

District of Columbia  
Department of Energy and Environment



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

Enhancing Green Infrastructure Community Benefits  
(Short name: Green Infrastructure Co-benefits)  
RFA # 2022-2202-RRD

**Publication Date:** 6/3/2022

**Application Deadline:** 8/5/2022 at 11:59 p.m.

Government of the District of Columbia  
Department of Energy and Environment  
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## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

The Department of Energy and Environment (DOEE) solicits grant applications from eligible entities (called “Applicant” or “Applicants”). The goal of this Request for Applications (RFA) is to enhance the benefits that Stormwater Retention Credit (SRC)-generating green infrastructure (GI) practices provide to District of Columbia (District) property owners, residents, and other nearby stakeholders (“Community”).

DOEE seeks applications that will enhance the ability of District Communities to work constructively with SRC-generating businesses ("SRC aggregators"). Together, SRC aggregators and the Community would increase the benefits provided by SRC-generating GI. DOEE anticipates funding no more than six projects, for a combined total of \$100,000.

The REGULATORY REVIEW DIVISION (RRD) of DOEE will administer this RFA.

### 1.2 Purpose of the Grant

The purpose of these grants is to fund projects that implement a participatory planning and design process to identify community-identified green infrastructure benefits in addition to stormwater runoff reduction, and develop best practices for future engagement with communities towards identifying their desired green infrastructure benefits. These grants may also fund installation of additional green infrastructure elements to existing or planned Stormwater Retention Credit-generating green infrastructure to provide community-identified green infrastructure benefits. Each grant will focus on increasing green infrastructure benefits for District Communities that experience historical or current environmental injustices and historical socioeconomic, educational, political, and cultural marginalization (“target communities”). The results from these grants will be used to inform and develop best practices for increasing the benefits that the District’s SRC-generating GI provides to the Community. (See DOEE SRC regulations, at 21 DCMR Chapter 21-5).

For more information about marginalized groups, see: DC Department of Energy and Environment. Equity Framework. October 2021. Available at: <https://doee.dc.gov/node/19312>.

For more information about environmental justice, see: <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice>.

### 1.3 Source of Funds

The source of funds for the grant is **EPA Watershed Implementation Plan Technical Assistance Funding**, CFDA# 66.466 - Chesapeake Bay Program.

#### 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
Enhancing Green Infrastructure Community Benefits	\$100,000

#### 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.

## 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 6/3/2022.

### 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 Beatrice Ohene-Okae.

### 2.3 Applications: When and Where

**When:** All applications must be received at the email address below by 11:59 p.m. on 8/5/2022

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 2022GICoBenefits.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 2022GICoBenefits.grants@dc.gov with "RE: RFA 2022-2202-RRD" 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

2022GICoBenefits.grants@dc.gov with the subject line “RE: RFA 2022-2202-RRD – Add me to the email list.”

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

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

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

An application must be formatted as follows:

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

### 3.2 Application Content

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

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

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

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

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

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

#### **(c) Project Description**

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

## (1) Goals and Objectives

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

## (2) Target Audience

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

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

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

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

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

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

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

## (4) Project Budget

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

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

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

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

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

ii. Grantee matches and other contributions

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

The requirements for matching funds are that they **MUST**:

1. be verifiable from recipient records;
2. not be allocated as contributions for other grant funded programs;
3. not already come from federal funds, unless there is specific authorization;
4. be necessary for accomplishing program objectives;
5. if the grant is based on any federal funds, be allowable and reasonable according to applicable OMB cost principles; and
6. be spent during the project period.

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](http://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. A scoring table/grid appears at the end of the Project Description. The points shown in the scoring table/grid for each criterion are the maximum that can be awarded for that criterion.

A reviewer awards points based on how much the project application satisfies each criterion. The reviewer will award points on a scale using the following descriptions:

- (a) Unacceptable - fails to meet minimum requirements, so will be awarded no points.
- (b) Poor - marginally meets minimum requirements but contains major deficiencies.
- (c) Minimal - marginally meets minimum requirements, but the deficiencies are minor, and may be correctable.
- (d) Acceptable - meets the requirements.
- (e) Good – meets the requirements and exceeds some requirements.
- (f) Excellent - exceeds all or most requirements, so will be awarded maximum points.

An RFA may require a match of funds or other resources dedicated to the project. If the application fails to address this, no points will be awarded for the criterion.

Sometimes an RFA will offer additional points. The Applicant should read the grant description carefully to determine if preference points are available. A separate line of the scoring table/grid will show this.

### **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

#### **Project Name**

Enhancing Green Infrastructure Community Benefits

#### **Introduction**

##### **Summary**

Stormwater Retention Credit (SRC) aggregators have expressed the need for assistance in engaging the Community to understand green infrastructure (GI) benefit priorities for different stakeholder groups and in effectively communicating these benefits to property owners.

Furthermore, the Chesapeake Partner Advisory Group, a local watershed stakeholders group made the following priority recommendation during the development of the District's Phase III Watershed Implementation Plan in 2019: to assist SRC aggregators in 1) better understanding GI Community benefit priorities for different stakeholder groups; 2) communicating benefits of green infrastructure to the Community, and; 3) increasing awareness of the SRC Trading Program. (See DC Department of Energy and Environment, District of Columbia's Phase III Watershed Implementation Plan for the Chesapeake Bay. Available at: <https://doee.dc.gov/service/watershed-implementation-plans-chesapeake-bay>.)

DOEE is seeking a variety of creative approaches that address the SRC aggregators' needs and stakeholder recommendations to enable effective partnerships between SRC aggregators and Community. These partnerships can ensure that the various benefits of GI (such as social, cultural, environmental, and economic benefits) are distributed equitably across the District's watersheds.

#### **Background**

##### **Green Infrastructure (GI) and Stormwater Retention Credit (SRC) Trading Program**

The District's stormwater management regulations require certain developers to install GI practices on their properties to reduce stormwater runoff and improve water quality in local streams and rivers. The District's Stormwater Management regulations are found at 21 DCMR Chapter 21-5 of the District's online code of regulations: <https://www.dcregs.dc.gov>.

These regulations are the largest driver of green infrastructure projects in the District, making them a critical component of the District's water quality restoration efforts. (See DC Department of Energy and Environment, SRCs Reduce Stormwater Runoff with Green Infrastructure. Available at: <https://dcgis.maps.arcgis.com/apps/Cascade/index.html?appid=0e4b27630f5a4ecd651a802824b3fd>.)

DOEE is seeking a variety of creative approaches that address the SRC aggregators' needs and stakeholder recommendations to enable effective partnerships between SRC aggregators and Community. These partnerships can ensure that the various benefits of GI (such as social, cultural, environmental, and economic benefits) are distributed equitably across the District's watersheds.

## **Background**

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<https://dcgis.maps.arcgis.com/apps/Cascade/index.html?appid=0e4b27630f5a4ecdbd651a802824b3fd>.)

The District's SRC Trading Program gives developers the option to meet their stormwater management requirements off site, by purchasing credits generated from GI built on properties that have no regulatory stormwater management obligation. More information about the SRC Trading Program is available at <https://doee.dc.gov/SRC>.

Several SRC aggregators have launched to partner with houses of worship, community organizations, cemeteries, and other property owners to host SRC-generating GI on sites not regulated under the District's stormwater management regulations. These partnerships can create important opportunities to achieve a more equitable distribution of the benefits of GI across the District's watersheds and communities. They do so by financing the construction of GI outside of areas where regulated (i.e., large) development projects are occurring.

### **SRC-Generating GI Benefits and Community Participation**

Beyond retaining stormwater runoff and improving water quality, SRC-generating GI projects may provide a range of additional social, cultural, environmental, and economic benefits that the Community desires. As defined above, this RFA uses the term "Community" to mean District of Columbia property owners, residents, and other nearby stakeholders.

Communities have opted for such measures as: improving air quality and reducing urban heat through increased vegetation; mitigating localized flooding or erosion; creating attractive green spaces; providing avenues for public art or cultural expression; providing environmental education or green jobs opportunities; and offering such direct economic benefits such as decreased property management costs or revenue generated through the sale of SRCs. (See

Center for Neighborhood Technology. Green Values Strategy Guide. March 2020. Available at: <https://cnt.org/publications/green-values-strategy-guide-linking-green-infrastructure-benefits-to-community>.)

For GI to effectively provide Community-desired benefits, stakeholders from the community must be meaningfully involved in the planning and design of the GI, through a “participatory process”. By incorporating this process in projects participating in the SRC Trading Program, Community members thereby provide expertise on local context, attitudes, and Community needs. An SRC aggregator can provide technical, financial, and institutional expertise.

This participatory process ensures that: people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the decision-making process; Community concerns will be considered in the decision-making process; and decision-makers will seek out and facilitate the involvement of those potentially affected. A participatory process can create authentic and inclusive opportunities for Communities to co-develop GI, addressing community needs while fostering a sense of shared ownership.

For more information on these concepts *see generally*:

Center for Neighborhood Technology. Green Stormwater Infrastructure Impact on Property Values. November 2020. Available at: <https://cnt.org/publications/green-stormwater-infrastructure-impact-on-property-values>;

Center for Neighborhood Technology. The Value of Green Infrastructure: A Guide to Recognizing Its Economic, Environmental and Social Benefits. January 2011. Available at: <https://cnt.org/publications/the-value-of-green-infrastructure-a-guide-to-recognizing-its-economic-environmental-and>;

Chesapeake Stormwater Network. Incorporating Equity Into Green Infrastructure Planning. September 2021. Available at: <https://chesapeakestormwater.net/events/equity-in-gi-planning>;

Department of Energy and Environment. Equity Framework. October 2021. Available at: <https://doee.dc.gov/node/19312>;

Georgetown Climate Center. A Guide to Community Centered Engagement in the District of Columbia. October 2018. Available at: <https://www.georgetownclimate.org/reports/community-centered-engagement-in-dc.html>;

Green Infrastructure Leadership Exchange. Equity Guide for Green Stormwater Infrastructure Practitioners. March 2022. Available at: <https://giexchange.org/equity-guide>.

U.S. Environmental Protection Agency (EPA). Public Participation Guide: Process Planning. Available at: <https://www.epa.gov/international-cooperation/public-participation-guide-process-planning>;

Various green infrastructure (GI) benefits may be relevant to a Community. DOEE's SRC Trading Program creates a mechanism to finance the installation of GI practices based on their stormwater retention capacity. But other GI benefits, non-stormwater retention benefits, may be relevant to the Community. These additional benefits of GI may also influence property owners' decisions to participate in the SRC Trading Program.

The projects funded through this grant will engage in the needed participatory process to identify benefits relevant to a Community, and develop partnerships or best practices to enable future engagement in the SRC Trading Program. DOEE intends to apply lessons learned from projects funded through this RFA. It will use the information publicly to highlight and enhance the extent to which SRC-generating GI projects provide desired benefits to Communities.

### **Project Period**

The project period is 9 months from the date of the award. This period can be extended for up to 15 additional months depending upon DOEE's determination of need, quality of grantee's performance, and the availability of funds.

### **Available Funding**

\$100,000. This amount can be adjusted depending upon the performance of the grantee and/or the availability of funds.

## 7.2 Project Description

DOEE seeks to award grants that will help to increase the benefits that Stormwater Retention Credit (SRC)-generating green infrastructure (GI) provides to Community, with a focus on historically marginalized communities and communities that face historical or current environmental injustices.

DOEE anticipates funding a variety of projects that: meaningfully engage a Community in planning and designing GI that provide Community-identified benefits in addition to stormwater runoff reduction; develop partnerships and best practices to enable future engagement with targeted communities; or install additional GI elements to existing or planned SRC-generating GI practices to provide community identified GI benefits.

Each funded project must employ a participatory process to engage the Community. Projects should seek to use insights and feedback from Community members, helping to identify and address their needs around GI design, outreach, and education.

DOEE welcomes projects that propose innovative approaches to achieving this grant's purpose. Applicants do not need to have experience in the SRC Trading Program in order to be successful.

**Submit an Application for One or More Project Category.** An applicant may address one or more of the following project categories in a single application. An applicant may submit more than one application. Applications should include specific, measurable, and achievable project descriptions.

Note: Applications that address more than one project category will not necessarily have additional scoring potential as compared to applications that address only one project category.

**1. Project category: Discovering Community Priorities:**

This category aims to engage the Community in the planning and design process for Stormwater Retention Credit (SRC)-generating green infrastructure (GI) to identify environmental, economic, and social benefits that are most relevant to property owners, nearby residents, and other stakeholders; and/or research and develop resources/identifying best practices for engaging the Community to better understand GI priorities moving forward. The following are examples of projects that are relevant to this category:

- a. A Community outreach and implementation plan to gather input on a GI project.
- b. Survey research for a GI project, to understand the intersection of the values and priorities of the Community, and the construction of GI projects in the Community.
- c. A design charette to gather input on GI design and location, based on needs or insights expressed by the Community; or
- d. Materials that guide best practices for the partnership of SRC-aggregators and the Community.

**2. Project category: Installing Additional GI Elements:**

This category aims to enhance planned or existing Stormwater Retention Credit (SRC)-generating green infrastructure (GI) practices with additional elements primarily designed to provide benefits identified as priorities by the Community. The applicant may propose the installation of a measure that would help “sell” a community on a GI project. The following are examples of projects that are relevant to this category:

- a. A measure to address flooding, drainage, erosion, or other site-specific stormwater management concerns.
- b. Tree plantings, native plantings or other vegetative elements that provide environmental benefits.
- c. Art or other landscape design elements to provide cultural or aesthetic benefits.
- d. Benches, tables, pathways, or other infrastructure elements that facilitate interaction with or use of the space in which the SRC-generating GI practices are installed.

An application under this category must show how (a) it would be part of a specific project, such as a project participating in DOEE's [SRC Trading Program](#); and (b) represents an idea that has come from the Community.

Note: This grant does not fund installation of those elements of a green infrastructure practice that are eligible for stormwater retention credits. The dollar amount of funding for a GI element proposed under this application category cannot be included in the GI's proposal for SRC-eligible stormwater retention capacity. If applicable, projects proposed under this category should identify and document other sources of funding that will be used to construct stormwater retention capacity.

**3. Project category: Outreach and Education:**

This category aims to educate community on green infrastructure (GI) practices, the benefits of these practices broadly, and benefits to further participation in the Stormwater Retention Credit (SRC) Trading Program. Potential examples for education and outreach project areas include GI benefits, participation in SRC Trading Program, GI stewardship, GI maintenance, and GI career paths (e.g., [National Green Infrastructure Certification Program](#)). The applicant may propose to develop and use outreach materials, signage, curriculum, and/or conducting events to engage and educate the Community.

**4. Project category: Other Projects:** This category will creatively enhance the Community benefits of GI and achieve the purpose of this grant with innovative approaches that may not be captured within the preceding categories.

**Guidance Report.** Each grantee will develop an additional final report, a best practices guidance report from their funded project, detailing the results and lessons learned. The report will describe meaningful involvement strategies and recommendations. It will discuss successes and failures. Because the District may seek to reproduce reported successes, the report will need to be detailed enough that DOEE can use it for future related efforts.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### **Project Outcomes**

1. Increased extent to which Stormwater Retention Credit (SRC)-generating GI provides social, economic, and environmental benefits that have been identified as priorities by property owners and by Community members.
2. Increase in construction of SRC-generating GI that also provides Community-identified social, economic, and environmental benefits.
3. SRC aggregators will have increased capacity to engage property owners and the surrounding Community in GI planning and design.
4. Increased interest from property owners and local communities in hosting SRC-generating GI.

5. SRC Trading Program stakeholders will have increased awareness of strategies, resources, and best practices to improve GI's Community and environmental justice benefits.

### Project Outputs

1. GI participatory Community education, planning and design processes, as applicable.
2. Additional Community-identified elements applied to SRC-generating GI projects, as applicable.
3. Best practice guidelines for enhancing community engagement and participatory GI design.
4. Publicity for GI Community projects, as applicable.

### Deliverables

1. Outreach, education, and/or engagement plan(s).
2. The written and graphic materials from events.
3. Guidance document for community engagement best practices.
4. GI project plan designs identifying additional elements applied.
5. The funded project's result or installed additional GI element, as applicable.
6. Quarterly report.
7. Final report (to include number of community members involved in participatory planning engagement efforts, number of people reached through outreach or educational activities and other reporting requirements (*see RFA Section 6.1*)).

### Application Scoring

Each Application will be scored according to the criteria below.

	Scoring Criteria	Points
1.	Presents an excellent, clear, feasible and relevant plan.	5
2.	Presents an excellent plan for participatory Community engagement likely to ensure that Community's priorities are significantly represented in the project's efforts.	15
3.	Demonstrates applicant's significant experience successfully working with target communities in engagement, outreach, education and/or design charette type process.	15
4.	Presents a plan that is likely to provide solid information that will allow for future SRC-generator and Community partnerships.	15
5.	Presents a plan that is likely to provide material for a <b>Guidance Report</b> documenting lessons learned and best practices to help other SRC-generating projects.	10
6.	Presents a plan that will likely substantially increase the extent to which SRC-generating GI provides Community-identified benefits.	20
7.	Presents a plan that knowledgeably and meaningfully addresses current and/or historical social or environmental injustices faced by the community in which the proposed project is located.	10
8.	Includes a detailed budget and narrative that justifies the proposed budget.	10
9.	Additional Points: Applicant is a qualifying local District business or nonprofit entity.	5
	<b>TOTAL</b>	105

**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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