# APPENDIX 6

# Application for 2020 Green Zone Environmental Program (GZEP) –

# Watershed Protection Projects (RFA # 2020-2011-WPD)

#

**INSTRUCTIONS**

1. Read the Request for Applications (RFA) for the 2020 GZEP Watershed Protection Projects.

To locate this RFA on DOEE’s website:

* Visit [doee.dc.gov](file:///C%3A%5CUsers%5Cpamela.weinberg%5CDownloads%5Cdoee.dc.gov)
* Click on “Resources”
* Click on “Grants and Funding”
* Click on “Notice of Funding Availability – 2019 GZEP Watershed Protection Projects”
1. Complete the application form that starts on page 2 below.
2. Compile all required documents listed in Section 3.3 of the RFA for submission.
3. Submit the following to DOEE before the application deadline:
* Completed application form (use Appendix 6)
* 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*](http://fedgov.dnb.com/webform)*.*

## CEO/Executive Director

**Name:**

**Title:**

**Email:**

**Authority to Apply**

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Signature of authorized representative Printed Name Title

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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

1. **Is your project on a District of Columbia Parks and Recreation (DPR) site?**

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

Yes

No

1. **Indicate the watershed(s) where your project will take place.**
*To determine the project's watershed, visit DOEE’s Targeted Subwatersheds map* [*here*](https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=d872faed1f8642d190c45befed97c760)*.*

Rock Creek

Potomac River

Anacostia River

1. **Indicate the Storm Sewer System(s)\* where the project is located.**
*To determine the project's storm sewer system, visit DOEE’s Targeted Subwatersheds map* [*here*](https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=d872faed1f8642d190c45befed97c760)*.*

Municipal Separate Storm Sewer System (MS4)

Combined Sewer System (CSS)

##

**Project Description**

1. **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
	* Foster engagement in, restoration of, and support for, existing efforts at Kingman and Heritage Islands, including projects in the adjacent communities

1. **Provide an overview of the project.**

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.

1. **Provide a full project description.**

Provide a project description for one of the following sites: Anacostia High School (1601 16th St SE) or Phelps High School (704 26th St NE). You may describe your project in narrative form, OR use a table format that includes the following information:

* Date (Note: programming under this grant will occur on the following Wednesdays and Thursdays in 2020: July 1, 2, 8, 9, 15, 16, 22, 23, 29, 30, and August 5, 6)
* Project Option covered (See section 7.1 of the RFA)
* Description of the hands-on activities/training
* Learning objectives
* Outputs and outcomes

Make sure to reference the Scoring Criteria in Section 7 of the RFA as you are developing the project.

NOTE: the actual 2020 GZEP assembly sites have yet-to-be-confirmed. If your application is accepted, DOEE will require a full Project Schedule of Activities based on the site you are assigned. Your project description may need to be modified based on the assigned location. If your project is location-specific, make sure to include transportation costs into your budget.

**(Full project description continued)**

1. **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.

1. **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.

1. **Provide a brief description of at least three indoor activities that can be conducted on days when DOEE determines outdoor work is not appropriate.**

**Section 4: Project Budget**

1. **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.**

1. **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.

## Section 5: About the Applicant

1. **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.**
2. **List key personnel working on the project and provide a brief description of their role. Please also provide résumés or bios for each of the key personnel listed in the attachments section below.**
3. **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.**
4. **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.**