

Questions and Answers - Schoolyard and Parkland Canopy Plans and Tree Planting; and Canopy 3,000

Notice: Attachment “App_5_EPA requirements” on the Notice of Funding Availability web page was updated on March 8, 2016. If you downloaded this document prior to this date please discard the earlier version and download a new one.

- 1. Q:** Can an applicant apply for funding for tree plantings at a single site or is it expected that applicants apply to plant at multiple sites?
A: Successful applicants will propose to plant at multiple sites. If you would like to plant at a single site you can either partner with an organization that will plant at multiple sites or provide information about your proposed site to DOEE.
- 2. Q:** Can the grant funds be used to plant on single family homes?
A: No. DOEE has two existing programs aimed at planting on single family home parcels. They are RiverSmart Homes (see: doee.dc.gov/riversmart) and Tree Rebates (doee.dc.gov/riversmartrebates)
- 3. Q:** What are the targeted planting locations for these projects?
A: For project one the targeted planting locations are lands overseen by the Department of Parks and Recreation (DPR), DC Public Schools (DCPS), and publically owned charter schools. For project two, the targeted planting locations are any public and private parcels with a focus on larger parcels; parcels that improve environmental equity (for example DC Housing Authority lands); and parcels with greater environmental impact (for example where trees will reduce stormwater pollution or urban heat island effects).
- 4. Q:** Both projects one and two require a maintenance plan. Can the money from the grant be used for maintenance?
A: The grant funds from project one may not be used for maintenance however successful applications will include a plan for maintenance utilizing matching funds. The grant funds from project two may be used for maintenance but only during the period of the grant.
- 5. Q:** Are maintenance actions including volunteer hours an allowable match for the projects?
A: Yes, maintenance work and volunteer hours are allowable as a match. Please refer to The Applicant’s PCA, Appendix 3, Section III, part 3 for details on how volunteer hours should be calculated for the match budget, as well as how these hours will be documented during the project.
- 6. Q:** Can the grant funds be used for maintenance training?
A: Yes, grant funds can be used for maintenance training
- 7. Q:** The proposals request tracking the mortality of trees for two years after planting. This is past the project period of the grant. Will grantees be required to perform this work past the grant project period?
A: No. Selected grantees will not have to report mortality after the grant project period.

- 8. Q:** Can funds from these projects be used for planting design?
A: Yes, funds may be used for planting design.
- 9. Q:** For both projects, are the applicants expected to design their own tree planting landscape plans?
A: For both projects, there will be some creation of plans and some use of landscape plans that have already been created for previous projects. It is likely that a greater number of the existing planting plans will be used in project two because it has a shorter timeframe to complete the grant deliverables.
- 10. Q:** For both projects, are there specific dates for project milestones?
A: Project one has a project period of two years. There are no fixed milestones for the completion of this project. Project two has a project period of one year. Successful applications will aim to plant all trees by December 31, 2016. Planting plans should be in place by December 31, 2016 for any remaining trees.
- 11. Q:** Must volunteer hours be tracked for the projects?
A: Yes, volunteer work hours must be tracked.
- 12. Q:** Is food an allowable expense for volunteer snacks during planting days?
A: No, food is not an allowable expense. However, it is an acceptable match.
- 13. Q:** Can you clarify what size tree is acceptable to be planted as a part of these projects?
A: The intent of defining “trees” is to discourage planting very small trees that don’t have a high likelihood of survival without giving an arbitrary tree diameter as a requirement. DOEE would like the grantees’ expertise to decide the best tree planting scenario depending on site conditions and tree species. DOEE reserves the right to approve all recommendations prior to planting.
- 14. Q:** Is the use of landscaping firms encouraged or required for these projects?
A: For both projects, the use of landscaping firms and contractors is allowed but not required.
- 15. Q:** Can prospective grantees partner with other non-profits on a proposal?
A: Yes, prospective grantees can partner with other non-profits on a proposal. However, only one will be considered the primary grantee.
- 16. Q:** What is involved with the marketing requirement for project one?
A: DOEE anticipates that there will be some public outreach component involved in project one, however there is no budget for the creation of marketing materials. DOEE will be responsible for the costs of developing and printing any marketing materials to be utilized in project one.
- 17. Q:** What is involved with the creation of outreach materials for project two?
A: Successful applications will have a basic proposal for creating outreach materials (e.g. a tree tag or flyer) however the primary focus of the project is planting trees in the project period. DOEE and its partners are considering a separate effort to develop a marketing campaign to encourage tree planting. It is expected that selected grantees will coordinate their outreach efforts with DOEE and DDOT.

- 18. Q:** Is the DCRA certificate of good standing for a school, an organization or an individual?
A: The certificate is for LLCs, corporations, partnerships, cooperative associations, trusts, etc. Information can be found at <http://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process>.
- 19. Q:** Are the federal requirements for Payment and Performance Bonds; adherence to Davis-Bacon payment and posting requirements, and submission of certified payrolls required for Project #1?
A: No. EPA confirmed that this set of requirements is particular to construction projects, and tree planting does not fit in that category. All other conditions of *The Federal Requirements and Contract Provisions for Work under the CWA* (Appendix 5) do apply.
- 20. Q:** On page 17 of the Request for Applications (RFA), the solicitation requests letters of support from the property holder. Are letters of support required at the time of application?
A: No, letters of support from the property owner are not *required* at the time of application. Because the two projects in the RFA specifically state that grantees will need to work with partnering agencies and landholders to select sites, develop planting plans, and plant the trees, it is not anticipated that applicants will have letters of support at the time of application. However if an applicant can, secure letters of support or partnership, please provide them in the application.
If applicable, selected grantees will be required to secure approval from landholders (e.g. DC Department of General Services) and tenant agencies (e.g. DC Public Schools, Department of Parks and Recreation) as a part of the grant.
- 21. Q:** Are costs reimbursed or advanced to grantee?
A: Costs are reimbursed. There is a possibility to receive an advance at the time of grant award; however, the applicant must justify the need for start-up funds and make the request for these funds in the application. See Appendix 3, Section IV, part 2,.
- 22. Q:** Are there additional documents required to be submitted by applicants who plan to use contractors?
A: Please refer to *The Applicant's PCA*, Appendix 3, Section IV, Part 8 to learn the grantee's responsibilities regarding the acquisition, oversight and documentation requirements when working with contractors and subcontractors.
- a. All applicants to Project 1, **whether or not they plan to sub/contract**, must submit the federal forms related sub/contracting and documentation of outreach to Disadvantaged Business Enterprises (DBEs) along with the organizations' application. The requirement for completion of these forms and for DBE outreach documentation can be found on pages 16 and 17 of Appendix 5. These referenced forms are also in Appendix 5, and separately attached to this RFA as Appendices 7, 8, and 9. The federal form regarding Lobbying, Appendix 6, is also required to be submitted by applicants to Project 1.
 - b. Guidance for applicant organizations that do not plan to sub/contract follows:

If a grantee plans to self-perform all work, then that organization submits the forms with “not applicable – xyz organization will self-perform 100% of work for this project.” The requirement will have been met, and no DBE outreach documentation is required.

If a grantee for Project 1 did not plan to contract, but changes that plan mid-project, the grantee must submit updated forms and DBE outreach documentation, in order to remain in compliance.

Table comparing requirements of Project 1 and Project 2

	Project 1	Project 2
Project Period	The project period is two years. There are no fixed milestones for the completion of this project.	The project period is one year. Successful applications will aim to plant all trees by December 31, 2016. Planting plans should be in place by December 31, 2016 for any remaining trees.
Number of Trees Planted	At least 1,200 trees planted	At least 1,950 trees planted
Maintenance Requirement	A plan for maintenance is required. Grant funds <u>may not</u> be used for maintenance. Non-federal/non District funds and labor spent on maintenance can be counted as project match.	A plan for maintenance is required. Grant funds may be used for maintenance during the period of the grant.
Outreach Materials	Some public outreach is a component of this project; however, there is no budget for the creation of marketing materials. DOEE will be responsible for developing and printing marketing materials to be utilized.	Grantee will create basic outreach materials (e.g. a tree tag); however, the primary focus of the project is planting trees. Selected grantees will need to coordinate their outreach efforts with those of DOEE and DDOT.
Planting Locations	Lands overseen by the DPR, DCPS, and publically owned charter schools	Any public and private parcels with a focus on larger parcels; parcels that improve environmental equity; and parcels with greater environmental impact
DOEE & EPA Required Agreements and Submission	Applicants agree to comply with all the requirements in <i>The Applicant’s PCA</i> , Appendix 3, and most of the requirements of <i>The Federal Requirements and Contract Provisions for Work under the CWA</i> , Appendix 5. Exceptions to the requirements to Appendix 5 are detailed in this Q & A.	Applicants agree to comply with all the requirements in <i>The Applicant’s PCA</i> , Appendix 3 Submit with application: Project proposal, and Appendices 1-4.

	Submit with application: Project proposal, Appendices 1-4, and Appendices 6-8	
--	---	--