

District of Columbia  
Department of Energy and Environment



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

Anacostia River Explorers and Green Boats Program  
(Short name: Anacostia Boat Tours )  
RFA # 2022-2203-WPD

**Publication Date:**

**Application Deadline:** 4/04/2022 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION.....	4
1.2 PURPOSE OF THE GRANT .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT.....	4
1.5 PROJECTS AND FUNDS AVAILABLE .....	5
1.6 ELIGIBILITY.....	5
1.7 DEFINITIONS .....	6
1.8 PERMISSIBLE USE OF GRANT FUNDS .....	6
1.9 GRANT MONITORING .....	6
1.10 COVID-19 VACCINATION CERTIFICATION REQUIREMENT .....	6
1.11 GENERAL TERMS AND CONDITIONS .....	7
1.12 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	7
1.13 DOEE’S AUTHORITY TO MAKE GRANTS .....	7
1.14 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	7
<b>SECTION 2. SUBMISSION OF APPLICATION .....</b>	<b>8</b>
2.1 RFA RELEASE DATE.....	8
2.2 ADDITIONAL RFA INFORMATION.....	8
2.3 APPLICATIONS: WHEN AND WHERE .....	8
2.4 AWARD ANNOUNCEMENT .....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
3.1 FORMAT.....	9
3.2 APPLICATION CONTENT .....	9
3.3 WORK PLAN .....	15
3.4 REQUIRED DOCUMENTS .....	15
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>17</b>
4.1 REVIEW PANEL .....	17
4.2 SCORING CRITERIA .....	18
<b>SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....</b>	<b>18</b>
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	18
<b>SECTION 6. REPORTING, PAYMENT, AND OTHER PROVISIONS .....</b>	<b>18</b>
6.1 REPORTING REQUIREMENTS .....	18
6.2 REIMBURSEMENT OF PROJECT EXPENDITURES, ADVANCES, AND DISBURSEMENT OF FUNDS.....	19
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>20</b>

7.1 SUMMARY: PROJECT NAME, PERIOD, AND AVAILABLE FUNDS ..... 20

**SECTION 8. CHECKLIST FOR APPLICANTS ..... 31**

**APPENDICES ..... 33**

APPENDIX 1 – GENERAL TERMS AND CONDITIONS..... 33

APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES ..... 33

APPENDIX 3 – COVER SHEET ..... 33

APPENDIX 4 – GRANT BUDGET TEMPLATE ..... 33

APPENDIX 5 – POINTS FOR LOCAL ENTITIES..... 33

APPENDIX 6 – INSURANCE REQUIREMENTS ..... 33

## **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 educate the public on Anacostia-River-based environmental issues and instill in river tour guests an appreciation for this resource. The means to achieve the goals is to develop and conduct educational and stewardship-focused boat tours of the Anacostia River. These tours will include opportunities for participants to learn about the history and impacts that face the Anacostia River, Kingman Lake, and the surrounding watershed, while also supporting efforts to restore these natural resources. The Watershed Protection Division (WPD) of DOEE will administer this RFA.

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

The purpose of these grants is to continue DOEE’s Anacostia River Explorers (ARE) Program (Project 1) and Anacostia Green Boats (Green Boats) Program (Project 2). These projects aim to educate the public about District water bodies through on-the-water experiences of the Anacostia River, with the purpose of raising awareness of human impacts on waterways and by informing the public on how to minimize negative environmental impact.

Project 1, involves motorized or paddle boat tours that span the Anacostia River Corridor. Project 2, addresses non-motorized boats that promote stewardship and community science-based paddling sessions of Kingman Lake.

DOEE seeks eligible applicants to propose and implement a plan for one or both projects under this RFA. A total of \$320,000 is available for this RFA. DOEE makes \$230,000 available for Project 1, and \$90,000 available for Project 2. DOEE expects to award two grants for Project 1, and one grant for Project 2.

### **1.3 Source of Funds**

The source of funds for the grant is the District of Columbia Anacostia River Clean Up and Protection 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
Anacostia River Explorers	\$230,000
Anacostia Green Boats	\$90,000

### 1.6 Eligibility

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

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

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

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

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

DOEE will host a pre-application public information session regarding this RFA. Join us on **Thursday March 10 at 3:30 PM**

- Web Link:
  - <https://dcnet.webex.com/dcnet/j.php?MTID=ma08eba8385a360450899159af7093612>
  - Meeting number: 2314 956 5574 Password: Anacostia
- Join by phone:
  - 1-202-860-2110 United States Toll (Washington D.C.)
  - 1-650-479-3208 Call-in number (US/Canada)
  - Access code: 2314 956 5574

## 1.7 Definitions

**District** - The District of Columbia.

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

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

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

## 1.8 Permissible Use of Grant Funds

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

## 1.9 Grant Monitoring

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

## 1.10 COVID-19 Vaccination Certification Requirement

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

#### 1.11 General Terms and Conditions

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

#### 1.12 RFA Conditions - Promises, Certifications, Assertions, and Assurances

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

#### 1.13 DOEE's Authority to Make Grants

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

#### 1.14 Conflicts between RFA and Applicable Law

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

## SECTION 2. SUBMISSION OF APPLICATION

### 2.1 RFA Release Date

The release date of this RFA is March 4, 2022.

### 2.2 Additional RFA Information

This RFA is issued on DOEE's website at <https://doee.dc.gov/page/grants-and-other-funding>.

The contact person for this RFA is 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 4/04/2022

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

**What:** The contents of the Application are specified in Section 3. Each applicant must submit one electronic copy (e-mail) to 2022ARE.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 2022ARE.grants@dc.gov with "RE: RFA 2022-2203-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](https://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing 2022ARE.grants@dc.gov with the subject line "RE: RFA 2022-2203-WPD – Add me to the email list."



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

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

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

An application must be formatted as follows:

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

### 3.2 Application Content

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

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

#### **(a) Cover Sheet**

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

#### **(b) Project Summary**

Provide a brief one paragraph summary that explains the project. Please place the summary on the cover page (see Appendix 3). DOEE will not count this cover page as part of the 10-page application limit.

### (c) Project Description

Organize the Application's 10-page section of your application in sections that follow the order of the criteria of the scoring box of Section 7. The review panel will seek an explanation of the following as they evaluate your application:

#### (1) Goals and Objectives

State how: (a) this project will benefit the environmental goal(s) described in Section 7, and (b) the goal(s) this project will advance. Typically a goal is long-term and diffuse. An objective is specific, and it will be discrete and identifiable. A project with one goal may have more than one objective. For example: The goal of a grant might be clean District rivers. Objectives of the application might be: implement a citywide recycling campaign; install trash traps.

#### (2) Target Audience

Identify the target audience. Whom will this project engage? Whom will this project benefit and how?

#### (3) Project Activities, Outputs, and Outcomes

Connect the funded activities to quantifiable outputs that produce desired outcomes. DOEE prefers projects that present quantifiable measures. This will show how the project will advance the goal(s) and meet the objective(s). This enables reviewers to evaluate what the proposed project will achieve if funded.

**Activities** describe how the objectives will be accomplished. A description of activities may include quantity, frequency, duration, and location. For example: "20 community members will participate in a single two-hour-long workshop. There will be a total of 10 workshops. The workshops will take place at community centers in the evening after typical workday hours."

An **output** is a short-term quantifiable result that one or more activities achieve. DOEE will measure the outputs to determine if the grantee successfully implements the activities. For example: "At the end of the project period, 10 recycling workshops will be held, 200 community members will attend the workshops, and 25 social media posts will appear featuring information about recycling."

A **project outcome** can be a short, medium, or long-term result. It can occur and/or continue during the project and after the project ends. It can be general in nature; or it can be quantifiable. A project can present multiple outcomes. Even if not quantifiable, DOEE may look for an outcome to show that the project is making progress toward achieving a goal.

For example: After several recycling workshops, this project will yield: (a) the Anacostia River will show substantially fewer floating recyclables by next spring, and (b) 60 % of workshop participants will increase their knowledge about where and what to recycle.

#### (4) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges Applicants to use the budget template format provided (Appendix 4).

The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “Personnel will be paid \$xx per hour times xx hours.”

The budget will be the basis for DOEE’s later evaluation of the project and payment requests. DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

##### i. DOEE’s standard policy on reimbursements vs. advances

In the overwhelming majority of cases, DOEE’s policy is to reimburse supported, approved, and allowable expenses. If the Applicant seeks an advance payment, it must request advance payment in its application and explain why an advance payment is requested. (*See* Parts 1.8, and 6.2; Appendix 1Section 10.g)

##### ii. Grantee matches and other contributions

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

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

##### iii. Allowable and non-allowed expenditures

The Applicant must show that all costs in the budget are allowable. Typical allowable costs are:

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

Non-Allowable costs include:

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

iv. Applicant's indirect costs calculation

An Applicant may include its indirect costs in its budget calculation. (*See* the Nonprofit Fair Compensation Act of 2020, DC Act 23-565 [effective March 2021]) This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government;

OR

2. One of the following methods:
  - a. 10% of the grant's direct costs;
  - b. A new negotiated rate with DOEE;
  - c. The same indirect rate that it has used with any District agency in the past 2 years; or
  - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines

(The cited statute required DOEE to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.) If the Applicant proposes to use the services of a *nonprofit* subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services. (See Appendix 1. General Terms & Conditions, Paragraph 15.f.)

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

**(d) Applicant**

(1) Organization

Describe the named Applicant's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. The Applicant can reference its website or attach an organizational brochure or resume.

(2) Key personnel

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

(3) Past performance on District Grants/Contracts

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years. This should be included as a separate attachment and is not counted toward the 10 page narrative limit. Provide specific information including:

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

Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners

DOEE awards a grant to one entity. When that entity is a legal corporation or partnership, DOEE would award to that entity. Sometimes a "partnership" is informal, just a working arrangement. The "partners" may have decided that multiple participants can improve the success of a project. Such a partnership might be between a government agency,

nongovernmental organization (NGO), company, or an individual. One of these “partners” would be the Applicant.

If one or more partners are to be involved in the project, the Applicant must describe each partner’s involvement and resource commitments. The partnering organization should attach a letter of support. If the letter is a hard copy letter, or scanned, the document should be written on the partner’s letterhead, and signed by its authorized official. If the letter is an email, the email should clearly identify the writer and position, the partner, its mailing address, website, and an official’s contact name, telephone number, and email address.

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

Include a letter of intent from the collaborating organization(s) stating that it agrees to participate in the proposed project, describing the partner’s involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of a claimed tax exempt status.

iv. National Park Service - Exception

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

### 3.3 Work Plan

The application must include a proposed work plan that describes the project's activities and the timeline for project implementation.

### 3.4 Required Documents

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

#### **(a) Certificate of Good Standing**

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

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

The Grantee shall submit a validated Certificate of Clean Hands (CCH) from the DC Office of Tax and Revenue. The CCH can be obtained through [MyTax.DC.gov](https://mytax.dc.gov)

#### **(c) Promises, Certifications, Assertions, and Assurances**

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

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

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

**(d) IRS W-9 Tax Form**

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

**(e) Tax Exemption Affirmation Letter**

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

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(f) Applicant’s Current Fiscal Year Budget**

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

**(g) Applicant’s Financial Statements**

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

**(h) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that



already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

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

**(i) System for Award Management (SAM) with Federal Government**

The Applicant must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

**(j) Indirect Costs Rate Documentation**

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

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

**(k) Certified Business Enterprise Certificate**

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

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

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

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

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

#### 4.2 Scoring Criteria

The reviewers score each application according to a list of criteria and the points available for each criterion. See Section 7.

The Applicant should read the grant description carefully to determine if matching funds or resources are required, or benefit from preference points.

### **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

#### 5.1 Submissions if Applicant Will Receive the Grant

Upon acceptance of DOEE's award of the grant, the Grantee must provide the following documents.

##### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage. *See* Appendix 1, General Terms and Conditions Section 29. Insurance, and Appendix 6. Insurance. Ordinarily DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

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

Upon receiving DOEE's Grant Award Notice the Grantee must notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. This obligation continues through the grant period. See also Section 1.12. RFA Conditions - Promises, Certifications, Assertions, and Assurances.

### **SECTION 6. REPORTING, PAYMENT, and OTHER PROVISIONS**

#### 6.1 Reporting Requirements

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

##### **(a) Quarterly Status Reports**

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

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

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

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

### **(b) Final Report**

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

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

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

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

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

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

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

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

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

There will be two (2) projects that will be funded under this RFA

#### **Project Name**

Projects 1 & 2: Anacostia River Explorers and Anacostia Green Boats

#### **Introduction**

The Department of Energy and Environment (DOEE) works to protect and restore the environmental health of the District's waterways. DOEE acknowledges that human activity significantly impacts the health of these water bodies. DOEE seeks to educate the public about these water bodies and raise awareness about negative human impacts and how to minimize them.

The Anacostia River Explorers (ARE) program began in 2015 and involves innovative, educational, guided, motorized boat tours on the Anacostia River. The tours are directed to children, youth, and adults. The Anacostia Green Boats program launched on Earth Day in 2021 and provides free paddling opportunities on Kingman Lake that incorporate stewardship and community science efforts to mitigate human impact in these water bodies. DOEE considers Kingman Lake to be part of the Anacostia River.

#### **Project Period**

The project period is from the date of award through December 31, 2023. This period can be extended for an additional two years, depending upon DOEE's determination of the District's need, the performance of the grantee and the availability of funds.

#### **Project Description(s)**

DOEE seeks proposals from eligible applicants for two projects:

Project 1 is to educate the public about District water bodies through on-the-water experiences of the Anacostia River with the purpose of raising awareness of human impacts on waterways and by informing the public on how to minimize negative environmental impact. DOEE expects to make two awards in the amount of \$115,000 each.

Project 2 is to promote stewardship and community science efforts to mitigate human impact in these water bodies and expects to make one award in the amount of \$90,000.

Both projects' grants should target groups of school children, and residents residing within the Anacostia Watershed.

### **Project 1 - Anacostia River Explorers Boat Tours**

The goal of this Project is to educate participants about the history of and human impact on the Anacostia River. The means will be through guided motorized and, potentially, paddle tours. The grantee will educate the public on the history of the Anacostia River and the environmental challenges the river faces created by human activity.

At a minimum, an applicant should address:

1. Identification of the target audience for tours. While tours are open to non-District residents, an applicant should consider District residents as the target audience and identify the specific audiences targeted.
2. Marketing and outreach. Raise awareness of the tours in the identified target audience. Transportation to the site should be discussed if the applicant believes it may affect participation. A particular emphasis should be placed on how the applicant will recruit tour participants from communities that have been impacted by environmental injustice. Include details on how the applicant will recruit from these communities. Address any partnerships with community groups.
  - a. Applicant can utilize these resources to determine high priority areas for outreach: the DC Health Equity Report of 2018, found at <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>, and the US Environmental Protection Agency's (EPA) Environmental Justice (EJ) Screen tool, found at <https://ejscreen.epa.gov/mapper/>.
  - b. Five "Priority" scoring points will be provided to an applicant that partners with a community-based organization in support of this outreach. To earn the points the applicant must submit a letter/s of support from a partnering organization.
3. The common aspects to the tours should include including:
  - a. Tour point of origination, which should be within the District, whenever possible;
  - b. Key areas along the river and related educational talking points;
  - c. Tour schedule, which must include tours throughout the week, including during normal school hours, in the evenings, and on the weekends;
  - d. Tour durations. Explain how the applicant will offer multiple tours of varying durations;
  - e. Tour season. Show the weeks/months during which the applicant proposes to operate the tours.

4. For motorized boat tours, show two tour options:
  - a. A full tour that spans the river's course from the mouth of the Anacostia River to the border between the District and Maryland, regardless of the point of origin; and
  - b. A shorter tour developed to target a certain area and its features, like the wetlands surrounding Kingman & Heritage Islands or Kenilworth Aquatic Gardens.
5. Explain how the applicant would schedule tours, including publicly available tours and private tours, as when a group reserves the whole boat.
6. Explain the maximum number of participants per boat ride. Show how many individuals will likely participate throughout the project period.
7. Address how the applicant will determine if a tour must be canceled. Example: weather factors.
8. Describe the boat/s, including make, year, condition, and expected maintenance issues.
9. Describe the safety and security measures to be in place at points of embarkation/debarkation and on the boat/s. Include discussion of the COVID-19 health and safety measures.

### **Project 1 Considerations:**

In developing a proposal, an applicant should consider the following:

1. DOEE expects a program that is largely offered via motorized boat tours.
  - a. An applicant can offer paddle tours. But DOEE does not require paddle tours.
  - b. The grant will not pay for paddle boats or equipment.
2. Tours funded through this grant must be free-of-charge to participants.
3. Tours must be age-, culturally-, and audience-appropriate.
4. Transportation costs, such as bus rentals, may be included in the budget
5. Applicant must identify the Anacostia River Clean Up and Protection Fund as the funding source in all outreach materials including signage, scripts, online, social media, and other communications using language approved by DOEE.
6. Tours, in the aggregate, must address the following educational topics:
  - a. Basics of watershed and hydrology;

- b. Natural and social history of the river and tributaries;
  - c. Land use and impacts on the river and tributaries, from pre-Colonial times through today;
  - d. Stormwater and relationship to impervious surface and developed areas;
  - e. Impacts of stormwater, both in terms of volume (quantity) and pollutants in that volume (quality);
  - f. Combined Sewer System overflows;
  - g. Sediment toxicity and need for remediation;
  - h. Trash and littering; and
  - i. Initiatives DOEE and other jurisdictions and organizations are undertaking to protect and restore District water-bodies. (These already include trash traps, wetland and stream restorations, sediment control, and contaminant remediation.)
7. Motorized tours must be capable of traversing the Anacostia River during low and high tide, except they only need fit below the CSX bridge during lower tides (1.5 meters of clearance), due to inadequate clearance at high tides.
  8. Tours must be accessible to children.
  9. Tours must be ADA-compliant (except for a guest's conditions that would endanger the safety of that person or others).
  10. The grantee must be able to accommodate non-English language requests. It would be a plus for the tour guide to speak another language spoken in the District.
  11. Paddle tours can be funded to travel shorter distances than the specified motorized tour distances.
  12. Each tour will be offered in-person. Exception: DOEE will entertain allowing an exception. A funded exception will require advance written permission.
  13. The following certification is mandatory: The captain of each boat trip must possess the DC Boating Safety Certificate offered by MPD.
  14. DOEE considers these the principal components of a successful tour: launch location, tour route (of varying distances), the boat's capability to operate during low and high tides, safety measures.
  15. Educational signage should be displayed at each launch site informing participants of how they can get involved in restoring and protecting the river.
  16. The guides' speeches must meet legal restrictions prohibiting the use of funds to support advocacy work.

17. Grantee(s) must identify the Anacostia River Clean Up and Protection Fund as the funding source (a) orally, while delivering tours and (b) in all written outreach materials.
18. The grantee will submit all outreach materials to DOEE for advance review and approval.
19. Safety is paramount.
20. Insurance coverage is mandatory.

### **Project 1 Outcomes**

1. The target audience is educated on the efforts to improve the health of the Anacostia River.
2. The target audience is educated about the natural and social history of the Anacostia River.
3. District residents are provided access to the Anacostia River to participate in this educational experience.
4. The District receives baseline data of the tours' programmatic elements, including participation, education, and outreach to District residents.

### **Project 1 Outputs**

1. Data regarding the total number of participants engaged quarterly in boat tours on the Anacostia River.
2. Detailed data showing:
  - a. The total number of K-12-aged students engaged in the programming; and
  - b. The total number of non-English speakers engaged in the programming.
3. The tours offered to participants.
4. The materials, including available recordings, of promotional media.

### **Project 1 Deliverables**

1. The outlines for the educational presentations on the tours.



2. The scripts made for the grant.
3. The recordings of guide talks.
4. Quarterly reports and a Final Report

### **Project 1 Scoring Criteria**

<b>Scoring Criteria</b>	<b>Points</b>
Demonstrates the applicant’s ability and experience to conduct excellent boat tours on the Anacostia River.	20
Persuasively demonstrates the principal components of successful tours.	10
Presents a clear, feasible, and effective plan for maximizing educational impact.	20
Demonstrates strong knowledge of, and experience with, developing effective and engaging environmental education projects.	10
The application shows programming experience aimed at youth.	10
Demonstrates extensive experience developing marketing and outreach programs.	10
Presents an effective outreach plan to communities that have been impacted by environmental injustice.	10
Provides a clear, and reasonable budget that reflects an efficient use of program funds.	5
Provides a clear and detailed budget narrative justifying each of the line items requested in the numeric budget.	5
Priority Points – Applicant is a local District organization.	5
Priority Points – Applicant partners with an established community organization to support outreach for the program in a community impacted by environmental injustice.	5

**Total – 100 points, with the opportunity for 10 additional Priority Points**

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### **Project 2 – Anacostia Green Boats**

The goal of this project is to promote stewardship and community science efforts to mitigate human impact in these water bodies: the Anacostia River and Kingman Lake. The means are free

paddled boat sessions launching from Kingman & Heritage Islands. The program should incorporate educational, stewardship and community science activities.

DOEE will provide six boats and their paddles for this program. The grantee must provide properly sized personal floatation device (PFDs) for each participant. DOEE will not provide the PFDs. An application may propose additional boats, paddles, and PFDs.

At a minimum, an applicant should address the following in their proposal:

1. Identify the target audience. While the program is open to non-District residents, an applicant should consider District residents to be the target audience and identify the specific communities targeted.
2. Propose a plan for how the grantee will raise awareness about the program to the identified target audience. A particular emphasis should be placed on how the applicant will recruit program participants from communities that have been impacted by environmental injustice. Transportation to the site should be discussed if the applicant believes it may affect participation. Include details on how the applicant will recruit from these communities. Address partnerships with community groups.
  - a. Applicant can utilize these resources to determine high priority areas for outreach: the DC Health Equity Report of 2018, found at <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>, and the US Environmental Protection Agency's (EPA) EJScreen tool, found at <https://ejscreen.epa.gov/mapper/>.
  - b. Five "Priority" scoring points will be provided to an applicant that partners with an established community organization in support of this outreach. To earn the points the applicant must submit a letter/s of support from a partnering organization.
3. Describe the proposed program, including:
  - a. Plan for how the grantee will structure and support participants in stewardship and community science activities during the scheduled boating time. Examples: Trash, collecting and quantifying; Water sampling and analysis.
  - b. Describe the process for collecting and measuring deliverables for community science activities being proposed. Examples: Trash, pounds and type collected; Water samples, amount of e coli per centiliter.
  - c. Describe the scope of the educational focus of the program. The application must address education about:
    - i. The importance of Kingman & Heritage Island and Kingman Lake as a critical wildlife resource and green space within the District;
    - ii. The impacts of trash and development on the District's waterways;
    - iii. Efforts by DOEE and partners to help restore the Anacostia Watershed;
    - iv. Ways for participants to continue to stay involved.
  - d. Explain how the applicant would schedule program sessions.
    - i. The two types of sessions are: publicly available; and privately scheduled;

- ii. DOEE expects the program to offer a minimum of three sessions per week. Two sessions should be offered on the weekend and one session should be offered during Monday-Friday;
  - iii. Grantee will have access to the current computerized reservation system utilized for the program at KingmanIsland.com;
  - iv. A portion of the sessions can be offered on a first-come, first-served basis; and
  - v. The proposal should include an equitable reservation option for those lacking access to reserve online.
- e. Identify the proposed boating season, and when sessions would begin and end each year.
  - f. Explain how staff managing the program will be properly trained to ensure safe paddling.
  - g. Address how the applicant will determine if a program session must be canceled. Example: weather factors.
  - h. Explain emergency procedures. Include how to call paddlers back to shore quickly.
  - i. Indicate how many participants can be engaged at each session and propose how many total participants will be engaged during the program period. Engaged individuals are defined as those who participate in a session.
  - j. Present a plan for tracking participant data. The data should include:
    - i. Demographic information;
    - ii. How participants heard about the program;
    - iii. If the activity is a participant's first introduction to paddling; and
    - iv. Other metric(s) in support of program goals.
  - k. Describe the safety and security measures to be in place at points of embarkation/debarkation, and on the boat/s. Include:
    - i. The COVID-19 health and safety measures.
    - ii. The instruction of the basics of on-water safety to be presented to each attendee;
    - iii. Lifesaving measures, if any;
    - iv. Personal safety measures, if any; and
    - v. The safe storage on site of the boats used for the program, PFDs, and other materials.
  - l. Propose opportunities to showcase data collected by the community science aspects of the program. Examples: total trash collected, water quality analysis results.

**Project 2 Considerations:**

DOEE will provide six double-kayaks and paddles for use for this program. DOEE owns the kayaks. All other materials, including personal floatation devices (PFDs), stewardship and community science materials, and other necessary supplies, should be budgeted for or provided by the applicant.

In developing the budget, an applicant should consider:

1. If additional boats are proposed to be used, whether purchased or if already owned, describe the proposal in detail. Include type of boat, likely material, likely manufacturer and vendor, capacity, safety equipment, and how the boat would be transported and stored.
2. Transportation costs, such as bus rentals, may be included in the budget.
3. DOEE will require the following for your staff:
  - a. Each tour guide will require the following training and certification, at the grantee's expense or in advance of hiring: Training in paddling and general first aid; lifesaving certification.
  - b. Payment to employees at least a Living Wage, as defined by the District's Department of Employment Services, [here](https://does.dc.gov/service/office-wage-hour-compliance-0). <https://does.dc.gov/service/office-wage-hour-compliance-0>
4. DOEE expects the grantee to maintain the boats, paddles, and safety equipment, regardless of who owns them.
5. Sessions funded through this grant must be free-of-charge to participants.
6. The program should identify the Anacostia River Clean Up and Protection Fund as the funding source in all outreach materials, including signage, scripts, and online, social media, and other communications using language approved by DOEE.
7. Participants on the water are required to be constantly monitored by staff onshore and on the water.
  - a. When student groups participate, staff will be required to be on the water in accompanying boats to support the sessions.
  - b. The application should describe this monitoring, including number of staff involved and their training.
8. All participants will be required to wear properly fitted personal floatation devices (PFDs) on the boats. The grantee, not DOEE, must provide PFDs.
9. Staff who manage the paddlers should be trained for, and receive, proper American Canoe Association (ACA) kayak certification. An applicant should propose which level

of training they will obtain for the guides and for management staff and should budget for training expenses.

10. Shared educational topics must meet legal restrictions prohibiting the use of funds to support advocacy work.
11. Grantee(s) must identify the Anacostia River Clean Up and Protection Fund as the funding source, while delivering sessions and in all outreach materials.
12. The grantee will submit all outreach materials to DOEE for advance review and approval.
13. Safety is paramount.
14. Insurance coverage is mandatory.

## **Project 2 Outcomes**

1. Community becomes aware of the efforts to improve the health of nearby Kingman Lake and the Anacostia River.
2. The target audience is educated about the natural and social history of Kingman & Heritage Islands, Kingman Lake, and the Anacostia River.
3. Access to the Kingman Lake via paddle boats is provided to District residents who may not have been able to participate in this type of educational experience.
4. DOEE would learn who participated, including data on those who are first-time paddlers through the program.
5. Stewardship and community science data is tracked and reported to the public.

## **Project 2 Outputs**

1. Data showing total number of participants engaged in Anacostia Green Boats activities, including:
  - a. The total number of K-12-aged students engaged in the programming;
  - b. The total number of non-English speakers engaged in the programming;
  - c. The demographic and programmatic tracking components outlined in the Project Description.
2. Reports from community science efforts undertaken by the participants.

3. The materials, including available recordings, of promotional media.

**Project 2 Deliverables**

1. An average of 3 boating sessions per week for the proposed boating season.
2. A talking points template that includes safety and educational components.
3. One or more community science reports.
4. Quarterly reports and a Final Report.

**Project 2 Scoring Criteria**

Scoring Criteria	Points
Demonstrates the applicant’s expertise in teaching and leading paddling activities, equipping first time paddlers, and implementing safety procedures.	20
Provides a plan that will maximize the number of engaged participants.	20
Presents a clear, feasible, and effective plan for maximizing educational impact	10
Cost effectively accomplishes DOEE’s stewardship and community science goals.	10
Demonstrates strong knowledge of, and experience with, developing environmental education projects that are effective and engaging.	10
Demonstrates experience with developing youth programs that effectively educate on environmental topics and issues.	10
Demonstrates success in engaging communities that have been impacted by environmental injustice.	5
Presents an effective plan to engage people from communities impacted by environmental injustice.	5
Provides a clear, and reasonable budget that reflects an efficient use of program funds.	5
Provides a clear and detailed budget narrative justifying each of the line items in the numeric budget.	5
Priority Points - Evidence of a local District organization.	5
Priority Points – Applicant partners with an established community organization to support outreach for the program in communities that traditionally have been impacted by environmental injustice.	5

**Total – 100 points with the opportunity for 10 additional Priority Points**

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that you answer all of the questions below. In the column to the right, indicate Yes, No, or NA for “not applicable”. Submit this completed document as one of the first pages of your application.</p>		
1	Is the cover sheet (Appendix 3) completed and signed – and included as part of the application?	
2	Is the application from one entity, as the Applicant?	
3	Does the application include a Table of Contents?	
4	Is the named Applicant eligible for funding according to section 1.6 of the RFA?	
5	If project eligibility conditions appear in Section 1.6 of the RFA, does the project fit these conditions?	
6	Is the application formatted in accordance with section 3.1 of the RFA?	
7	Does the application include a project description and all of the information required for the scoring rubric that appears at the end of Section 7 of the RFA?	
8	Is there a numeric budget?	
9	Is there a budget narrative justifying each budget line item?	
10	Do the line items in the application budget consider the allowable and non-allowable costs in Section 3.2 subsection c.4 of the RFA?	
11	Did the applicant read the General Terms and Conditions document (Appendix 1)?	
12	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances (Appendix 2)?	

13	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
14	Does the application package include a valid Certificate of Clean Hands?	
15	Does the application package include IRS W-9 Tax Form?	
16	If the Applicant is a nonprofit organization does the application package include a Tax Exemption Affirmation Letter?	
17	Does the application package include the applicant's current fiscal year budget?	
18	Does the application package include the applicant's most recent audited or unaudited financial statements?	
19	Does the application package include a Separation of Duties Policy as described in Section 3.4 subsection (h) of the RFA?	
20	If funded by Renewable Energy Development Fund (REDF) and the Applicant is seeking to qualify as a Certified Business Enterprise (CBE) is the current District CBE certificate included?	
21	Is the Applicant registered in the System for Award Management (SAM)?	
22	If the Applicant is eligible to claim indirect costs and is claiming more than 10% of direct costs, does the application package include supporting documentation for the indirect cost rate?	
23	If applicable, does the application package include letters of support from other entities?	
24	If requested, does the application include resumes of key personnel mentioned in the application?	



## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Grant Budget Template

Appendix 5 – Points for Local Entities

Appendix 6 – Insurance Requirements

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