

District of Columbia  
Department of Energy and Environment



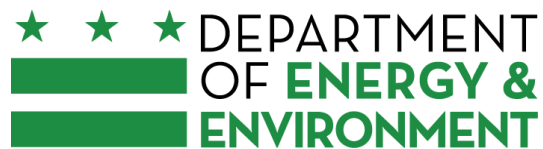
**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

Kingman Rangers Workforce Development Program  
(Short name: Kingman Rangers)  
RFA # 2021-2120-WPD

**Publication Date:** 8/6/2021

**Application Deadline:** 9/17/2021 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



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goals of this Request for Applications (RFA) is to create pathways to employment for disadvantaged District residents and students, while supporting the restoration and enhancement of the habitats at Kingman and Heritage Islands in the District of Columbia (the Islands), while concurrently providing a safe, inclusive, and welcoming experience to those who visit the Islands. The Watershed Protection Division (WPD) of DOEE will administer this RFA.

### **1.2 Purpose of the Grant**

The purpose of this grant is to create a program that addresses multiple, intertwined problems facing the District that ultimately contribute to inequities in educational, economic, and health outcomes for District residents. The new Rangers program will improve safety and restore habitat on Kingman and Heritage Islands and create pathways to stable employment for District residents and students who experience the highest barriers to employment opportunities based on socioeconomic status, education levels, and community factors such as high gun violence.

### **1.3 Source of Funds**

American Rescue Plan Act Federal Funds for Local Revenue Replacement.

### **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
Kingman Rangers Workforce Development Program	\$222,400

### 1.6 Eligibility

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

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

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet material conditions stated in its application. Ineligible applicants or applications will not be considered for review.

A material condition can be an eligibility condition or it can be some other condition that a reasonable DOEE evaluator would conclude is necessary to the Applicant’s carrying out the proposed project.

For instance, an Applicant’s nonprofit status was a condition of eligibility and the Applicant lost its nonprofit tax status. That would be a material change in condition, and would require immediate communication. Another example: Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff. DOEE awards the grant, and then these staff leave. The Applicant must immediately inform DOEE, and follow up in writing.

### 1.7 Definitions

**District** - The District of Columbia.

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

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

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

#### 1.8 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that, in limited circumstances, an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion. (*See* Parts 3.2(6)(A), 6.2; Appendix 1 Paragraph 10.g)

#### 1.9 Grant Monitoring

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

#### 1.10 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 August 6, 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 John Maleri.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on September 17, 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 2021KingmanRangers.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 2021KingmanRangers.grants@dc.gov with “RE: RFA 2021-2120-WPD” in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://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 2021KingmanRangers.grants@dc.gov with the subject line “RE: RFA 2021-2120-WPD – Add me to the email list.”

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

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

There will be **two Informational webinars/conference calls** and opportunities for question and answers to be held on **Tuesday, August 17, 2021 from 11:00 AM to noon and Wednesday September 8, 2021 from 4:00 PM to 5:00 PM.**

**Webinar #1** – Tuesday, August 17, 2021 from 11:00 AM – 12:00 PM

**Attendee Link:**

<https://dcnet.webex.com/dcnet/j.php?MTID=m56c4f2cb31864cd30805db71aee335ec>

**Meeting Number:** 172 932 1514 **Password:** Kingman

**Call in only:** Call in number: 1-202-860-2110 **Access number:** 172 932 1514

**Webinar #2** – Wednesday, September 8, 2021 from 4:00 PM – 5:00 PM

**Attendee Link:**

<https://dcnet.webex.com/dcnet/j.php?MTID=mb20e959b28cde3fef8af58cdd1e64dbb>

**Meeting Number:** 172 887 6536 **Password:** Kingman

**Call in only:** Call in number: 1-202-860-2110 **Access number:** 172 887 6536

## 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](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

**(j) Indirect Costs Rate Documentation**



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

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

## **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.

Given that the grant will be funded by American Rescue Plan Act of 2021 (ARPA) funds, the grantee will be required to comply with all federal requirements regarding use of the funds and record-keeping. The citation for ARPA is Pub. L. 117-2 (Mar. 11, 2021). Much of ARPA was codified at 42 U.S.C. 802 et seq.

**(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**

Kingman Rangers Workforce Development Program

#### **Introduction**

Kingman and Heritage Islands (the Islands) comprise 47 acres located in the Northeast and Southeast quadrants of Washington, DC, in the Anacostia River. Both Islands are man-made, built from material dredged from the Anacostia River. The Islands, which are District property, managed by the District of Columbia Department of Energy and Environment (DOEE), are home to important and rare ecosystems, including tidal freshwater wetlands, vernal pools, wildflower meadows, and tidal swamp forests. The Islands are home to more than 100 different species of birds, mammals, and other wildlife, and contain over a mile-and-a-half of trails and park facilities. The Islands are frequented by visitors who recreate in a variety of different ways, including biking, birding, boating, dog-walking, and hiking. In 2020, over 105,000 people visited the Islands.

DOEE is seeking proposals for the development of a Ranger program for the Islands. Rangers will carry out many of the functions of traditional park rangers. These will include operation and maintenance of the natural areas and infrastructure on the Islands as it develops. Rangers will communicate facts about the Islands to visitors, lead groups of visitors on tours and nature walks, and advise on the Islands' recreational opportunities. The program will support full-time Rangers, who will be adults, and seasonal Rangers who will be students working part-time during the summer months. While the Rangers will not serve as police officers, they will closely interact with security and emergency services serving the Islands, and will be uniformed.

The Program will create employment and career pathways for adults who traditionally experience high barriers to employment opportunities, and to District students from nearby schools with low graduation rates. The Program will include training and workforce development services to support career growth.

The Rangers will support the restoration of the District's only "Critical Wildlife Area" and improve the user experience of the Islands through enhanced resources like wayfinding and recreation services. "Wayfinding" means the tools and resources used to physically guide visitors through and around the Islands.

Visitors to the Islands, particularly students, will learn about the natural environment from Rangers. Because some of the Rangers would be part-time, because they would be students from the area, the Program should showcase green economy career opportunities to visiting students. The Program should include effective methods to communicate employment opportunities to students.

DOEE believes that a strong Ranger program will help improve the visitor experiences on the Islands. DOEE is aware from visitor feedback, survey responses, and input from the Kingman Community Advisory Group (CAG) that visitors have felt less safe or less welcome on the Islands when:

1. There are few people around, visitors or staff;
2. There is poor wayfinding; or
3. Other visitors are not complying with rules, as with failing to properly leash their dogs.

### **Project Period**

The project period is from the date of award through September 30, 2022. This period can be extended with additional funding provided for up to three more years, depending upon DOEE's need, DOEE's assessment of the performance of the grantee, and the availability of funds.

### **Project Description**

DOEE is seeking applications that focus on hiring, training, and supervision for at least three full-time and at least two seasonal Rangers from the District to:

1. Conduct environmental restoration;
2. Deliver some of the environmental education programming for visiting District students;
3. Serve as interpretive hosts who support safe, inclusive, and welcoming experiences; and
4. Maintain some of the infrastructure and grounds on the Islands.

For the full-time Ranger positions:

The Program should prioritize recruitment of District residents who experience high barriers to full-time employment. Training opportunities that include career development and wraparound services should be offered to the full-time Rangers. See below under Project Component #2 for a description of the training requirements.

Wraparound services are to help disconnected individuals overcome personal and systemic barriers to employment. These services include:

1. Trainings on educational attainment, technical, and vocational skills;
2. Job placement support, legal services, and the relaying of transitional job opportunities; and
3. Soft skill training, including effective communication, teamwork, time management, and adaptability to new employment environments.

For the seasonal Ranger positions:

The Program should recruit and hire students for seasonal Ranger positions, from Anacostia High School or other DCPS high schools that offer environmentally-focused project-based learning. DOEE is an anchor partner in the Mayor's initiative for the "Redesign of Anacostia High School", which incorporates project-based learning and offers its students environmental and social justice career opportunities.

Similar wraparound services should be provided for the seasonal Ranger positions.

## **Project Development**

Applicants should address each of the Project Components addressed below.

### **Project Component #1: Recruitment and Hiring**

Address how the applicant will recruit and hire Rangers. Include a budget for Ranger compensation at a living wage rate for both full-time and seasonal Rangers. A budget template is included in Appendix 4. Benefits must be provided for the full-time Rangers. Explain the specific benefits that would be offered to full-time Rangers and whether you would offer those same benefits to seasonal Rangers.

The District's living wage rate, [referenced here](#), is \$15.20 per hour or \$31,616 per year.

Include details on how the applicant will address the recruiting preferences from the following groups:

1. For full-time Rangers:
  - a. District residents who experience the highest barriers to employment. Consideration should be given to the following groups:
    - i. District residents from communities and wards that experience the highest levels of unemployment, per the [District's Department of Employment Services \(DOES\) labor statistic data](#);
    - ii. District residents without a high school or equivalent diploma or degree; or
    - iii. District residents from areas that experience high levels of gun violence.
2. For seasonal Rangers:
  - a. Students from Anacostia High School or other high schools that offer environmentally-focused project-based learning.

Address how Ranger applicants will be properly vetted for Ranger job functions and responsibilities and address how the Rangers will be supervised once hired.

Applicants are encouraged to include or pursue partnerships with staff and/or organizations that would contribute expertise in recruitment, training, and management of Rangers from the target populations.

### **Project Component #2: Training**

The proposal should address a training plan that incorporates the following elements:

1. Wraparound services and soft skill development, as defined above;
2. De-escalation and bystander intervention training;
3. Environmental education and interpretation training; and
4. Habitat restoration and introductory construction training.

Rangers will deal with situations that are unique to parks and natural wildlife areas.

The application should address training opportunities for high-risk situations, as for skills in de-escalation and bystander intervention, avoiding bias and implicit bias, when not to intervene, cultural understanding, how to use discretion, and general first aid.

The safety of Rangers and visitors to the Islands is paramount to DOEE. Applicants should address procedures to ensure the safety of the Rangers and comment on DOEE safety-related improvements to the Islands.

An applicant is encouraged to form a team, or identify a partnership, with one or more entities to show how it will effectively offer workforce development training and wraparound services.

### **Project Component #3: Ranger Implementation**

Describe development of a plan to include projects for all the Kingman Rangers. These projects should include the activities typically associated with maintaining a wildlife area or park: building and repairing trails, leading tours, providing interpretative services, managing invasive species, planting native plants to improve wildlife habitat, and installing and maintaining green infrastructure to reduce polluted stormwater runoff.

The applicant should explain how the Rangers will assist the Islands' visitors. This may include providing wayfinding services; supporting inclusive, community-led events and activities; supporting the Islands' ecological restoration work; and assisting in emergency response.

Address how the applicant would structure a system that would protect Rangers from physical harm. Discuss training, supervision, other resources on the Islands, and technology.

Explain how the Rangers will serve as an environmental education resource for students visiting the Islands, to both individual visitors and to those who come with a classroom group. Address the types of environmental education programming Rangers can reasonably offer to students.

Describe a typical work week for the Rangers. Include proposed hourly breakdowns on work duties, including programmatic/education as well as maintenance-related efforts.

Explain how the applicant will track and monitor the usage of the Islands, including developing visitor data by ward. Explain how the Ranger program can support increased usage of the Islands from nearby District residents, in Wards 5, 7, and 8. Explain how success of the Program will be measured.



## **Project Considerations**

In developing the Program application, consider the following:

1. Training should support the Rangers in dealing with common scenarios they could encounter while on the Islands, including those that involve risks to safety of visitors or of Rangers.
2. The Rangers will need to internalize and increase awareness of the rules and restrictions for the Islands.
3. Rangers will be expected to perform their duty in uniforms that will be designed and provided by DOEE. The grantee does not need to include a budget for uniforms.
4. Ranger schedules would be developed based on visitor usage of the Islands. This will include evening and weekend work for the Rangers.
5. Rangers should be supervised at all times.
6. The safety of Rangers and visitors to the Islands is paramount to DOEE.

## **Project Outcomes**

1. Job opportunities and career pathways with living wages for vulnerable District residents.
2. Wraparound services and career development opportunities for Rangers that will reduce barriers to future employment.
3. Support for the restoration and education activities happening on the Islands.
4. Improved programming, wayfinding, interpretative services, emergency response, and safety for visitors.
5. A more welcoming area for visitors to the Islands.
6. A visible way for District students to identify a place for themselves in a green economy.

7. More visitors to the Islands from Wards 5, 7, or 8.

### **Project Outputs**

1. At least three full-time and at least two seasonal Rangers.
2. Related and effective training for Kingman Rangers on topics related to: employment soft skills; workforce development; de-escalation and intervention; environmental restoration, education, and interpretation; and general safety.
3. Participation in monthly debriefings with DOEE staff.
4. An increase in operation and maintenance for the Islands.
5. More educational activities at the Islands.
6. More data collected on users and on the Islands' conditions.

### **Deliverables**

1. A detailed project workplan that includes timelines for recruitment and hiring, training schedules, and staff/program schedules.
2. A Ranger Program Manual.
3. The hours that Rangers spend in activities that improve the Islands and the visitor experience.
4. Contact information to communicate with Rangers while on duty.
5. Records that track present and future employment of Rangers.
6. Records showing visitor use of the Islands.

## Scoring Criteria

Scoring Criteria		Points
Presents a clear, feasible implementation plan.		10
Demonstrates the applicant's substantial knowledge of, and experience in, recruiting, and hiring people who face barriers to full-time employment.		20
Demonstrates the applicant's substantial knowledge of, and experience in, training and providing wraparound services.		20
Demonstrates the applicant's substantial knowledge of, and experience in, implementing environmental restoration, environmental education, and interpretation services.		20
Demonstrates applicant's likely implementation of a plan that will produce safe services for Rangers and users of the Islands, particularly youth and children.		5
Demonstrates that the applicant will have the personnel and/or effective partnerships in place to carry out the proposed project.		10
Presents an adequate and reasonable numeric budget.		10
Presents a clear and persuasive narrative justifying the budget.		5
Applicant is a local District entity.		5
<b>TOTAL</b>		<b>105</b>

## SECTION 8. CHECKLIST FOR APPLICANTS

Instructions for applicants: Ensure that you answer all 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

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