

District of Columbia  
Department of Energy and Environment



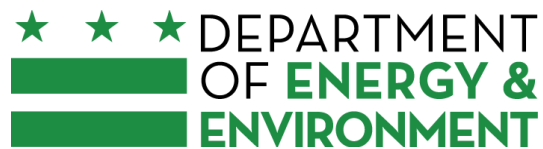
**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

DC High Water Mark Project  
(Short name: DC HWM)  
RFA # 2021-2030-RRD

**Publication Date:** January 29, 2021

**Application Deadline:** March 1, 2021 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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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 goal of this Request for Applications (RFA) is to receive proposals for a high quality, cost-effective and unique way to communicate instances of historic and projected flooding through the design, production, and installation of a High Water Mark visual presentation at The Wharf in the District of Columbia. The Regulatory Review Division (RRD) of DOEE will administer this RFA.

### **1.2 Purpose of the Grants**

The purpose of these grants is to reduce the loss of life, damage to property, and harm to natural resources from flooding. The High Water Mark installation will build community resilience to future flooding, help the public understand the risk of flooding, and mitigate that risk.

### **1.3 Source of Funds**

The sources of funds for the grant are the Federal Emergency Management Agency (FEMA) Community Assistance Program - State Support Services Element (CAP-SSSE), and DOEE’s Stormwater Enterprise funds.

### **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 most responsive proposal/s will be recommended for a 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 Name	Project Amount
DC High Water Mark Project	\$30,000

## 1.6 Eligibility

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.

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 January 29, 2021

### 2.2 Additional RFA Information

This RFA is issued on DOEE's website at <https://doee.dc.gov/page/grants-and-other-funding>.

The contact person for this RFA is Joshua Schnitzlein.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on March 1, 2021

Applications will be dated and recorded as "received" pending review by DOEE for completeness. DOEE considers an application to be "filed" only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to [flood.risk@dc.gov](mailto:flood.risk@dc.gov) formatted as a .pdf.

The Department will not receive faxed copies.

### 2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve 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 [flood.risk@dc.gov](mailto:flood.risk@dc.gov) with "RE: RFA # 2021-2030-RRD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](https://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 [flood.risk@dc.gov](mailto:flood.risk@dc.gov) with the subject line "RE: RFA # 2021-2030-RRD – 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. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.



## SECTION 3. APPLICATION CONTENT

### 3.1 Format

Proposals must be formatted as follows:

- (a) When printed the application is on 8 ½" x 11" paper with one-inch margins;
- (b) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description; and
- (c) Scan the document and all of the attachments as one file.

### 3.2 Proposal Content

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

#### (a) Cover Sheet

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

#### (b) Project Summary

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

#### (c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

- (1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

*Activities* are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An *output* is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A *project outcome* is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). 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.

**(d) Applicant**

**(1) Organization**

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

**(2) Key personnel**

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

**(3) Past performance on District Grants/Contracts**

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

**(4) Partners**

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify 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.

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.

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. 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, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. 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. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax exempt status.

iv. 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.

### **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 proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s 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) Certificate of Clean Hands**

The Grantee shall submit a validated Certificate of Clean Hands (CCH) from the DC Office of Tax and Revenue. The CCH can be obtained through [MyTax.DC.gov](http://MyTax.DC.gov)

**(c) 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.

**(d) 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.

**(e) 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.*)

**(f) 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.

**(g) 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.

**(h) 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.

**(i) System for Award Management (SAM) with Federal Government**

Applicants must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

**(j) Federally Negotiated Indirect Cost Rate Agreement**

If this solicitation is funded in any part by federal funds and the applicant elects to include their Federally Negotiated Indirect Cost Rate in the application budget, the federal approval must accompany the application.



## **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 most responsive application 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.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

## **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.

#### **(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

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

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**

DC High Water Mark Project

#### **Introduction**

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called Applicants) proposing solutions for designing, producing, and installing the DC High Water Mark (DC HWM) Project for Fiscal Year 2021. The goal of this project is to communicate instances of historic and projected flooding at The Wharf in the District of Columbia. The purpose is to reduce the loss of life and damage to property and natural resources from flooding.

The DC HWM Project will focus on building community resilience to future flooding by communicating flood risk in a visually compelling way. This project will help the public understand the risk of flooding and the importance of mitigating that risk through the installation of a High Water Mark visual presentation at The Wharf in Southwest Washington, DC.

#### **Project Period**

The project period is from date of award, through September 30, 2021. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

#### **Available Funding**

The amount of funds available for this project is \$30,000.

#### **Project Description**

The goal of this grant is to receive creative proposals of high quality, cost-effective services to communicate instances of historic and projected flooding and design, produce, and install, a High Water Mark visual presentation at The Wharf. The project is based on best practices that an informed public will be a flood-safer public. Flooding is the most common, predictable, and costly of all natural disasters in the United States.

In the District, large storms such as Hurricanes Sandy and Isabel, the relatively recent Federal Triangle Flood, and other flooding events, have caused extensive damage and cost millions of dollars in recovery, restoration, and rebuilding. Multiple studies, including Climate Ready DC, predict increased flood risks because of climate-change- caused sea level rise and more frequent and intense storms.

DOEE seeks flood-related community benefits: raised flood risk awareness, encouraged mitigation actions to reduce that risk, enhanced community resilience against future flooding, and enhanced collaboration among public and private property owners.

### Past Projects

To date, DOEE has installed two High Water Marks in the District. That work, conducted during 2019, produced installation of both sculptures in February 2020. One is located on Kingman Island (Figure 1) and the other is located in Marvin Gaye Park (Figure 2). (All figures can be found in the accompanying Schedule A.) The sculptures aim to communicate historic and projected flood depth at their respective locations, and are accompanied by informative signage (Figure 3). The installations incorporate pill shapes to depict historical flood depths, and spheres to depict 100- and 500-year flood elevations for the 2020s, 2050s, and 2080 projections.

The District intends to continue flood risk communication efforts through art installations. Through this grant the District will implement one or more HWM installations in one or more prominent riverfront locations at The Wharf. The figures above are presented as examples only. Applicants are encouraged to offer creative High Water Mark proposals.

### Project Inspiration

A typical HWM installation should include an elevation line or water depth indicator referencing the depth of an historic or projected flood event at a particular location. DOEE prefers the design of each proposed HWM installation to be as artistically engaging and inviting as possible, and welcomes innovative ideas using diverse mediums, including light or recycled/upcycled materials.

The grant could fund either a temporary HWM installation(s), for just a few months, or a longer-term installation(s). While the grantee will not be responsible for maintaining the installation(s), the grantee must provide DOEE with information allowing for proper maintenance, including likely lifespan, materials used, and how to maintain.

The proposal must present all operation and maintenance costs, and state whether the costs are included in the grant amount or would have to be separate. For a permanent installation, the following are particularly important: low maintenance, durable, and has a long lifespan. For a temporary installation, the proposal must explain how to address removal costs. The Wharf will be responsible for ongoing daily maintenance of the installation(s), including washing the installation(s) and cleaning up trash around the area.

Examples of previously installed HWMs that the District finds effective and interesting are listed below:

- Project Title: HighWaterLine, Artist: Eve Mosher, Webpage: [www.evemoshers.com/highwaterline](http://www.evemoshers.com/highwaterline)

- Project Title: Lines (57° 59' N, 7° 16' W), Artists: Pekka Niittyvirta and Timo Aho, Webpage: [www.niittyvirta.com](http://www.niittyvirta.com)
- Project Title: Waterlitch, Artist: Daan Roosegaard, Webpage: [www.yearofwater.columbia.edu/waterlicht](http://www.yearofwater.columbia.edu/waterlicht)
- Project Title: Southwold Pier Tidal Gauge, Artist Tim Hunkin, Webpage: [https://www.timhunkin.com/page\\_pictures/a135\\_wide-shot2.jpg](https://www.timhunkin.com/page_pictures/a135_wide-shot2.jpg)
- Project Title: Floating Dowel Tidal Gauge, North Carolina King Tides, Webpage: <https://nckingtides.web.unc.edu/files/2017/11/IMG951521-2.jpg>

## Project Location

The Wharf has identified two locations (West Location and East Location) where the HWM may be installed for long-term installation. (All figures can be found in the accompanying Schedule A.)

- **West Location:** Planter Area near Municipal Fish Market  
Description: 10'x10' trapezoid planter area with soil base, seasonal plants, and drain. Installation can fasten to concrete, be mounted in the soil, or attached to nearby 10" diameter black pole.
- **East Location:** Corner of Market Pier SW.  
Description: Up to 20 linear feet along the water of the Washington Channel at the corner of Market Pier SW; up to 10' along the landside bench and up to 10' of pier edge. Installation can fasten to wooden bench and/or wooden pier edge. Installation can interact with water below, which raises and lowers with tides and rains.

Notwithstanding other language in the RFA, the applicant does NOT have to provide proof of the property owner's permission for the installation.

If the project is a temporary installation, The Wharf has identified preferred "activation spaces" which provide electricity, rigging posts, space to gather, and other resources for hosting crowds.

Those spaces are:

- Market Pier and Market Square – Although this is the smallest pier at The Wharf, it is located at the lowest geographic location of The Wharf, most prone to flooding.
- Transit Pier and Floating Stage – Transit Pier is a large, flat concrete pier covered by umbrellas in the summer and an ice rink in the winter. Alongside it is a 30' W x 15' D floating stage with seating for dozens of visitors.
- District Pier and District Square – District Square is the heart of The Wharf, home to the fire pit and tree-lined seating area. The adjacent District Pier is the largest pier at The Wharf, with large steps that can be made into a stage for outdoor festivals.

- Recreation Pier – This over-water pier provides a small craft launch, access to the water, and a torch sculpture. It is located adjacent to The Wharf’s floating wetlands.

A map of these spaces can be found on The Wharf website: Webpage:

<https://www.wharfdc.com/map/>

### Project Team

The applicant will coordinate installation with a “Project Team”. DOEE will serve as the primary point of contact for all communications, reporting, and payment between the property owner, other stakeholders, and the grantee.

The full project team will include DOEE and these stakeholders: the Southwest Business Improvement District (SWBID), The Wharf, and the DC Silver Jackets.

Please note: The successful applicant, called the grantee, will be responsible for the design, fabrication, and installation of the HWM. Any and all contractor payment and coordination for fabrication and installation will be the responsibility of the grantee. DOEE will not interact with the grantee’s suppliers and contractors.

### **Required Application Materials**

- 1) A description of the work, whether the installation will be permanent or temporary, and the preferred location from those listed above.
- 2) A preliminary innovative design proposal that fulfills the purpose of this grant for installation at The Wharf.
- 3) Two examples of previous design work of similar project scale and budget. Each example should include design concept graphics, visuals of final project completion, a written description, and a professional reference. Each previous work example should not exceed 5 pages. These examples should be included as an attachment.

DOEE hopes to select one or more installations that is made of durable and weather resistant materials and that communicates flood risk in a visually compelling way.

## **7.3 Project Outcomes, Outputs, and Deliverables**

### **Project Outcomes**

- Heightened public awareness of historic and projected flooding in Washington, DC.
- Increased public and property owner interest in exploring methods to mitigate flood risk.
- Better collaboration among District, federal, and private landowners to reduce flood risk.

### **Project Outputs**

- One or more High Water Mark(s) installed at The Wharf.

### **Deliverables**

- Participation in a kick-off meeting with the project team.
- A final design concept submitted to the project review team.
- Participation in two status update meetings with the DOEE project team.
- A final approved design.
- A final report summarizing the project process and outputs.
- One or more High Water Marks installed at The Wharf.

### **Proposal Scoring**

All proposals will be scored according to the criteria below.

<b>Scoring Criteria</b>	<b>Points</b>
Will likely deliver the community benefits of the project.	10
Incorporates materials that are durable, weather-resistant, and low maintenance for the installation's life.	10
Presents a visual representation that is harmonious with the setting of The Wharf.	25
Demonstrates a lot of creativity.	25
Presents a clear and achievable timeline for executing the project.	5
Examples of previous work demonstrate applicant's artistic excellence and experience designing and implementing creative art installations of similar scale and budget.	10
Demonstrates experience working in public settings and an understanding of public art installations, including maintenance.	5
Presents a cost-effective numeric budget and reasonable budget narrative for the work proposed.	5
Demonstrates experience successfully managing funds and creating accurate reports.	5



## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include a valid Certificate of Clean Hands?	
11.	Does the application package include IRS W-9 Tax Form?	
12.	Does the application package include a Tax Exemption Affirmation Letter?	
13.	Does the application package include the applicant’s current fiscal year budget?	

14.	Does the application package include the applicant's most recent audited or unaudited financial statements?	
15.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
16.	Is the applicant registered in the System for Award Management (SAM)?	
17.	If applicable, does the application package include letters of support from other entities?	
18.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – N/A

Appendix 6 – Insurance Requirements