

APPENDIX 6

Application for 2019 Green Zone Environmental Program's (GZEP) – Watershed Protection Projects

INSTRUCTIONS

1. Read the Request for Applications (RFA) for the 2019 GZEP Watershed Protection Projects.

To locate this RFA on DOEE's website:

- Visit doee.dc.gov
- Click on "Resources"
- Click on "Grants and Funding"
- Click on "Notice of Funding Availability – 2019 GZEP Watershed Protection Projects"

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 following to DOEE before the application deadline:

Completed application form

Project Schedule of Activities (use Appendix 7)

Project Budget (use Appendix 4)

All required documents (see Section 3.3 of the RFA)

See Section 2 of the RFA for information on how to submit.

Late or incomplete submissions will not be considered.

Section 1: Basic Information

Project Name:

Amount Requested:

Note: A total of \$80,000 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:

Authority to Apply

Signature of authorized representative

Printed Name

Title

Email

Date

Section 2: Project 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. Is your project on a District of Columbia Parks and Recreation (DPR) site?

Note: If yes, please submit a completed Appendix 8.

Yes

No

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

To determine the project's watershed, visit DOEE's Targeted Subwatersheds map [here](#).

Rock Creek

Potomac River

Anacostia River

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

To determine the project's watershed, visit DOEE's Targeted Subwatersheds map [here](#).

Municipal Separate Storm Sewer System (MS4)

Combined Sewer System (CSS)

Project Description

6. Check each of the Project Options the project addresses. Select all that apply.

Site assessment and design of green infrastructure

Install green infrastructure

Inspect and maintain existing green infrastructure

Restore natural habitat

Educate and engage communities on issues affecting watershed health

Reduce sources of pollution to District water bodies

Foster engagement in, restoration of, and support for, existing efforts at Kingman and Heritage Islands, including projects in the adjacent communities

Clean up an area impacted by high volumes of litter and address causes of litter

7. Provide an overview of the project.

Tip: This is your elevator speech. It should be 3-5 sentences and explain your project to someone with no background information in less than one minute.

8. Provide a full project description.

Tip: The project description should clearly answer the following questions: Why is the work important? What are the goal(s) of the project? How are you going to achieve the goal(s)? Who is going to be involved? Make sure to reference the scoring criteria in Section 7 of the RFA as you are developing and writing the description.

(Full project description continued)

- 9. In 2019, the cohorts will be located at the assembly sites listed below. A fifth site is yet-to-be identified and confirmed. Please select the assembly site(s) closest to your project location:**

Ballou High School (3401 4th Street SE)

Phelps Architecture, Construction, and Engineering (ACE) High School (704 26th Street NE)

H.D. Woodson High School (540 55th Street NE)

LaSalle-Backus Education Campus (501 Riggs Road NE)

- 10. 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, indicate 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.

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

TIP: Be sure to address who will maintain, how often, and how ongoing maintenance will be funded.

12. Describe what outcomes you expect from your project and how they will be quantified.

For example: a 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

- 13. You must submit a Project Schedule of Activities with your application. Use the provided template, Appendix 7 of the RFA.**

- 14. In the space below, explain at least three indoor activities that can be conducted on days when DOEE determines outdoor work is not appropriate.**

Section 4: Project Budget

15. 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.

16. 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: DOEE provides funding on a reimbursement basis. Advances are not available for this short-term grant opportunity.

