

District of Columbia  
Department of Energy and Environment



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

**Fiscal Year 2022 Clean Water Construction Treatment Works Projects**  
(Short name: FY 2022 CWC Projects)  
RFA # 2022-2110-WQD

**Publication Date:** 3/19/2021

**Application Deadline:** 4/19/2021 at 11:59 p.m.

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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 “Applicant” or “Applicants”). The goals of this Request for Applications (RFA) are to identify as collaborative partners for DOEE’s Fiscal Year (FY) 2022’s Clean Water Construction (CWC) application to the U.S. Environmental Protection Agency (EPA) Clean Water State Revolving Fund. DOEE’s CWC Program’s mission is to improve the water quality of Rock Creek, the Potomac and Anacostia rivers, their tributaries, and the Chesapeake Bay. Project proposals must contribute toward the District of Columbia’s (District) compliance with the Clean Water Act (CWA) through one of three project categories: (1) Sewage Infrastructure; (2) Stormwater Grey Infrastructure; and (3) Stormwater Green Infrastructure.

The project proposals that are received in response to this request will be scored and placed on the Fiscal Year (FY) 2022 Project Priority List (PPL) which will be published for public comment and submitted to U.S. Environmental Protection Agency (EPA) for approval. Grant award(s) will be made based on the ranking of the projects on the PPL, funding match availability, and the project readiness to proceed. The Water Quality Division (WQD) of DOEE will administer this RFA.

### **1.2 Purpose of the Grant**

The purpose of this grant is to fund the design and construction of voluntary projects that provide clean water to District streams and rivers.

This solicitation will result in an updated PPL, for use in the FY 2022 application to EPA’s Clean Water State Revolving Fund. To be eligible for funding through the CWC program, EPA requires that a proposed project be included on the PPL.

A DOEE review team will score all projects meeting minimum eligibility requirements. The PPL presents projects from each of the three project categories, with projects ranked in descending order per category, and based on the total points awarded using the District of Columbia Project Priority Rating System (PPRS) (Appendix 8).

### **1.3 Source of Funds**

The source of funds for the grant is the EPA Clean Water Construction State Revolving Fund (SRF) allocation (CFDA 66.418), which the District receives in the form of a grant. CWC projects will be funded at a 55% federal grant share and applicants are expected to provide at least 45% of the project cost in non-federal funds.

### **1.4 Competition for a Clean Water Construction Grant**

DOEE's CWC program is designed to direct federal funding to projects that contribute to CWA compliance.

The CWC grant award process occurs over two fiscal years. In the first year, DOEE updates the PPL with new projects, as follows:

1. DOEE solicits applications for new projects;
2. DOEE adds new projects to the PPL within the applicable project category, in order from highest score to lowest, creating three ranked lists;
3. DOEE seeks public comment on the PPL; and
4. DOEE submits the PPL to EPA for review and approval.

In the second year of the cycle, DOEE applies for CWC funding in the following way:

5. EPA notifies DOEE of the CWC SRF allocation;
6. DOEE determines the number of projects to fund by considering the amount of funding available, the number of projects identified as ready to proceed, and DOEE's capacity to oversee projects;
7. DOEE selects projects identified as ready to proceed based on their PPL rank order, acquisition and availability of local funds, and pressing DOEE priorities; and
8. DOEE submits the District's CWC grant application to EPA.

Annually, DOEE will solicit new project applications to be added to the next fiscal year's PPL. This solicitation requests applications for three project categories: Sewage Infrastructure Projects, Stormwater Grey Infrastructure Projects, and Stormwater Green Infrastructure Projects. All proposals received are vetted for minimum eligibility, scored, and then placed on their category's PPL. Within each PPL category, projects are ranked in descending order based on the total points awarded according to the PPRS scoring criteria.

For each newly updated PPL, DOEE will provide an opportunity for public involvement. DOEE will publish a notice of the public comment period in the *D.C. Register* and on the DOEE website and provide the draft PPL on the DOEE website. DOEE will also email the notice directly to CWC stakeholders, and provide the PPL in hard copy, upon request. DOEE expects this posting to occur approximately eight weeks after the project application deadline. All relevant comments will be considered when finalizing the PPL.

### 1.5 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 review, score, and rank each project application. Each proposal is scored according to the criteria detailed in the PPRS, Appendix 8. The scoring of each application is based on a 100-point scale. The applicant should read Appendix 8 carefully, ensuring that the proposal addresses each of the criteria.

Each Applicant may submit more than one application with different projects. If an Applicant responds with more than one project, it must do so in a separate proposal and submit all corresponding required documents.

## 1.6 Projects and Funds Available

DOEE seeks applications for: inclusion on the FY 2022 Project Priority List (PPL) for use in applications to EPA's Clean Water State Revolving Fund. DOEE may receive approximately \$7,500,000 in federal funding for Clean Water Construction (CWC) Projects. There is no set minimum or maximum project cost requirement. However, applicants cannot request more than the annual federal grant portion.

## 1.7 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;
- Government agencies; and
- Universities/educational institutions.

For a project to be included on the PPL, both the project and the entity receiving funding must be eligible. Project eligibility requirements appear in the DOEE Project Priority Rating System (Appendix 8).

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 material conditions stated in its application. Ineligible applicants or applications will not be considered for review.

A material condition can be an eligibility condition or it can be some other condition that a reasonable DOEE evaluator would conclude is necessary to the Applicant's carrying out the proposed project.

For instance, an Applicant's nonprofit status was a condition of eligibility and the Applicant lost its nonprofit tax status. That would be a material change in condition, and would require immediate communication. Another example: Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant, and then these staff leave. The Applicant must immediately inform DOEE, and follow up in writing.

## 1.8 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.

#### 1.9 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion. (*See* Parts 3.2(6)(A), 6.2; Appendix 1 Paragraph 10.g)

#### 1.10 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.

Each funded project must comply with EPA and District requirements for design and/or construction contracting. EPA requirements appear in Appendices 6 and 7. Funded entities must: provide compliance documentation, allow site visits, report expenditures, and report performance data. DOEE will monitor contracts, subgrants, and MOUs. A summary of contracting requirements can be found at <https://doee.dc.gov/node/1308996>.

#### 1.11 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 appearing in Appendix 1.

#### 1.12 RFA Conditions - Promises, Certifications, Assertions, and Assurances

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

### 1.13 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.*);
- DC Official Code § 8-151.07(8);
- Other applicable laws and regulations; and
- Authority for CWC Funding.

The CWC program funds construction and installation under § 212 of Title VI of the US Clean Water Act that the EPA administers, specifically treatment works, as defined in 33 U.S.C. 1292.

Title VI of the CWA authorizes the EPA to award capitalization grants to states for the purpose of establishing a Clean Water State Revolving Fund.

Legislative provisions in several EPA Appropriation Acts allow the District to receive its capitalization allotment as Title II grants for any activities eligible to receive funding under Title VI.

Provisions in Public Laws 101-144 and 101-302 allow the single-government entities of the District of Columbia, the Virgin Islands, and the Pacific trust territories to receive their annual allotments for Title VI capitalization grants as Title II construction grants. An additional provision in Public Law 102-389 expands the range of activities which the District may fund with such grants to include CWA Title VI-eligible activity.

DOEE may apply for and receive federal grants.

### 1.14 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 3/19/2021.

A pre-application meeting will be held on 03/31/2021, at 1:00 pm via the Cisco Webex video conferencing platform: <https://tinyurl.com/FY22rfamtg>.

Participants may call in toll-free at (866) 741-7514. Use participant code 2014667. Attendance is not mandatory.

### 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 Raymond Nuesch.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on 4/19/2021.

An application 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. A late or incomplete application 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 [FY22CWCRFA.grants@dc.gov](mailto:FY22CWCRFA.grants@dc.gov) formatted as a .pdf.

DOEE 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.

DOEE will post the updated FY 2022 PPL to DOEE's website approximately eight weeks after the project application deadline. The FY 2022 PPL will be made available for a 30-day public comment period and public hearing prior to final submission to EPA.

DOEE expects to make the grant award notifications in the second year of the CWC grant application cycle, as described in Section 1.4.

## 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 [FY22CWCRA.grants@dc.gov](mailto:FY22CWCRA.grants@dc.gov) with "RE: RFA 2022-2110-WQD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://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 [FY22CWCRA.grants@dc.gov](mailto:FY22CWCRA.grants@dc.gov) with the subject line "RE: RFA 2022-2110-WQD – 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 cutoff date for receipt of any questions is one week prior to the application deadline.

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

An application must be formatted as follows:

- (a) When printed the application would appear 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 Application Content

DOEE intends to add organizations to the PPL and fund projects that will benefit the environment, and, in particular, the environment of the District. The application should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the application, 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. Please place the summary on the cover page (see Appendix 3). DOEE will not count this cover page as part of the 10-page application limit.

#### **(c) Project Description**

Organize this section of your application in accordance with the PPRS in Appendix 8 of this RFA. Organize the Application’s 10-page section of your application in sections that follow the

order of the criteria of the scoring box of Section 7. The review panel will seek an explanation of the following as they evaluate your application:

(1) Goals and Objectives

State how: (a) this project will benefit the environmental goal(s) described in Section 7, and (b) the goal(s) this project will advance. Typically a goal is long-term and diffuse. An objective is specific, and it will be discrete and identifiable. A project with one goal may have more than one objective. For example: The goal of a grant might be clean District rivers. Objectives of the application might be: implement a citywide recycling campaign; install trash traps.

(2) Target Audience

Identify the target audience. Whom will this project engage? Whom will this project benefit and how?

(3) Targeted Subwatershed and Sewer System

Clearly identify whether the project site is located within a targeted subwatershed. [District targeted subwatersheds](#) drain to tributaries that have recently had stream restoration work or will have restoration work performed in the near future.

Clearly identify whether your project site is located within the Municipal Separate Storm Sewer System (MS4) or Combined Sewer System (CSS). The District's [Locate Your Watershed tool](#) or the [Targeted Subwatershed map](#) can provide this information.

(4) Project Priorities

Identify and explain how this project will reduce stormwater runoff, improve water quality, create green jobs, protect worker safety, promote environmental education, improve resilience and environmental sustainability, and/or enhance habitats.

(5) Project Phases and Timeline

If the project will occur in phases (solicitation, design, permitting, construction), then identify the cost associated with each stage. Determine that costs are allowable in accordance with [2 CFR Part 200, Subpart E](#). Provide a reasonable estimate of the timeline for project implementation, including administrative and project milestones in each phase of implementation.

(6) Permitting

Provide a list of permits required to be obtained, and note if any permit applications have been submitted, and if applications have been acquired.

(7) Maintenance

Identify the parties responsible for maintenance; describe basic maintenance activities; and provide reasonable assurance that maintenance will be performed for the life of the project.

(8) Project Activities, Outputs, and Outcomes

Connect the funded activities to quantifiable outputs that produce desired outcomes. DOEE prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded.

*Activities* describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. For example: “20 community members will participate in a single two-hour-long workshop. There will be a total of 10 workshops. The workshops will take place at community centers in the evening after typical workday hours.”

An *output* is a short-term quantifiable result that one or more activities achieve. DOEE will measure the outputs in order to determine if the grantee successfully implements the activities. For example: “At the end of the project period, 10 recycling workshops will be held, 200 community members will attend the workshops, and 25 social media posts will appear featuring information about recycling.”

1. Applications proposing the installation of stormwater best management practices (BMPs) must provide estimated outputs using the stormwater retention volume calculator, Appendix 9. Use of this calculator requires estimates for contributing drainage area and the type and number of BMPs to be installed. The applicant can define assumptions and report estimated outputs in a range if the project is not in a stage of design that would provide real measurements.
2. Applications proposing stream and habitat restoration will provide an estimate of linear feet of stream habitat to be restored or square feet of land area to be restored.
3. Applications proposing sewage infrastructure must provide an explanation of existing site conditions and target goal numbers.
4. All applicants must provide an assessment of cost effectiveness. An example of this could be a simple cost benefit analysis. Divide total cost by project outputs (i.e. gallons retained, linear feet of stream restoration, acres managed, etc.).

A *project outcome* can be a short, medium, or long-term result. It can occur and/or continue during the project and after the project ends. It can be general in nature; or it can be quantifiable.

A project can present multiple outcomes. Even if not quantifiable, DOEE may look for an outcome to show that the project is making progress toward achieving a goal.

For example: After several recycling workshops, this project will yield: (a) the Anacostia River will show substantially fewer floating recyclables by next spring, and (b) 60 % of workshop participants will increase their knowledge about where and what to recycle.

#### (9) 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.”

Detail any outside funding sources and identify sources of non-federal funding match. The total of all sources of project match must meet at least 45% of the total project budget. Match contributions must be verifiable in the accounting system. Contribution of in-kind services does not meet the criteria for match. Finally, all construction projects must provide proof of 100% performance bond and 100% payment bond<sup>1</sup>.

If the project will occur in stages (solicitation, design, permitting, construction), then identify the cost associated with each stage. Determine that costs are allowable in accordance with [2 CFR Part 200, Subpart E](#).

The budget will be the basis for DOEE’s later evaluation of the project and payment requests. DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

##### i. DOEE’s standard policy on reimbursements vs. advances

In the overwhelming majority of cases, DOEE’s policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (*See* Parts 1.8, and 6.2; Appendix 1Section 10.g)

##### ii. Grantee matches and other contributions

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<sup>1</sup> Some District agencies may have official approval for 50% performance bond. DOEE will require documentation of this approval if the project is funded.

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.

### iii. Allowable and non-allowed expenditures

The Applicant must show 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.

### iv. Applicant’s indirect costs calculation

An Applicant may include its indirect costs in its budget calculation. (*See* the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
  - a. 10% of the grant's direct costs;
  - b. A new negotiated rate with DOEE;
  - c. The same indirect rate that it has used with any District agency in the past 2 years; or
  - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute required DOEE to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a *nonprofit* subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Appendix 1. General Terms & Conditions, Paragraph 14.g)

Federal rules always control for federal funding. For federal funding that passes through the District to the grantee, the indirect cost rate must be consistent with federal regulation 2 CFR 200.331 or its successor.

**(d) Applicant**

(1) Organization

Describe the named Applicant'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 an 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, subgrantees, 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. Provide specific information including:

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

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, grants, or partnerships in the past five years.

#### (4) Partners

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a “partnership” is informal, just a working arrangement. The “partners” may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency, nongovernmental organization (NGO), company, or an individual. One of these “partners” would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner’s involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter, or scanned, the document should be written on the partner’s letterhead, and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official’s 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 an official of 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

Include a letter of intent from the collaborating organization(s) stating that it agrees 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, 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 a claimed tax exempt status.

### iv. National Park Service - Exception

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 an email statement of intent.

## 3.3 Work Plan

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

## 3.4 Required Documents

Each of the following documents must be filed as part of the application 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 written 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.

### **(a) 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**

If the Applicant claims it is a nonprofit organization, the Applicant must prove its nonprofit status. The tax exemption affirmation letter should be provided. It 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 is 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:

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

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

The Applicant 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) Indirect Costs Rate Documentation**

If the Applicant seeks a 10% indirect costs rate in its proposed budget, no special documentation is required. However, for another rate, include one of the following documents with the application:

1. Unexpired Federally Negotiated Indirect Cost Rate Agreement (NICRA);
2. DOEE negotiated agreement;
3. A letter from a District government agency, dated within the last two years stating the negotiated indirect cost rate; or
4. A letter from an independent CPA certifying the indirect cost rate was determined by the nonprofit organization's audited financial statements following OMB Uniform Guidance.

## **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 application.

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. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

### **4.2 Scoring Criteria**

The reviewers score each application according to the PPRS. The PPRS describes the process through which DOEE develops an annual PPL, how DOEE rates and ranks projects that are placed on the PPL, how DOEE identifies projects for application for EPA's Clean Water Construction grants, and how DOEE allocates available funding among projects. See Appendix 8.

Each project category has minimum eligibility requirements that a project must meet in order to proceed to scoring. Minimum eligibility requirements are found in the PPRS in Appendix 8.

The Applicant should read the grant description carefully to determine if matching funds or resources are required, or benefit from preference points.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions if Applicant Will Receive the Grant**

Upon acceptance of DOEE's award of the grant, 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. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance. Ordinarily 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 receiving DOEE’s Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.11. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

**SECTION 6. REPORTING, PAYMENT, and OTHER 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 Notice. 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 Notice. 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 application. The template requires submission of data and analysis of the data.

**6.2 Reimbursement of Project Expenditures, Advances, and Disbursement of Funds**

DOEE will not reimburse the grantee for any work undertaken before DOEE awards the grant.

DOEE will reimburse the grantee only for expenditures incurred to perform work under the grant. Ordinarily DOEE pays out grant funds as reimbursements. Advances are exceptions; not the rule. 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 application** and explain why an advance payment is being requested. (See Parts 1.8, 3.2(c)(6)(A); Appendix 1 Section 10.g)

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. Ordinarily, there is no requirement for weekly or monthly invoicing. The grantee should submit each reimbursement request/invoice 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 timely, approved, supported grant invoices within 30 days after DOEE receives them.

DOEE may withhold up to the final 10% of a grant until all required activities have been completed, including receipt of the final report. The grantee should treat the prospect of such withholding as likely.

## SECTION 7. OTHER PROJECT REQUIREMENTS

A government applicant is not required to file the documents that Sections 3.4 and 5 require. All applicants, including governmental entities, should review all Appendices.

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that you answer all of the questions below. In the column to the right, indicate Yes, No, or NA for “not applicable”. Submit this completed document as one of the first pages of your application.</p>		
1	Is the cover sheet (Appendix 3) completed and signed – and included as part of the application?	
2	Is the application from one entity, as the Applicant?	
3	Does the application include a Table of Contents?	
4	Does this project proposal meet the minimum eligibility requirements outlined in the PPRS?	
5	Is this project voluntary, and as such, will not be used to meet the stormwater management requirements of 21 DCMR Chapter 5?	
6	Does the proposal include a project description and all of the information required in the PPRS?	
7	Is there a numeric budget?	
8	Is there a budget narrative justifying each budget line item?	
	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.2 subsection c.4 of the RFA?	
9	Is the planned source of non-federal matching funds clearly identified?	
10	Does the application package identify the applicable project category?	
11	Is the priority watershed clearly identified? If applicable.	



12	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
13	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
14	If applicable, does the application package include letters of support from other entities?	
15	Does the application include bios or resumes of key personnel mentioned in the proposal?	
NON-GOVERNMENTAL ORGANIZATIONS		
16	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
17	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
18	Does the application package include a valid Certificate of Clean Hands?	
19	Does the application package include IRS W-9 Tax Form?	
20	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
21	Does the application package include the applicant's current fiscal year budget?	
22	Does the application package include the applicant's most recent audited or unaudited financial statements?	
23	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFA?	
24	Is the Applicant registered in the System for Award Management (SAM)?	

## **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 – EPA Administrative Conditions

Appendix 6 – Insurance Requirements

Appendix 7 – Federal Requirements and Contract Provisions Framework

Appendix 8 – DOEE Project Priority Rating System

Appendix 9 – Stormwater Retention Volume Calculator

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