

District of Columbia  
Department of Energy and Environment



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

Watershed Protection Projects to Educate and Train Green Zone Environmental Program  
Participants  
(Short name: GZEP Watershed Training and Education)  
RFA # 2018-1812-WPD

**Publication Date:** 1/19/2018

**Application Deadline:** 2/23/2018 at 4:30pm

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



## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANTS .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE .....	5
1.6 ELIGIBILITY .....	5
1.7 DEFINITIONS .....	8
1.8 PERMISSIBLE USE OF GRANT FUNDS .....	9
1.9 GRANT MONITORING .....	9
1.10 GENERAL TERMS AND CONDITIONS.....	9
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	9
1.12 DOEE’S AUTHORITY TO MAKE GRANTS.....	9
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	9
<b>SECTION 2. SUBMISSION OF APPLICATION.....</b>	<b>10</b>
2.1 RFA RELEASE DATE.....	10
A PRE-APPLICATION MEETING WILL BE HELD ON JANUARY 30, 2018 AT 1:00PM. THE LOCATION OF THE MEETING WILL BE: 1200 FIRST STREET, NE WASHINGTON, DC 20002. PLEASE MEET IN THE DOEE 5 <sup>TH</sup> FLOOR RECEPTION AREA.....	
2.2 OBTAINING A COPY OF THE RFA .....	10
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	10
2.4 AWARD ANNOUNCEMENT.....	11
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	11
2.6 DOEE CONTACTS.....	11
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>12</b>
3.1 FORMAT.....	12
3.2 PROPOSAL CONTENT.....	12
3.3 WORK PLAN .....	14
3.4 REQUIRED DOCUMENTS.....	14
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>17</b>
4.1 REVIEW PANEL .....	17
4.2 SCORING CRITERIA .....	17
<b>SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....</b>	<b>18</b>
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	18
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS .....</b>	<b>19</b>

6.1 REPORTING REQUIREMENTS .....	19
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>20</b>
7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS .....	20
7.2 PROJECT DESCRIPTION.....	20
7.3 PROJECT OUTCOMES, OUTPUTS, AND DELIVERABLES .....	21
<b>APPENDICES.....</b>	<b>24</b>
APPENDIX 1 – GENERAL TERMS AND CONDITIONS .....	24
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES .....	24
APPENDIX 3 – RESERVED.....	24
APPENDIX 4 – EXAMPLE OF GRANT BUDGET.....	24
APPENDIX 5 – RESERVED.....	24
APPENDIX 6 – APPLICATION FORM.....	24
APPENDIX 7 – PROJECT SCHEDULE OF ACTIVITIES .....	24

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to fund projects that will educate and train District youth and young adults, ages 14-24, participating in the Green Zone Environmental Program (GZEP). The projects should raise awareness and lead to behavior change on issues of water quality and the impacts of stormwater runoff on District water bodies. DOEE seeks to fund multiple projects of up to \$15,000 each.

The WATERSHED PROTECTION DIVISION (WPD) of DOEE will administer this RFA.

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

The purpose of these grants are to educate and train GZEP participants through hands-on activities focused on improving water quality and in particular reducing the impacts of stormwater runoff on District water bodies.

### **1.3 Source of Funds**

The source of funds for the grant is District of Columbia Anacostia River Clean Up and Protection 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. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

## 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	GZEP Watershed Training and Education	\$60,000.00

## 1.6 Eligibility

A. 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.

B. In addition, in order to be eligible:

1. Projects must be located in the District.
2. Projects must provide curriculum and activities directly relevant to GZEP.
3. Projects must address an issue related to watershed protection.
4. Projects must address one or more of the following project subject areas:

### **Project Subject Area 1: Install green infrastructure.**

Green infrastructure installations like green roofs, rain gardens, rainwater harvesting, and permeable pavers reduce and treat stormwater at its source, which decreases the impact of stormwater runoff on District water bodies. Coupled with significant community engagement and education, even small installations can make a big difference if they result in more entities (e.g. residents, businesses, non-profit organizations) interested in voluntarily installing green infrastructure.

Projects in this category would focus on providing GZEP participants with design and construction experience for a small-scale green infrastructure project.

## **Project Subject Area 2: Inspect and maintain existing green infrastructure.**

Green infrastructure will not function properly without proper maintenance. Green infrastructure already exists at many schools, residential properties, commercial buildings, and along roadways. Projects would focus on providing GZEP participants with experience in maintaining green infrastructure. Ideally, the focus will be on existing green infrastructure in a small geographic area and include lessons on maintenance of a variety of green infrastructure types. Projects could include:

- Water trees at stream restoration sites, Department of Parks and Recreation (DPR) sites, and schools
- Inspect and provide simple maintenance, such as weeding, watering, and replanting, of green infrastructure installed through [Riversmart Homes](#)
- Inspect and provide simple maintenance, such as weeding, watering, and replanting, of green infrastructure at properties enrolled in [RiverSmart Rewards](#)

## **Project Subject Area 3. Restore native habitat.**

Many of the District's natural areas, including those at Department of Parks and Recreation (DPR) sites and schools, are overrun by invasive plant species. Proposals should provide GZEP participants with knowledge about invasive species, including how to identify and safely remove them. Ideally, projects would involve a replanting of the restored area with native plant species.

## **Project Subject Area 4. Clean up an area affected by high volumes of litter or address causes of litter.**

Trash is one of the leading causes of pollution in the District's water bodies, and much of it enters waterways through Municipal Separate Storm Sewer System (MS4) storm drains that lead directly to our streams. Proposals involving litter cleanups can be in-stream or at DOEE-identified trash “hotspots.” Ideally, proposals addressing litter should also focus on the causes of litter and result in behavior change.

## **Project Subject Area 5. Prevent pollution from entering District water bodies through stormwater runoff.**

Stormwater runoff carries trash, sediment, fertilizers, pesticides, pet waste, motor oil, and other pollutants into District's water bodies. Projects in this category should focus on best practices for preventing these pollutants through technical solutions, educational campaigns, and outreach. Examples of projects in this category could include:

- Develop and help implement stormwater pollution prevention plans at District Government facilities, such as pools, police, and fire stations. This would include site audits to assess existing conditions, developing stormwater

pollution prevention plans using a DOEE template, educating facility staff on how to implement the plan, and maintaining existing green infrastructure at these facilities.

- Erosion and sediment control stabilization at DOEE-identified locations where green infrastructure is not appropriate due to steep slopes or infrastructure. Stabilizing these sites could include building small berm check dams, laying mulch, reducing compact soils, and planting native species.

### **Project Subject Area 6: Educate and engage communities, on issues impacting water quality.**

DOEE has many projects and programs currently underway that focus on stormwater management, trash reduction, pollution prevention, and watershed restoration. DOEE seeks to educate, raise community awareness, and change behaviors. DOEE activities include the suite of [RiverSmart](#) programs, a [ban on disposable food service ware](#), pollution prevention, and habitat restoration.

Priority projects could encourage community resident organizations to participate in these programs, gather community feedback for program improvement, or propose other projects that address these goals.

Potential projects might be to:

- Mark storm drains in targeted areas (DOEE has materials and can train GZEP participants).
- Conduct targeted outreach on DOEE's RiverSmart Homes program in Wards 7 and 8, specifically in Congress Heights, Fairlawn, Deanwood, Benning Ridge, Marshall Heights, and Lincoln Heights.
- Improve visibility of existing RiverSmart Homes projects through installation of yard signs (500 signs are already printed and ready for installation).
- Educate on proper yard waste disposal with targeted outreach to property owners adjacent to natural areas.

### **Project Subject Area 7: Commemorate 2018 as the "Year of the Anacostia"**

The Year of the Anacostia commemorates the 100th anniversary of Anacostia Park. It will see many events along the river in 2018. Projects may include activities that improve water quality, promote sustainable development, and create opportunities for engagement on and along the Anacostia River.

A project is NOT eligible if:

1. A law, or an order of a court or agency, requires that the work be done anyway. For example, DOEE's stormwater management regulations, found at 21 DCMR Part 500,

- require certain properties to meet a stormwater retention requirement. Exception: A project involving required work IS eligible if the project's capacity or function is in excess of the required work. (Example: If the regulations required a project of 10,000 gallon storage capacity, and you proposed a 15,000 gallon project, DOEE funding would be available for the extra 5,000 gallons.)
2. The same project is already being funded by another grant or contract. An exception is if the proposed project is adding a new scope that requires additional funding.
  3. It uses invasive plant species, herbicides, or pesticides.
  4. The applicant is an individual person, or it is an organization without a formal legal non-profit or business status. An "unincorporated association" is therefore, not eligible. (Example: a neighborhood association that has members, a bank account, and rules of organization, but no formal incorporation papers.) Exception and work-around: A sole proprietorship business IS eligible, if registered in the District. An otherwise ineligible person or group could submit their application through an eligible applicant (from the entities list above). If the project is selected, DOEE would award the grant to the eligible entity as the "fiscal agent."

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of 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 DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

## **1.7 Definitions**

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.



## **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis.

## **1.9 Grant Monitoring**

In its sole discretion, DOEE 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.

## **1.10 General Terms and Conditions**

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

## **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

## **1.12 DOEE’s Authority to Make Grants**

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

## **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

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

### **2.1 RFA Release Date**

The release date of this RFA is 1/19/2018.

A pre-application meeting will be held on January 30, 2018 at 1:00pm. The location of the meeting will be: 1200 First Street, NE Washington, DC 20002. Please meet in the DOEE 5<sup>th</sup> floor reception area.

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

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1812-WPD.”

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

**When:** All applications must be received at the address below by 4:30 p.m. on 2/23/2018.

Applications will be dated and recorded as “received” pending review by DOEE for completeness. DOEE considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** Use the application form found in Appendix 6. Each applicant must submit:

Five paper copies of the application; **OR**

One electronic copy.

The Department will not receive faxed copies.

**Where:** The paper copies must be filed with DOEE at the following address:

**District of Columbia Department of Energy and Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2018-1812-WPD**

If submitting by email an electronic copy, formatted as a .pdf file, and send to: [GZEP2018.watershedprojects@dc.gov](mailto:GZEP2018.watershedprojects@dc.gov).

## 2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

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

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [GZEP2018.watershedprojects@dc.gov](mailto:GZEP2018.watershedprojects@dc.gov) with "RE: RFA 2018-1812-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing [GZEP2018.watershedprojects@dc.gov](mailto:GZEP2018.watershedprojects@dc.gov) with the subject line "RE: RFA 2018-1812-WPD – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

## 2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** [GZEP2018.watershedprojects@dc.gov](mailto:GZEP2018.watershedprojects@dc.gov) with "RE: RFA 2018-1812-WPD" in the subject line;
- (b) **In person** by making an appointment with (Emily Rice at (202) 535-2679 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Emily Rice RE: RFA 2018-1812-WPD on the envelope.

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

- (a) Use the application form at Appendix 6.

### 3.2 Proposal Content

#### (a) Title

Give your proposal a title that describes in a few words what you want to do.

#### (b) Descriptions

Describe your project, who you are, and who will do the work. If you need to present graphics, include them in the “Attachments” tab of the online application.

#### (c) Project Schedule of Activities

Use Appendix 7 to describe your project’s schedule of activities. You must include the location, project subject areas covered, hands-on activities, learning objectives, and transportation mode.

#### (d) Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. 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. For example: “personnel will be paid \$xx per hour times xx hours.”

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, 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 must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

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. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

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.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

**(e) Partners**

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

#### i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), 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.

#### ii. 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.

#### iii. 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 that the partner will provide.

#### iv. 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. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

### **3.3 Work Plan**

The application must include a proposed syllabus, activity plan, and schedule that includes dates, locations, topics covered, and at least two indoor activities.

### **3.4 Required Documents**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

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

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

**(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

**(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines "current" to mean that the document was completed within the same calendar year as that of the application date.

**(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 also 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.** Examples of potential best evidence for this purpose include, but are not limited to (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 current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(f) Applicant's Financial Statements**

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

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud 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 purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

**(h) System for Award Management (SAM) with federal government**

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.



## **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.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

Five additional points will be provided to applicants that are physically located in the District. To be considered "physically located in the District," the applicant must have: (1) a permanent District address listed on a government-issued ID or tax return; OR (2) a business address AND tax address in the District. A US Post Office box with a District address will not meet this definition.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents.

#### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE 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**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

## SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

### 6.1 Reporting Requirements

The grantee must submit the following reports as a condition of continuing eligibility for funding.

#### (a) Check-ins

DOEE will require reporting through three “check-ins” during the course of the grant period. These check-ins will take place at the project location, DOEE’s main office, or on a conference call at the following times:

Planning and Logistics Check-In:	during April 2018
Mid-Project Progress Check-In:	during July 2018
Post-Project Debriefing:	during August 2018

#### (b) Final Report

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project’s outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

### 6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. Advance of funds is not available for this grant opportunity.

DOEE 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 an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

## SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

### 7.1 Summary: Project Title and Available Funds

#### Project Name

GZEP Watershed Training and Education

#### Introduction

The Green Zone Environmental Program (GZEP) partners with the Department of Employment Services (DOES) to provide paid training and work experiences to approximately 350 teenagers and young adults ages 14-24 through the Marion S. Barry [Summer Youth Employment Program](#) (SYEP). DOEE provides GZEP participants with the opportunity to learn from experts about energy and environmental issues facing the District, gain hands-on experience working on projects that will expose participants to a variety of practices, and develop the skills necessary to compete for today's green jobs.

#### Project Period

The project starts on the date of the Grant Award Notice to the successful applicant(s). The project must be completed by August 31, 2018. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

#### Available Funding

A total of \$60,000 is available for this competition. DOEE expects to grant multiple awards of a maximum of \$15,000 each.

### 7.2 Project Description

DOEE is seeking proposals for projects to provide education, training, and hands-on activities to GZEP participants. A project should lead to behavior change and focus on improving water quality. In particular, a project should help reduce the impacts of stormwater runoff on District water bodies. A project should provide GZEP participants with job preparation by providing youth and young adults with entry-level skills in the green economy.

In developing the project, consider the following:

1. The selected grantee is expected to work with one GZEP cohort on Wednesdays and Thursdays for the duration of the GZEP program. A cohort is defined as the group of 30-50 GZEP participants who assemble at a particular site for the duration of the program (schedule provided below).
2. There are five GZEP cohorts, each located at a different assembly site. In 2018, cohorts will be located at the following sites:
  - Kramer Middle School (1700 Q Street SE)
  - Ballou High School (3401 4<sup>th</sup> Street SE)

Phelps Architecture, Construction, and Engineering (ACE) High School  
(704 26<sup>th</sup> Street NE)  
H.D. Woodson High School (540 55<sup>th</sup> Street NE)  
LaSalle-Backus Education Campus (501 Riggs Road NE)

3. DOEE provides each assembly site with basic outdoor equipment and supplies, including shovels, rakes, mulch, lawn mowers, bug spray, and first aid kits. Your proposed project budget should address additional supplies.
4. DOEE hires for each assembly site five team leaders and one site manager. They are to help manage the program's day-to-day operations, ensure safety, and provide oversight and discipline. Each team leader manages a group of 8-10 participants.
5. GZEP participants are ages 14-24 years. The District pays each participant an hourly wage through SYEP. The project does not need to budget participant wages.
6. The summer schedule is as follows:
  - Team leader orientation: June 11-22, 2018. Selected grantees will be required to attend two days of the orientation.
  - Program dates: June 26-August 3, 2018. Projects must take place on Wednesdays and Thursdays during the program dates.
  - A typical workday schedule is as follows:
    - 9am arrival at assembly site
    - 1/2 hour lunch between 11am and 1pm depending on the site and project
    - 14-15 year olds dismissed at 1:30pm (an average of 15 participants per site)
    - 16-24 year olds dismissed at 3:30pm (an average of 35 participants per site)
  - On rainy days, days when the temperature is above 90 degrees, or other days when DOEE deems work outside to be unsuitable, the project must conduct indoor activities at its cohort's assembly site. The proposal should include a description of at least two indoor activities.
7. Transportation: Ideally a project will take place within walking distance of an assembly site. However, the project may take place in a different location.
  - a. For a project located within a five-block radius of the assembly site, participants will be expected to walk from the assembly site to the project site.
  - b. For a project located more than five blocks away from the assembly site, the applicant must provide in the proposal a transportation plan that includes dates, transportation mode (public transportation and personal vehicles are not allowed), and costs. The proposed budget may include transportation costs.

### **7.3 Project Outcomes, Outputs, and Deliverables**

### **Project Outcomes**

1. Expand GZEP participants' knowledge of the impacts of stormwater runoff on water quality.
2. Participants experience hands-on education, on-site training, and work experience.
3. Young adults receive some of the education and experience needed for careers in the fields of watershed protection, stormwater management, or related fields.
4. Pathways clearly appear to internships and employment opportunities in the fields of watershed protection, stormwater management, or related fields of work.

### **Deliverables**

1. Provide one GZEP cohort with education, training, and hands-on experience on the issues of water quality and impacts of stormwater runoff on the District's water bodies. Projects should be held on Wednesdays and Thursdays for the full GZEP session.
2. A Project Schedule of Activities syllabus, activity plan, and schedule (based on approved proposal) for DOEE review by April 30, 2018.
3. Selected grantees' participation in two orientation days between June 12-22, 2018
5. Selected grantees' participation in a 2-hour close-out meeting with DOEE by August 31, 2018.
6. A timely final report.
7. Selected grantees' participation in the DOEE-organized one day GZEP job fair to be scheduled during the week of June 30-July 3, 2018.

### **Proposal Scoring**

All proposals will be scored according to the criteria below.

<b>Scoring Criteria</b>	<b>Points</b>
Demonstrates the applicant's substantial knowledge of, and experience with issues of water quality and the impacts of stormwater runoff on District water bodies.	25
Demonstrates the applicant's substantial knowledge of and experience in implementing trainings, educational projects, and hands-on activities to youth ages 14-24.	25
Demonstrates the applicant's substantial knowledge of and experience with connecting youth to jobs and internships in the green economy.	25
Presents a clear and feasible plan for accomplishing project requirements and demonstrates that the applicant has the personnel in place to carry out the proposed project.	10
Presents at least two indoor activities that can be executed on days when outdoor work is not appropriate.	5
Presents an adequate and reasonable budget and justification for the funds requested.	10



## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Reserved

Appendix 4 – Example of Grant Budget

Appendix 5 – Reserved

Appendix 6 – Application Form

Appendix 7 – Project Schedule of Activities