1. Q: Our office is located outside the District, but we have an agent that provides us with a domestic business corporation representation including a DC address, and we have business license to operate in Washington DC. Are we eligible to apply?
   A: To be eligible, an entity must be physically located in the District. Use of an agent alone to fulfill certain government requirements of licensing and registration does not count towards this requirement.

2. Q: Regarding GZEP projects, does an applicant have to schedule something for the entire six weeks and all 5 days?
   A: No, you can choose the time and days needed.

3. Q: For GZEP, the age range is 14-24 years old. Can I write curriculum for one age group or does it have to be for all the ages?
   A: You probably want to keep it broad but you can write to one age group specifically. The groups are divided into two sections, 14-21 and 22-24.

4. Q: Are you looking for some specific performance metrics for green infrastructure?
   A: While there is a scoring criteria for quantifiable outcomes, the applicant will propose which outcomes they quantify and track.

5. Q: How stringent is the job requirement in Project Area 2? Are there specific requirements to create jobs?
   A: There's flexibility. The focus is to create **or** promote green jobs.

6. Q: Is the education portion as important as the quantifiable outcomes?
   A: Refer to the scoring criteria.

7. Q: Is it acceptable to do work on federal property?
   A: Must have permission from the landowner in the form of a letter of support. The property must be in the District of Columbia.

8. Q: Can grant money go to pay a salary?
   A: Yes you can pay a salary. Note that one criteria is if the budget is cost-effective.

9. Q: The RFA states that RiverSmart Innovation Grants are not intended to replace the funding for an existing program or activity. Please explain.
   A: This grant is not intended to replace funds from another funding source or maintain the status quo for a project, program, or activity already underway.

10. Q: Can funds be used to add a stormwater project to a larger project?
    A: This would be an eligible use of funds.

11. Q: Does the education portion have to be funded by this grant?
    A: This could be funded through a match.

12. Q: Could we accurately interpret GZEP as a labor pool?
    A: GZEP participants can be considered an eligible labor pool for your project. However, it is also reasonable to identify another source of labor for your project.

13. Q: Would these 350 students be choosing the GZEP program or are they assigned?
    A: Students rank the programs they are most interested in working during the summer. Some actively select the Green Zone Environmental Program (GZEP), while others are placed.

14. Q: When you say GZEP is located at DCPS sites, does that mean they work at the school itself or can they do work at other locations?
    A: The Green Zone Environmental Program (GZEP) consists of youth participants within the District's Summer Youth Program who seek to work at various locations, some of which are Schools.

15. Q: What is GZEP funded through?
    A: The Green Zone Environmental Program (GZEP) is funded through the Marion Barry Summer Youth Employment Program.

16. Q: Who determines the number of points you receive on your application?
    A: The applications received by DOEE are all reviewed and scored by a selection committee.

17. Q: What is an MS4?
    A: MS4 is the acronym for Municipal Separate Storm Sewer System.

18. Q: Is project selection based on the merit of the proposal or are you trying to spread it across all the wards?
    A: Selection is based on the merit of the application; however, five points are awarded to projects benefiting the Anacostia Watershed and five points for projects benefiting the MS4 areas of the District.

19. Q: Are there any means to continue a project if it gets funded, or to fund a project that would take multiple years?
    A: It is DOEE's intent to offer this competitive grant annually, pending the availability of funds.

20. Q. Can grant funds be used exclusively for planning instead of implementation?
    A. Planning (including research, design, and community engagement) is a fundable activity. DOEE will consider funding planning, only if the proposal will demonstrate how the proposed RiverSmart Innovation Grant (RSIG) activities will be executed, and that the applicant has realistic ways for executing it, such as funds secured for project implementation.

21. Q: Is a design charrette sufficient for funding?
    A. Design charrette is a fundable activity. Please see the answer above related to DOEE's funding of planning projects.

22. Q: Is the GZEP stipend part of the grant total?
    A: The stipend provided to participants of GZEP is provided through a different funding source.

23. Q: When are GZEP sites made public?
    A: DOEE will not have specific locations until March or early April.

24. Q: Are there minimum qualifications for who can teach the education component?
    A: While a teaching credential is not necessary, the background and professional experience of the teachers should be described in the application.

25. Q: Is it mandatory that applying entities have to host field trips with schools?
    A: No, it is not a requirement that applying entities host field trips with schools.

26. Q: Can the methods of education be unconventional?
    A: On page 19 of the RFA, some examples of educational methods are provided. Applicants can propose educational methods beyond what is presented in the RFA.

27. Q: Is the grant scoring information in the RFA?
    A: Yes, page 20 of the RFA reflects the scoring criteria by which all applications will be scored.

28. Q: Related to GZEP, which is a summer program, could the grant close out in the summer?
    A: Projects should be completed on or before April 30, 2017 (see page 18 of the RFA).

29. Q: Does an applicant have to start its project in April or can an applicant begin later?
    A: The grantees will have to carry out the project between the date of DOEE's Notice of Grant Award to the successful applicant and April 30, 2017 (see page 18 of the RFA).

30. Q: Does the project have to go the full period of the grant?
    A: It is acceptable for a project to be completed prior to the end of the grant period if outputs and outcomes are met prior to the end of the project period.

31. Q: If the plan involves GZEP, what kind of relationship needs to be established before submitting the application?
    A: Applicants do not need a preexisting relationship with GZEP before submitting an application.

32. Q: What if GZEP can't commit to my proposal by February 29th?
    A. All proposals, including those that involve GZEP, are due on February 29 and will be scored on the merits of the information provide in the application.

33. Q: As an applicant, if I propose a tree planting project with GZEP, do I have to submit a budget for working with GZEP and for buying the trees using funding from the Innovation Grant?
    A: Applications must include a budget of all cost associated with the implementation of the proposed project.

34. Q: Please expand on what is a quantifiable outcome.
    A: On page 19 of the RFA "Project Outcomes", there is a list of quantifiable outcomes.

35. Q: Are the grants awarded just on the numerical score?
    A: Applications will be scored based on the scoring criteria presented on page 20 of the RFA.

36. Q: Under Project Area 1, does that include areas in the public right of way owned by DDOT?
    A: Green infrastructure or other stormwater management projects that are installed to meet a

regulatory requirement do not qualify for funding. If a project is voluntary and has the written support of the property owner, it is eligible. This requirement includes projects proposed on public land.

37. Q: Is there an eligibility issue if the project is at a new construction site?
A: DOEE will not fund projects that help applicants meet stormwater and green area ratio (GAR) requirements.

38. Q: How many applications do you anticipate will be submitted?
A: It is not known how many applications will be submitted.

39. Q: What is the anticipated number of grants you will award?
A: It is not known how many grants will be awarded at this time. This will depend on the number and quality of the projects proposed.

40. Q: Does an applying entity and the project have to be located in the district?
A: Yes. Both the applicant and the project have to be physically located in the District. If an applicant is not located in the District, it may partner with an eligible group.

41. Q: What is your email address?
A: Riversmart.innovation16@dc.gov

42. Q: Do you need several years of tax returns or financial statements to show residency or to show financial validity?
A: Submission of the tax returns or financial statements are for financial validity.

43. Q: Must the organization be located in DC? What about a cross-jurisdiction organization?
A: See page 6, "Eligibility" of the RFA on the requirements to demonstrate an applicant's physical location in the District. Applicants must submit all Section 5 filing requirements, including a W-9 tax form and financial statements.

44. Q. If you start the project earlier, is that a problem?
A. Program activities initiated prior to the issuance of a grant award will not be funded.

45. Q: What is the system for requesting reimbursement and reporting?
A: Grantees must submit reimbursement requests to DC Government's Accounts Payable and DOEE's Program Manager. Requests must include a cover page invoice, along with the necessary documentation to substantiate all expenditures. See page 20 of the RFA for project outputs and deliverables, including reporting requirements.

46. Q: Regarding quantifiable outcomes, how would we report that for something programmatic?
A: Each application must identify how their outcomes are defined.

47. Q: Can you use the grant to purchase edible plants?
A: Yes. Please see RFA page 11 for non-allowable costs.

48. Q: Could part of the funding be used to pay for an engineer to calculate retention, design a project, etc.?
    A: Activities related to implementation of a successful project are eligible and must be identified in the budget and budget narrative of the application.

49. Q: Can part of the grant be used as a stipend for someone organizing or overseeing the budget?
    A: Activities related to implementation of a successful project are eligible and must be identified in the budget and budget narrative of the application.

50. Q: Will there be one award in each category or will it just be based on incoming applications?
    A: Awards will be based on the applications received and the scoring criteria listed on page 20 of the RFA.

51. Q: Are any of the outcomes more important than others? i.e., retaining stormwater vs reaching people? Is there a ranking of the quantification of the outcomes?
    A: Awards will be based on the applications received and the scoring criteria listed page 20 of the RFA.

52. Q: Can you please explain the MS4?
    A: MS4 stands for the Municipal Separate Storm Sewer System. See DOEE's Stormwater Management page (http://doee.dc.gov/service/stormwater-management) to learn more.

53. Q: Are projects in the combined sewer system (CSS) also eligible? What about projects in both the MS4 and Anacostia Watershed?
    A: Projects can be located anywhere in the District. Project benefiting the MS4 and the Anacostia Watershed will receive 5 points each. See scoring criteria on page 20 of the RFA.

54. Q: Can a community group that is not a registered nonprofit apply?
    A: An unincorporated group or individual must partner with an eligible applicant in order to apply. See the RFA page 5 for a list of eligible applicants.

55. Q: My organization does not have a physical address because it is volunteer-based. However, we are a registered nonprofit organization and operate solely in the District. We use a PO Box on our tax forms. What address should we use on the application?
    A: Registered nonprofit organizations in the District of Columbia must maintain a basic business license and be registered with the District of Columbia Office of Tax and Revenue and/or have a Certificate of Occupancy. See page 6 (Eligibility) of the RFA.

56. Q: Are the GZEP participants tied to their sites or can they travel?
    A: GZEP participants can walk up to ½ mile from their designated sites. Beyond that, it's best to include travel.

57. Q: Does working with GZEP add value for scoring the application?
    A: Each application will be scored only on the criteria listed on page 20 of the RFA.

58. Q: Is this the first year that you've looked for proposals through a grant program for GZEP projects?
    A: This is the first year for the Riversmart Innovation Grants program. Applicants may elect to partner with the GZEP program.

59. Q: Does GZEP last all summer or is it just a day and then the students do something else?
    A: GZEP is a six week program and participants report for the extent of the program.

60. Q: We are in-between office spaces in DC and are in the process of locating a new suitable space within the District. In the meantime, I would still like to submit the application sooner rather than later and don't want to lose anything in the mail. May we submit using our Virginia address in the meantime?
    A: Applicants must be physically located in the District. An application submitted by an entity located outside the District will not be eligible.

61. Q: We are currently receiving a RiverSmart Schools grant through DOEE. Is the RiverSmart Innovation Grant different from the RiverSmart Schools grant and would we be eligible?
    A: RiverSmart Innovation Grants are separate from DOEE's other RiverSmart incentive programs. As such, you are eligible to apply.

62. Q: Do you plan to offer the RiverSmart Innovation Grants again?
    A: DOEE plans to offer the RiverSmart Innovation Grants annually, pending availability of funds. If you are interested in receiving notices about future RiverSmart Innovation Grant opportunities, please email Riversmart.innovation16@dc.gov and ask to be on the email list.

63. Q: In reading over the RiverSmart Innovation Grant requirements we noticed the requirement related to having a permanent business address in DC. What constitutes a permanent business address? As a small nonprofit, we've generally shared office space with others. Thanks for providing guidance on exactly what might be needed to meet this requirement—is it a utility bill? Something more, or less?
    A: A business must be registered in the District of Columbia, maintain a basic business license, be registered with the District of Columbia Office of Tax and revenue and, have a certificate of occupancy if the business has a physical location.

64. Q: In Section 4, the RFA presents a preferential point system for District applicants but seems to allow non-District applicants to apply. In Section 1 (Eligibility), the RFA states that the applicant must be "physically located in the District." Please explain this.
    A: In order to be eligible for the RiverSmart Innovation Grant, an applicant must be physically located in the District, as described in Section 1, page 6. Because this is a basic eligibility requirement, there are no preference points assigned to District applicants and non-District entities are not eligible to apply.

65. Q: Should the budget be submitted in Excel or a narrative form?
    A: The budget should be submitted in both numeric format and narrative form. The narrative should justify the items listed in the budget.

66. Q: What are the reporting requirements?
A: During the grant period, the grantee will be required to submit a mid-year and final progress report. Upon awarding the grant, the grantee will receive reporting templates for the mid-year and final progress reports.

67. Q: I understand that this is a reimbursement grant. How frequently can the grantee request a reimbursement for expenses incurred?
A: The grantee should request reimbursements when necessary. For services rendered, the grantee can expect a reimbursement within 30 days after the receipt of a clean claim.

68. Q: When is the purchase order established?
A: The grant is awarded to the grantee along with an established purchase order.

69. Q: Is there a match requirement?
A: This grant does not require a match. If an applying entity partners with another organization, the applicant ought to discuss any additional funds provided by that organization to the fulfillment of the project.

70. Q: Will this grant reoccur in future fiscal years?
A: DOEE anticipates that a similar grant competition may open in future years.

71. Q: Can you provide me with more information on Project Area 2: Create/promote green jobs?
A: In general, the RiverSmart Innovation Grants RFA is meant to inspire creative project ideas from community-based partners. In order to be eligible, a project must promote the health of the District's watersheds and waterbodies while accomplishing one or more of the stated project areas. Therefore, any job related project should relate back to watershed health or stormwater-related issues. For example: an applicant could propose to partner with DOEE's Green Zone Environmental Program (GZEP) to implement a project with youth employed through the program. Or an applicant could propose to develop and implement a job training and placement program with a focus on green infrastructure construction and maintenance. Please take a look at the project examples.

72. Q: I am a small business looking to apply for this grant and am considering partnering with an organization that is already planning on applying for the grant for another project. Are there any limitations I should be aware of?
A: No single project can receive more than $20,000. The RFA does not limit an applicant from partnering with another entity that is planning to propose a separate project. Further, Section 7 encourages partnering "with other community groups, summer programs, District agencies, businesses, nonprofits, or educational institutions" as a way to achieve the goal of educating the public on project area(s) chosen for the project.

73. Q: Do you plan to extend the deadline one or two weeks.
A: There are currently no plans on extending the deadline. If this decision is made it will be posted on the site.

74. Q: Is it allowable to request grant funds to retain a consultant or designer to assist with our project?
A: This is an allowable cost. See Section 3 for a full list of allowable and non-allowable costs.

75. Q: The RFA Section 5 states a tax exemption letter as one of the required documents. I am a small business. What should I submit?
    A: The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If your business is not exempt you may submit your most recent IRS form 990 tax return. If this does not apply, you may submit a brief statement verifying your business tax status.

76. Q: Beyond advisory maintenance instructions, does the Riversmart Homes program have a formal maintenance agreement that property owners have to sign before they are paid the subsidy for BMP installation?
    A: Homeowners participating in RiverSmart Homes must sign a maintenance agreement prior to installation. Please note that homeowners are not paid a direct subsidy for BMP installations. The subsidy is paid to the non-profit coordinating the installation or doing the installation. The homeowner is required to make a copayment to the non-profit to help cover the cost of the installation.

77. Q: Does the Riversmart Homes program have an active monitoring and maintenance inspection component in place to monitor stormwater management effectiveness of the installations (in particular rain gardens, bayscapes, and tree plantings) and routinely inspects Riversmart Homes installations for proper maintenance?
    A: Ten percent of all RiverSmart Homes installations are inspected within a year of their installation. Additional inspections are also conducted as needed.

78. Q: I'm not sure which project area my proposal falls within. Our project involves education and engagement around green infrastructure but does not include installing it per se.
    A: See Project Areas listed on page 18 (Project Description) of the RFA which identifies green infrastructures as well.

79. Q: We plan to partner with a DC public school. Should we submit an MOU with the application?
    A: Applications that propose projects with a DCPS partner must include a letter of support from the principal of each school with which it will work, and if available, from each participating teacher. See page 14 of the RFA.

80. Q: We seek funds to build green infrastructure. Should we include the designs with the application?
    A: Yes, a design helps demonstrate that an applicant's proposal is part of an achievable plan.

81. Q: How long from the application deadline will awards be announced?
    A: Awards will be announced approximately six weeks from the application deadline.

82. Q: Is it okay to submit an application that presents a conceptual plan that could be refined with implementation details after DOEE awards the grant?
    A: Applicants should review the scoring criteria. Conceptual plans lacking details for carrying out the project would likely not score well in the scoring criteria for "Presents an achievable plan for executing the project."

83. Q: Does DOEE retain the right to enter onto properties that participated in RiverSmart Homes to inspect the installations? Does this right transfer to grantees?
A: DOEE does retain the right to enter onto properties with the advance consent of the homeowner; however, this right does not necessarily transfer to grantees of DOEE. DOEE may consider providing homeowner information to a grantee based on the quality of their proposal, how well the proposal fits the needs of the RiverSmart program, and the grantee's ability to protect the information and utilize it in a responsible manner.

84. Q: What is the time period when the GZEP participants are available (dates and times)?
A: GZEP participants work five days per week, with a half-hour for breakfast and lunch, according to the following schedule:

   - 14-15 year olds, 4hrs per day, 8:30am – 1:30pm
   - 16-21 year olds, 5hrs per day, 8:30am – 2:30pm
   - 22-24 year olds, 6hrs per day, 8:30am – 3:30pm

85. Q: Do GZEP participants stay at one location or do they rotate among the different locations or programs?
A: GZEP participants are assigned to one location and report to that location daily. DOEE will coordinate with accepted grant proposals to determine a schedule that meets the project needs.

86. Q: Can you tell me if we are required to have the full insurance coverage in order to apply to the grant?
A: The Grantee may submit a Certificate of Insurance giving evidence of the required coverage either before or after the date of the Grant Award Notice, but DOEE must receive it before DOEE makes a payment of grant funds See item "f" on Page 27 of the PCA.

87. Q: When could we apply for a waiver from DOEE?
A: After the award is made, the grantee may submit, in writing, a request to waive the insurance requirements, if the request can be properly justified.

88. Q: Could we include the additional cost in our proposal?
A: Costs associated with the implementation of project, including insurance is an allowable expenditure. See page 6, Section l.7 of the RFA.

89. Q: I am not able to save my work on the Appendix 5 PDF provided on the website. How should I proceed with applying?
A: Please use the Word version posted to http://doee.dc.gov/release/riversmart-innovation-grant-notice-funding-availability.

90. Q: The [Locate Your Watershed](#) website is currently working. How should I determine which watershed and storm sewer system my project is in?
A: The [Locate Your Watershed](#) website is currently down. An alternative way to look up the watershed and storm sewer system by address is to open the [GIS Viewer for Impervious Areas](#). Click on the magnifying class icon at the top right-hand side of the screen. Enter an address. Select the correct address from the list that appears. The map will zoom to that location. Click on the property where the red circle appears. A window will appear. Click on the small arrows to find the "Watersheds" page. Here you will find the watershed information. The last line says "subshed type". It should indicate "CSS" for the combined sewer system. If it says "direct drain – overland", then the property is located in the "MS4" or the municipal separate storm sewer system.

91. Q: Is it possible for a DOEE program to provide support for or be a project partner on a RiverSmart Innovation Grant proposal?
A: Given that DOEE's the grantor, during the application process, no formal commitment from DOEE can take place.

92. Q: Are all of documents listed in the RFA due on the same day as the application, February 29 by 4:30pm?
A: The entire application packet, including the Appendix 5 application and the required documents listed in the RFA are required to be submitted together by the deadline.

93. Q: Question 15 on the RiverSmart Innovation Grant Application (Appendix 5) asks for a summary of past grant performance. Should I include the hundreds of formula grants received from OSSE or another District Agency?
A: Describe the organization's performance on past grants in general, not one by one.