

District of Columbia
Department of Energy and Environment



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

Green Zone Environmental Program's (GZEP) Summer Youth and Young Adults Watershed
Protection Education and Job Training

(Short name: GZEP Watershed Protection Project)
RFA # 2017-1709-SWMD

Proposed application deadline: by 4:30 PM 3/3/2017

Government of the District of Columbia
Department of Energy and Environment
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(202) 535-2600



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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 provide young adults, ages 14-21, participating in the DOEE’s Green Zone Environmental Program (GZEP) with education, training, and hands-on experience related to watershed protection and stormwater management. The projects and trainings will raise awareness on issues related to watershed protection and improved stormwater management – and enhance, directly or indirectly, the District’s waterbodies or watersheds.

The DOEE Stormwater Management Division (“SWMD”), in collaboration with the Green Zone Environmental Program (“GZEP”), will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants is to provide education, training, and hands-on activities related to watershed protection for 30-50 youth and young adults (per work site) at 1-3 GZEP assembly sites for 3-5 weeks, typically from June 26 - August 4, 2017. Session details are in Section 7.2. For background on GZEP, please visit <http://doee.dc.gov/summer>.

1.3 Source of Funds

The sources of funds for this funding opportunity are the District of Columbia Stormwater Enterprise Fund, the Anacostia River Clean Up and Protection Fund, and Green Zone Environmental Program 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	Green Zone Environmental Program's (GZEP) Summer Youth and Young Adults Watershed Protection Education and Job Training	\$60,000.00

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.

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, 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 1/27/2017.

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 2017-1709-SWMD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 3/3/2017.

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: Use the application form found in Appendix 5. Each applicant must submit:

Five paper copies of the application; **OR**

One electronic copy.

The Department will not receive faxed copies.

Where: If submitting paper copies, file with DOEE at the following address:

District of Columbia Department of Energy and Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2017-1709-SWMD

If submitting by email, format as a .pdf file, and send to: GZEP2017.stormwater@dc.gov

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six 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 with "RE: RFA 2017-1709-SWMD" 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 with the subject line "RE: RFA 2017-1709-SWMD – 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 one week prior to 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** with "RE: RFA 2017-1709-SWMD" 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 2017-1709-SWMD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Please use the application form at Appendix 5.

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.)

(1) Budget.

With your application, you must submit a project budget and budget narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 4. The narrative should explain each budget line item. 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. The narrative should list its principal assumptions - for example, “senior staff are paid \$xx per hour times xx hours.”

The proposal may use the budget format in Appendix 4. If the Applicant’s own internal budget format is more detailed and covers each of the indicated line items, the Applicant may use its budget format. The budget must state the total cost of the project, even if the total exceeds the amount of the grant.

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 other than those being funded under the grant 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 would 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 and verifiable (see the examples of allowable costs and non-allowable costs listed below). DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

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.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

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.

(1) 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. 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.

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.

(b) Promises, Certifications, and Assurances

Each Applicant must sign and submit the “Promises, Certifications 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.

(h) System for Award Management (SAM) with federal government

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOEE.

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.

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.

See Section 7 for detailed scoring criteria for this solicitation.

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

The Grantee shall reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. 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) Check-ins

DOEE will require reporting through three “check-ins” during the course of the grant period. These check-ins will take place at DOEE’s main office or on a conference call at the following times:

Planning and Logistics Check-In:	during April 2017
Mid-Project Progress Check-In:	during July 2017
Post-Project Debriefing:	during late August or September 2017

(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

Green Zone Environmental Program's (GZEP) Summer Youth and Young Adults Watershed Protection Education and Job Training Program

Introduction

Each summer, DOEE's Green Zone Environmental Program (GZEP) partners, along with the Department of Employment Services (DOES), provide training and work experiences to approximately 350 teenagers and young adults ages 14-21 through the Marion S. Barry Summer Youth Employment Program (SYEP). DOEE provides GZEP participants with the opportunity to (a) learn from experts about the energy and environmental issues facing the District, (b) gain hands-on experience working on community projects that will expose participants to a variety of experiences, and (c) develop the skills necessary to compete for today's green jobs.

Project Period

The project starts on the date of DOEE's Grant Award Notice to the successful applicant(s). The project must be completed by September 30, 2017. This period can be extended and additional funding provided, contingent upon the performance of the grantee and the availability of funds.

Available Funding

A total of \$60,000 is available for this competition. DOEE expects to grant multiple awards a maximum of \$20,000 each.

7.2 Project Description

Through this RFA, DOEE solicits proposals from eligible applicants to provide DOEE's GZEP participants with summer education, training, and hands-on experience in the field of watershed protection and stormwater management. The projects should enhance, directly or indirectly, the District's waterbodies or watersheds. In addition, projects should provide participants with green job career preparation by providing participants with entry-level skills in the growing green economy.

1. Project Development:

- a) Assembly sites are provided with basic outdoor equipment and supplies, including shovels, rakes, mulch, lawn mowers, bug spray, and first aid kits. Please budget for additional supplies needed for your proposed project.
- b) The selected grantee is expected to provide 30-50 GZEP participants with education, training, and hands-on experience in the field of watershed protection and stormwater management at 1-3 assembly sites for 3-5 weeks of the Work Session (see below for dates under GZEP schedule).

- c) There are six District of Columbia Public School (DCPS) sites (“assembly sites”) dedicated to watershed protection and stormwater management projects. On average, each work site has 30-50 participants reporting daily. All participants report to the assembly site by 9:00 am. However, depending on their age, participants end their day according to the following SYEP schedule (see next section).
- d) GZEP participants are ages 14-21 years and are paid an hourly wage through SYEP
- e) Applicants need not budget student wages.
- f) Each individual work site has five team leaders and one site manager hired by DOEE to help manage the program’s day-to-day operations, ensure safety, and provide oversight and discipline. Each team leader manages a group of 6-10 participants.

2. Scheduling:

- a) Project Partner Orientation will be held on June 12-24, 2017.
- b) Work Session period will begin June 26-August 4, 2017.
- c) The typical workday should contain:
 - 1. Nine (9) am arrival at work site.
 - 2. Half-hour lunch, between 11am and 1pm, depending on the site and schedule .
 - 3. Dismissal of 14-15 year-olds at 1:30pm (an average 15 participants per site).
 - 4. Dismissal of 16-21 year-olds at 2:30pm (an average of 35 participants per site).

3. Work week:

- a) Monday and Tuesday: classroom education in environment and energy issues – led by DOEE and local non-profits.
- b) Wednesday and Thursday (Friday optional): watershed protection and stormwater management projects – lead by DOEE grantees.
- c) Friday: senior home beautification day – led by DOEE.

4. Locations:

- a) Participants typically assemble at DCPS middle and high schools.
- b) Four locations are tentatively confirmed:
 - a. HD Woodson High School,
 - b. Phelps High School,
 - c. Kramer Middle School, and
 - d. LaSalle Education Campus.

These sites must be confirmed by DCPS. DOEE will post site updates on this grant opportunity’s webpage as they are confirmed.

5. Transportation:

- a) Ideally a project will take place within walking distance of an assembly site, but the site may take place in a different location.
- b) For projects located within a 10-block radius from the assembly site, participants will be expected to walk from the assembly site to the project site or report directly to the project site, with prior permission from DOEE.
- c) Projects located more than 10 blocks away from the assembly site will require that the grantee arrange transportation:
 - i. Include the costs in the proposed budget.
 - ii. Transportation costs can include purchase of Metro cards for participants or private bus rentals.

6. Required Characteristics for award consideration:

- a) The project must be located in the District.
- b) The project must provide curriculum and activities.
- c) The project must address an issue related to watershed protection.
- d) The project must fit into one or more of the following project areas:
 - Project Area 1: Remove impervious surfaces, install green infrastructure, or plant trees.
 - Project Area 2: Create/promote jobs focused on watershed protection.
 - Project Area 3: Restore native habitat.
 - Project Area 4: Clean up an area affected by high volumes of litter.
 - Project Area 5: Prevent litter.
 - Project Area 6: Educate or raise awareness of a watershed protection issue.

7. Ineligible Projects:

- a) If a law, or an order of a court or agency mandates the activity.
 - i. For example, DOEE's stormwater management regulations, found at 21 DCMR Chapter 5, require certain properties to meet a stormwater retention requirement.
 - ii. 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 may be available for the extra 5,000 gallons.)
- b) It uses invasive plant species, herbicides, or pesticides.
- c) The application is incomplete.
- d) The application or communications are not truthful.
- e) The applicant is unable to meet a material condition of the grant.
 - i. Potential exception: If an applicant's ability to fulfill the terms of the grant is based on skilled staff, and the staff identified in the application leave after the application's submittal, the applicant must advise DOEE in writing of the change

immediately. The applicant may propose a work-around. However, if the applicant fails to advise DOEE of the change, the truthfulness requirement has been violated.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

DOEE seeks projects that will at least produce one or more of the following outcomes:

- a) Expand GZEP participants' knowledge of watershed protection and stormwater management and restoration through hands-on education, on-site training, and work experience.
- b) Prepare young adults with the education and experience needed to consider careers in the fields of watershed protection and stormwater management.
- c) Educate young adults on the impact of climate change in the District and how watershed protection and stormwater management helps address climate change.
- d) Raise awareness on watershed and stormwater-related issues in targeted communities.
- e) Create pathways to internships and employment opportunities in the fields of watershed protection and stormwater management and/or related fields of work.
- f) Conduct a job fair with employers in the environmental field.

Project Outputs/Deliverable

- 1. Provide 30-50 participating young adults with education, training, and hands-on experience in the fields of watershed protection and stormwater management at 1-3 GZEP assembly sites for 3-5 weeks of the GZEP session.
- 2. Provide a project timeline for DOEE review by May 8, 2017.
- 3. Participate in two DOEE pre-program orientation days for the grantee between June 12-24, 2017.
- 4. Participate in a two-hour close-out meeting with DOEE in mid-August.
- 5. Submit a final report.
- 6. Attend the DOEE-managed GZEP job fair during the week of June 23-28, 2017.

Proposal Scoring

All proposals will be scored according to the criteria below. District-based businesses will be awarded five preference points.

Scoring Criteria	Points
Demonstrates the applicant's substantial knowledge of, and experience with, watershed protection and stormwater management issues	25
Demonstrates the applicant's substantial knowledge of and experience in implementing trainings, educational projects, and hands-on activities to teenagers and young adults ages 14-21	25
Demonstrates the applicant's substantial knowledge of and experience in connecting youth to sustainable jobs and internships in the field of watershed protection and stormwater management.	25
Presents a clear and feasible plan for accomplishing project requirements and demonstrates that the applicant has the personnel in place to carry out the proposed project.	15
Presents an adequate and reasonable budget and justification for the funds requested	10

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Application Form