

District of Columbia
Department of Energy and Environment



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

Watershed Restoration and Education Projects
(Short name: Watershed Projects)
RFA # 2020-2004-WPD

Publication Date: 11/15/2019

Application Deadline: 12/16/2019 at 4:30 PM

Government of the District of Columbia
Department of Energy and Environment
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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits applications from eligible entities (called “Applicants”). The goal of this RFA is to seek solutions that will help control, prevent, and remediate nonpoint sources of polluted runoff going into the District of Columbia (District) waters and the Chesapeake Bay. Removing impervious surfaces, increasing vegetation and providing Green Infrastructure (GI) job training will engage, educate, and empower District residents to become stewards of the District's waters and the Chesapeake Bay. This RFA presents three distinct projects. An applicant may apply for more than one project. The Watershed Protection Division (WPD) will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants is to reduce the amount of impermeable surfaces in the District: by educating property owners about the benefits of replacing impermeable surfaces with permeable pavers and vegetation; providing rebates to those property owners who replace impermeable surfaces; and providing job training to a cohort of young adults to do the work of replacing impermeable surfaces and maintaining Green Infrastructure (GI).

Stormwater runoff is a major contributor of pollution to the District’s waterways and the Chesapeake Bay. Stormwater is generated during a wet weather event as precipitation runs off impermeable surfaces, such as roofs, sidewalks, and roadways. The high volumes and velocities of urban stormwater runoff erode local waterways, polluting and clogging rivers downstream. Roof surfaces, parking lots, and turf grass are significant sources of stormwater pollution. DOEE seeks to lessen the impact of stormwater runoff on the District’s waterways through funding three distinct projects.

1.3 Source of Funds

The sources of funds for the grants are:

- District of Columbia Stormwater Enterprise Fund
- U.S. Environmental Protection Agency (U.S. EPA) Chesapeake Bay Implementation Grant (CFDA 66.466)
- Local Funds

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	Permeable Paver Rebate Program (2 year grant)	\$950,000
2	RiverSmart Communities Demonstration Program (2 year grant)	\$500,000
3	Green Infrastructure Job Training Program (1 year grant)	\$400,000

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith-based organizations;
- Government agencies;
- Universities/educational institutions; and
- Private Enterprises.

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, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

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 11/15/2019.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at 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 2020-2004-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 PM on 12/16/2019.

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: The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

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
5th Floor
Washington, DC 20002**

Attn: RFA 2020-2004-WPD

Email an electronic copy, formatted as a .pdf file, to: 2020WatershedProjects@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 2020WatershedProjects@dc.gov with "RE: RFA 2020-2004-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at 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 2020WatershedProjects@dc.gov with the subject line "RE: RFA 2020-2004-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** 2020WatershedProjects@dc.gov with "RE: RFA 2020-2004-WPD " in the subject line;
- (b) **In person** by making an appointment with (Andrew Oetman at (202) 535-1735 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Andrew Oetman RE: RFA 2020-2004-WPD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

(a) Cover Sheet

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

(b) Project Summary

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

(c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

Activities are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An *output* is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A *project outcome* is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project 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.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

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.

(d) Applicant

(1) Organization

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

(2) Key personnel

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) 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, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. 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. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax exempt status.

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 work plan that describes the timeline for project implementation.

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 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.

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) Quarterly Status Reports

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

(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. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

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 1 Title and Available Funds

Project 1 Name

Permeable Surface Rebate Program

Introduction

This is a request for applications to identify private property owners willing to remove impervious surfaces and install permeable pavers and or vegetation, provide rebates to the owners for that purpose, and educate the public through a voluntary incentive program. An innovative approach to managing stormwater runoff from impermeable surfaces, such as roofs, sidewalks, and roadways is the low impact development (LID) technology called permeable pavement (visit <http://doee.dc.gov/service/riversmart-homes-permeable-pavers> to learn more about this type of stormwater management practice).

DOEE has provided financial and technical assistance for permeable paver installations since 2009. DOEE is accepting applications from interested parties to administer the Permeable Paver Rebate Program. The grantee will work with existing program tools within the current framework; however, the grantee is encouraged to revise or develop new approaches to manage the program. The grantee will ensure that rebate funds are disbursed in their entirety within the grant's period of performance.

Project Period

The project period begins when DOEE's Director signs the award letter (anticipated December 30, 2019) and runs for two (2) years, with the option of two (2) additional years, for a total of four (4) years, based on the availability of funding and the grantee's performance, the grantee's capacity to maintain or increase the scope of work, and the District's need for the scope of work to be maintained or increased.

Available Funding

DOEE will award \$950,000, for two years pending availability of funds. The grant may be amended at an approximate amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the scope of work, and DOEE's need for the scope of work to be maintained or increased. DOEE anticipates that approximately \$475,000 will be spent in each year. Please submit a budget for the total cost of the program over 2 years.

Funding for this project comes from the U.S. Environmental Protection Agency (U.S. EPA) Chesapeake Bay Implementation Grant (CFDA 66.466)

7.1.1 Project Description

Project 1 Description

The grantee will manage the permeable paver rebate program that will identify private property owners willing to install permeable pavers and provide rebates to the owners for that purpose.

The grantee will:

- work with existing program tools, contract documents, and list of District property owners who have expressed interest in the rebate program; ensure rebate funds are disbursed in their entirety within the grant award period;
- work with permeable pavement installers, materials suppliers, and maintenance providers to identify opportunities to facilitate the installation of permeable pavement.
- provide outreach to District property owners to educate them about permeable pavement, the rebate program, and how the rebate program may complement other incentive programs available from DOEE.
- provide outreach and support to past participants to ensure long term maintenance is achieved.

DOEE has determined the terms for rebates and eligibility. These include materials that are eligible for rebates upon installation, rebate amounts (\$10 per square foot for replacing impermeable surfaces with permeable paving materials, or \$5 per square foot for replacing impermeable surfaces with vegetation), and specifications for doing the installations. DOEE may choose to increase or decrease rebate amounts for installations in areas targeted with a greater or lesser need for stormwater detention, and may look to the grantee for input on such decisions. All private properties within the District of Columbia are eligible for this rebate program.

A proposal should set a floor for success. DOEE expects to see at least 25,000 square feet of replacement surface for each year of the project. DOEE also expects that the grantee would “market” the program to at least 200 individuals or enterprises.

A proposal should detail plans to: provide education and outreach services to inform District property owners about permeable paver technology; to advertise and market the rebate program available to them.

Program activities must include the following. The proposal should explain how the applicant will undertake them:

- a) Creating, updating, maintaining, and supporting a simple permeable surface rebate website (i.e. <https://www.allianceforthebay.org/our-work/key-program-focuses/reducing-stormwater-runoff/riversmart-homes/riversmart-rain-barrel-program-2/>);
- b) Developing and executing a public education, outreach, and marketing program using various mediums (i.e. social media, print, community meetings, events, etc.);
- c) Updating and maintaining guidance documents for property owners;

- d) Updating and maintaining registration, application, and contract documents, as needed;
- e) Updating and maintaining a program participant registration list;
- f) Submitting monthly financial status reports and projections to DOEE on rebate funding availability and needs;
- g) Assisting program participants through the rebate application process;
- h) Reviewing and evaluating all rebate applications, including conducting site visits with prospective rebate recipients and their agents to measure and photograph installation sites before and after permeable pavers installations;
- i) Preparing and executing a standard agreement with each recipient of a rebate and disbursing the appropriate funds to each;
- j) Working with property owners and their agents to ensure all conditions of the rebate program are met, including when necessary obtaining a building permit and ensuring DOEE plan review and inspection occur;
- k) Working with property owners to customize and install signage at larger project sites with high levels of public visibility;
- l) Working with past participants to assess and record project conditions and to provide maintenance support based on this assessment;
- m) Verifying that each project meets the terms and conditions of the agreement when built;
- n) Verifying that each installer is certified under the Interlocking Concrete Paving Institute (ICPI) or other appropriate installation certification requirement recommended by the permeable paving material manufacturer; and
- o) Updating and maintaining application files, photo logs, and all relevant permeable paver inventory records to the DOEE Stormwater Database (<http://doee.dc.gov/swdb>).

The grant will not compensate the grantee for installations. The grantee's primary responsibilities are administration, verification, tracking, and reporting. While an entity experienced in installing and maintaining permeable paver is not precluded from applying for this project, it would not, as a grantee, receive or benefit indirectly from payments through this program. That prohibition includes for materials or services from the rebate recipients for work related to the design, construction, or installation of the permeable pavers that are the object of the rebate.

A proposal must show how staff time would be allocated to implement program goals and perform reporting requirements. Show percentages of time.

The applicant's budget should separately show salary and overheads, program management, and the actual rebate amounts.

Applications that maximize the ratio of rebate award to administrative overhead and program management will be rated higher. Applications that provide matching funds from non-federal sources will be allocated points for the evaluation table.

7.1.2 Project Outcomes, Outputs, and Deliverables

Project 1 Outcomes

1. Decreased amount of stormwater pollution entering local streams and rivers;
2. Increased number of rebate recipients involved in caring for and maintaining their permeable pavement installations; and
3. Increased district residents' knowledge of the benefits of installing permeable surfaces to the local environment, waterways, and the Chesapeake Bay.

Project 1 Outputs

1. Provide for the replacement of a minimum 25,000 square feet of impermeable surface with vegetation and/or permeable pavement materials;
2. Reach out to at least 200 District residents via a detailed marketing and outreach plan; and
3. A system is set up to provide annual maintenance reminders for at least 75% of past participants and all new participants.

Project 1 Deliverables

1. An education, outreach, and program marketing plan;
2. Updated permeable paver guidance document for property owners;
3. Updated program registration, application, and contract documents;
4. Current program participant registration list;
5. The standard program rebate agreement executed with each recipient;
6. Before-and-after photographs of each rebate award site;
7. Signage designed and installed at non-residential rebate sites;
8. A final report of all completed permeable paver projects during the grant period, that shows square footage, locations, expenditures, and any reports generated by the design and installation professionals;
9. Monthly financial status reports and projections on funding availability and needs; and
10. Quarterly status reports.

Scoring Criteria	Points
Provides a concise, feasible, transferable, and innovative framework for managing the rebate program and reaching the program outcomes and outputs, including 200 contacts and 25,000 sq. feet of installations funded.	30
Demonstrates personnel working on the project have experience with permeable paver technology, industry standards, maintenance, and the District's permitting process and regulations.	20

Demonstrates that project personnel have experience with the management of a rebate program, including outreach, finance, and marketing.	10
Offers a feasible education and outreach plan that considers the needs of a varied audience, and employs innovation in outreach tactics.	15
Provides a line item budget and a corresponding budget narrative that presents reasonable justification for the funds being requested.	10
Shows a budget that maximizes the amount of rebates versus program costs.	10
Provides matching funds from non-federal sources.	5

7.2 Summary: Project 2 Title and Available Funds

Project 2 Name

RiverSmart Communities Demonstration Program

Introduction

This is a request for applications to install stormwater retrofits on property owned by 501(c)(3) non-profit organizations and houses of worship in the District, that serve communities in the District. DOEE seeks to lessen the impact of stormwater runoff on the District’s waterways by promoting the installation of stormwater Best Management Practice (BMP) retrofits through its RiverSmart Communities program.

The RiverSmart Communities program has been in existence for six years and has worked to install stormwater retrofits on large properties, such as condominiums, co-ops, apartments, locally-owned businesses, and houses of worship.

DOEE is changing eligibility to limit assistance to the indicated properties. Through this project, DOEE is refocusing the RiverSmart Communities program to emphasize the “community” aspect of the project. RiverSmart Communities will now focus on retrofitting properties owned by non-profit 501(c)(3) organizations and houses of worship located in the District (that this RFA calls “community service organizations”).

In exchange for the installation of a fully-funded design and built project, the community service organization will help DOEE perform outreach and education to their target community about stormwater pollution and the District’s programs that address it.

Project Period

The project period begins when DOEE’s Director signs the award letter (anticipated December 30, 2019) and runs for two (2) years, with the option of two (2) additional years, for a total of four (4) years, based on the availability of funding and the grantee’s performance, the grantee’s capacity to maintain or increase the scope of work, and the District’s need for the scope of work to be maintained or increased.

Available Funding

DOEE will award \$500,000 to cover two years, pending availability of funds. DOEE anticipates one grantee. The grant may be amended at an approximate amount up to or greater than the original award amount. DOEE anticipates that approximately \$250,000 will be spent in each year of the project. Please submit a budget for the total cost of the program over two years.

Funding for this project comes from a U.S. Environmental Protection Agency (U.S. EPA) Chesapeake Bay Implementation Grant (CFDA 66.466)

7.2.1 Project Description

Project 2 Description

Funding is available to a grantee to manage for qualified entities the design, permitting and installation/construction of projects that utilize landscaping features to control stormwater runoff, harvest and reuse rain water, or remove impermeable surfaces. Grant funds will also be used to implement an outreach plan for engaging each entity's target community. Outreach can include workshops, tours and volunteer days.

As a second function, the grantee will also work with past such recipients of DOEE funding. The grantee will inspect past BMPs and provide ongoing maintenance support.

Through RiverSmart Communities, DOEE will select a grantee to work with eligible entities to install the following BMPs:

- a) Cisterns for rain water capture and reuse;
- b) Rain gardens;
- c) Trees;
- d) Impermeable surface removal, or conversion of impermeable to permeable pavement; and/or
- e) Other landscape enhancements with stormwater capture capability.

The grantee will, with DOEE input, select project sites, and assist the entities in outreach and educational activities to their communities. The outreach will address the harmful effects of stormwater pollution and District programs available to help property owners address it.

Interested eligible entities will apply to the grantee to receive one or more of the stormwater management features listed above. The grantee will formulate a site-selection scorecard, to be approved by DOEE. The site-selection criteria will address:

- a) The site's potential for stormwater retrofits (potential amount of impermeable area treated);
- b) The project's potential for community outreach and education;
- c) The location of the site (for example: separated or combined sewer system, or targeted watershed);

- d) The ability of the non-profit or house of worship to maintain the installed BMPs; and
- e) The projected cost and benefit of the project.

The grantee will be expected to work knowledgeable design and construction contractors registered in the District.

The grantee will select multiple projects, with award size dependent on the scale and unique opportunities offered at each site. DOEE will evaluate more highly a proposal that that maximizes the percent of grant funds used for the installation versus project administration. Applications that provide matching funds from non-federal sources will also receive points.

7.2.2 Project Outcomes, Outputs, and Deliverables

Project 2 Outcomes

1. Decreased amount of stormwater pollution entering local streams and rivers;
2. Increased public awareness on the effects of stormwater pollution on our environment and how BMPs alleviate stormwater pollution;
3. Increased public interest in DOEE's stormwater pollution reduction programs; and
4. Increased interest in nonprofit and faith communities in collaborating with DOEE for stormwater pollution reduction.

Project 2 Outputs

1. Installation of one or more stormwater BMPs, such as rain cisterns, rain gardens, or permeable pavement on at least three properties per year;
2. Installation of educational signage at three larger project sites; and
3. Services to at least 75% of past participants, and all current program participants, receive maintenance assistance.

Project 2 Deliverables

1. Required permits for each installation;
2. Each completed project registered in the DOEE Stormwater Database (<http://doee.dc.gov/swdb>);
3. Maintenance covenants for all complete projects that exceed \$100,000;
4. Documentation that shows the number of individuals reached through education/outreach;
5. A report on the number of gallons of stormwater water captured annually for each project;
6. Map or design showing the total treatment area for each project;
7. A plan for ongoing maintenance by property owner or designated agent at each installation;
8. Complete of quarterly status reports showing accomplishments, progress to date, and details of the project objectives; and
9. A final programmatic and financial report.

Scoring Criteria	Points
Proven understanding of the technology involved, including environmental impacts of impervious surfaces and stormwater runoff; and the practical issues of installation and operation.	15
Demonstrates experience in the successful design and installation of stormwater BMPs.	15
Demonstrates experience in successfully contracting and/or overseeing the construction of stormwater BMP projects.	20
Demonstrates experience in working with eligible entities to create and implement outreach and education plans.	10
Clearly articulates education/outreach component.	10
Capacity to oversee stormwater BMP installation contractors.	10
Financial capacity to pay contractors timely.	5
Provides a line item budget table and a corresponding budget narrative that presents reasonable justification for the funds being requested.	5
Demonstrates a budget that maximizes the amount of rebates issued.	5
Provides matching funds from non-federal sources.	5

7.3 Summary: Project 3 Title and Available Funds

Project 3 Name

Green Infrastructure Job Training Program

Introduction

Green infrastructure (GI), ranging from roadway stormwater management practices to stream restoration work, is a growing field and plays a key role in improving the health of waterbodies in the District. DOEE seeks a qualified party to design and operate a GI job training program to train 15-20 young adults, 18 through 24 years old, in the District, over the course of a year. The training will take place during hands on activities that include invasive species control, litter removal, photo monitoring, rain garden/bioretention maintenance and planting. The activities will provide trainees entry-level skills in the growing green economy and education in GI.

Project Period

The project period is from January 1, 2020 through December 31, 2020, with an option of three additional years, pending the availability of funding, the grantee's performance, the grantee's capacity to maintain or increase the scope of work, and DOEE's need for. DOEE anticipates that approximately.

Available Funding

Pending the availability of funds, up to \$400,000 will be awarded annually. Grantees may submit proposals up to \$400,000. DOEE will issue one grant through this RFA to achieve the stated objectives.

Funding for this project comes from the U.S. Environmental Protection Agency (U.S. EPA) Chesapeake Bay Implementation Grant (CFDA 66.466) and from the District Anacostia River Clean-Up and Protection Fund

7.3.1 Project Description

Project 3 Description

The goal of the grant is to produce a cadre of 15-20 well-trained, young adults in green infrastructure operation, maintenance, and monitoring, who will prove to be highly proficient. The graduates would be 18 through 24 years old.

The purpose of this grant is to find an eligible applicant or partnership (i.e., two groups apply together with one lead applicant) to implement a job-training program that provides young adults, ages 18 to 24, with the technical skills to install, inspect, and maintain GI, and the soft skills to seek, find, secure, and keep long-term employment. The hands-on training activities must include all of the following components:

- a) Invasive species control
 - o Manual and chemical control of up to 5 acres of invasive plant species with a focus on English ivy, kudzu, Japanese knotweed, bamboo, and porcelain berry on parkland
 - o Sites will be selected in consultation with DOEE
- b) Litter removal
 - o Litter removal along up to 11 streams and/or trash hotspot locations
 - o Sites will be selected in consultation with DOEE
- c) Photo monitoring (see attachment on Photo Monitoring for details on protocols for this process)
 - o Conduct photo monitoring two times per year per stream (though for Oxon Run, Pinehurst, & Fort Dupont only a 2,000 feet reach will be monitored per stream) at the following locations:
 - Alger Park (1,500 feet)
 - Branch Ave. & Erie St. Park (550 feet)
 - Fort Dupont (13,000 feet)
 - Linnean Park (900 feet)
 - Nash Run (1,400 feet)
 - Oxon Run (16,000 feet from Southern Ave. to 15th St. SE)
 - Pinehurst (7,000 feet)
 - Pope Branch (4,000 feet)
 - Spring Valley (900 feet)

- Springhouse Run (1,800 feet)
 - Stickfoot Branch (850 feet)
- Develop photo monitoring reports for each stream project on an annual basis
- Complete Stream Maintenance Inspection Form for each stream visit
- d) Rain garden/bioretenation maintenance
 - Maintain 40 rain garden/bioretenation sites on a quarterly basis in the District in the Public Right of Way or on District Property. Services include inlet clean-out, weeding, and plant replacement. Complete an Inspection Maintenance Report form for each site
 - Inspect 10 percent of RiverSmart Homes BMPs annually (approximately 70-80 homes) and perform maintenance on approximately 15 percent of the BMP at homes inspected; services include weeding, mulching, and replanting
- e) Planting
 - Plant up to one acre of native herbaceous plants and shrubs along streams in the District to augment existing restoration projects or to enhance habitat conditions along unrestored streams
- f) Safe workplace skills
 - Provide OSHA 10-hour Construction Training (<http://www.osha.com/courses/10-hour-construction.html>) and CPR training for program participants
- g) Leadership Development
 - Engage young people in activities where they learn how to take on leadership roles in environmental improvement activities in their communities

Successful grant applications will include detailed plans to achieve the project outcomes and outputs. Applicants should provide a comprehensive schedule and sequential plan that illustrates how the GI job training program will be implemented and how participants' knowledge, understanding, and hands-on experience will grow during the course of the program.

Applicants should also illustrate how they will prepare cohort participants for jobs in the field of GI and to be environmental leaders in their communities. This can include resume building, interviewing skills, managing projects, opportunities to meet local businesses seeking employees, coordination with DOEE for summer opportunities through DOEE's Green Zone Environmental Program, conducting/coordinating small-scale job fairs for program participants, and executing capstone projects.

Please see attachment 6 for background materials that include the following:

- a) Sample DOEE Stream Photo Monitoring Report;
- b) LID Maintenance Schedule;
- c) Stream Maintenance Inspection Report;
- d) Bioretention Maintenance Inspection Report; and
- e) RiverSmart Homes Inspection Report

7.3.2 Project Outcomes, Outputs, and Deliverables

Project 3 Outcomes

1. Increased knowledge of program participants about how and why GI is used to protect and improve water quality in the District as well as its relevance to climate change adaptation; and
2. Placement of 10 program participants in GI careers or educational programs.

Project 3 Outputs

1. 15 to 20 young people, ages of 18 through 24 participate, in hands on job training;
2. 15 to 20 participants will be prepared for jobs in the field of GI and to be environmental leaders in their communities
3. Removal of 500 pounds of litter along up to 11 streams in the District and/or designated trash hot spots;
4. Removal of invasive plant species in 5 acres of parkland near District streams or rivers;
5. Planting of over one acre of native shrubs and perennials;
6. Performing two rounds of photo monitoring (winter and summer) on 11 District streams; and
7. Maintenance of up to 40 rain garden/bioretenion projects in the District;

Project 3 Deliverables

1. A curriculum that includes GI maintenance and associated safety, construction, and other skills needed, such as math and project management;
2. Copies of participants' regional or national certifications for work completed (e.g., OSHA 10-hour Construction Training);
3. Photos from the photo monitoring;
4. Quarterly status reports showing accomplishments, progress to date, and details of the project objectives; and
5. A final programmatic and financial report.

Scoring Criteria	Points
Demonstrates experience implementing green infrastructure maintenance training programs for young adults in the District of Columbia metropolitan region.	25
Offers a clear and feasible project plan.	15
Likely to produce the cadre that is the goal of the project.	15
With respect to developing in the trainees, offers a clear plan to develop career skills, creativity self-motivation, and vision for the work.	15
Demonstrates experience successfully training young people to enter the job market or go for more education.	15

Presents a budget that is cost-effective and justifies the funds requested.	10
Offers a creative, but feasible, approach to realizing the project's goal.	5

SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, and budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant’s current fiscal year budget?	
13.	Does the application package include the applicant’s most recent	

	audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities