

District of Columbia
Department of Energy and Environment



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

2020 Green Zone Environmental Program - Watershed Protection Projects
(Short name: 2020 GZEP Watershed Protection Projects)
RFA # 2020-2011-WPD

Publication Date: 1/24/2020

Application Deadline: 2/28/2020 at 4:30 PM

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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 “Applicants”). The goals of this Request for Applications (RFA) are to fund projects that will educate and train District youth and young adults, ages 14-24, participating in the Green Zone Environmental Program (GZEP), a summer workforce development program. The selected grantee is expected to work with a cohort of 35-50 participants on Wednesdays and Thursdays during the six-week program running from June 29 to August 7, 2020. The projects should engage participants in activities that strengthen their resumes, raise awareness about the impacts of stormwater runoff on District water bodies, and lead to behavior change. A total of \$80,000 is available. DOEE intends to award multiple grants of up to \$20,000 each. The Watershed Protection Division (WPD) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants is to educate and train GZEP participants through diverse hands-on activities focused on improving water quality and, in particular, reducing the impacts of stormwater runoff on District water bodies.

1.3 Source of Funds

District of Columbia Anacostia River Clean Up and Protection Fund
District of Columbia Stormwater Enterprise Fund

1.4 Competition for a Grant Award

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

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
2020 Green Zone Environmental Program - Watershed Protection Projects	\$80,000

1.6 Eligibility

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

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

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

1.7 Definitions

District - The District of Columbia.

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

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

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

1.8 Permissible Use of Grant Funds

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

1.9 Grant Monitoring

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

1.10 General Terms and Conditions

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

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

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

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- 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 1/24/2020.

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 Emily Rice.

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 PM on 2/28/2020.

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

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

Five paper copies of the application; OR

One electronic copy.

The Department will not receive faxed copies.

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

District of Columbia Department of Energy and Environment

**RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2020-2011-WPD

Email an electronic copy, formatted as a .pdf file, to: DOEE.grants@dc.gov and GZEP2020.watershedprojects@dc.gov.

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 GZEP2020.watershedprojects@dc.gov with "RE: 2020-2011-WPD" 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 GZEP2020.watershedprojects@dc.gov with the subject line "RE: RFA RE: 2020-2011-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. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

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

SECTION 3. APPLICATION CONTENT

3.1 Format

Use the application form at Appendix 6.

3.2 Proposal Content

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

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

(1) Project Budget

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

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

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

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

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

Typical allowable costs are:

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

Non-Allowable costs include:

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

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

(2) Letters of Support

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

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, 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, any 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 the partner's tax exempt status.

iv. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

v. Department of Parks and Recreation

Projects that would be carried out on Department of Parks and Recreation (DPR) property will require DPR permission. Sometimes the paperwork supporting such permission takes extra time to complete.

3.3 Required Documents

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as "received" but not "filed," as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant's request to the agency for the purpose of deeming the Application "filed."

(a) Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

(b) Promises, Certifications, Assertions, and Assurances

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

(c) IRS W-9 Tax Form

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines "current" to mean that the document was completed within the same calendar year as that of the application date.

(d) Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii)

the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*.)

(e) Applicant's Current Fiscal Year Budget

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

(f) Applicant's Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

(g) Separation of Duties Policy

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

(h) System for Award Management (SAM) with Federal Government

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOEE.

SECTION 4. REVIEW PANEL AND APPLICATION SCORING

4.1 Review Panel

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

The panel will recommend the top scorer for award of the grant.

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

4.2 Scoring Criteria

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

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions if Applicant Will Receive the Grant

Upon acceptance of a grant award, the Grantee must provide the following documents.

(a) Certificate of Insurance

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

(b) Assurance of Continued Truth and Accuracy

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

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Brief weekly summary reports by email

DOEE will require brief weekly reports to be submitted by email to DOEE. The weekly reports are due by Friday at 5pm on the weeks the GZEP program is in session. Reports should include a brief description of the week's activities, number of GZEP participants engaged, and any challenges or barriers to implementation.

(b) Final Summary Report

The summary report is due in advance of the final report and should summarize the project outcomes, outputs, and deliverables in a format provided by DOEE.

(c) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant. DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant.

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

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

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

2020 GZEP Watershed Training and Education Projects

Introduction

The Green Zone Environmental Program (GZEP) partners with the Department of Employment Services (DOES) to provide paid training and work experiences to approximately 200 teenagers and young adults, ages 14-24, through the Marion S. Barry Summer Youth Employment Program (SYEP). DOEE provides GZEP participants with the opportunity to learn from experts about energy and environmental issues facing the District, gain hands-on experience working on projects that will expose participants to a variety of practices, and develop the skills necessary to compete for today's green jobs.

Project Period

The project starts on the date of the Grant Award Notice to the successful applicant(s). The project must be completed by August 31, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

A total of \$80,000 is available. DOEE intends to make multiple awards of up to \$20,000 each.

DOEE is seeking proposals for projects to provide education, training, and hands-on activities to GZEP participants. A project should lead to behavior change and focus on improving water quality. In particular, a project should help reduce the impacts of stormwater runoff on District water bodies. A project should provide GZEP participants with job preparation by providing them with entry-level skills for the green economy.

Project Options

Projects must address one or more of the following project subject areas:

Project Option 1: Site assessment and design of green infrastructure

In order to effectively manage stormwater runoff, green infrastructure must be designed with careful consideration of the project site including the site's contributing drainage area, grading, soil infiltration rates, existing land use, and space and other constraints. Projects in this category should expose GZEP participants to the site assessment and design process for one or more green infrastructure types.

Projects should also identify opportunities and design green infrastructure projects that address other priorities, such as integrating green infrastructure with solar and garden plots, improving pedestrian infrastructure, addressing flooding, and reducing urban heat island.

DOEE's priority areas for green infrastructure are locations within the [Targeted Subwatersheds](#); however, projects focused on this option may choose not to build the designed green infrastructure. Instead, the project may stress the design side, with site visits and introduction to design and mapping software. Projects focused on this option may choose to incorporate a reputable and relevant certification or training program to advance participants' skills and marketability in the job market.

Project Option 2: Install green infrastructure

Green infrastructure, such as green roofs, rain gardens, rainwater harvesting, and permeable pavers, allows stormwater to be absorbed into the ground, reducing the impact of runoff on the District's waterways. Small green infrastructure installations can make a big difference when coupled with significant community engagement. These small demonstration projects may result in more people, including residents, businesses, and non-profit organizations, being interested in voluntarily installing green infrastructure.

Projects in this category should focus on providing GZEP participants with construction experience for a small-scale green infrastructure project. DOEE's priority areas for green infrastructure installation are locations within the [Targeted Subwatersheds](#). Projects focused on this option may choose to incorporate a reputable and relevant certification or training program to advance participants' skills and marketability in the job market.

Project Option 3: Inspect and maintain existing green infrastructure

Green infrastructure will not function properly without proper maintenance. There is already green infrastructure at many houses of worship, schools, residential properties, commercial buildings, and along roadways. But this infrastructure is not always properly maintained, especially in high-traffic areas where litter builds up in the system. Maintenance and teaching the GZEP participants about how and why maintenance is important can enhance the success of green infrastructure.

Projects in this category should focus on providing GZEP participants with the skills to independently inspect a variety of green infrastructure for maintenance deficiencies, using inspection checklists. GZEP participants should also be trained on how to properly maintain the inspected green infrastructure by learning weeding, watering, and replanting techniques. DOEE's priority areas for green infrastructure maintenance are locations within the [Targeted Subwatersheds](#). Projects focused on this option may choose to incorporate a reputable and relevant certification or training program to advance participants' skills and marketability in the job market.

Project Option 4: Restore natural habitat

Many of the District's natural areas, including those at Department of Parks and Recreation (DPR) sites and schools, are overrun by invasive plant species and illegal dumping. Proposals in this category should provide GZEP participants with knowledge about invasive species, including how to identify and safely remove them. These projects should also teach participants about native plants, including identification of common natives and planting techniques. DOEE's priority areas for invasive species removal and native plantings are locations within the [Targeted Subwatersheds](#), along with any DPR forested area. Projects at DPR sites should coordinate with the District DPR's [Adopt-a-Park](#) program and obtain a letter of support. Since invasive species removal is labor-intensive and physically draining, especially in DC's hot summer months, projects focused on this option should consider incorporating other activities to provide relief but also continue the learning experience.

Project Option 5: Educate and engage communities on issues affecting watershed health

DOEE has many projects and programs underway to engage communities in the many facets of watershed restoration and water quality improvement. Projects in this category should educate GZEP participants on these programs and engage in activities that encourage residents to participate in the programs. Projects could gather feedback on community priorities regarding watershed projects (e.g. improved public access), develop recommendations based on community feedback for program improvement, and/or propose other projects that address these goals. For example, a project could engage GZEP participants on the connection between storm drains and water quality through a storm drain marking project using DOEE's [storm drain toolkit](#).

Project Option 6: Foster engagement in, restoration of, and support for, existing efforts at Kingman and Heritage Islands, including projects in the adjacent communities

Kingman and Heritage Islands are a unique natural resource situated in the Anacostia River, in Ward 7. The islands are owned by the District of Columbia and managed by [Living Classrooms Foundation](#). Projects in this category should produce an increased sense of local stewardship and more local knowledge of the islands' natural resources and could include:

- a. Invasive species removal and native species planting
- b. Engagement with neighboring communities to improve directional access to the islands
- c. Employing the principles of tactical urbanism, develop a plan for and implement pedestrian access on Benning Road between the River Terrace community and the Benning Road entrance to Kingman Island

Project Considerations

In developing the project, consider the following:

1. The selected grantee is expected to work with one GZEP cohort on Wednesdays and Thursdays for the duration of the GZEP program. A cohort is defined as the group of 35-50 GZEP participants who assemble at a particular site for the duration of the program (schedule provided below).
2. There are four Watershed Protection GZEP cohorts, each located at a different assembly site. The 2020 sites have not been selected yet, but DOEE will update the Notice of Funding Availability page on the DOEE website with the details as they become available.
3. DOEE provides each assembly site with basic outdoor equipment and supplies, including shovels, rakes, mulch, lawn mowers, mosquito repellent, anti-tick clothing spray, and first aid kits. Your proposed project budget should address additional supplies needed.
4. If the proposed project requires access to computers, the grantee will need to arrange for this as part of the grant. Assembly sites will not provide access to computers. It may be possible to use a DOEE facility, with appropriate coordination.
5. For each assembly site, DOEE will have hired five team leaders and one site manager. They help manage the program's day-to-day operations, ensure safety, and provide oversight and discipline. Each team leader manages a group of 8-10 participants.
6. GZEP participants are ages 14-24 years.
7. The project should reflect health and safety protections.
8. The District pays each participant an hourly wage through SYEP. The project does not need to budget for participant wages.
9. The summer schedule is as follows:
 - a. GZEP staff orientation and training: June 15 - 26, 2020. Selected grantees will be required to attend two days of the orientation, likely on June 24-25.
 - b. Program dates are as stated above, in Section 1. Projects must take place on Wednesdays and Thursdays during GZEP.
 - c. A typical GZEP daily schedule is as follows:
 - i. 9 a.m. arrival at assembly site
 - ii. 1/2 hour lunch between 11 a.m. and 1 p.m. depending on the site and project

- iii. 14-15 year olds dismissed at 1:30 p.m. (approximately 15 participants per site)
 - iv. 16-21 year olds dismissed at 2:30 p.m. (approximately 15 participants per site)
 - v. 22-24 year olds dismissed at 3:30 p.m. (approximately 10 participants per site)
- d. During the GZEP program period, selected grantees will be required to participate in weekly debriefings with GZEP team leads and site manager at the assembly site on Wednesday afternoons for no more than one hour.
 - e. On rainy days, days when the temperature is above 90 degrees, or other days when DOEE deems work outside to be unsuitable, the project must conduct indoor activities at its cohort's assembly site. The proposal should include a description of at least three indoor activities.
10. Transportation: Ideally a project will take place within walking distance of an assembly site. However, the project may take place in a different location.
- a. For a project located within a five-block radius of the assembly site, participants will be expected to walk from the assembly site to the project site.
 - b. For a project located more than five blocks away from the assembly site, the applicant must provide in the proposal a transportation plan that includes dates, transportation mode (personal vehicles are not allowed), and costs. For example, the project could use a chauffeured vehicle, from a bus or mini-van company. The proposed budget may include transportation costs.

Project Outcomes

1. GZEP participants' knowledge will be increased on the impacts of stormwater runoff on water quality.
2. Participants will have engaged in diverse hands-on activities, training, and work experience that help to build their resume and increase job-readiness in the fields of watershed protection, stormwater management, or related fields.
3. Interested participants will have been placed on a clear pathway to internships and employment opportunities in watershed protection, stormwater management, or related fields of work.
4. Participants will gain soft skills that will reduce barriers to sustained employment.

Project Outputs

1. Provide one GZEP cohort with education, training, and hands-on experience on the issues of water quality and impacts of stormwater runoff on the District's water bodies. Projects should be held on Wednesdays and Thursdays for the full GZEP session.

2. Provide a Schedule of Activities that includes a detailed plan for the activities, curriculum, and transportation for DOEE review, by May 15, 2020.
3. Participate in two days of GZEP orientation.
4. Participate in a two-hour close-out meeting with DOEE.
5. Participate in the DOEE-organized one-day GZEP job fair to be scheduled for some time during the week of July 27, 2020.
6. Participate in weekly debriefings with GZEP team leads and site manager at the assembly site on Wednesday afternoons for no more than one hour.

Deliverables

1. Provide a brief weekly summary report by email of the week's activities completed including any challenges or barriers to implementation.
2. Support a DOEE close-out presentation, developed with a select group of GZEP participants, to be presented at the GZEP close-out event the week of August 3, 2020.
3. Provide a summary report of project outcomes, outputs, and deliverables, in a format provided by DOEE, by August 21 2020.
4. Provide a final report, due by the last day of the grant.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Demonstrates the applicant's substantial knowledge of, and experience with, issues of water quality and the impacts of stormwater runoff on District water bodies.	20
Demonstrates the applicant's substantial knowledge of and experience in implementing soft-skills trainings, educational projects, and hands-on activities with youth ages 14-24.	20
Demonstrates the applicant's substantial knowledge of and experience with connecting youth to jobs and internships in the green economy.	20
Presents a clear, feasible, and flexible plan.	10
Demonstrates that the applicant has the personnel in place to carry out the proposed project.	10
Presents at least three indoor activities that can be executed on days when outdoor work is not appropriate.	5
Presents an adequate and reasonable budget and justification for the funds.	15

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – N/A

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities

Appendix 6 – Application Form