

Appendix 5

Application for Green Zone Environmental Program's (GZEP) Summer Youth and Young Adults Watershed Protection Education and Job Training Program

INSTRUCTIONS

1. Read the Request for Applications (RFA) for the Green Zone Environmental Program's (GZEP) Summer Youth and Young Adults Watershed Protection Education and Job Training Program.

To locate this RFA on DOEE's website:

- Visit <https://doee.dc.gov/>
 - Click on "Resources"
 - Click on "Grants and Funding"
 - Click on "Notice of Funding Availability – GZEP Summer Youth and Young Adults Watershed Protection Education and Job Training Program"
2. Complete the application form that starts on page 2 below.
 3. Create a budget table. Allowable and non-allowable expenses are described in Section 3.2 of the RFA.
 4. Compile all required documents listed in Section 3.4 of the RFA for submission.
 5. Submit the completed application form, 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 Name:

Amount Requested:

Note: A total of \$60,000 is available. You can request up to \$20,000. 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

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: Project Information

Location Information

1. Project location(s). Provide address or closest street and cross street.

2. Is your project on National Park Services land? Yes No

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

3. Check the watershed(s)* where the project is located:

Rock Creek

Potomac River

Anacostia River

4. If known, indicate the subwatershed(s) (i.e. the stream or other waterbody the project area drains to prior to flowing to Rock Creek, the Potomac River, or the Anacostia River).

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

Municipal Separate Storm Sewer System (MS4)

Combined Sewer System (CSS)

Note: For #4 and #5, use <http://geospatial.dcgis.dc.gov/WatershedFinder/> to determine the watershed and storm sewer system.

Project Description

6. 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.

7. Check each of the Project Areas the project addresses. Select all that apply.

Remove impervious surfaces, install green infrastructure, or plant trees

Create/promote jobs focused on watershed protection

Restore native habitat

Clean up an area affected by high volumes of litter

Prevent litter

Educate or raise awareness of a watershed protection issue

For the questions below, please use only the space provided.

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

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

Full project description continued....

Full project description continued....

10. How will the proposed project protect or enhance, directly or indirectly, the District's waterbodies or watersheds?

11. Describe the methods for accomplishing the proposed project. Describe how people and resources will be utilized to accomplish the proposed activities.

12. Explain how the project's success will be measured. Provide quantifiable measurements.

Examples: a trash removal project might measure the pounds of trash removed, a green infrastructure project might measure the amount of stormwater captured, an art project might measure in terms of people involved.

Note: A grantee is expected to provide 30-50 GZEP participants with education, training, and hands-on experience in the field of watershed protection and stormwater management at 1-3 GZEP assembly sites for 3-5 weeks of the GZEP Work Session, which will occur from June 26 - August 4, 2017.

13. What is the maximum number of GZEP participants your project will involve?

14. How many GZEP assembly sites will your project involve?

15. If the proposed project is not located at a GZEP assembly site, please indicate how participants will travel from the assembly site to the project site. Include those costs in the proposed budget.

Project Timeline

Using the format below, provide your schedule for carrying out your project. You will need to create your own template and include it with your application. Title the document “Project Timeline”.

Please be as specific as possible, including actual dates when available. Please note that if your project is selected, DOEE will work with you to determine the actual schedule. You may use as many rows as needed.

Project Timeline Template:

Date (be as specific as possible)	Tasks to be completed	Parties responsible

Project Outcomes, Outputs, and Activities

Using the format below, describe your project’s outcomes, outputs, and activities. You will need to create your own template and include it with your application. Title the document “Project Outcomes, Outputs, and Activities”.

An **outcome** is a medium- to long-term result(s) that occurs and/or continues after the project ends. Example: local high school students learn about watershed protection issues in the District. An **output** is a short-term result(s) achieved at the end of a project period. Example: install 200 square feet of green roof and an informational sign. An **activity** is undertaken to achieve the outputs and outcomes. Example: recruit science teachers at local high school to engage students in the project by growing plants for a green roof and designing an informational sign.

Project Timeline Template:

Outcomes	Outputs	Activities

Section 3: About the Applicant

16. 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.
17. List key personnel working on the project and provide a brief description of their role. Please also provide resumes or bios for each of the key personnel listed in the attachments section below.

18. 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.
19. 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.

Section 4: Project Budget

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.

Budget Narrative

Please refer to Section 3.2 of the RFA for a description of what to include in your budget narrative.

Note: DOEE provides funding on a reimbursement basis; however, applicants responding to this RFA can identify in the application's budget narrative, the need for an advance payment. If selected, the applicant will be required to provide a statement of need for the requested amount and a detailed spending plan with timeline. Advances are made at DOEE's sole discretion and are generally limited to a maximum of 25% of the amount awarded.

Budget Narrative Continued...