**2018 Community Stormwater Solutions Grants
Questions and Answers**

*Q1. When do we need to get the required insurance coverages?*

A1. The required insurance coverages must be provided upon acceptance of the grant award. See Section 5 of the RFA.

*Q2. Can we include insurance costs in the grant budget?*

A2. Yes, in the budget narrative indicate how you calculated the insurance costs that you have included in the budget. One way to calculate this is to determine the percentage of time your organization will spend on this grant and apply that percentage to your insurance bill.

*Q3. Are all of the insurance requirements listed in* [*Appendix 1—General Terms and Conditions*](https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/Appendix%201%20-%20General%20Terms%20and%20Conditions_23_0.pdf) *required?*

A3. Depending on the project or grantee, some insurance requirements may not be applicable. If you have questions about your project and the coverages that may be required, please email your questions to community.stormwater2018@dc.gov

*Q4. Who needs to be insured?*

A4. The organization that is applying needs to be insured. Insurance information can be found on page 16 in [Appendix 1—General Terms and Conditions](https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/Appendix%201%20-%20General%20Terms%20and%20Conditions_23_0.pdf).

*Q6. Where do I go to buy insurance?*

A6. You can get insurance from any insurance company

*Q7. Can the grant be used to pay youth as part of a youth employment program?*

A7. Yes. See Section 3.2 of the RFA .In the budget narrative; explain the hourly rate and number of hours for this budget item.

*Q8. We don’t have an in-house expert in native habitat restoration. Can we use the grant to hire one? Or can DOEE help us?*

A8. You can use the grant to hire an expert or consultant. It is good to partner with a local organization that is familiar with the topic and target area. A letter of support from this partner will enhance your application.

*Q9. What does MS4 mean and why is it a priority site?*

A9. The Municipal Separate Storm Sewer System (MS4) is the area of the District where the storm drains are directly into the local waterways, as opposed to in the Combined Sewer System (CSS) where the storm drains and sewage pipes are combined into one large underground pipe and processed at Blue Plains Wastewater Treatment Plant. It is a priority because the District’s [MS4 permit](https://doee.dc.gov/service/separate-storm-sewer-system-ms4-permit) from the Environmental Protection Agency (EPA) is one of the funding sources for this grant and requires that the District reduce the impacts of stormwater runoff in these areas.

*Q10. How do I tell if my project is in the MS4 and what watershed it is in?*

A10. Visit this link: <https://arcg.is/1GGn9W>. Type in the project area address in the top right corner.

*Q11. Would something like a youth field trip to the Anacostia River count towards the 5 points for benefiting the Anacostia Watershed?*

A11. Yes. If your entity is not located in either the MS4 area of Anacostia Watershed (where there are location-based priority points associated), but your project focuses on one or both of those areas, you will be eligible for those points.

*Q12. I have a fiscal agent. Who fills out the application, the fiscal agent or me?*

A12. See section 1.6 of the RFA. If you are not an eligible applicant, you can apply for funding by partnering with an eligible entity. See Section 3.2(1) and 3,2(1)(iv), of the RFA. The eligible entity (applicant) will be DOEE’s grantee. You can both collaborate on the application.

*Q13. If my fiscal agent charges a fee, may I include it in the budget?*

A13. Yes. (See Section 3.2(c) of the RFA)

*Q14. Is it okay for an ANC to provide a letter of support?*A14. Letters of support are always welcome.

*Q15. Should we have a council member submitt a letter of support?*A15. Letters of support are always welcome.

*Q16. This is a reimbursement grant. Can I request an advance?*

A16. Yes, See Section 6.2 and Section 3.2 (c) of the RFA. Under limited circumstances, DOEE will allow for an advance of grant funds and must be outlined in the Budget Narrative in the Budget Tab of the online application. Advance payments shall not exceed 25% of the grant.

*Q17. Where do I find the online application?*

A17. The application can be found in the [Request for Applications](https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/CommunityStormwater%20Solutions%20RFA_0.pdf). Page 11 contains a link to application that must be done through ZoomGrants.

*Q18. How long are these grants?*

A18. See Section 7.1 Project Period of the RFA. The grant period is from the date of the grant award until April 30, 2019.

*Q19. When does the project need to be completed?*

A19. The project would need to be completed by April 30, 2019

*Q20. In terms of reimbursement, how often can a grantee seek reimbursement?*

A20. Grantees can invoice DOEE monthly.

*Q21. Are the applications you receive equally dispersed amongst all 8 project areas?*

A21: No.

*Q22. In the past, how many applications have you received?*

A22. In 2016, DOEE received 35 proposals and awarded 9 grants. In 2017, DOEE received 40 proposals and awarded 11 grants.

*Q23. In Section 7.2 Project Description of the RFA, DOEE writes “A project must take place entirely in the District, be easily accessible or visible to the general public, and show a clear public and water quality benefit. If a project takes place at a school, do we need to provide a publicly visible element?*

A23. Not necessarily. Consider who the target population is and be sure to engage them in a meaningful way.

*Q24. On the ZoomGrants application, there is a place to add a “collaborator.” Who are collaborators?*

A24. Collaborators are those people who are helping you complete the grant application. For instance, you might have your financial officer fill out the budget section.

*Q25. Is it okay to propose a project on National Park Service (NPS) land?*

A25. Yes, but you must obtain their permission first, which can be a time-intensive process. You may consider partnering with an organization that has an existing agreement with NPS to do certain types of work.

*Q26. In regards to the requirement to complete Appendix 6 DCPS Initial Project Feasibility Review form, what if you are doing work on an existing garden?*

A26. This form is required when a project is proposing to physically alter conditions at a DC public school. This initial review is to ensure that projects are not being proposed at schools scheduled for renovations that would inhibit or delay implementation of the project if funded. If a proposed project is to alter an existing garden, the project feasibility form is required.

*Q27. Do you interview applicants as part of the selection process?*

A27. Interviews are not part of the application review process, but the review panel may reach out to an applicant to answer clarifying questions.

*Q28. Where do we obtain a Certification of Good Standing?*

A28. Certificate of Good Standing can be obtained from the Department of Consumer and Regulatory Affairs by walk-in or [online](https://corponline.dcra.dc.gov/Account.aspx/LogOn?ReturnUrl=%2f). DCRA is located at 1100 4th Street SW. Visit <https://dcra.dc.gov/> for more information.

*Q29. Does DOEE have specific recommendations for stormwater-safe car wash fundraisers?*

A29. The most important aspect of stormwater-safe car wash fundraisers is to prevent wash water from entering the storm drains. A project focused on this would include providing education and support to entities wishing to do car wash fundraisers by providing them with resources and even lending storwater-safe car wash kits.

*Q30. Does DOEE lend car washing kits for stormwater-safe car washing fundraisers?*

A30. No, DOEE does not lend car washing kits. However, you can include the cost of purchasing a kit in your budget and budget narrative.

*Q31*. *Is it okay if the project is shorter than the project period? Meaning, is it okay if the project ends before April 2019?*

A31. Yes.

*Q32. Can an applicant not located in the MS4 or the Anacostia Watershed receive location-based points?*

A32. If the applicant is not located in either of these areas but the project is focused on them, then the priority points would apply.

*Q33. Can you give an example of a behavior change component?*

A33. Rooted and Sustained LLC, a 2017 Community Stormwater Solutions Grantee, is implementing a project that focuses on behavior change by educating the community of River Terrace on the effects of stormwater runoff and the benefits of green infrastructure and strormwater mitigation practices. An outcome of the project is to sign residents up for DOEE’s RiverSmart Homes program.

*Q34. Can the proposal include numerous organizations? And is it okay if the lead applicant is not spending the majority of the money?*

A34. Yes, the proposal can include numerous organizations and it is okay if the lead applicant is not spending the majority of the money. The lead applicant needs to be qualified to apply and prove they are able to manage the grant and partnerships. See section 1.6 Eligibility in RFA.

*Q35. Can the proposal include activities that will be conducted in April 2018?*

A35. This is not recommended. Selected proposals are expected to receive their grant award notice (GAN) in mid-to-late April 2018. Supplies purchased and activities conducted before a grant award is issued cannot be charged to the grant.

*Q36. Is there a point where it is too late for us to ask questions regarding our proposal ideas?*

A36. The cut-off date for receipt of any questions is 12pm on the date of the application deadline, January 26, 2018.

*Q37*. *Is there a matching requirement?*

A37. This grant does not have a matching requirement.

Q38. *Should we include matching funding or in-kind donations in the proposal?*

A38. It is not a requirement. However, there is a place to include this information in the Budget table. This will help the review panel to know if the proposal has funding from other sources.

*Q39. Is it okay to share the community meeting PowerPoint with partners?*

A39. Yes. It is found here: <https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/0%20COMMUNITY%20STORMWATER%20SOLUTIONS%20GRANTS_2018.pdf>

*Q40. Say I am awarded $20,000, but only spend and invoice $18,000 by the end of the grant period. Will I get the remaining $2,000?*

A40. No. Grantees will only be reimbursed the total amount of funding that is invoiced by the end of the grant.

*Q41. Is the RiverSmart Homes program different than the Community Stormwater Solution Grants?*

A41.Yes. They are completely separate programs.

*Q42. If my company is hiring someone, can we use this grant to fund part of their salary?*

A42. Yes. Salaries are an eligible expense.

*Q43. Could a Homeowner Association apply to install green infrastructure on their property?*

A43. Yes.

*Q44. Do I need to provide documentation for in-kind donations in the proposal?*

A44. Yes. You will need to have a Letter of Support from any partner that is providing an in-kind donation that is critical to successful implementation of the project.

*Q45. Are there limitations on the percent of the budget we can spend on labor / salary?*

A45. No.

*Q46. Is it bad to have too many partners?*

A46. No. There is not a requirement or limitation on how many partners you have. You will need Letters of Support from all your partners.

*Q47. Should each project area have separate proposals? For example, if we wanted to remove trash AND remove invasive species at the same site, should we submit two separate proposals?*

A47. No. You can have one proposal that includes multiple project areas.

*Q48. What kind of documentations do we need from the National Park Service (NPS)?*

A48. If you are working with NPS or on NPS land, you will need to submit a Letter of Support or an email from NPS that states they support your project.

*Q49. If I submit a proposal, can someone else submit a proposal and cite me as a supporter/partner?*

A49. Yes.

*Q50. Does the project need to be finished by April 30, 2019?*

A50. The DOEE-funded project must be complete by this date.

*Q51. Do we still need to have a Letter of Support from NPS if they do not have a role but our project on their land?*

A51. Yes. You will need a Letter of Support or email from NPS stating their role is giving you permission for the project to be on their land.

*Q52. Can we submit a Certificate of Good Standing that was issued more than 6 months ago but has not expired?*

A52. No. The Certificate of Good Standing must be issued within the past 6 months.

*Q53. What is a Certificate of Good Standing?*

A53. A Certificate of Good Standing is a District-issued document that certifies that your corporation or limited liability company (LLC) has met its statutory requirements and is authorized to do business in the District.

*Q54. Where do I obtain a Certificate of Good Standing?*

A54. You can obtain a Certificate of Good Standing through the District Department of Consumer and Regulatory Affairs.

*Q55: If we submit more than one proposal, are they scored independently?*

A55: Yes.

*Q56: Does the project need to be fully funded by the grant?*

A56: No. You can have other sources of funding, which you should report in the “matching funds” and “in-kind donations” budget section of the application.

*Q57: Does a DC Government agency applying for this grant need to submit all of the required documents, including the Certificate of Good Standing?*

A57: Yes? GMA – is this true?