

District of Columbia
District Department of the Environment



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

Demonstration Projects and Monitoring Activities Related to Nonpoint Source
Pollution

(Short name: NPS Pollution Projects/Activities)
RFA # 2014-1406-WPD

5/2/2014

Application deadline: 4:30 p.m. 5/30/2014

Correction: Application deadline 4:30 p.m. 6/06/14

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

DISTRICT
DEPARTMENT
OF THE
ENVIRONMENT



green forward

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia (“District”) 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 monitor stormwater runoff, assess stream health, and install practices to manage stormwater.

1.3 Source of Funds

The source of funds for the grant/s is/are:

U.S. Environmental Protection Agency (“USEPA”) Nonpoint Source Management Grant
District’s Stormwater Enterprise Fund

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: 3 for \$574,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
1	Innovative Low Impact Development (LID)- Green Infrastructure (GI) Technologies Feasibility & Demonstration Program (FY14)	\$300,000.00
2	Post-Implementation Stormwater Monitoring and Analysis for RiverSmart Washington	\$250,000.00
3	RiverSmart Rain Barrel Installation and Youth Job Training in Hickey Run Watershed Pilot Program	\$24,000.00

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;
- Universities/educational institutions; and
- Private enterprises.

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 5/2/2014.

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 “Regarding RFA: NPS Pollution Projects 1406.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 5/30/2014.

An application will be dated and recorded temporarily as “received” until DDOE staff has 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.

DDOE will not receive faxed copies. Do not submit a faxed copy.
The contents of the application are specified in Section 3.

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

District Department of the Environment
RFA – Grants
1200 First Street NE, 5th Floor
Washington, DC 20002
Attn: RFA NPS Pollution Projects/Activities #1406

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 of its award status within six (6) weeks after the application due date, in writing.

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 emailed to 2014nonpointsourceRFA.grants@dc.gov. DDOE will publish updates and the Q&A regarding the RFA at www.ddoe.dc.gov. DDOE will also create an email list. A person can be put on the email list by emailing 2014nonpointsourceRFA.grants@dc.gov with the subject line "RFA NPS Pollution Projects/Activities #1406 – Add me to the email list."

DDOE will provide the same information by email at the 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) **Download** by visiting the DDOE's website, www.ddoe.dc.gov. Look for the 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 2014nonpointsourceRFA.grants@dc.gov with "Request copy of RFA NPS Pollution Projects/Activities #1406" in the subject line;
- (c) **In person** by making an appointment to pick up a copy from DDOE's offices at the address provided in Subsection (d) (call Stephen Reiling at (202) 442-7700 and mention this RFA by name);
or

- (d) **Write** DDOE at Office of Grants Management, 1200 First Street NE, 5th Floor, Washington, DC 20002, "Attention: RFA - NPS Pollution Projects/Activities #1406, 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; and
- (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 include 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.

- (c) 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.

- (d) 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.

- (e) 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 cleared 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.

(f) Describe methods.

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

(g) 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.

(h) 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.

(i) Present the project budget.

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

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

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

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

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

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

- (j) 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.

(k) 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 District grants/contracts.

DDOE wants to know if an Applicant has worked with the District 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 ten (10) 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 will 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 District 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 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 Applicant 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 U.S. 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 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 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, and how many signatures the bank/s requires on the organization's

checks and withdrawal slips. It should also 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 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 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/Activities	3	\$374,000.00

7.2 Project Descriptions

Project 1: Innovative Low Impact Development (LID)-Green Infrastructure (GI) Technologies Feasibility & Demonstration Program (FY14)

Introduction

The District Department of the Environment (DDOE), Watershed Protection Division (WPD), encourages the installation of innovative stormwater control retrofits within the Watts Branch watershed of the District of Columbia (District). The purpose of this program is to provide funding for cost share opportunities to install these retrofits, which are also known as low impact development (LID) or green infrastructure (GI). Considerable efforts have recently been focused in the Watts Branch watershed (attach map?) to reduce stormwater runoff to the stream, which flows directly to the Anacostia River. This project will serve to enhance similar projects that have been installed, or are scheduled to be installed, within the watershed boundary.

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

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

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

Approximate Available Funds

Three hundred thousand dollars (\$300,000), pending the availability of funds. Maximum award per grant is one hundred twenty five dollars (\$125,000); multiple awards are expected. Funding is available until funds are exhausted. Matching funds are highly encouraged but not required.

Project Period

Not to exceed three years. The grantee should indicate the approximate amount of time needed to complete the project.

Project Description

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

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

Project Eligibility

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

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

Specifically, proposals will be accepted for projects on properties fitting into the following two categories:

- Retrofitting existing properties that do not currently have appropriate stormwater controls in place with LID-GI practices; and
- Adding LID-GI practices for stormwater retention capacity to new construction or redevelopment projects that go beyond the regulatory stormwater control requirement of 1.2" of retention that will drain within 72 hours. These funds cannot be used to meet minimum regulated stormwater requirements for new construction or redevelopment projects.

Project Ineligibility

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

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

Proposals are expected to involve implementation, or have secured additional outside implementation funding, such that implementation will occur within one year of grant completion.

Proposals will not be considered for projects on single family dwellings to install rain barrels, permeable paving, rain gardens, native perennial planting (Bayscaping) and shade tree planting. These projects are directed to the District's RiverSmart Homes program.

Proposals will not be considered for projects on primary and secondary schools. This includes public, charter and private schools. These projects are directed to the District's RiverSmart Schools program.

Proposals for green roofs are directed to the District's RiverSmart Rooftop rebate program. Green roof proposals will only be considered if they advance some larger question about the technology, such as how to integrate green roofs into a zero discharge reuse system, or rooftop agriculture, or some other innovation that may make the technology more affordable or lighter weight.

Proposals for projects managing less than 500 gallons of stormwater runoff will not be considered for these funds. Proposals for all projects must demonstrate a minimum management capacity of 500 gallons of stormwater runoff.

Proposals that do not provide enough evidence that the project will be completed within the maximum time frame of the grant will not be considered for these funds. Examples of things to consider when evaluating a project's ability to be completed within the required timeline include but are not limited to:

- Whether the property borders National Park Service land;
- Whether the project would be complicated by extreme traffic challenges or security challenges;
- Difficulty getting permissions from neighbors; and
- Permitting that would take a long time to navigate or would be costly to deal with.

Project Location in the Public Right-of-Way

Proposals targeting the public right-of-way must put serious consideration into the DDOT permitting review and approval timelines. Public right of way includes, but is not limited to the District Department of Transportation (DDOT) controlled streets, highways, sidewalks, traffic islands, alleys, and utility easements;

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

Application Guidelines

These grant funds can be awarded **only** to nonprofit organizations and educational institutions.

- We encourage eligible applicants, as defined above, to partner with private property owners, with design and engineering firms, and/or with each other to submit team proposals. Other District agencies will not be considered for this particular grant program;
- A unique application is required for each proposed LID-GI device, unless it is part of a treatment train (multiple systems in parallel or series); and
- Applicants may submit multiple proposals.

Application Format

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

1. List of project participants, statements of interest and qualifications:
 - Applicant: An explanation of the applicant's role in the project should include:
 - Proposed management plan;
 - Identification of key personnel;
 - Professional qualifications, specialized experience, technical competence;
 - Past performance on related projects;
 - Experience in obtaining plan review permits (especially District-based experience); and
 - Identification of the person with the authority to accept the grant if the proposal is awarded, including title and contact information.
 - Property Owner: A letter of endorsement from the property owner.
 - Partners: Identification of any project partners and their letters of support. This is in addition to the property owner and the applicant, and may include community members, manufacturers, and suppliers, as well as design/architecture/engineering firms or any other interested party. If a partner has a specific expertise or unique perspective to bring to the proposed project, please include a statement of interest, history of past projects, resumes and/or references as appropriate.
2. Location: An explanation should include:

- Why a particular location, specific placement on that property, and the particular LID-GI type/s has been chosen;
- An aerial map, site photographs and any other supporting documentation to help reviewers understand the site; and
- If the proposed project is selected from the District's Watershed Implementation Plans (WIP), please state the WIP and the Project Identification number.

While award preference will be given to proposals selecting projects from the District's WIPs, a little elaboration on this is required. The WIPs are inventories of specific LID-GI projects, organized by sub watersheds, which have been identified based on visual inspection. These projects do signify high potential for nonpoint source control; however, the listing does not indicate that an in-depth, ground-truthing, was performed nor that the landowner is completely supportive of the project. The same consideration for viability must be given to WIP projects as would be given to any other site. DDOE sees these projects as a good starting point but recognizes that additional high quality projects exist in these watersheds and encourages applicants to propose and develop these opportunities as well.

3. Concept Plan-Project Description: Describe what LID-GI stormwater control technology or set of technologies will be implemented. This description should identify:
 - The impervious surface area that will be controlled;
 - The amount of stormwater that will be retained and/or treated. DDOE prefers projects with plans to retain and treat a large volume of stormwater relative to the overall cost of the installation.
 - The site's ability to use the water for irrigation, infiltration, or other non-potable building needs;
 - Actual budgets with documentation and details of the expected design and construction costs for the chosen LID-GI;
 - Project stewards for the site's immediate and long term maintenance and a description of those maintenance plans; and
 - Unique or innovative design opportunities within the project.

4. Education-Outreach Plan: Include a short narrative of opportunities to make use of site's LID-GI technologies to highlight stormwater retention, pollution prevention, LID-GI performance and the connection to District water bodies. The essay should identify a primary target audience such as school or community groups, property owners/managers, developers, civil engineers, planners, architects, landscape architects, and landscaping companies. Address outreach strategies such as stakeholder tours, public forums, letters to the media, letters to the community, web page information, etc.
5. Signage: All completed projects must include permanent signage to be placed in a highly visible area near the finished project explaining what the device does, its benefits, and funding sources for the project, including DDOE. Final language on all signage is subject to approval by DDOE.
6. Maintenance Agreement: The proposal must include provisions for property owners to sign a legally binding maintenance covenant for the installed device. Installed device will be subject to inspection by DDOE.

Project Outputs and Deliverables

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

Criteria for Evaluating Proposals

Project Participants (25 points):

- Present a unique team with compelling commitments;
- Are qualified to manage the proposed project;
- Have experience on similar projects; and

- Have experience with District permit plan review and/or District agency permit processes.

Location (15 points):

- Highly visible site or a site that presents unique opportunities for innovation, education, or significant water quality benefits; and
- Project overlaps with sites identified in the District's WIPs.

Concept Plan (25 points):

- Is written in a concise, understandable manner;
- Appears feasible including secured buy-in from all relevant stakeholders;
- Will provide a deliverable transferable to other District sites;
- Indicates a high level of innovation;
- Treats or retains at least 1.2" of stormwater;
- Addresses immediate and long-term maintenance plans; and
- Presents an adequate and reasonable justification for the funds requested.

Education-Outreach Plan (10 points):

- Outlines outreach strategies that are feasible;
- Identifies a target audience that is compelling; and
- Employs innovation in outreach tactics; and

Cost Effectiveness/Environmental Benefit. A significant factor in determining this will be the cost-share provided by applicant (25 points).

Project 2: Post-Implementation Stormwater Monitoring and Analysis for RiverSmart Washington

Introduction

Through funding from the Environmental Protection Agency (EPA) Office of Wetlands, Oceans and Watersheds, LimnoTech and Casey Trees modeled potential stormwater reductions for Washington, D.C. based on the widespread installation of a suite of low impact development (LID) techniques. The model, called the Green Build-Out Model (GBOM), which can predict stormwater reductions at the individual sewershed or large watershed level, showed as much as a 25% reduction in stormwater runoff District-wide, and reductions of up to 90% in some individual sewersheds.

The District Department of the Environment (DDOE), along with several other partner

organizations, plans to test the predictions of the GBOM by installing a suite of LID technologies in a single sewershed of the District of Columbia (the District). DDOE and its partners will examine whether stormwater and nutrient pollution from uncontrolled stormwater in urban environments can be reduced as the GBOM model predicts by installing these LID retrofit techniques and measuring the results.

Before this effort begins, the DDOE Watershed Protection Division (WPD) is seeking a qualified entity to lead the gathering of and reporting on post-implementation stormwater quantities, and comparison and analysis of pre- and post-implementation stormwater volume data, for the targeted sewersheds and for a reference sewershed with similar urban build out conditions for one year prior to construction. It is anticipated that construction will begin in the spring of 2014 and will be completed by fall of 2014. Thus the sampling could begin as early as fall of 2014, however it would more likely start in the spring of 2015 and continue until the end of fall 2015.

Approximate available funds

Up to \$250,000

Project Period

One year

Project Description

WPD is seeking proposals to undertake stormwater volume monitoring in three small sewersheds in the District of Columbia (two experimental watersheds and one control watershed). The effort will provide WPD with post-implementation stormwater data for a completed large-scale LID project.

The grantee will be responsible for developing a quality assurance project plan (QAPP) for the collection of stormwater data. The QAPP should follow the same or similar protocols as the pre-installation monitoring data collection. The QAPP will include information on project organization, responsibilities, monitoring procedures, quality control checks, data management, and reporting. The QAPP will adhere to the Environmental Protection Agency's (EPA) guidelines (*EPA Requirements for Quality Assurance Project Plans and Guidance for Quality Assurance Project Plans*, <http://www.epa.gov/quality>). The QAPP will be submitted to DDOE for approval prior to initiating any other monitoring or sampling activities.

The project sewersheds and the control sewershed have already been selected by WPD and its partners. The grantee will provide monitoring equipment and

install the equipment (including stormwater flow meters and rain gauges) in the same locations as where the pre-restoration monitoring equipment was installed. Once the equipment has been installed, the grantee will be responsible for its upkeep and maintenance and the collection of stormwater data and water quality samples.

Each project sewershed will require a single flow meter installed at a manhole (requiring specialized confined space entry equipment and training) and a single rain gauge installed in a clear area. Each flow meter will likely be a continuous flow meter/data logger (e.g., ISCO 4150 flow meter or equivalent) to collect and log flow measurements. Each rain gauge (e.g., ISCO 674 tipping bucket rain gauge or equivalent) will be placed nearby in a clear area and will be connected to a data logger to record rainfall data during storm events.

The data logger at each station should be programmed to record flow measurements at appropriate intervals during periods of flow (i.e., rain events). At least once per month, the grantee will download and backup data (i.e., flow measurements and rainfall data) from all data loggers and ensure proper function of field monitoring equipment. Rainfall measurements should also be compiled from National Weather Service rain gauges located across the District for comparison purposes.

At the conclusion of the data collection efforts, the grantee will analyze the data and perform a statistical comparison of pre- and post-installation stormwater runoff volumes to establish a correlation between expected runoff reductions and the presence of LID retrofits. At a minimum, average runoff volume reductions from the demonstration sewersheds will be reported on a per acre (and per impervious acre) basis.

The GBOM will also be calibrated using the monitoring results. The GBOM should be reconfigured to reflect the actual level of LID retrofit installations in the project sewersheds. Using collected rain gauge data from the project period, the GBOM should be rerun for the revised LID retrofit configurations and the results compared to the data derived from the monitoring efforts. These results should then be used to calibrate the GBOM LID practice performance assumptions and other associated parameter inputs.

The grantee will also model nutrient and sediment loads in both the demonstration and control sewersheds before and after implementation of the suite of LID retrofits using the collected stormwater data in combination with published event mean concentrations and pollutant and runoff removal efficiencies. This analysis will use techniques employed in the Chesapeake Bay Program model.

Finally, the grantee will prepare a final report that documents the project approach, the specific work performed, the data analysis, the model calibration, and the project conclusions regarding the performance effectiveness of the LID demonstrations. All flow measurements, precipitation data, and appropriate calculations should be included in an appendix to the report.

The report should be significantly detailed to both allow DDOE to continue the monitoring effort and produce similar quality data should it choose to do so. The report should also provide DDOE with high quality post-installation data so that if DDOE should choose to continue monitoring beyond this grant, it will be able to do so.

The outcomes of this project will include:

- DDOE will have an understanding of stormwater quantities and nutrient and sediment loads from the demonstration and reference sewersheds and the weather conditions that created them;
- DDOE will have an understanding (to extent possible from the data collected) of the stormwater and nutrient and sediment load reductions found from the installation of widespread LID practices in the demonstration sewersheds as compared with the reference sewershed;
- DDOE will be better able to target LID installations and better understand their potential impact based on an updated GBOM; and
- DDOE will have a better understanding as to the potential for utilizing LID retrofits to replace grey infrastructure in controlling combined sewer overflows.

Project Deliverables

1. Preparation of a QAPP for approval. The QAPP must follow current EPA guidelines. Approval of this plan is required prior to the start of monitoring.
2. Continuous flow and rainfall data from selected monitoring locations.
3. Preparation of an analysis report detailing weather conditions and stormwater flows for each of the storm events at each sampling location. Report should show sampling stations on sewershed map.
4. An analysis of pre- and post-restoration stormwater runoff volumes to establish a correlation between expected runoff reductions and the presence of LID retrofits. Average runoff volume reductions from the demonstration sewersheds will be reported on a per acre (and per impervious acre) basis.
5. An analysis of modeled water quality improvements (nitrogen and phosphorous species and suspended sediment loads) using techniques employed in the Chesapeake Bay Program model.
6. A calibration of the GBOM utilizing the real-world data collected to improve the model results.

7. A final report that documents the project approach, the specific work performed, the data analysis, the model calibration, and the project conclusions regarding the performance effectiveness of the LID demonstrations. The report should also include recommendations for future research and monitoring.

Criteria for evaluating post-implementation stormwater monitoring proposals

1. Experience conducting such monitoring in the past (30 points)
2. Thoroughness of sampling plan (20 points)
3. Capacity to carry out monitoring, perform water quality and data analysis, and prepare monitoring reports (30 points)
4. Ability to compare pre- and post-monitoring data, recalibrate the GBOM model based on the results of the monitoring analysis, and develop a final report documenting the project results (20 points)

Project 3: RiverSmart Rain Barrel Installation and Youth Job Training in Hickey Run Watershed Pilot Program

Overview

The District Department of the Environment (DDOE), Watershed Protection Division (WPD), has encouraged the installation of innovative stormwater control retrofits on single-family homes since 2008, throughout the District of Columbia (District). The purpose of this pilot program is to incorporate a youth training component to help District youth build job and life skills. This new element would involve the training of youth in the installation of rain barrels at the homes of residents participating in the RiverSmart Homes program, rain garden and Bays cape installation and maintenance, invasive species identification and removal, native plant identification, and public speaking and community outreach. The youth training program will take place primarily in the Hickey Run watershed and will complement intensive outreach and RiverSmart Homes installations currently underway.

This pilot program will empower selected youth with green job skills training, while building capacity of environmental nonprofits in the District. Youth entering the program should be deemed “at risk” and the opportunities afforded in this program will provide green job skills and valuable life skills.

Approximate Available Funds

Twenty-four thousand dollars (\$24,000), pending the availability of funds. Matching funds are encouraged but not required.

Project Period

Approximately six months, but not to exceed one year. The grantee should indicate the approximate amount of time needed to complete the project.

Project Description

Funding is available for the design and administration of a youth job training program in the Hickey Run watershed. The program will seek to accomplish the following:

1. Employ at least two at-risk youth from the District for six months. Pay rate will be the District's living wage, \$12.50 per hour.
2. Develop and administer skills training in the installation of rain barrels in accordance with the guidelines set forth by DDOE at residential homes participating in the RiverSmart Homes program.
3. Install 100 rain barrels.
4. Develop and administer skills training for one or more of the following: rain garden and Bayscape installation and maintenance, tree identification and maintenance, invasive species identification and removal, native plant identification, and public speaking and community outreach.
5. Educate youth and community residents in the benefits of the RiverSmart Homes program as part of a sustainable environmental approach in communities.
6. Provide the opportunity for youth participants to develop professional workplace and communication skills.
7. Help youth participants bring effective environmental change, build community relationships, and become productive, reliable and environmentally conscious citizens.

Application Guidelines

These grant funds can be awarded only to nonprofit organizations and educational institutions.

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

1. List of project participants, statements of interest, and qualifications. An explanation of the applicant's role in the project should include the following:
 - Proposed management plan;

- Identification of key personnel;
 - Professional qualifications, specialized experience, technical competence;
 - Past performance on related projects;
 - Experience in obtaining plan review permits (especially District-based experience); and
 - Identification of the person with the authority to accept the grant if the proposal is awarded, including title and contact information.
2. Identification of any project partners and their letters of support.
 3. Include a short narrative of the program, process for recruitment and selection of participants, and training curriculum.

Project Outputs and Deliverables

1. Train and employ two youth participants for 25 hours per week for six months. Participants will learn to install rain barrels and engage in environmental stewardship related to the RiverSmart Homes program throughout the Hickey Run watershed, thereby increasing awareness of environmental issues, developing professional and social skills, and improving economic and educational opportunities.
 - a. Install 100 rain barrels.
 - i. Call homeowners and schedule rain barrel/s installations
 - ii. Arrive on time with the rain barrel/s and all necessary tools and supplies
 - iii. Install rain barrel/s including leveling ground, placing cinder blocks, cutting, extending and securing downspout
 - iv. Educate homeowner on how to use and maintain the rain barrel/s
 - b. Engage in environmental stewardship related to RiverSmart Homes throughout the Hickey Run watershed. This may include RiverSmart Homes education and outreach to property owners, rain garden and Bayscape installation and maintenance, tree identification and maintenance, invasive species identification and removal, native plant identification, and public speaking and community outreach.
2. Provide rain barrel installation services, maintenance services on RiverSmart features, or environmental outreach/education to two hundred property owners in the Hickey Run watershed.
3. Provide quarterly status reports showing accomplishments and progress to date, and detailing the completion of project objectives.

4. Submit a final report.

Criteria for Evaluating Proposals

Project Participants (25 points)

- Applicant presents a unique team with experience in youth training
- Team is qualified to manage the proposed project including rain barrel installation watershed-based education, and community outreach
- Applicant has experience completing similar projects

Project Description and Training Curriculum (50 points)

- Is written in a concise, understandable manner
- Appears feasible
- Draft outline of training curriculum, work plan, and timeline
- Presents an adequate and reasonable justification for the funds requested

Trainee Selection Process (25 points)

- Detail strategy for outreach and recruiting for applicants
- Draft plan for interview and selection process for youth participants

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: draft_RFA_Template_HIGHLIGHTED_03.24.14.docx
Form name and revision date: 0 RFA Template 6.06.13.doc