NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)

CRIAC Nonprofit Relief Program Off-site Stormwater Mitigation Construction Grant
(Short name: CRIAC Stormwater Mitigation)
RFA # 2019-1901-RRD

Publication Date: 11/30/2018

Application Deadline:
Review Round 1: 1/11/2019 at 4:30pm
Review Round 2: 2/22/2019 at 4:30pm
Review Round 3: 4/05/2019 at 4:30pm
Review Round 4: 5/17/2019 at 4:30pm

Government of the District of Columbia
Department of Energy and Environment
1200 First Street, NE
5th Floor
Washington, DC  20002
(202) 535-2600
# TABLE OF CONTENTS

## SECTION 1. GENERAL INFORMATION

1.1 Introduction .................................................................................................................. 4
1.2 Purpose of the Grants .................................................................................................... 4
1.3 Source of Funds .............................................................................................................. 4
1.4 Competition for a Grant Award .................................................................................... 4
1.5 Projects and Funds Available ....................................................................................... 5
1.6 Eligibility ....................................................................................................................... 6
1.7 Definitions ..................................................................................................................... 6
1.8 Permissible Use of Grant Funds .................................................................................... 7
1.9 Grant Monitoring ......................................................................................................... 7
1.10 General Terms and Conditions ................................................................................ 7
1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances ............... 7
1.12 DOEE’s Authority to Make Grants ........................................................................... 7
1.13 Conflicts between RFA and Applicable Law ............................................................. 8

## SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date ....................................................................................................... 8
2.2 Obtaining a Copy of the RFA ..................................................................................... 8
2.3 Applications: When, What, and Where .................................................................... 8
2.4 Award Announcement ................................................................................................. 9
2.5 Updates and Questions and Answers (Q & A) .......................................................... 9
2.6 DOEE Contacts ......................................................................................................... 9

## SECTION 3. APPLICATION CONTENT

3.1 Format ......................................................................................................................... 10
3.2 Proposal Content ....................................................................................................... 10
3.3 Work Plan .................................................................................................................. 15
3.4 Required Documents ................................................................................................. 15

## SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel .............................................................................................................. 17
4.2 Scoring Criteria .......................................................................................................... 17

## SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant ......................................................... 17

## SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements ............................................................................................ 18

## SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

20
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 assist nonprofit organizations in satisfying the off-site stormwater mitigation requirements of the Clean Rivers Impervious Area Charge (CRIAC) nonprofit relief program (CRIAC Nonprofit Relief Program). Applicants will provide this assistance by constructing green infrastructure (GI) to reduce stormwater runoff on behalf of CRIAC Nonprofit Relief Program participants. The Regulatory Review Division (RRD) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants is to assist nonprofit organizations with the off-site stormwater mitigation requirements of the CRIAC Nonprofit Relief Program.

1.3 Source of Funds

The source of funds for the grant is CRIAC Relief Funds.

1.4 Competition for a Grant Award

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

Funds for this grant will be provided by CRIAC Nonprofit Relief Program participants who elect to forgo a portion of their relief in order to fund off-site stormwater mitigation elsewhere in the District. The amount of funds DOEE shall award shall not exceed the amount of relief that CRIAC Nonprofit Relief Program participants have elected to forgo at the time of the award. As new participants enroll in the CRIAC Nonprofit Relief Program, additional funds may become available for grants.
Four rounds of review will occur. In each round, the review panel will evaluate each application received by the deadline for the round of review. The proposal(s) with the highest score(s) will be awarded the grant based on the funding available at the time of the award. DOEE expects to make up to 5 separate grant awards of up to $75,000 each. However, DOEE may award larger grants to outstanding applications that demonstrate the need for additional funding. Any application that is not funded during a given round of review shall be invited to revise and resubmit for consideration during the subsequent round of review. The funds awarded shall not exceed $270,000.00 in total.

The deadline to be considered in Round 1 is 1/11/2019 at 4:30pm.

The deadline to be considered in Round 2 is 2/22/2019 at 4:30pm. DOEE shall announce by 2/8/2019 the amount of funds awarded for Round 1.

The deadline to be considered in Round 3 is 4/5/2019 at 4:30pm. DOEE shall announce by 3/22/2019 the amount of funds awarded for Round 2.

The deadline to be considered in Round 4 is 5/17/2019 at 4:30pm. DOEE shall announce by 5/3/2019 the amount of funds awarded for Round 3.

If the total amount of funding DOEE has awarded reaches $270,000 after Round 1, 2, or 3, no applications shall be funded in the remaining rounds. If after awarding grants, DOEE has not awarded a total of $270,000.00 and has funds available, DOEE may also amend grant awards to provide additional funding to outstanding applications that demonstrate the need for additional funding, prioritizing funds for grantees who will maximize stormwater mitigation with the additional funds.

1.5 Projects and Funds Available

DOEE seeks applications for:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Project Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CRIAC Stormwater Mitigation</td>
<td>$270,000.00</td>
</tr>
</tbody>
</table>
1.6 Eligibility

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

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

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

An informational meeting/conference call and opportunity for question and answers will be held on 12-11-2018 @ 9:00am. The location of the meeting will be: 1200 First ST NE, Fifth Floor Washington, DC 20002 The call number is (202) 724-2000 and conference code is Login: 2045 (do not hit the “#” sign); Pin: 170809

1.7 Definitions

District - The District of Columbia.

Grantee - The person provided a grant by the District, including a sub-grantee.

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

Writing - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic
symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

1.8 Permissible Use of Grant Funds

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

1.9 Grant Monitoring

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.10 General Terms and Conditions

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances

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

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 et seq.);
- 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 11/30/2018.

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 2019-1901-RRD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by:
Review Round 1: 1/11/2019 at 4:30pm
Review Round 2: 2/22/2019 at 4:30pm
Review Round 3: 4/05/2019 at 4:30pm
Review Round 4: 5/17/2019 at 4:30pm

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

What: The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

Where: The paper copies must be filed with DOEE at the following address:

District of Columbia Department of Energy and Environment

RFA – Grants
2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within four 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 Applicants’ responsibility to stay up-to-date on the status and requirements of the grants for which they are applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to criac.stormwatermitigation@dc.gov with “RE: RFA 2019-1901-RRD” 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 criac.mitigationconstruction@dc.gov with the subject line “RE: RFA 2019-1901-RRD – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOE’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 criac.stormwatermitigation@dc.gov with “RE: RFA 2019-1901-RRD” in the subject line;
(b) In person by making an appointment with Matt Johnson at (202) 741-0861 and mentioning this RFA by name; or

(c) Writing to DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Matt Johnson RE: RFA 2019-1901-RRD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

(a) Use plain, white, 8½” x 11” recycled paper with one-inch margins.

(b) Applications should be double-sided to the extent possible;

(c) 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.

(d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

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

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

(a) Cover Sheet

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

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

(c) **Project Description**

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

1. **Purpose and Objectives**

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

2. **Target Audience**

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

3. **Project Outcomes, Outputs, and Activities**

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

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

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

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

4. **Methods**

Describe how activities will be accomplished.
(5) Measurement of Project Success

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

(6) Project Budget.

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid $xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below $5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(d) Applicant.

(1) Organization.

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

(2) Key personnel.

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

(3) Past performance on District Grants/Contracts.

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

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

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

(4) Partners.

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner’s involvement and resource commitments. The proposal must identify and attach a letter of support on the partner’s letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner’s name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. 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. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

(b) 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.
(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 scorers for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

Upon acceptance of a grant award, the Grantee must provide the following documents.
(a) **Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

(b) **Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

**SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

6.1 **Reporting Requirements**

The grantee must submit the following reports as a condition of continuing eligibility for funding.

(a) **Quarterly Status Reports**

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

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

If a report’s due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

(b) **Final Report**

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project’s outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.
6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District’s fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name
CRIAC Stormwater Mitigation

Introduction
This is a grant for projects to reduce stormwater runoff from properties in the District of Columbia. Impervious surfaces, which make up 43% of the District, prevent stormwater from soaking into the ground. During storms, runoff carries oil, sediment, pet waste, and other pollutants into the Anacostia and Potomac Rivers and Rock Creek. The large volume of runoff causes flooding and destabilizes stream banks. In areas served by the Municipal Separate Storm Sewer System (MS4), stormwater drains directly to the District's waterbodies, typically without any water quality treatment. Removing impervious surfaces or installing green infrastructure (GI), like green roofs or rain gardens, helps to reduce runoff and restore District waterbodies.

In areas served by the Combined Sewer System (CSS), stormwater is combined with raw sewage. During large storms, the sewer is unable to hold the full volume of water, which causes an overflow of the combined stormwater and sewage directly into District waterbodies. The Clean Rivers Impervious Area Charge (CRIAC) is assessed by DC Water on property owners’ water and sewer bills in order to directly fund DC Water’s work under their EPA-mandated Long Term Control Plan to reduce overflow from the Combined Sewer System (CSS). Primarily, this work consists of constructing large tunnels that have the capacity to hold more water. Construction of the tunnels is a necessary part of the District’s efforts to restore water quality, particularly the Anacostia River. However, the CRIAC has had a disproportionate impact on nonprofit properties that have large impervious surfaces but little ability to pay the CRIAC.

Because of the effect the CRIAC has had on nonprofit organizations, the DC Council appropriated funding to provide relief to nonprofit organizations that experience difficulty paying the CRIAC. The Mayor has directed the Department of Energy and Environment (DOEE) to establish the CRIAC Nonprofit Relief Program, which allows eligible nonprofit organizations to receive a 90% reduction of their CRIAC. In order to be eligible, the DC Council required that the participating nonprofit mitigate stormwater runoff by proposing a project to reduce stormwater runoff from the nonprofit’s site. If a project on the nonprofit’s site is not feasible, the nonprofit may implement an alternative stormwater mitigation measure elsewhere in the District. This is referred to as off-site stormwater mitigation.

CRIAC Nonprofit Relief Program Participants who use off-site stormwater mitigation can either: (1) pay for this mitigation directly by purchasing Stormwater Retention Credits (SRCs); or (2) contribute funds to DOEE programs that provide stormwater mitigation. Participants have the option to elect to forgo a portion of their CRIAC relief to contribute to DOEE programs, rather than making a direct payment to DOEE of the same amount. DOEE is seeking applications for projects that will construct GI on property in the District using funds provided by CRIAC.
Nonprofit Relief program participants for off-site stormwater mitigation. The selected grantee(s) will receive up to $75,000 to install GI in the District as described in the project description.

**Project Period**
The project period will last from the date of the grant award through September 30, 2019. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

**Available Funding**
Up to $270,000.00, this may be split among multiple projects.

### 7.2 Project Description

DOEE is seeking applications to assist with off-site stormwater mitigation through the construction of GI. Applicants must propose to construct GI on a property in the District in an area that is not already managed with GI. While DOEE will review applications that propose GI on any property in the District, DOEE has a preference for applicants who will propose GI that will achieve additional environmental or environmental justice benefits. DOEE also has a preference for applicants who will propose GI on property owned by a nonprofit organization.

Applicants may be organizations who construct GI on the property of others in order to generate SRCs (i.e. SRC aggregators). Organizations that are enrolled in the CRIAC Nonprofit Relief Program are not eligible to receive grant awards. However, DOEE may award grants for projects that take place on the property of a CRIAC Nonprofit Relief Program participant, provided that the organization does not indicate that on-site mitigation is infeasible in its application for relief. SRC aggregators that plan to partner with multiple property owners should submit a separate application for each project.

With a total of up to $270,000.00, DOEE expects to make up to 5 separate grant awards. DOEE seeks to award grants of up to $75,000 each. However, DOEE may award larger grants to outstanding applications that demonstrate the need for additional funding. If after awarding grants, DOEE has not awarded a total of $270,000.00 and has funds available, DOEE may also amend grant awards to provide additional funding to outstanding applications that demonstrate the need for additional funding. DOEE will prioritize funds for grantees who will maximize stormwater mitigation with the additional funds.

All expenses funded by the grant must occur by September 30, 2019. If the proposal for the GI project involves activity after September 30, 2019, then the application must include a plan for completion of the project after the grant period has ended. DOEE will not reimburse the grantee for activities that occur after September 30, 2019, unless DOEE has extended the project period in writing.
Successful applicants will demonstrate:

1. The ability to design GI, obtain permits, and construct the project by September 30, 2019. Factors that will affect DOEE's evaluation include:
   a. Prior success on GI projects
   b. Prior progress on the development of a GI design
   c. A plan to complete any aspect of the project that is not planned for completion by September 30, 2019, using non-grant funds
2. The use of matching funds
3. A long-term plan for post-construction maintenance of the GI
4. A project design that provides additional environmental benefits or environmental justice, which may include:
   a. Being located in a priority watershed such as the Anacostia River watershed
   b. Being located in an area that drains to the MS4
   c. Using vegetated GI that achieves co-benefits such as the creation of habitat and reduction of the urban heat island effect
   d. Being located in a publicly-accessible area
   e. Being located in an area that has low GI implementation rates
   f. Being located on property owned by an organization that doesn’t otherwise have funding to construct GI and receive the benefits of a GI project
   g. A plan to provide education about watershed health and stormwater management

Required Attachments

1. A letter of support from the property owner (if the property owner is not the applicant)
2. A detailed budget
3. A preliminary design that includes
   a. Description of the proposed drainage area and the impervious surface within the drainage area
   b. Preliminary sizing (i.e. length, width, and depth) of the GI
   c. Potential impediments or constraints, such as utility locations, infiltration rate, permit requirement, etc.
   d. Map or aerial photo indicating proposed GI location(s) and proposed contributing drainage area(s)
   e. Results of an infiltration test, for GI that will infiltrate water

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes
1. Reduce the burden of the CRIAC on nonprofit organizations by enabling them to qualify for relief through off-site stormwater mitigation.
2. Increase in newly installed GI in the District.
3. Increase in knowledge of property owners and others about the environmental benefits of GI.
Project Outputs
1. GI project(s) installed on property in the District.

Deliverables
1. Finalized project design.
2. Construction permit.
3. Data about the GI practice(s) constructed, including contributing drainage area and retention volume, calculated in accordance with the District's Stormwater Management Guidebook (http://doee.dc.gov/swguidebook) and provided to DOEE through the Stormwater Database (http://doee.dc.gov/swdb), following DOEE instructions.
4. Quarterly report and a final report on work conducted under the grant.

Proposal Scoring

All proposals will be scored according to the criteria below.

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project represents a cost-effective use of District funds and includes the use of matching funds.</td>
<td>30</td>
</tr>
<tr>
<td>The project is likely to be completed in a timely manner by September 30, 2019.</td>
<td>25</td>
</tr>
<tr>
<td>The project provides additional environmental benefits, which may include being in a priority watershed, using vegetated green infrastructure, and addressing environmental justice issues.</td>
<td>20</td>
</tr>
<tr>
<td>The applicant demonstrates a strategy for long-term green infrastructure maintenance.</td>
<td>10</td>
</tr>
<tr>
<td>The applicant demonstrates thorough knowledge of urban stormwater issues and green infrastructure, including the ability to collect and report data on the green infrastructure practices installed.</td>
<td>10</td>
</tr>
<tr>
<td>The project will be installed on property owned by a nonprofit organization.</td>
<td>5</td>
</tr>
</tbody>
</table>
## SECTION 8. CHECKLIST FOR APPLICANTS

Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the cover sheet (appendix 3) completed and signed – and included as part of the application?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is a Table of Contents included in the application?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is the proposal formatted in accordance with section 3.1 of the RFA?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is a numeric budget, <strong>and</strong> budget narrative justifying each line item, included in the application?</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Does the application package include IRS W-9 Tax Form?</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Does the application package include a Tax Exemption Affirmation Letter?</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Does the application package include the applicant’s current fiscal year budget?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the application package include the applicant’s most recent audited financial statements?</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Is the applicant registered in the System for Award Management (SAM)?</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>If applicable, does the application package include letters of support from other entities?</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>If applicable, does the application include resumes of key personnel mentioned in the proposal?</td>
<td></td>
</tr>
</tbody>
</table>
APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget