

District of Columbia  
Department of Energy and Environment



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

2022 Green Zone Environmental Program - Watershed Protection and Energy Efficiency  
Projects

(Short name: 2022 GZEP Watershed Protection and Energy Projects)

RFA # 2022-2211-WPD

**Publication Date:** 2/25/2022

**Application Deadline:** 4/1/2022 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goal of this Request for Applications (RFA) is to fund projects that will educate and train District youth and young adults, ages 14-24, participating in the Green Zone Environmental Program (GZEP), a summer workforce development program. DOEE intends to award four grants up to \$20,000 each. If additional funds become available, more such grants may be awarded.

The proposed projects should engage participants in activities that establish or deepen participants’ connection to the environment, strengthen their résumés, provide skills for green careers, and raise awareness about the impacts of stormwater runoff on District water bodies, or about building energy efficiency and performance and how it affects the health and well-being of local communities.

In addition, DOEE is seeking grantees to support GZEP by conducting meaningful outreach to District residents to recruit participants for the 2023 GZEP programming and establish a pipeline of participants for future sessions.

The WATERSHED PROTECTION DIVISION (WPD) of DOEE will administer this RFA.

### 1.2 Purpose of the Grant

The purpose of this grant is to educate and train GZEP participants through diverse, educational activities focused on establishing or deepening their connection to the environment, strengthening their résumé, and providing skills for green careers. It is also about raising awareness about the impacts of stormwater runoff, or about building energy efficiency and performance and how it affects the health and well-being of local communities.

### 1.3 Source of Funds

The sources of funds for the grant are **District of Columbia Anacostia River Clean Up and Protection Fund, and U.S. Department of Energy State Energy Plan.**

### 1.4 Competition for a Grant

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

Specifically, an award 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 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.

### 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
2022 GZEP Watershed Protection and Energy Projects	\$80,000

### 1.6 Eligibility

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

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

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet 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.

## 1.7 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 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)

## 1.9 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 COVID-19 Vaccination Certification Requirement

The grantee(s) selected in response to this Request for Applications is/are required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

## 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.*); and
- Other applicable laws and regulations.

### 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 2/25/2022.

### 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 Kyaira Ware.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on 4/1/2022

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 [GZEP2022.watershedprojects@dc.gov](mailto:GZEP2022.watershedprojects@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.

### 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 [GZEP2022.watershedprojects@dc.gov](mailto:GZEP2022.watershedprojects@dc.gov) with "RE: RFA 2022-2211-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](https://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing



GZEP2022.watershedprojects@dc.gov with the subject line “RE: RFA 2022-2211-WPD– Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. 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 fund a project 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 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) 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.”

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.

## (4) 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.”

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

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 15.f.)

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. 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. This should be included as a separate attachment and is not counted toward the 10 page narrative limit. 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.

#### **(b) Certificate of Clean Hands**

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

#### **(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.

**(k) Certified Business Enterprise Certificate**

For grants funded by the Renewable Energy Development Fund, if the Applicant wants to qualify as a Certified Business Enterprise (CBE), the Applicant must submit a current District CBE certificate.

## **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 a list of criteria and the points available for each criterion. See Section 7.

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 Requirements. 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 1.12. 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. PROJECTS PROPOSED FOR GRANT FUNDING**

### 7.1 Summary: Project Name, Period, and Available Funds

#### **Project Name**

2022 GZEP Watershed Protection and Building Energy Efficiency Projects

#### **Introduction**

The Green Zone Environmental Program (GZEP) partners with the Department of Employment Services (DOES) to provide paid training and work experiences to approximately 100 teenagers and young adults, ages 14-24, through the Marion S. Barry Summer Youth Employment Program (MBSYEP).

DOEE provides GZEP participants with the opportunity to learn from experts about the impacts of stormwater runoff or building energy efficiency and performance. GZEP teaches green job skills and strengthening resumes. It tries to establish or deepen the participants' connection to the environment.

These grants support the program by providing environmental programming on Wednesdays and Thursdays during the six-week summer program running from June 27 to August 5, 2022.

#### **Project Period**

The project period is from the date of award, through May 31, 2023. This period can be extended for up to three additional years depending upon DOEE'S assessment of the quality of the grantee's performance, DOEE's view of the District's needs, and the availability of funds.

#### **Available Funding**

\$80,000. This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

### 7.2 Project Description

DOEE is seeking proposals for projects to provide education, training, and activities to GZEP participants. Present funding allows for up to four grants at \$20,000 each.

A project should 1) raise awareness about the District's stormwater issues or energy efficiency goals and initiatives, such as the District's Building Energy Performance Standards, 2) provide GZEP participants with skills that will prepare them for entry-level jobs in watershed protection, stormwater management, building energy retrofits, design and construction of building energy retrofits or green infrastructure, or related fields, and 3) establish or deepen GZEP participants' connection to the environment.

Selected grantees will each work with one cohort of approximately 25 participants on Wednesdays and Thursdays during the six-week GZEP program. Out of the 12 total days of programming, a grantee would provide nine days of virtual instruction and three days

of in-person field trips. Each applicant should propose an alternative plan that is 100% virtual instruction, including some virtual field trips.

Applicants must propose:

1. An instructional plan that will be administered virtually that covers one or more of the six “Project Options” described below. The plan must include:
  - a. Three in-person field trips and three alternative lesson plans for virtual field trips in case in-person field trips are canceled. These field trips should address the concepts that GZEP youth will learn throughout the summer.
  - b. Examples of field trips: a free [Anacostia River Explorers](#) Boat tour; a tour of Kingman and Heritage Islands; or a tour of [the Faunteroy Community Enrichment Center](#), the District’s first resilience hub.
  - c. Applicants are encouraged to look for opportunities to enhance the virtual programming, and incorporate action projects into the virtual field trips that give participants the opportunity to get hands-on experience.
2. An outreach plan that the grantee will conduct from September 2022 through May 2023.
  - a. The plan should describe how to raise awareness about GZEP and help recruit GZEP participants for the 2023 program year.
  - b. The plan should include the following:
    - (1) Identification of a target audience for outreach. GZEP participants must be 14-24 years old.
    - (2) Brief description of the type of outreach to be conducted.

## **Project Options**

Projects must address one or more of the following project subject areas. Projects should be of one of two types: Either the application addresses watershed-focused Projects (Options 1-5) OR the application addresses energy-focused (Option 6). Due to funding restrictions, DOEE cannot accommodate a project that incorporates both types under one grant. (You can file two separate applications, though.)

### **Project Option 1: Site assessment and design of green infrastructure**

To effectively manage stormwater runoff, green infrastructure must be designed with careful consideration of the project site including the site’s contributing drainage area, grading, soil infiltration rates, existing land use, space, and other constraints. Projects in this category should expose GZEP participants to the site assessment and design process for one or more green infrastructure types. Projects should also identify opportunities to design green infrastructure projects that address other priorities. Projects may stress the design aspect of the work by introducing participants to the tools needed to do a desktop site assessment.

## **Project Option 2: Inspect and maintain existing green infrastructure**

Green infrastructure is not always properly maintained, especially in high-traffic areas where litter builds up in the system. You can educate GZEP participants on the importance of maintenance and train them on accessible entry-level maintenance techniques.

Projects in this category should focus on providing GZEP participants with the skills to inspect green infrastructure for maintenance deficiencies using inspection checklists and other standard tools. GZEP participants could also be trained on maintenance techniques.

## **Project Option 3: Restore natural habitat**

Many of the District's natural areas, including those at the Department of Parks and Recreation (DPR) sites and schools, are overrun by invasive plant species and illegal dumping. Proposals in this category should provide GZEP participants with knowledge about invasive plant species, including how to identify and safely remove them. These projects should also teach participants about native plants, including identification of common natives and planting techniques.

## **Project Option 4: Educate and engage GZEP participants on issues affecting watershed health**

There are many issues that both impact watershed health and specific District communities, such as flooding, toxic spills, and environmental racism. Projects in this category should educate GZEP participants on issues affecting watershed health in the District.

## **Project Option 5: Engage participants in diverse watershed projects that foster creativity.**

Sometimes the most effective measures to improve watershed health are creative and unexpected. Projects in this category can think outside of the box and educate GZEP participants on watershed issues while also building the skills addressed above.

## **Project Option 6: Educate participants about building energy efficiency and performance, and how it impacts local communities.**

Projects in this category should educate GZEP participants on the importance of building energy efficiency and performance, how energy efficient and healthy buildings affect our local community and environment, and how the District is a national leader in building energy efficiency and sustainability.

## **Project Considerations**

In developing the project, consider the following information:

1. Each selected grantee is expected to work with one GZEP cohort on Wednesdays and Thursdays for the duration of the GZEP program. A cohort is defined as the group of 25 GZEP participants who meet in person or on a virtual platform provided by DOEE.
2. GZEP participants will use DOEE-issued iPads with limited access to websites and no access to the app store. Applicants should include in their proposal the apps and webpages required for the project. If an applicant anticipates using an application with an associated fee, the applicant should include that cost in the grant budget.
3. For each cohort, DOEE will hire one site manager and up to two team leaders who will help manage the program's day-to-day operations, such as tracking attendance, troubleshooting technical issues, and overseeing attentiveness of GZEP participants.
4. GZEP participants are ages 14-24 years.
5. The District pays each participant an hourly wage through SYEP. The project does not need to budget for participant wages.
6. GZEP youth will be provided a free Metrorail card pre-loaded with approximately \$100. Please note that some of those funds will be used prior to the official start GZEP date to facilitate supply pick-up. If the applicant is proposing field trips that are Metro accessible, they should include the associated Metro fares in their proposed budget.
7. Grantees must have a transportation budget to accommodate the three in-person field trips. Metro and privately chartered buses are the only allowable transportation options.
8. Grantees will have the opportunity to drop off materials for the youth to DOEE's headquarters at 1200 First Street NE during the week of June 20, 2022. Youth will retrieve the materials from DOEE's headquarters shortly before the beginning of the program.
9. Grantees will be required to attend two days of a virtual orientation, likely on June 22-23, 2022.
10. Program days and dates are as stated in Section 7, Introduction.
11. A typical GZEP daily schedule is as follows:
  - a. 9:00 a.m. check-in on virtual platform or field trip meeting location.
  - b. One-hour lunch between noon and 1:00 p.m.
  - c. Two 15-minute breaks to be scheduled by grantee.
  - d. 14 to 15-year olds dismissed at 1:30 p.m.
  - e. 16 to 21-year olds dismissed at 2:30 p.m.
  - f. 22 to 24-year olds dismissed at 3:30 p.m.



10. During the GZEP program period, grantees will be required to:
  - a. Participate in weekly debriefings with GZEP team leaders and site managers on Wednesday afternoons for no more than one hour; and
  - b. Submit a weekly progress report to DOEE by COB every Friday until the youth programming ends on August 5, 2022.
11. After youth programming ends on August 5, 2022, grantees will be expected to conduct meaningful outreach to District residents to promote the next GZEP cohort. In the application, grantees must outline specific ways they will promote GZEP to District youth.
12. During implementation of the outreach plan (September 2022 – May 2023), grantees will be required to attend quarterly check-in meetings with the DOEE grant manager.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### **Project Outcomes**

1. GZEP participants will have established or deepened their connection to the environment.
2. GZEP participants will have an increase in knowledge related to the chosen Project Option/s.
3. GZEP participants will have increased job skills and marketability in the fields of instruction.
4. GZEP participants will gain soft skills that will reduce barriers to sustained employment.
5. An increase in awareness and general knowledge of the program and its benefits to District youth.

#### **Project Outputs**

1. GZEP orientation participation.
2. A Schedule of Activities.
3. Education and trainings.
4. Project sessions.
5. Debriefings with GZEP team leads and site managers.
6. Reporting.
7. GZEP job fair presentation.
8. Meetings with DOEE.
9. Outreach to District youth.

#### **Deliverables**

1. Schedule of activities.
2. Curricula e-documents.
3. A weekly summary report.

4. GZEP close-out presentation.
5. Outreach plan.
6. Final reports.

### **Application Scoring**

Each Application will be scored according to the criteria below.

	<b>Scoring Criteria</b>	<b>Points</b>
1	Presents a clear, feasible, and flexible plan that accomplishes the goals of the RFA.	10
2	Demonstrates the applicant's substantial knowledge of, and experience with teaching about the Option issues of the narrative.	15
3	Demonstrates the applicant's substantial knowledge of and experience in implementing soft-skills trainings, educational projects, and virtual activities with youth and young adults, ages 14-24.	15
4	Demonstrates the applicant's success in working with youth ages 14-24 to establish or deepen their connection to the environment.	15
5	Demonstrates that the applicant has the personnel in place to successfully carry out the proposed project.	10
6	Proposes three high quality in-person field trips and three robust back up virtual field trips.	10
7	Proposes plans for meaningful outreach to District youth to raise awareness about GZEP.	5
8	Presents a clear and reasonable numeric budget.	10
9	Presents a clear and persuasive budget narrative that justifies each line item in the budget.	10

## 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	Is the named Applicant eligible for funding according to section 1.6 of the RFA?	
5	If project eligibility conditions appear in Section 1.6 of the RFA, does the project fit these conditions?	
6	Is the application formatted in accordance with section 3.1 of the RFA?	
7	Does the application include a project description and all of the information required for the scoring rubric that appears at the end of Section 7 of the RFA?	
8	Is there a numeric budget?	
9	Is there a budget narrative justifying each budget line item?	
10	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?	
11	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
12	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	
13	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	

14	Does the application package include a valid Certificate of Clean Hands?	
15	Does the application package include IRS W-9 Tax Form?	
16	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
17	Does the application package include the applicant's current fiscal year budget?	
18	Does the application package include the applicant's most recent audited or unaudited financial statements?	
19	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFA?	
20	If funded by Renewable Energy Development Fund (REDF) and the Applicant is seeking to qualify as a Certified Business Enterprise (CBE) is the current District CBE certificate included?	
21	Is the Applicant registered in the System for Award Management (SAM)?	
22	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?	
23	If applicable, does the application package include letters of support from other entities?	
24	If requested, does the application include resumes of key personnel mentioned in the application?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Grant Budget Template

Appendix 5 – NA

Appendix 6 – Insurance Requirements

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