 442-7700 and mention this RFA by name); or
- (c) **Write** DDOE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Stephen Reiling RE: 2014-1412-WPD 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, ensure 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. This enables reviewers to 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 stormwater 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 paid \$xx per hour times xx hours."

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

Resources other than those from the grant would appear in the column titled "Non-DDOE Match," meaning the Applicant intends to provide the indicated resources, the "match," and that

the resources do not come from DDOE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

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

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

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and 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 website 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 government agencies, nongovernmental organizations, 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, ensuring that the proposal addresses each of the criteria.

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

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

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

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

## **SECTION 5. FILING REQUIREMENTS**

### **5.1 Documents to file as part of the proposal**

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

#### **(a) Certificate of Good Standing**

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

#### **(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 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 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 (IRS) 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 affirmation letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is 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 application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then 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 at 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 among 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 of these 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 of 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) System for Award Management (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 application due date.

**(b) Grantee's reports**

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

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

1 <sup>st</sup> Q (Jan-Mar):	April 15
2 <sup>nd</sup> Q (Apr-Jun):	July 15
3 <sup>rd</sup> Q (Jul-Sep):	October 15
4 <sup>th</sup> 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 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
NPS Pollution Projects	\$500 K	2 \$500,000.00

### 7.2 Project Descriptions

#### FY2014 Administration of the Green Roof Rebate Program

##### Introduction

The District Department of the Environment (“DDOE”), Watershed Protection Division implements projects that control, prevent, and provide remediation for nonpoint sources of pollution to District of Columbia (“District”) waters and the Chesapeake Bay. A major contributor of pollution to the District’s waterways is stormwater runoff. An innovative approach to managing stormwater runoff from rooftops is the low impact development (“LID”) technology called *green roofs*. (Visit [ddoe.dc.gov/greenroofs](http://ddoe.dc.gov/greenroofs) to learn more about this type of stormwater management practice.)

The District Green Roof Rebate Program was begun in 2006 and has since greatly contributed to the installation of more than two million square feet of green roofs District-wide. DDOE is accepting applications from interested parties to administer the continuation of the Green Roof Rebate Program. The awardee (“Partner”) will work with existing programmatic tools within the current framework. However, the Partner is encouraged to revise or develop new approaches to management of the program. The Partner is to ensure that rebate funds are disbursed in their entirety within the grant agreement’s period of performance.

##### Approximate Available Funds

One award of \$450,000. The funds will be released at a rate of approximately \$150,000 per program year, pending the availability of funds and the Partner’s performance during

the preceding program year, unless special circumstances result in a need for disproportionate disbursement of funds.

### **Project Period**

Three years, evaluated annually.

### **Project Description**

The Partner will administer the green roof rebate program that will identify property owners willing to install green roofs and allocate financial rebates to the owners for that purpose.

The Partner will work with existing programmatic tools, contract documents, and a list of District property owners with expressed interest in the rebate program. The Partner will ensure rebate funds are disbursed in their entirety within the contract timeframe. The Partner will work with green roof installers, materials suppliers, and maintenance providers to identify opportunities to facilitate the installation of green roofs. In addition, the Partner will provide outreach to District property owners to educate them about green roofs and the rebate program and how it may complement other incentive programs available from DDOE.

DDOE will reimburse property owners at a rate of seven dollars per square foot for green roof installations, and at the request of DDOE, may offer a higher rate for green roofs located in areas targeted with a greater need for stormwater detention.

Proposals should detail a plan to provide education and outreach services to inform District property owners about green roof technology and to advertise and market the rebate program available to them. Main tasks will include, but may not be limited to, the following:

- Updating and maintaining a green roof rebate website;
- Developing and executing a public education, outreach, and marketing program;
- Updating and maintaining guidance documents for property owners;
- Updating and maintaining registration, application, and contract documents, as needed;
- Updating and maintaining a program participant registration list;
- Submitting monthly financial status reports and projections to DDOE on rebate funding availability and needs;
- Assisting program participants through the rebate application program;
- Reviewing and evaluating all rebate applications, including conducting site visits with prospective rebate recipients and their agents to measure and photograph roof areas before and after green roof installations;

- Preparing and executing a standard agreement with each recipient of a rebate and disbursing the appropriate funds to each;
- Working with property owners and their agents to ensure all conditions of the rebate program are met, including obtaining a building permit and ensuring DDOE plan review and inspection occur;
- Working with property owners to customize and install signage at each building site;
- Verifying that each project meets the terms and conditions of the agreement when built; and
- Updating and maintaining application files, photo logs, and all relevant District green roof inventory records.

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

The Partner's primary responsibilities include administration, verification, tracking, and reporting. While green roof installers and maintenance providers are not precluded from applying for this project, the organization administering this program shall not receive payments for materials or services from the rebate recipients for work related to the design, construction, or installation of the green roof that is the subject of the rebate.

### **Application Format**

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

- Proposed management plan;
- Identification of key personnel and supporting resumes;
- Professional qualifications, specialized experience, and technical competence. Please define your organization's knowledge and expertise relative to the following:
  - Grants administration;
  - Project management;
  - Social media and outreach;
  - Green roof science/technology;
  - District building industry community; and
  - District property owners;
- Past performance on related projects; and
- Experience with District building permits, public space review, stormwater plan review, and/or District agency processes (if any).

Provide details on the how staff time would be allocated to implement program goals and perform reporting requirements (i.e., how the applicant's organization would balance administrative costs against the program goals to maximize rebate awards to program participants). Identify overhead and administrative resources that the applicant would need to manage this program. The applicant's budget table should reflect the division between administrative overhead, program management, and actual rebate award. Applications that maximize the ratio of rebate award to administrative overhead and program management will be preferred. Administrative costs will be paid as a proportion of the reimbursement request for rebates awarded, using the ratio provided by the approved budget (i.e., the Partner will not submit payment applications reflecting costs for only administrative activities). The Partner may submit for advance payment at the beginning of the project period to fund startup activities.

### **Outputs and Deliverables**

- An education, outreach, and program marketing plan;
- Updated green roof guidance document for property owners;
- Updated program registration, application, and contract documents;
- Current program participant registration list;
- A standard rebate agreement executed with each recipient;
- Before-and-after photographs of each rebate award site;
- Signage designed and installed at each rebate site;
- A list of completed green roofs and square footage, scanned final version of civil engineering plans (PDF and TIFF files) with permit stamps, and any reports generated by the engineers;
- Monthly financial status reports and projections on funding availability and needs;
- Quarterly status reports; and
- A final report.

### **Criteria for Evaluation of Proposals**

#### **Concept Plan (30 points)**

- Is written in a concise, understandable manner;
- Appears feasible;
- Provides a transferable administrative framework; and
- Contains an element of innovation.

#### **Project Participants (25 points)**

- Experience with green roof technology, industry standards, and maintenance;
- Management experience on similar scale;
- Qualified personnel;

- Marketing and outreach experience on similar scale; and
- Experience with the District's building permit process, public space review, and stormwater plan review.

Education-Outreach Plan (20 points)

- Outlines outreach strategies that are feasible;
- Considers the needs of a varied audience; and
- Employs innovation in outreach tactics.

Funding (25 points)

- Adequate and reasonable justification for the funds requested, presented as a line-item budget;
- Provides a financial plan that maximizes the rebate award; and
- Provides some matching resources from non-federal sources.

## **Project 2: Watershed Training and Information Dissemination for District Residents**

### **Introduction:**

The District Department of the Environment (DDOE), Watershed Protection Division works to control, prevent, and remediate nonpoint sources of polluted runoff to District of Columbia (District) waters and the Chesapeake Bay through voluntary activities. Educating and empowering District residents to become stewards of their watershed is an important facet of DDOE's work.

DDOE is requesting proposals to provide comprehensive training to 30 District residents in watershed pollution issues, watershed restoration practices, and important policy issues as they pertain to nonpoint or stormwater pollution. DDOE is seeking an entity to develop a semester-long training program, also referred to as a watershed academy, for residents of the District, and then facilitate the dissemination of this information to Advisory Neighborhood Commissions (ANCs), neighborhood associations, and other local organizations unique to the District.

DDOE will work with the applicant to help identify residents who may be interested. Members of watershed organizations, community organizations, and/or ANC participants are recommended candidates. Candidates selected will share their information with both their immediate networks, as well as reach out to other related networks. For example, an ANC representative sharing information with other ANC groups would be a good candidate for this program. Trainees must be residents of the District.



**Approximate Available Funds:**

Fifty thousand dollars (\$50,000) for one award, pending the availability of funds. Grant renewals will be funded at the same level or less, depending on the availability of funds, the grantee's performance, and the scope of work.

**Project Period:**

Two years, with the possibility to renew the grant for up to one additional year, for a total of three years, depending on the availability of funds and the grantees performance.

**Project Description:**

Funding is available for the setup and operation of a watershed academy. DDOE expects the grantee to administer high-quality training on complex watershed and stormwater issues. The grantee will develop manuals, handouts, and presentations to share with participants to explain issues related to stormwater treatment, stormwater regulations, low-impact development design, combined sewer systems, separate sewer systems, in-stream impacts of stormwater, and other urban stormwater issues. With this information, watershed academy participants are expected to disseminate their knowledge to community groups in their neighborhoods and communities. Successful project proposals will detail how watershed academy activities will have an increased effect on empowering District residents to become stewards of their watershed.

**Note:**

The proposal should include an anticipated timeline for development and implementation of the academy.

**Project Outcomes:**

- Increased awareness of issues facing urban watersheds among District residents, who will be better equipped to take steps to address sources of pollution; and
- Reduced impacts of stormwater pollution on the District's waters through citizen action.

**Project Outputs and Deliverables:**

- Documentation that 30 District residents attended the watershed academy during the grant period;
- Description of an information dissemination model;
- Copies of manuals, handouts, and presentations developed for the watershed academy;
- Quarterly status reports showing accomplishments, progress to date, and detailing the

- completion of project objectives; and
- A final report.

**Criteria for Evaluating Proposals:**

- Concise and clearly written proposal (10 points);
- Experience in environmental education and environmental training for adults (25 points);
- Knowledge of technical watershed issues relevant to the District of Columbia (20 points);
- Feasible plan for housing training sessions, attracting expert speakers, and developing curricula (25 points);
- Applicant provides some kind of non-federal match (10 points); and
- An adequate and reasonable justification for the funds requested (10 points).

## **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.