

## **Appendix 6: Application Form for 2018 Watershed Protection Projects to Educate and Train Green Zone Environmental Program Participants**

### **INSTRUCTIONS**

1. Read the Request for Applications (RFA) for Watershed Protection Projects to Educate and Train Green Zone Environmental Program Participants.  
To locate this RFA on DOEE's website:
  - Visit [doee.dc.gov](http://doee.dc.gov)
  - Click on "Resources"
  - Click on "Grants and Funding"
  - Click on "Notice of Funding Availability – Watershed Protection Projects to Educate and Train Green Zone Environmental Program Participants"
2. Complete the application form that starts on page 2 below.
3. Compile all required documents listed in Section 3.4 of the RFA for submission.
4. Submit the completed application form, project schedule of activities table, budget table, and all required documents before the application deadline described in the RFA. Late or incomplete submissions will not be considered. See Section 2 of the RFA for information on how to submit.

# SECTION 1: BASIC INFORMATION

## Project Information

Project Name:

Amount Requested: \$

*Note: A total of \$60,000 is available. You can request up to \$15,000. DOEE expects to make multiple awards.*

## Applicant Information

Name:

Phone number:

Email:

## Organization Information

Organization Legal Name/Entity Name:

Address:

City, State, Zip Code:

Phone number:

Website:

EIN (XX-XXXXXXX):

DUNS Number:

*Note: Obtain at <http://fedgov.dnb.com/webform>*

## CEO/Executive Director Information

Name:

Title:

Email:

## Additional Contacts for this Application (please provide email addresses only)

*Note: Additional contacts will be copied on all emails sent about this application.*

## SECTION 2: PROJECTION INFORMATION

### *Location Information*

1. Describe where your project will be located.

*Provide an address or closest street and cross street or project your project area.*

2. Is your project on National Park Services land?

*Note: If yes, please submit a letter of support from the National Park Service explicitly stating their commitment and role in the project.*

YES

NO

3. Indicate the watershed(s) where your project will take place.

*To determine the project's watershed, go to [geospatial.dcgis.dc.gov/WatershedFinder/](http://geospatial.dcgis.dc.gov/WatershedFinder/) and enter the site address. The "Watershed" will indicate one of the choices below.*

Rock Creek

Potomac River

Anacostia River

4. Indicate the Storm Sewer System(s)\* where the project is located.

*To determine the project's storm sewer system, go to [geospatial.dcgis.dc.gov/WatershedFinder/](http://geospatial.dcgis.dc.gov/WatershedFinder/) and enter the site address. The "Storm Sewer System" will indicate one of the choices below.*

Municipal Separate Storm Sewer System (MS4)

Combined Sewer System (CSS)

### *Project Description*

5. Select each of the Project Areas the project addresses. *Select all that apply.*

Install green infrastructure

Inspect and maintain existing green infrastructure

Restore native habitat

Clean up an area affected by high volumes of litter or address causes of litter

Prevent pollution from entering District water bodies through stormwater runoff

Educate and engage communities on issues impacting water quality

Commemorate 2018 as the "Year of the Anacostia"

6. Provide an overview of the project. *This is your elevator speech.*

7. Provide a full project description. *Be sure to describe the proposed project in terms of the project areas you selected above.*

*Project description continued...*

8. In 2018, the cohorts will be located at the assembly sites listed below. Please select the assembly site(s) closest to your project location:

- 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)

9. List your project partners. Include contact persons for each partner and describe how the partner fits into your project's scope. If you do not have a project partner, simply state that below.

*Note: A project partner is a person or entity that is integral to carrying out your project. If you indicate one or more partners below, you must also provide a letter of support with your proposal.*

10. For projects involving an installation (e.g. green infrastructure) describe how your project will be maintained during and after the grant period.

*Be sure to address who will maintain, how often, and how ongoing maintenance will be funded. If the project is not an installation and will not require maintenance, state so in the area below.*

11. Describe how your project will lead to behavior change around the project area(s) you selected above.

12. Describe how your project will further existing DOEE efforts or stated priorities as described in the Request for Application.

13. Describe how the project will educate GZEP participants on the project area(s) you have selected.

14. Describe how your project will provide education and experience needed for careers in the fields of watershed protection, stormwater management, or related fields.

15. Describe what outcomes you expect from your project and how they will be quantified. *For example, trash removal project might measure the pounds of trash removed and a green infrastructure project might measure the amount of stormwater captured.*



### SECTION 3: PROJECT SCHEDULE OF ACTIVITIES

16. You must submit a Project Schedule of Activities with your application. Use the provided template, Appendix 7 of the RFA. Select “Yes” to confirm you attached the Project Schedule of Activities table.
- YES

17. In the space below, present at least **two** indoor activities that can be conducted on days when DOEE determines outdoor work is not appropriate (e.g. on code red days).

## SECTION 4: PROJECT BUDGET

18. You must submit a budget spreadsheet with your application. See Section 3.2 of the RFA for details on how to present your budget and allowable and non-allowable costs. You may also use the budget template, provided in Appendix 4 of the RFA. Select “Yes” to confirm you attached a budget spreadsheet.

YES

19. Provide a budget narrative in the space below. Please refer to Section 3.2 of the RFA for a description of what to include in your budget narrative. *Note: DOE provides funding on a reimbursement basis. Advances are not available for this short-term grant opportunity.*

## **SECTION 5: ABOUT THE APPLICANT:**

20. Describe your business, group, or organization. Include historical context, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals.
21. List key personnel working on the project and provide a brief description of their role. Please also attach resumes or bios for each of the key personnel listed below.
22. List any competitive grants or contracts you have received in the last five years from an agency of the Government of the District of Columbia. List the grant/contract number, the supporting agency, and the amount. Do not include formula grants.
23. If you have ever had a dispute, investigation, or audit with the District of Columbia, please briefly describe the nature of the investigation, when it took place, and how it was resolved.