

District of Columbia
Department of Energy and Environment



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

Volunteer Water Quality Monitoring in District of Columbia Waters
(Short name: DC Volunteer Water Quality Monitoring Project)
RFA # 2021-2116-WQD

Publication Date: 7/16/2021

Application Deadline: 8/16/2021 at 11:59 p.m.

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	4
1.1 INTRODUCTION	4
1.2 PURPOSE OF THE GRANT	4
1.4 COMPETITION FOR A GRANT	4
1.5 PROJECTS AND FUNDS AVAILABLE	4
1.6 ELIGIBILITY	5
1.7 DEFINITIONS	5
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 GENERAL TERMS AND CONDITIONS	6
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	6
1.12 DOEE’S AUTHORITY TO MAKE GRANTS	6
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	7
SECTION 2. SUBMISSION OF APPLICATION	7
2.1 RFA RELEASE DATE	7
2.2 ADDITIONAL RFA INFORMATION	7
2.3 APPLICATIONS: WHEN AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	7
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)	7
SECTION 3. APPLICATION CONTENT	8
3.1 FORMAT.....	8
3.2 APPLICATION CONTENT	8
3.3 WORK PLAN	14
3.4 REQUIRED DOCUMENTS	14
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	17
4.1 REVIEW PANEL	17
4.2 SCORING CRITERIA.....	17
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS	17
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT	17
SECTION 6. REPORTING, PAYMENT, AND OTHER PROVISIONS.....	18
6.1 REPORTING REQUIREMENTS	18
6.2 REIMBURSEMENT OF PROJECT EXPENDITURES, ADVANCES, AND DISBURSEMENT OF FUNDS.....	18
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	20
7.1 SUMMARY: PROJECT NAME, PERIOD, AND AVAILABLE FUNDS.....	20

7.2 PROJECT DESCRIPTION 21

SECTION 8. CHECKLIST FOR APPLICANTS..... 25

APPENDICES 26

APPENDIX 1 – GENERAL TERMS AND CONDITIONS 26

APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES 26

APPENDIX 3 – COVER SHEET 26

APPENDIX 4 – GRANT BUDGET TEMPLATE..... 26

APPENDIX 5 – POINTS FOR LOCAL ENTITIES 26

APPENDIX 6 – INSURANCE REQUIREMENTS..... 26

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goals of this Request for Applications (RFA) are to improve the District’s water quality. The Water Quality Division (WQD) of DOEE will administer this RFA.

1.2 Purpose of the Grant

The purpose of this grant is to provide funding for a qualified entity or entities to implement and manage a water quality citizen science program that will use volunteers to monitor water quality in the District’s waterways. Funds may be used to recruit, coordinate and train volunteers, produce volunteer training materials, cover costs of monitoring supplies, analyze water samples collected by the volunteers, and to generate publicly accessible on-line data. The grant may also cover administrative expenses.

1.3 Source of Funds

The source of funds for the grant is District of Columbia Stormwater Enterprise Fund.

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
DC Volunteer Water Quality Monitoring Project	\$300,000

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.

Other eligibility criteria:

- a) The funded activities occur for District waters.
- b) The grant activity will include at least the presently sampled 22 locations (which are found in all three named water bodies).

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 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.

1.11 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.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and

- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 7/16/2021.

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 Efeturi Oghenekaro.

2.3 Applications: When and Where

When: All applications must be received at the email address below by 11:59 p.m. on 8/16/2021

An application will be dated and recorded as "received" pending review by DOEE for completeness. DOEE considers an application to be "filed" only if all the required materials are submitted. A late or incomplete application will be considered received, not filed.

What: The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to ecoli.grants@dc.gov formatted as a .pdf.

DOEE will not receive faxed copies.

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

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 ecoli.grants@dc.gov with “RE: RFA 2021-2116-WQD” 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 ecoli.grants@dc.gov with the subject line “RE: RFA 2021-2116-WQD – Add me to the email list.”

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. DOEE will not mail out updates or Q&A materials.

The cutoff date for receipt of any questions is one week prior to the application deadline.

SECTION 3. APPLICATION CONTENT

3.1 Format

An application must be formatted as follows:

- (a) When printed the application would appear on 8 ½” x 11” paper with one-inch margins;
- (b) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description; and
- (c) Scan the document and all of the attachments as one file.

3.2 Application Content

DOEE intends to 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 14.g)

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

(d) Applicant

(1) Organization

Describe the named Applicant's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. 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.

(a) Certificate of Clean Hands

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

(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 and provide evidence of this registration as part of its application package to DOEE.

(j) Indirect Costs Rate Documentation

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

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

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's application.

The panel will recommend the most responsive application for award of the grant.

Review panels vary in size, but typically are made up of three to five people. Review panel members can be from DOEE staff or outside of DOEE, as long as they do not have a conflict of interest.

4.2 Scoring Criteria

The reviewers score each application according to 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. Ordinarily DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

(b) Assurance of Continued Truth and Accuracy

Upon receiving DOEE's Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.11. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

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

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

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

(b) Final Report

DOEE will provide a final report template with the Grant Award Notice. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded application. The template requires submission of data and analysis of the data.

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

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

DOEE will reimburse the grantee only for expenditures incurred to perform work under the grant. Ordinarily DOEE pays out grant funds as reimbursements. Advances are exceptions; not the rule. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, **it must request such payment in its application** and explain why an advance payment is being requested. (See Parts 1.8, 3.2(c)(6)(A); Appendix 1 Section 10.g)

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. Ordinarily, there is no requirement for weekly or monthly invoicing. The grantee should submit each reimbursement request/invoice during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Name, Period, and Available Funds

Project Name

DC Volunteer Water Quality Monitoring Project

Introduction

The Department of Energy and Environment (DOEE) Water Quality Division (WQD) solicits applications from eligible entities to continue, build upon, and manage a volunteer-based bacteria monitoring program. The program will include the monitoring of *E. coli* in surface waters of the District of Columbia (District) during the recreational season (May - September). This project must be conducted in District segments of the Anacostia and Potomac Rivers, and selected tributaries including Rock Creek, where recreational activities are most likely to occur.

The District continues to make progress on efforts to reduce bacteria loading to local waterways. This progress includes the March 2018 completion of the first Anacostia River tunnel by DC Water's Clean River project that has prevented combined sewer overflows into the Anacostia River by approximately 89%, and numerous Best Management Practices (BMPs) installed in the Municipal Separate Storm Sewer System (MS4) drainage areas.

Additionally, while the District currently bans swimming in any District waters, recreational activities including waterskiing, paddling, and swimming do occur. Therefore, the District would like to increase the monitoring of *E. coli* to evaluate the impact significant capital investments may have in reducing bacteria, and to provide timely and accessible data to stakeholders who may choose to recreate in District waters.

The objective of this grant is to continue to produce, and build upon, the data collection and public communication (the "publication") activities of present citizen water quality monitoring. The grant's activities are presented below.

Project Period

The project period begins on the date of the Director's signature on the Grant Award Notification and runs through September 30, 2023. The period is 24 months. This period can be extended with the option of two additional years, for a total of four years (48 months) depending upon the performance of the Grantee and the availability of funds.

This is a continuation of a program that DOEE began with an RFA in 2018. (See 2018 RFA, #2018-1805-WQD (March 2018). DOEE awarded a single grant. See <https://doee.dc.gov/service/citizen-science-initiatives>.

Available Funding

\$300,000 This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

7.2 Project Description

This Request for Applications seeks proposals from eligible applicants to develop a volunteer-based monitoring program to implement bacteria monitoring of surface waters of the District of Columbia. These waters are: Anacostia River, Potomac River, and Rock Creek. The core of this project is the collection and public reporting of data on all three of these water bodies. An applicant may collaborate with other organizations to develop and execute the project; but the application should identify a single “applicant”.

Funding is available for the above indicated organizations (see the checked boxes) to work with volunteers on water quality issues in the District. The monitoring must include *E. coli* monitoring. Presently the District, through its grantee, sample at 22 sampling locations. These sites, together, address all three water bodies. (DOEE will identify these sites in the FAQs published on-line with this RFA.) An application must include sampling at all presently monitored location.

Funding can be used in a number of ways, including: purchasing water quality monitoring equipment, training volunteers, analyzing samples in a laboratory, identifying monitoring locations where residents and visitors in the District may choose to recreate on District waters, and generating publicly available online data.

The application must address all three District watersheds. In addition to *E. coli* sampling, the applicant is expected to develop and conduct a water recreation use survey and monitor water quality variables, such as water and air temperature, turbidity, pH, and time of rainfall. Sampling must cover the period from May through September. Samples for *E. coli* analysis must be analyzed in accordance with the established protocols for the accepted scientific method chosen by the applicant. DOEE must approve. DOEE strongly encourages the use of analytical methods with quick turnaround times that generate volunteer-collected water quality data that is valid and accurate.

An applicant must propose sampling locations that are safe and accessible. If sampling occurs on private property, landowner permission must be obtained by the grantee. In the applicant’s proposal, a plan for obtaining permission from the landowner must be expressed. The selected applicant, as grantee, must obtain the relevant permits from the National Park Service (NPS) to conduct monitoring work on NPS property.

Sampling and on-line submission of data should be at least weekly. The project and monitoring effort should generate scientifically defensible datasets, as the information may be used for the development of swimming advisories and other regulatory policies. Each dataset may also be used to inform other works aimed at identifying potential sources of pathogens in the water. Each analytical result should be submitted within 48 hours and made publicly available via a database or webpage. The public communication method/s will need to be DOEE-approved.

DOEE expects that each applicant will consult the Chesapeake Monitoring Cooperative (CMC) when developing methods for this project. Data must be compatible with the requirements of the CMC database structure. <https://cmc.vims.edu>. The data must be generated both (a) numerically and (b) visually, through geospatially referenced color-coded maps.

Each application must include:

1. A description of site selection criteria (recognizing that 22 sites have already been selected);
2. Proposed monitoring schedule;
3. Outreach plan for volunteer recruitment and training;
4. Evidence to show significant qualifications and experience of the project manager and associates in water quality monitoring and volunteer management; and
5. Identification of the entity that will perform laboratory analyses of samples collected.

To clarify: Each application should (a) identify the professionals who will do the work of the grant, and (b) provide their qualifications. This would be resumes, CVs, or other demonstrations of their knowledge, education, training, and experience. These are the “key” people. The applicant should clearly show how these people will be involved in each of the principal activities of the grant.

Each applicant is encouraged to show how it would recruit from a pool of persons from various wards in the District to join the team of volunteers. The applicant should explain how it will recruit a diverse and inclusive volunteer pool in an equitable manner.

While an application is not required to show a way to communicate the data to the public, DOEE is interested in creative and effective ideas.

Before commencing work on the grant, the grantee must obtain DOEE approval of a Quality Assurance Project Plan. During the grant period the grantee will also submit for DOEE approval: (1) a work plan that includes criteria to identify sample sites; (2) an outreach plan for finding volunteers; (3) a volunteer training plan; and (4) volunteer training materials. The grantee will also generate, and share with DOEE: (5) volunteer sampling schedules; (6) a list of sampling locations; (7) schedule/plans for number of samples to be collected and analyzed; (8) a description of the analytical methodology; and (9) data reporting procedures.

The application should show DOEE how the applicant, if selected as grantee will generate the following outcomes, outputs, and deliverables:

Project Outcomes

1. An increased public understanding of water quality health in areas with a lot of water recreational activity.
2. Increased stewardship of District rivers and streams by the public.

Project Outputs

1. The implementation of a citizens' water quality monitoring program.
2. The identification of potential sites for long term *E. coli* monitoring based on a high likelihood that visitors and/or residents are currently recreating or will recreate in the selected sites.
3. A volunteer force of at least 50 District of Columbia residents.
4. *E. coli* monitoring occurring at least once a week for at least the 22 identified sites.
5. Prompt release of results for public information purposes.
6. Online publication of all data showing *E. coli* counts at each monitored site through geospatially referenced color-coded maps.
7. Regularly scheduled meetings with DOEE program staff.
8. Weekly emailed communications regarding project status.

Deliverables

1. A Quality Assurance Project Plan for DOEE approval.
2. A Project work plan, including criteria used to identify sample sites, volunteer training plan and training materials, volunteer sampling schedule, list of sampling locations, total number of samples to be collected and analyzed, analytical methodology, and data reporting procedures.
3. Outreach plan that includes the strategy and presentation(s) used to recruit a diverse and inclusive volunteer pool in an equitable manner.
4. Weekly sampling.
5. Weekly publication of sampling results.
6. A report evaluating the details of the sampling (location, time, volunteer names, results of water quality variables).
7. Weekly water recreation surveys.
8. Publication of all monitoring datasets and water recreation use survey results.
9. Volunteer training materials.
10. The periodic reports and publications addressed in the Project Description, above.
11. Quarterly and final progress reports showing-up-to-date progress, programmatic updates, and financial updates.

Application Scoring

Each Application will be scored according to the criteria below.

Scoring Criteria	Points
The application demonstrates excellent experience in developing, implementing, and managing a volunteer-based water quality monitoring program.	20
Provides an achievable detailed description to develop a citizen monitoring program and to recruit a diverse team of volunteers.	15
Identifies a likely achievable timeline to execute the project.	5
Demonstrates the ability to meet the proposed project's objectives, activities, and outputs.	10
Demonstrates the ability and experience to manage and administer grant-funded activity honestly, effectively, and according to established financial principles.	5
Demonstrates the experience of excellently managing District of Columbia grant-funded activities.	5
The applicant or its key personnel demonstrate experience in water quality advocacy and volunteer management.	5
Key personnel have excellent qualifications in conducting science-based projects for <i>E. coli</i> and environmental monitoring.	10
Proposes likely achievable outreach and recruitment strategies to equitably educate and engage the local community.	5
Proposes an effective communication strategy for the findings of the sampling.	5
Demonstrates ability to write reports which summarize data in a clear and comprehensive manner.	5
Provides a reasonable numeric project budget.	5
Contains a clear justifiable and comprehensive budget narrative that aligns with the numeric budget.	5

SECTION 8. CHECKLIST FOR APPLICANTS

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.		
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	Is the Applicant registered in the System for Award Management (SAM)?	

21	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?	
22	If applicable, does the application package include letters of support from other entities?	
23	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 – Points for Local Entities

Appendix 6 – Insurance Requirements