

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



NOTICE OF FUNDING AVAILABILITY

AND

REQUEST FOR APPLICATIONS

Implementation of Sustainable DC Projects

(NRA #2013 RFA 04)

Proposals due by 4:30 PM March 8, 2013

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



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Natural Resources Administration (NRA), within the District Department of Environment (DDOE), is soliciting grant applications from District of Columbia eligible entities to collaborate with District agencies to advance the District's sustainability efforts.

1.2 Purpose of Funds

The purpose of these grants is to implement projects designed to test innovative sustainability initiatives by funding projects that improve the environment, economy, and the community in an effort to make the District the healthiest, greenest, and most livable city in the nation.

1.3 Source of Funds

The source of funds for the projects in this Request for Applications (RFA) is the District's Sustainable DC Budget Challenge.

1.4 Grant Award

The *Implementation of Sustainable DC Projects* RFA is competitive. Each grantee must demonstrate its ability to carry out the activities being funded under each of the projects included in this RFA.

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

1.5 Funds Available

The total amount of funds available for awards is approximately six hundred fifty-six thousand one hundred seventy dollars (\$656,170). Grant awards will be made based on eligibility (Section 1.6), the scope of the project, strength of the application, and the organization's proven capacity to achieve the project goals. Grants will be for two years, as indicated in each project description.

1.6 Eligibility

Nonprofit organizations with Internal Revenue Service (IRS) 501(c)3 or 501(c)4 determinations, faith-based organizations, and educational institutions are eligible to apply. Proof of this status must be included in the application. Nonprofit organizations must provide their IRS determination letter and the most recently submitted tax return, Form 990.

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

1.7 Permissible Use of Grant Funds

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

1.8 Grant Monitoring

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

1.9 RFA Conditions

- a. Funding for an award is contingent on continued funding from the sources mentioned above. This RFA does not commit DDOE to make an award.
- b. DDOE reserves the right to accept or deny any or all applications if DDOE determines it to be in the best interest of the District to do so. DDOE will notify the applicant if it rejects the applicant's proposal.

- c. DDOE reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind the RFA. DDOE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
- d. DDOE shall not be liable for any costs incurred in the preparation of applications in response to this RFA. All costs incurred in developing the application are the applicant's sole responsibility.
- e. DDOE may conduct pre-award on-site visits to verify information submitted in the application, and to determine if the applicant's facilities are appropriate for the services intended.
- f. DDOE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- g. DDOE has grant-making authority under the Water Pollution Control Act of 1984, eff. Mar. 16, 1985 (D.C. Law 5-188), D.C. Official Code §§ 8-101.01 et seq. (2012), as amended, including § 8-103.12 (Make water-related research grants to universities and institutions), the DDOE Establishment Act of 2005, §§ 101 et seq., eff. Feb. 15, 2006 (D.C. Law 16-51), as amended, §§ 8-151.01-.15 (2012), including §8-151.07(10) (Make awards and grants to improve the environment), and other applicable laws and regulations.
- h. All grants will be awarded on a reimbursable basis. DDOE can consider requests to advance startup costs based on the organization's need.
- i. If there are any conflicts between the terms and conditions of this RFA and a public law, statute or regulation, or any ambiguities, the provisions of the law shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release

The release date of the RFA is February 22, 2013. The RFA is available both online at www.DDOE.dc.gov and/or by contacting the DDOE, Natural Resources Administration (NRA), Watershed Protection Division (WPD) at (202) 535-1844.

2.2 Application Deadline

All applications must be received at the address below by 4:30pm on March 8, 2013.

Applications will be dated and recorded upon receipt. Five (5) hard copies and one electronic copy of the application must be submitted to:

District of Columbia Department of the Environment
Natural Resources Administration
Watershed Protection Division
1200 First Street, NE, 5th Floor
Washington, DC 20002
Attn: Grace Manubay, grace.manubay@dc.gov

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

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

2.3 Award Announcement

DDOE expects to notify applicants of their award status by April 19, 2013, within six (6) weeks after the application due date. DDOE will notify the applicant in writing if the applicant's proposal is not funded.

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

2.4 Updates

Information and updates regarding this RFA will be made available online at www.ddoe.dc.gov.

2.5 Contact Information

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

Applicants who have questions about this RFA **must** send them in writing by email to: grace.manubay@dc.gov.

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

Sheila Besse
District Department of the Environment
Watershed Protection Division
1200 First Street NE, 5th Floor
Washington, DC 20002
Email: sheila.besse@dc.gov

and

Grace Manubay
District Department of the Environment
Watershed Protection Division
1200 First Street NE, 5th Floor
Washington, DC 20002
Email: grace.manubay@dc.gov

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposal Formatting and Submission:

- a. Use plain, white, 8 ½” x 11” recycled paper with a one-inch margin on all sides;
- b. Applications should be double-sided if possible;
- c. Limit your project descriptions to 15 double spaced pages; and
- d. Staple the application in the top left-hand corner. No plastic covers or other forms of binding are allowed.

3.2 Description of Application Sections

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

- a. Cover Sheet (please see Appendix 4). Provide a one to two page cover sheet(s) that lists:
 - 1) Organization submitting proposal;
 - 2) Organization address with zip-plus-four code;
 - 3) Organization Congressional district;
 - 4) Project for which organization is applying;
 - 5) Applicant’s title for the proposed project;
 - 6) Local watershed that will benefit from project;
 - 7) Target audience;
 - 8) One-paragraph project summary;
 - 9) Funding amount requested;
 - 10) Matching/In-kind amount;
 - 11) Whether funds for this project have been requested from any other source, and if so, how much and from what source;
 - 12) Grant length;
 - 13) Federal Tax Identification Number (EIN) (see note above regarding nonprofits and faith-based groups);
 - 14) Contact person for project and contact’s telephone, fax, and email; and
 - 15) Signature of authorized representative, plus date of signature.
- b. Basic Features:
 - 1) Projects must demonstrate how local experts and stakeholders will collaborate with District agencies to advance the District’s sustainability efforts;
 - 2) Projects must be implemented in the District of Columbia. Materials, supplies and equipment may be purchased outside of the District of Columbia.
- c. Summary of Project:

Provide a brief summary of the project.

d. Description of Organization's Background:

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. Please keep this section to one page or less in length.

e. Statement of Purpose:

How does this project relate to the organization's mission? Explain how the work will help the District of Columbia implement the *Vision for a Sustainable DC*. What issue or problem will be addressed? What population will benefit from this project? Which watershed or watersheds will benefit from this project?

f. Statement of Project Outcomes, Outputs, and Activities:

Describe the activities that will be undertaken to achieve outputs and project outcomes. A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. For example, an outcome could be improved health and size of a riparian buffer or increased public awareness of the effects of human activities on the health of the Chesapeake Bay.

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

Outputs should be quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, explain: how teachers will be recruited; what role they will play in the project; and if any experience or research supports this method. After reading this section, reviewers should have a good idea of what the proposed project will achieve.

g. Description of Methods:

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

h. Identification of Partners:

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

i. Description of Target Audience:

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

j. Evaluation Plan:

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

k. Identification of Key Personnel:

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

l. Summary of Past Performance:

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

m. Project Budget:

Provide both a project budget narrative and a project budget table, similar to the example in Appendix 5. The narrative must include an explanation for each of the budget line items. Information should be thorough enough to allow an understanding of how requested budget amounts were derived.

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

Allowable Costs include:

- 1) Administrative costs - accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space, insurance, and telephone costs;
- 2) Personnel costs - salaries and wages, employee benefits, and professional services;
- 3) Materials and supplies - office supplies, small tools, plants, trees, field equipment, educational materials, simple monitoring equipment, and signs; and

- 4) Travel and lodging if directly associated with the implementation of the project.

Non-Allowable Costs include:

- 1) Major equipment purchases, such as vehicles;
- 2) Costs, salaries and overheads associated with lobbying;
- 3) Entertainment;
- 4) Interest payments;
- 5) Food (except that associated with approved travel); and
- 6) Land purchases.

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

The *Implementation of Sustainable DC Projects* RFA is a competitive grant. The Review Panel for this RFA will be composed of individuals with knowledge of the District's efforts to become the healthiest, greenest, most livable city in the nation. The panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel will make recommendations for awards based on the scoring criteria. The review panel will be populated by a minimum of three technical people, with at least two DDOE staff and one person from outside of DDOE.

4.2 Scoring Criteria

The scoring of each application is based on a 100 point scale. The review panel will evaluate applications using the criteria listed with each project description. From the ratings, the top project(s) will be recommended for funding based on how much grant funding is available.

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

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

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

SECTION 5. GENERAL PROVISIONS

5.1 Monitoring and Reporting

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

5.2 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current (issued within 60 days of the application submission).

5.3 District Obligations

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

5.4 Document Retention

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

5.5 Audits

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

5.6 W-9

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

5.7 Conflicts of Interest

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

5.8 Indemnification

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

5.9 Tax Liability

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

5.10 Insurance

The grantee shall be required to submit a Certificate of Insurance giving evidence of the required coverage, either before or after the award, but before work commences. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia, and have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.

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

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

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

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

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

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

Under no circumstance shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been furnished. The Grant Administrator must be given notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

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

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

5.12 Applicable District and Federal Statutes and Regulations Acknowledgement

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

- a. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.);
- b. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.);
- c. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
- d. The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.);
- e. The Clean Air Act (Subgrants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85et.seq.);
- f. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.);
- g. The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- h. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201);
- i. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.);
- j. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.);
- k. Military Selective Service Act of 1973;
- l. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001);
- m. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);
- n. Executive Order 12459 (Debarment, Suspension and Exclusion);
- o. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
- p. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.);
- q. Assurance of Nondiscrimination and Equal Opportunity found in 29 CFR 34.20;

- r. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01;
- s. Title VI of the Civil Rights Act of 1964;
- t. District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.);
- u. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352); and
- v. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.).

5.13 Award Administration

1. Award Date for Funded Projects

Awards cannot be made before March 22, 2013.

2. Reporting

- a. All funded projects shall submit quarterly status reports on April 15, July 15, October 15, and January 15, or on the next business day should these dates fall on a weekend or federal holiday. The report will detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staff or partnerships, as well as any other changes that may affect project outcomes.
- b. Funded projects will require a final report quantifying all outputs and describing the extent to which project outcomes met or will meet the need established by the funded proposal. Grantees will be asked to think about, and then include, recommendations for improvements in the final report to ensure that subsequent projects designed to meet the same need have an increased impact.

3. Reimbursement

- a. Grantees will not be reimbursed for any work that is undertaken before a grant agreement is fully signed with DDOE.
- b. Once a grant agreement is fully signed, the grantee will be reimbursed for expenditures related to work performed, although start-up funds may be issued at the beginning of the grant period. As indicated above, the proposal should state whether such funds will be requested.

- c. The grantee's invoice/reimbursement requests for grantee expenditures made for funded projects during DDOE's fiscal year, October 1st – September 30th, can be submitted at any time during that fiscal year. Supporting documentation for all expenditures must be submitted with each invoice.
- d. Reimbursement payment will be mailed to the address on file for the grantee organization. Invoices are generally paid six (6) weeks after DDOE receives them.
- e. DDOE will withhold the final twenty percent (20%) invoiced under a grant until all activities have been completed, including receipt of the final report.

5.14 Certifications and Assurances

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

- 1) The individuals, by name, title, address, and phone number who are authorized to negotiate with DDOE on behalf of the organization;
- 2) That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 3) That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 4) That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 5) That, if required by DDOE, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- 6) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- 7) That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- 8) That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

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

SECTION 6. PROJECTS

6.1 Project Titles and Available Funds

<u>Projects for 2013 RFA</u>	<u>Approximate Available Funds</u>
Project 1: Building capacity for environmental and sustainability education in District of Columbia schools	\$272,000.00
Project 2: Developing and implementing tree planting plans on District Parks and Recreation and District of Columbia Public School lands	\$384,170.00

6.2 PROJECT DESCRIPTIONS

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Project 1: Building capacity for environmental and sustainability education in District of Columbia schools

Introduction:

The District Department of the Environment (DDOE) has served as the project lead in the development of the DC Environmental Literacy Plan. In July 2012, DDOE submitted the plan to the Council of the District of Columbia as a requirement of the Healthy Schools Act of 2010. The DC Environmental Literacy Plan is a formalized commitment between District agencies to ensure that District students have access to academic courses, outdoor field experiences, and volunteer opportunities that reflect careers within the environmental field. The plan serves as the local component for regional and national environmental literacy efforts, such as the Mid-Atlantic Elementary and Secondary Literacy Strategy, required by the Chesapeake Bay Executive Order 13508 and the No Child Left Inside Act of 2011. These collaborative efforts should empower future generations to make effective environmental decisions and become caretakers of our natural resources.

Recognizing that education has been a cross-cutting concept throughout the development of Mayor Vincent C. Gray's *Vision for a Sustainable DC*, the DC Environmental Literacy Plan has been deemed the appropriate platform on which to build environmental and sustainability education into the curriculum in District schools. Environmental literacy is defined as the development of knowledge, attitudes, and skills necessary to make informed decisions concerning the relationships among natural and urban systems.

Currently, DDOE is working toward implementation of the DC Environmental Literacy Plan. DDOE seeks to create a support system to further guide environmental literacy efforts that will engage numerous stakeholders, such as community leaders, teachers, administrators, and youth, to ensure that District students will be prepared to make informed decisions concerning the opportunities and challenges of the 21st century and also be active members of the green workforce.

Approximate Available Funds:

Up to two hundred seventy two thousand dollars (\$272,000) is budgeted for one award, pending the availability of funds.

Project Period:

Two (2) years.

Project Description:

WPD is seeking proposals to build capacity for environmental and sustainability education in District of Columbia schools.

At a minimum, the applicant should employ the following:

1. Collaborate on the creation of the Environmental Literacy Framework;
2. Organize and host a minimum of eight networking meetings, one per District Ward, for Local Education Agency administrators, principals, environmental education providers, and other stakeholders;
3. Host a minimum of four Green Career Expos for high school students to learn about green careers and local jobs;
4. Pilot the Environmental Literacy Framework at a minimum of three demonstration schools during School Year 2013-2014; and
5. Conduct social media outreach about the project.

Applicants should thoroughly review the DC Environmental Literacy Plan at <http://ddoe.dc.gov/service/dc-environmental-literacy-plan>.

Applicants should become familiar with the Mayor's *Vision for a Sustainable DC* at <http://sustainable.dc.gov/publication/mayors-vision>.

Applicants may want to review Maryland's environmental literacy efforts, summarized at <http://www.marylandpublicschools.org/MSDE/programs/environment> and <http://boe.allconet.org/spage.php?PageID=565>.

Requested outcomes of this project shall include:

1. Increase in the number of District schools that incorporate an environmental literacy curriculum that includes sustainability concepts;
2. Increase in the number of District youth interested in environmental careers; and
3. Increase in the number of District residents aware of environmental literacy and the *Vision for a Sustainable DC*.

Deliverables:

1. Monthly, or as requested, meetings with the WPD to discuss progress on the project;
2. Quarterly status reports;
4. Environmental Literacy Framework document;
3. Eight networking meetings;
4. Four Green Career Expos;
5. Twelve or more social media posts; and
6. A final report.

Criteria for Proposal Evaluation:

1. Demonstrate the applicant's knowledge of and experience in the development of the DC Environmental Literacy Plan and implementation efforts in other states (25 points);
2. Demonstrate the applicant's knowledge of and experience in curriculum development, meeting planning and facilitation, and special event coordination (25 points);

3. Includes confirmed collaboration partners that strengthen the skills and expertise needed for the applicant to carry out a project with this kind of complexity (20 points);
4. Present a clear and feasible plan for accomplishing goals (15 points); and
5. Present an adequate and reasonable justification for the funds requested (15 points).

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

Project 2: Developing and Implementing Tree Planting Plans on District Parks and Recreation and District of Columbia Public School Lands

Introduction:

The District Department of the Environment (DDOE) has partnered with the District of Columbia Public Schools (DCPS), the Department of General Services (DGS), the Department of Parks and Recreation (DPR), and the Urban Forestry Administration (UFA) to develop and implement tree planting and maintenance plans for current and future DCPS and DPR lands in support of Mayor Vincent C. Gray's vision to achieve 40 percent tree canopy by 2032. For years, UFA has worked diligently to plant and maintain street trees; however, the District has not had the same focus on establishing and maintaining trees on other District lands. In the past, tree planting and removal has occurred on DPR and DCPS lands but it has been on an intermittent and emergency basis and not based on established planting and maintenance plans.

UFA recently completed a Report on the District's Tree Canopy (<http://ddot.dc.gov/DC/DDOT/On+Your+Street/Urban+Forestry/A+Report+on+Washington,+DC+Urban+Tree+Canopy>). One of its findings was that the District should focus on planting on larger tracts of land and residential properties where trees have a better survivability and can grow to larger sizes. Through this project, grantees will work with DDOE, DCPS, DGS, DPR, and UFA to develop and begin to implement a roadmap for long-term planting and maintenance on DCPS, DPR and DGS lands.

Approximate Available Funds:

Up to three hundred eight-four thousand one hundred seventy dollars (\$384,170) is budgeted for up to three awards, pending the availability of funds.

Project Period:

Two (2) years.

Project Description:

DDOE is seeking proposals to work with DDOE, DCPS, DGS, DPR, and UFA to implement tree planting plans for all active DCPS schools and DPR facilities. Successful grant applications will include working with the landholders (DCPS, DGS, and DPR) and with the community ("Friends of" groups, Parent and Teacher Associations, Community and Civic Associations) as DGS develops planting plans for each parcel. Grantees will then work with the landholders to prioritize planting events on a subset of DCPS and DPR properties. Successful grant applications will include actions to engage the community in planting design, tree planting, and tree care events through volunteerism, job training, press events and/or educational events.

Applicants should become familiar with the Mayor's *Vision for a Sustainable DC* at <http://sustainable.dc.gov/publication/mayors-vision>.

Applicants should also be familiar with the District's draft *Urban Tree Canopy Plan* at

<http://green.dc.gov/node/413062> and the *Report on D.C.'s Urban Tree Canopy* at <http://ddot.dc.gov/DC/DDOT/On+Your+Street/Urban+Forestry/A+Report+on+Washington,+DC+s+Urban+Tree+Canopy>.

Requested outcomes of this project shall include:

1. Increase in canopy cover on DCPS and DPR lands;
2. Increase in the number of District residents volunteering on DCPS and DPR lands;
3. Increase in the number of District residents trained for green jobs in tree planting and maintenance; and
4. Increase in District residents aware the importance of increasing tree canopy cover and existence of District incentives to encourage tree planting.

Requested outputs shall include:

1. Work with DGS, DCPS, DPR, UFA and DDOE as they develop planting plans with input from the surrounding community for DCPS (up to 100 schools) and DPR facilities (up to 78 recreation centers);
2. Plant up to 1,500 trees;
3. Maintain planted trees for a period of two years after planting;
4. Warrantee planted trees for a period of one year after planting;
5. Hold up to 100 planting events with volunteers and those receiving job training including at least three with press events;
6. Train up to 20 individuals providing them marketable skills for careers improving and managing urban green spaces; and
7. Track and log at least 500 volunteer hours donated towards the planting and maintenance of trees including watering and the removal of identified invasive plants on DCPS and DPR lands.

Deliverables:

1. Bi-monthly, or as requested, meetings with WPD and other District agencies to discuss progress on the project;
2. Quarterly progress reports;
3. Up to 1,500 trees planted on DCPS and DPR lands and their locations recorded with a Global Positioning System;
4. Up to 100 planting events including at least three with press events;
5. Up to 20 individuals trained for green jobs in tree planting and maintenance;
6. Up to 500 volunteer hours planting, watering and performing targeted invasive plant removal tracked and logged; and
7. A final report detailing the work accomplished over the grant period.

Criteria for Proposal Evaluation:

1. Demonstrated knowledge of and experience in developing tree planting plans, planting trees, and training and overseeing volunteers and/or job trainees (25 points);
2. Demonstrated knowledge and experience in working on DCPS and DPR lands and coordinating and collaborating with multiple stakeholders (25 points);
3. Experience in planning and holding public meetings and receiving and documenting feedback as a part of a visioning process (20 points);
4. Present a clear and feasible plan for accomplishing goals (15 points); and
5. Present an adequate and reasonable justification for the funds requested (15 points).

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

SECTION 7. APPENDICES

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Appendix 1 – Required Proposal/RFA Attachments

Attach to your proposal the following:

- 1) **Application Form:** See Appendix 4. Please fill out and attach this cover sheet to the front of the application. Note, if an organization is applying for funding under more than one project, a separate application packet must be submitted for each project;
- 2) **Grant Budget:** For an example, see Appendix 5;
- 3) **Tax Exemption Letter:** Internal Revenue determination letter of non-profit status, if one was issued;
- 4) **Applicant’s most recent IRS Form 990 tax return,** if one was submitted;
- 5) **If there is no IRS documentation:** (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) Applicant’s most recently submitted state sales or other tax exemption form, if it exists; and (iv) the state’s issued tax exemption certificate or card, if it exists;
- 6) **Organization’s current fiscal year budget:** Submit your organization’s full budget (projected income and expenses) for your organization’s current fiscal year, comparing budgeted versus actual income and expenses to date. This financial statement will help the granting agency determine your organization’s financial capabilities;
- 7) **Organization’s financial statement:** Provide the most recent audited financial statements, if available. If audited financial statements are not available, please provide unaudited financial statements;
- 8) **Separation of duties policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and/or waste. This policy should reflect the process of how financial transactions are handled and recorded. If applicant does not have an approved policy, simply provide a short description of the organization’s handling of finances, including names and titles of personnel involved in the process, how many signatures your bank requires on your checks and withdrawal slips, and other limits on staff and board members’ handling money;
- 9) **“Certifications and Assurances” form:** This form is included as an attachment to this RFA. See Appendix 3;
- 10) **W-9:** As requested in Section 5.6;
- 11) **Certificate of Good Standing:** As requested in 5.2; and

12) **Letters of support:**

Property Owner

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

Partnering Organization

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

Appendix 2 – NOTICE OF FUNDING AVAILABILITY

DISTRICT DEPARTMENT OF THE ENVIRONMENT

NOTICE OF FUNDING AVAILABILITY

Implementation of Sustainable DC Projects

The District of Columbia Department of the Environment (DDOE) Natural Resources Administration (NRA), Watershed Protection Division (WPD), is soliciting applications from nonprofit organizations and educational institutions to assist DDOE with testing innovative sustainability initiatives that improve the environment, economy, and the community in an effort to make the District the healthiest, greenest, and most livable city in the nation. Six hundred fifty-six thousand one hundred seventy dollars (\$656,170.00) from the Sustainable DC Budget Challenge will be available on a competitive basis.

Applications are requested for the following projects:

Building Capacity for Environmental and Sustainability Education in District of Columbia Schools

Developing and Implementing Tree Planting Plans on District Parks and Recreation and District of Columbia Public School Lands

Beginning Friday, February 22, 2013, the full text of the Request for Applications will be available online at <http://www.dc.doe.gov>, and <http://www.opgd.dc.gov> under “District Grants Clearinghouse.” It will also be available to be picked up from:

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

You may request an electronic version of this Request for Applications to be sent by email by writing to Grace Manubay at: grace.manubay@dc.gov.

The deadline for application submission is FRIDAY, MARCH 8, 2013, at FOUR-THIRTY (4:30) P.M. Five hard copies must be submitted to the address above, and a complete electronic copy must be emailed to grace.manubay@dc.gov.

Appendix 3 – CERTIFICATIONS AND ASSURANCES

MADE TO THE DISTRICT OF COLUMBIA DEPARTMENT OF THE ENVIRONMENT

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

- 1) The following individuals, by name, title, address, and phone number are authorized to negotiate with DDOE on behalf of the organization:

- 2) That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- 3) That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 4) That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 5) That, if required by DDOE, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- 6) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- 7) That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;

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

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

Signature of Authorized Representative

Date

Print Name

Appendix 4 – APPLICATION FORM

District of Columbia Government Department of the Environment	<i>DDOE use only:</i> <i>Date Received</i> _____
Natural Resources Administration APPLICATION FORM	
Grant Name: _____	
Fiscal Year of Funding: _____	Type of Submission: New Revision
Project Title: _____	
Implementing Organization Name: _____	
Address: _____	
ZIP+ (4-code) _____	
Congressional District: _____	EIN# _____
Project Duration (Begin/End Dates): From: _____ To: _____	
PROJECT COST: Funding Requested:	\$ _____
Other funds requested (source & amount) _____	\$ _____
Organization Contribution (Match): _____	\$ _____
Total Project Budget:	\$ _____
Authorized Official: Name: _____	
Title: _____	
Telephone: _____	
Fax/E-mail _____	
PROJECT DIRECTOR: Name: _____ Title: _____ Telephone: _____ Fax/Email: _____	FINANCIAL OFFICER: Name: _____ Title: _____ Telephone: _____ Fax/Email: _____
<p><i>This application is made for a grant under the 2013 Implementation of Sustainable DC Projects to the District of Columbia Department of the Environment in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for Implementation of Sustainable DC Projects.</i></p> <p><i>I certify that this application, if awarded, will conform to the conditions set forth by DDOE and the District of Columbia Government rules, regulations, policies and statutes.</i></p>	
_____ Signature of Authorized Official	_____ Date

I. Project Summary (one paragraph):

II. Target Audience :

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

Appendix 5 – EXAMPLE GRANT BUDGET

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

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