

District of Columbia
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)**

Community Stormwater Solutions Grants
(Short name: Community Stormwater Solutions Grants)
RFA # 2018-1806-WPD

Publication Date: 12/1/2017

Application Deadline: 1/26/2018 at 6:00pm

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to protect and enhance, directly or indirectly, the District’s water bodies or watersheds. Projects should raise awareness and lead to behavior change around watershed and stormwater-related issues, through education, installation and maintenance of runoff reducing green infrastructure, art installations, or another means described in Section 1.6. Another goal is to create new community partners and strengthen existing relationships. Projects should be inspired and supported by the target community.

DOEE will award multiple grants of up to \$20,000. The WATERSHED PROTECTION DIVISION (WPD) (“WPD”) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants to provide start-up funding for community-oriented and -supported projects that improve the District's waterways. Another purpose is to build capacity among community-based organizations and small businesses. For background on this grant program and other related programs, please visit <http://doee.dc.gov/service/community-stormwater-solutions-grants>. A special focus of this year’s RFA is projects that support the “Year of the Anacostia” in 2018, which commemorates the 100th year anniversary of Anacostia Park and the many events and milestones that will be celebrated along the river in 2018.

1.3 Source of Funds

The sources of funds for the grant are District of Columbia Anacostia River Clean Up and Protection Fund and District of Columbia Stormwater Enterprise Fund.

1.4 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Community Stormwater Solutions Grants	\$200,000

1.6 Eligibility

A. The following are eligible to apply if an “x” appears:

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith-based organizations;
- Government agencies
- Universities/educational institutions; and
- Private Enterprises.

B. In addition, the following characteristics are required for eligibility:

1. The application must educate a target audience, raise awareness, and lead to behavior change to improve the health of the District’s waterways, including reducing the impacts of stormwater runoff.
2. The project must fit into one or more of the following project areas.

Project Area 1: Install green infrastructure.

Green infrastructure installations like green roofs, rain gardens, rainwater harvesting, and permeable pavers allow stormwater to be absorbed into the ground, reducing the impact of stormwater runoff on District water bodies. Coupled with significant community engagement, even small installations can make a big difference if they result in more entities (e.g. residents, businesses, non-profit organizations) interested in voluntarily installing green infrastructure.

Project Area 2: Maintain existing green infrastructure.

Green infrastructure will not function properly without proper maintenance. Green infrastructure already exists at many schools, residential properties, commercial buildings, and along roadways.

Projects in this category could include:

- Develop and implement an “adopt-a-[insert name]” program focused on getting residents, businesses, or school involved in maintaining green infrastructure in their area
- Train and incorporate green infrastructure maintenance into existing maintenance staff or street team activities
- Offer maintenance workshops focused on teaching RiverSmart Homes participants to maintain their rain barrels, rain gardens, permeable pavers, and BayScaping projects

Project Area 3: Provide pathways to green jobs focused on stormwater solutions.

Jobs focused on trash prevention, watershed health, and stormwater management are in emerging job fields. Proposals in this category should focus on training and connecting the District workforce to these types of jobs.

Project Area 4: Restore native habitat.

Many of the District’s natural areas are overrun by invasive plant species. Proposals in this category should focus on removing invasive species, replanting with natives, engaging residents, and creating new native habitats. DOEE’s priority areas for invasive species removal and native plantings include:

- Kingman Island
- Heritage Island
- Pope Branch
- Alger Park
- Department of Parks and Recreation sites with forested areas

Project Area 5: Clean up an area affected by high volumes of litter or address causes of litter.

Trash is one of the leading causes of pollution in the District’s water bodies. Storm drains in the Municipal Separate Storm Sewer System (MS4) areas of the District lead directly to our streams. Proposals involving litter clean-ups can be in-stream or in neighborhoods and commercial areas. DOEE’s main priority for trash clean-ups is the MS4. Litter prevention projects should address the causes of

litter and result in behavior change. An example of a litter prevention project is an in-school curriculum focused on litter that results in a “call-to-action” at the school.

Project Area 6: Prevent pollution from entering District water bodies through stormwater runoff.

Projects in this category could include:

- Education on stormwater-safe car washing best practices and applicable laws, including a program that lends car washing kits to groups planning car wash fundraisers
- Education on proper outdoor storage of pollutants at home or businesses
- Education on proper fertilizer and pesticide application at home and how to use integrated pest management and alternative products to minimize environmental impacts
- Outreach and education on pet waste and installation and maintenance of pet waste bag dispensers

Project Area 7: Engage communities, raise awareness, and bring about behavior change on issues impacting water quality, including stormwater management, trash, pollution prevention, and watershed restoration.

DOEE has many projects and programs currently underway that focus on this project area, including the suite of [RiverSmart](#) programs, a [ban on disposable food service ware](#), pollution prevention, and [habitat restoration](#). Priority projects could encourage residents of organizations to participate in these programs, gather community feedback to improve these programs, or propose separate projects that address these goals. A proposal could focus on improving or expanding on a DOEE program

Projects in this category could include:

- Increase understanding of the District’s [Zero Waste DC](#) initiative focused on the District’s recent ban on food service ware made of expanded polystyrene and other products that cannot be recycled or composted.
- Conduct targeted outreach on DOEE’s RiverSmart Homes program in Wards 7 and 8, and specifically in Congress Heights, Fairlawn, Deanwood, Benning Ridge, Marshall Heights, and Lincoln Heights.
- Conduct outreach to neighborhoods prone to interior flooding of homes and offices. See [DC Silver Jackets report](#).

- Improve visibility of existing [RiverSmart Homes](#) projects through installation of yard signs (500 signs are already printed and ready for installation)
- Seek feedback from community members and organizations in high priority neighborhoods to understand (a) reasons that cause, and (b) barriers to, participation in programs impacting water quality and watershed health.

Project Area 8: Commemorate 2018 as the “Year of the Anacostia”

The Year of the Anacostia commemorates the 100th anniversary of Anacostia Park and the many events and milestones that will be celebrated along the river in 2018. Projects may include activities that improve water quality, promote sustainable development, and create opportunities for engagement on and along the Anacostia River.

1. The project must be located in the District.
2. The applicant must be physically located in the District. To be considered “physically located in the District,” the applicant must have: (1) a permanent District address listed on a government-issued ID or tax return; OR (2) a business address AND tax address in the District. If the applicant is an organization without a physical address, like a neighborhood association with volunteer members, the address used must be that of a board member, lead volunteer, or owner who will be active on the proposed project, and that address must be in the District. A US Post Office box with a District address will not meet the in-District requirement.

A project is NOT eligible if:

1. A law, or an order of a court or agency, requires that the work be done anyway. For example, DOEE’s stormwater management regulations, found at 21 DCMR Part 500, require certain properties to meet a stormwater retention requirement. Exception: A project involving required work IS eligible if the project’s capacity or function is in excess of the required work. (Example: If the regulations required a project of 10,000 gallon storage capacity, and you proposed a 15,000 gallon project, DOEE funding would be available for the extra 5,000 gallons.)
2. The same project is already being funded by another grant or contract. An exception is if the proposed project is adding a new scope that requires additional funding.
3. It uses invasive plant species, herbicides, or pesticides.
4. The applicant is an individual person, or it is an organization without a formal legal non-profit or business status. An “unincorporated association” is therefore, not eligible. (Example: a neighborhood association that has members, a bank account, and rules of organization, but no formal incorporation papers.) Exception and work-around: A sole

proprietorship business IS eligible, if registered in the District. An otherwise ineligible person or group could submit their application through an eligible applicant (from the entities list above). If the project is selected, DOEE would award the grant to the eligible entity as the “fiscal agent.”

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

1.7 Definitions

District - The District of Columbia.

Grantee - The person provided a grant by the District, including a sub-grantee.

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

Writing - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

1.9 Grant Monitoring

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.10 General Terms and Conditions

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 12/1/2017.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1806-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the electronic address below by 6:00pm on 1/26/2018.

What: An application must be submitted online. DOEE will not accept hard copy, emailed, or faxed submissions. Exception: DOEE will accept paper in a case of hardship, at DOEE's sole determination. Please contact DOEE at least two (2) weeks in advance of the deadline to determine if you can receive permission to submit paper.

An application includes a proposal, a budget, and the documents required in Section 3.4. The online application system will not accept an application that is incomplete. It will not allow you to submit your application past the deadline.

If you apply for more than one grant, you must complete a separate application for each project. You cannot reference attachments from another application or ones that DOEE may already have on file.

Where: Go to <https://zoomgrants.com/gprop.asp?donorid=2234&limited=1202>. If you do not have an existing ZoomGrants account, please create a new, free account. If you are an existing ZoomGrants account holder, log in.

Find "Community Stormwater Solutions Grants – 2018" under "Open Programs". Click "Apply" to start your application or "Preview" to open a read-only application. When in the preview mode, you can click "Apply Now/Start Application" to start the application.

Be sure to complete the content under each of the five section tabs:

1. Summary/Application
2. Application Questions
3. Budget
4. Tables
5. Attachments

Watch this video to learn more about ZoomGrants:
<https://www.youtube.com/watch?v=4vKgUEcl6eA>

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within 12 weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to community.stormwater2018@dc.gov with "RE: RFA 2018-1806-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing community.stormwater2018@dc.gov with the subject line "RE: RFA 2018-1806-WPD – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is 12 p.m. (noon) on the date of the application deadline.

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** community.stormwater2018@dc.gov with "RE: RFA 2018-1806-WPD" in the subject line;
- (b) **In person** by making an appointment with (Emily Rice at (202) 535-2679 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Emily Rice RE: RFA 2018-1806-WPD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

All applications must be submitted online. See Section 2.3 above for details.

3.2 Proposal Content

(a) Title

Give your proposal a title that describes in a few words what you want to do.

(b) Descriptions

Describe your project, who you are, and who will do the work. If you need to present graphics, include them in the “Attachments” tab of the online application.

(c) Budget

Present your budget in the “Budget” tab of the online application.

You must submit a numeric budget and a budget narrative in the “Budget” tab. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;

4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(1) Partners

Partnerships are a critical component of these grants. Depending on the project, these partnerships might be with government agencies, nongovernmental organizations (NGOs), civic and community associations, ANCs, businesses, or individuals. The Applicant must describe the partner's involvement and any resource commitments and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity. If your project does not include partnerships, indicate that and provide a brief explanation of why in "Partners" section of the application.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

If the project is at a DCPS location and involves physically altering the property (example: install a rain garden), you must include a signed-off DCPS Initial Feasibility Review Form with your application. Allow DCPS Central Office a minimum of 10 business days to review your form.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

iv. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide.

3.3 Work Plan

The application must include a proposed work plan that describes the timeline for project implementation.

3.4 Required Documents

Each of the following documents must be filed as part of the online application. The online application allows you to attach documents for upload. If the document is not attached to your

application, the online application system will reject the proposal. Some documents take a while to obtain, so please do not wait until the last minute to review these critical requirements.

Exception: If a government agency must issue a required document, and you requested the document and have not received it, DOEE may accept a copy of the request to the agency for the purpose of deeming the application “filed.”

(a) Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

(b) Promises, Certifications, Assertions, and Assurances

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

(c) IRS W-9 Tax Form

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

(d) Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

(e) Applicant's Current Fiscal Year Budget

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

(f) Applicant's Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

(g) Separation of Duties Policy

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with

knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

Upon acceptance of a grant award, the Grantee must provide the following documents.

(a) Certificate of Insurance

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount. Insurance coverage requirements depend on the specific project and entity carrying it out. Some insurance requirements listed in Appendix 1 may not apply to all projects, or there may be some additional requirements.

(b) Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

The grantee must submit the following reports as a condition of continuing eligibility for funding.

(a) Quarterly Status Reports

The grantee must submit quarterly progress reports using ZoomGrants at deadlines defined in the Grant Award Notice.

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

(b) Final Report

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

Community Stormwater Solutions Grants

Introduction

The Community Stormwater Solutions Grant Program provides start-up funding for creative, community-oriented projects that improve water quality, raise awareness, and lead to behavior change to improve the health of the District's water bodies and reduce the impacts of stormwater runoff in the District. DOEE introduced this program in 2016, and to date, has awarded 20 projects totaling \$365,312.

Project Period

A project starts on the date of DOEE's Notice of Grant Award to the successful applicant(s). The project should be completed by April 30, 2019. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

A total of \$200,000 is available for this competition. DOEE expects to make multiple awards for up to \$20,000. Applicants are welcome to submit applications for more than one project. Each project requires a complete application.

7.2 Project Description

DOEE is seeking community-oriented approaches to managing stormwater runoff and raising awareness on issues facing the District's watersheds. A project must take place entirely in the District, be easily accessible or visible to the general public, and show a clear public and water quality benefit. A project must align with one or more of the "Project Areas" identified in Section 5. These grants are not meant to replace the funding for an existing program or activity.

In developing your application, please note that DOEE values a project that:

- a. Was developed with community partners and involves these partners in the project's execution (letters of support from community partners like community/civic associations and ANCs are highly recommended).
- b. Engages, educates, and leads to behavior change among a target population to reduce the impact of stormwater and improve the health of the District's water bodies.
- c. Produces quantifiable outcomes that improve water quality and lead to behavior change (e.g. plant 100 trees, reduce 1,000 gallons of stormwater runoff, engage 500 people about stewardship activities).
- d. Uses art or another creative solution to communicate the message or create the result.
- e. Furthers existing efforts to reduce the impacts of stormwater runoff, including those offered by DOEE.

- f. Commemorates the history and/or envisions the future of the Anacostia River and Park as part of Year of Anacostia in 2018.

Please review the scoring criteria below to understand how DOEE ranks the proposals it receives. Note that there are two location-based criteria for projects impacting the Anacostia Watershed and the Municipal Separate Storm Sewer (MS4) areas of the District. In the MS4, which encompasses 2/3 of the District, stormwater is discharged directly into water bodies. This makes installation of green infrastructure and awareness of the impacts of stormwater runoff in these areas especially important. To determine whether your project area is located in the Anacostia Watershed or MS4, visit the Watershed Finder

<http://geospatial.dcgis.dc.gov/WatershedFinder/>. The information is in the "Watershed Information" table. Or visit the [map](#) at:

<https://dcgis.maps.arcgis.com/home/webmap/viewer.html?webmap=4d168c1704924d409ff3ccf2c7ded96>

Note: A project MUST have a clear connection to stormwater. A great idea, or great art, generally, is not enough. So, for example, DOEE would be more likely to fund a proposal for a learning garden that removes impervious paving, than one added to an already-pervious lawn.

You may get a better sense of this grant program by seeing what DOEE has already funded.

Visit <http://doee.dc.gov/service/community-stormwater-solutions-grants>.

7.3 Project Deliverables

Deliverables

A completed project must produce the deliverables proposed and accepted by DOEE as part of the Grant Award Notice. In addition, a grantee is required to submit three (3) quarterly progress reports, a final report, and other updates upon request.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Presents an achievable plan for executing the project	15
Presents a reasonable budget for the work proposed	15
Involves members of an identified community in the development and execution of the project as evidenced through letters of support	15
Uses art or another creative solution	5
Will lead to behavior change	5
Furtheres existing DOEE efforts or stated priorities to reduce the impacts of stormwater runoff	10
Is cost effective (more bang for the buck)	10
Presents a meaningful way to educate the public on a stormwater-related issue	5
Will produce quantifiable outcomes	5
Demonstrates experience managing funds and reporting properly	5
Benefits the District's MS4 area, directly or indirectly	5
Benefits the Anacostia River or supports the "Year of the Anacostia"	5

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Reserved

Appendix 4 – Reserved

Appendix 5 – Reserved

Appendix 6 – DCPS Initial Project Feasibility Review Form