

District of Columbia
Department of Energy and Environment



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

Support for Trainings and Research on DOEE's Stormwater Rules
(Short name: RRD Support)
RFA # 2018-1819-SWR

Publication Date: 8/31/2018

Application Deadline: 10/1/2018 at 4:30pm

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

SECTION 1. GENERAL INFORMATION.....	4
1.1 INTRODUCTION	4
1.2 PURPOSE OF THE GRANTS	4
1.3 SOURCE OF FUNDS	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE.....	5
1.6 ELIGIBILITY	5
1.7 DEFINITIONS	5
1.8 PERMISSIBLE USE OF GRANT FUNDS	6
1.9 GRANT MONITORING	6
1.10 GENERAL TERMS AND CONDITIONS.....	6
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES.....	6
1.12 DOEE’S AUTHORITY TO MAKE GRANTS.....	6
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	6
SECTION 2. SUBMISSION OF APPLICATION.....	7
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	7
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
2.6 DOEE CONTACTS.....	8
SECTION 3. APPLICATION CONTENT.....	9
3.1 FORMAT.....	9
3.2 PROPOSAL CONTENT.....	9
3.3 WORK PLAN	13
3.4 REQUIRED DOCUMENTS.....	14
SECTION 4. REVIEW PANEL AND APPLICATION SCORING.....	16
4.1 REVIEW PANEL	16
4.2 SCORING CRITERIA	16
SECTION 5. GRANTEE DOCUMENT REQUIREMENTS.....	16
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	16
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS.....	17
6.1 REPORTING REQUIREMENTS	17
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	19
7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS	19
7.2 PROJECT DESCRIPTION.....	20

7.3 PROJECT OUTCOMES, OUTPUTS, AND DELIVERABLES 22

SECTION 8. CHECKLIST FOR APPLICANTS..... 26

APPENDICES..... 28

APPENDIX 1 – GENERAL TERMS AND CONDITIONS 28

APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES 28

APPENDIX 3 – COVER SHEET 28

APPENDIX 4 – EXAMPLE OF GRANT BUDGET 28

APPENDIX 5 – POINTS FOR LOCAL ENTITIES 28

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goal of this Request for Applications (RFA) is to solicit applications from eligible entities to help implement the 2013 Stormwater Rule; improve stakeholders’ understanding of compliance with the 2013 Stormwater Rule; expand and deepen the Department’s stormwater management technical guidance; and evaluate the Department’s internal plan review process. The Regulatory Review Division (RRD) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants are to solicit applications from eligible entities interested in and with expertise in the restoration of District waterbodies, especially through the implementation of stormwater-related regulatory programs

1.3 Source of Funds

The sources of funds for the grant are:

Local; Chesapeake Bay Regulatory and Accountability Program; Stormwater Review Fees; and District of Columbia Stormwater Enterprise Fund.

1.4 Competition for a Grant Award

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

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

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

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Support for Trainings and Research on DOEE's Stormwater Rules	\$870,000.00

1.6 Eligibility

- A. The following entities are eligible to apply: Nonprofit organizations, including those with IRS 501(c) (3) or 501(c)(4) determinations.
- B. In addition, proposals must address both the activity areas as outlined in Section 7.2:
 - a. Activity 1: Training and Workshops
 - b. Activity 2: Research and Process Development

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

1.7 Definitions

District - The District of Columbia.

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

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

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

1.8 Permissible Use of Grant Funds

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

1.9 Grant Monitoring

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

1.10 General Terms and Conditions

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

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

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

1.12 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

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

1.13 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 8/31/2018.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA at doee.dc.gov or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1819-SWR.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 10/1/2018.

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

What: The contents of the Application are specified in Section 3. Each applicant must submit:
Five paper copies of the application; and
One electronic copy.

The Department will not receive faxed copies.

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

District of Columbia Department of Energy and Environment

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

Attn: RFA 2018-1819-SWR

Email an electronic copy, formatted as a .pdf file, to: 2018RRDSupportRFA.grants@dc.gov

2.4 Award Announcement

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

2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to 2018RRDSupportRFA.grants@dc.gov with "RE: RFA 2018-1819-SWR" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing 2018RRDSupportRFA.grants@dc.gov with the subject line "RE: RFA 2018-1819-SWR – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

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

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** 2018RRDSupportRFA.grants@dc.gov with "RE: RFA 2018-1819-SWR" in the subject line;
- (b) **In person** by making an appointment with (James Dunbar at (202) 573-4925 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: James Dunbar RE: RFA 2018-1819-SWR on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) 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
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Proposal Content

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

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

(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. This summary is not part of the 10-page proposal limit.

(c) Project Description

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

Activities are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An *output* is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A *project outcome* is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget.

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in

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

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

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

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

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

Typical allowable costs are:

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

Non-Allowable costs include:

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

5. Most food; and
6. Land purchases.

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

(d) Applicant.

(1) Organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach 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 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 and provide specific information including:

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

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners.

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement

and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

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

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

i. District of Columbia Public Schools

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

ii. Property Owner

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

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. 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.

iv. National Park Service

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

3.3 Work Plan

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

3.4 Required Documents

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

(a) Certificate of Good Standing

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

(b) Promises, Certifications, Assertions, and Assurances

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

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

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

(c) IRS W-9 Tax Form

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

(d) Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application

for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

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

(e) Applicant's Current Fiscal Year Budget

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

(f) Applicant's Financial Statements

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

(g) Separation of Duties Policy

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

This statement should:

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

(h) System for Award Management (SAM) with federal government

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

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

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

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

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

4.2 Scoring Criteria

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

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

SECTION 5. GRANTEE DOCUMENT REQUIREMENTS

5.1 Submissions If Applicant Will Receive the Grant

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

(a) Certificate of Insurance

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

(b) Assurance of Continued Truth and Accuracy

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

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Reporting Requirements

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

(a) Quarterly Status Reports

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. 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 proposal and explain why an advance payment is being requested.

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

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

Support for Trainings and Research on DOEE's Stormwater Rules

Introduction

The Department of Energy and Environment's (DOEE's) Regulatory Review Division (RRD) reviews building permit application materials and ensures project compliance with the District of Columbia's (the District's) water-related regulations, including those for stormwater management and soil erosion and sediment control. The intent of these regulations is to protect and restore District waters, including by controlling, preventing, and remediating nonpoint pollution source runoff into District waters.

Since 2013, DOEE has implemented the 2013 Rule on Stormwater Management and Soil Erosion and Sediment Control (2013 Stormwater Rule). The rule includes requirements for on-site retention of stormwater, a first-of-its-kind option to comply off-site through the use of Stormwater Retention Credits (SRCs), and 2-year and 15-year detention requirements. In support of the 2013 Stormwater Rule, DOEE has issued compliance worksheets and a Stormwater Management Guidebook (SWM Guidebook), which include standards and specifications for stormwater best management practices (SWM BMPs). DOEE also developed a permitting review system database (Stormwater Database) to assist in the submission of construction plans and to track stormwater compliance metrics.

Recently, the Environmental Protection Agency (EPA) has re-issued the permit for the District's Municipal Separated Stormwater Sewer System (MS4). The MS4 permit requires the District to examine and investigate additional opportunities for stormwater management in the District. This investigation will likely result in changes to the 2013 Stormwater Rule and its implementation, and may produce additional rulemaking.

DOEE is seeking a grantee to assist in the implementation of the 2013 Stormwater Rule and provide expert support for the development and implementation of changes to the regulations. These activities can be organized in two interrelated areas: Trainings and Workshops, and Research and Process Development.

Project Period

The initial period of the grant is two years. It may be possible to amend the grant annually for up to two more years after the initial two-year period. Proposals should address the first two years.

Available Funding

\$870,000.00

7.2 Project Description

Work for this grant will be divided among two highly interrelated activity areas. DOEE will favor an application that demonstrates the capacity and expertise to fulfill both activity areas and maximize the synergistic effects of the grantee's work across the grant's scope. DOEE may prioritize different activities, depending on the month-to-month needs of RRD. Budgets and budget narratives should address the amount of funding to be allocated to each activity area. Applicants must address both Activities in their submission.

Activity 1: Trainings and Workshops

Since the implementation of the 2013 Stormwater Rule, DOEE has responded to stakeholder requests with extensive training sessions to educate the development community, staff at DOEE and other District agencies, and the building construction community. This response addressed compliance with the new stormwater regulations and use of the Stormwater Database. While numerous trainings have been conducted since 2013, DOEE continues to receive both internal and external feedback that more trainings are necessary to continue to educate stakeholders on compliance with the 2013 Stormwater Rule, use of the Stormwater Database, and the generation of SRCs. DOEE anticipates revising trainings in light of requirements included in the most recent reissuance of DC's MS4 permit.

The training objectives are to have all stakeholders understand compliance obligations and the nuances of the regulation, promote consistent plan review comments, and deliver substantive guidance.

The grantee will:

- a. Evaluate, revise, and expand on existing training materials;
- b. Develop new educational courses and materials;
- c. Conduct training sessions and workshops for both internal and external audiences;
- d. Receive applicant plan submittal items and provide reports to DOEE plan review staff and to applicants, and provide feedback on applicant compliance with the 2013 Stormwater Rule;
- e. Examine, review, and propose changes to plan review methodologies to promote consistency across plan reviewers;
- f. Respond to technical questions related to SWM BMP design, construction, maintenance, or performance from the design and development communities, particularly for issues beyond the expertise of the plan review staff; and

- g. Attend internal plan review meetings to discuss plan review-related issues;

Trainings will continue to be grouped around several main topics: General stormwater compliance; use of the Stormwater Database; generation and certification of SRCs; specialized BMP design; maximum extent practicable (MEP) process for the public right-of-way (PROW); review assistance; and requirements of the 2013 stormwater rule for property owners.

Activity 2: Research and Process Development

DOEE anticipates revising the SWM Guidebook and review protocols in light of requirements of the most recent reissuance of DC's MS4 permit and recent technical developments. The 2013 Stormwater Rule fundamentally changed the stormwater management standards and permitting submittal requirements for District projects, as well as the review process. DOEE issued a revised SWM Guidebook, which includes standards and specifications for stormwater BMPs. DOEE has issued two updates for the SWM Guidebook since 2013. The updates for the SWM Guidebook were issued to respond to technical questions posed by the design and development communities and to clarify design compliance for new industry products and practices. Response to these technical questions and the development of new guidelines often requires a review of existing research and may include conducting primary research studies if no research yet exists. Additionally, DOEE continually seeks to refine and streamline the plan review and approval process.

DOEE is seeking a grantee to support the continued refinement of its review process and guidance materials. The grantee would:

- a. Examine, review, and propose changes to streamline the plan review processes;
- b. Review stormwater-related research with the intent of developing or revising design guidelines, review methodologies, or review protocols;
- c. Review and revise existing plan review checklists to reflect current or proposed plan review methodologies, practices, processes, and design guidelines;
- d. Identify areas in the SWM Guidebook where design standards, practices, or protocols may be out of date or conflicting with current industry practices or products;
- e. Develop or revise design guidelines and specifications used in the SWM Guidebook to address new industry practices and products;
- f. Perform literature reviews of research regarding SWM BMP design, construction, maintenance, and performance to respond to technical questions from the design community or respond to issues pertaining to the implementation of the 2013 Stormwater Rule;
- g. Propose and conduct primary research into areas of SWM BMP design, construction, maintenance, and performance where existing research is lacking,

- inconsistent, or inconclusive, or for the development or revision of design guidelines or review protocols;
- h. Resolve other technical issues related to implementation of the 2013 Stormwater Rule;
 - i. Assist DOEE in determining how the provisions of the 2013 Stormwater Rule affect individual projects.

The products of grantee work in these areas may be provided through technical guidance to the development community.

7.3 Project Outcomes, Outputs, and Deliverables

Project Outcomes

DOEE seeks the following outcomes as a result of the work performed under this grant:

- a. Streamlined internal plan review process and improvement of the quality of plan submissions, leading to faster issuance of approvals for construction permit applications;
- b. Growth of plan review staff's knowledge base and technical guidance materials in order to remain responsive and up-to-date with a rapidly-changing industry;
- c. Improvement to the designs of proposed stormwater practices in the District;
- d. Enhancement of the development and design communities' knowledge about the benefits of green infrastructure; and
- e. Increase in the amount of green infrastructure installed in the District and improvement in District waterbodies.

Project Outputs and Deliverables

General

1. **Work Plan:** The grantee will develop a work plan that assigns responsibilities and sets a schedule for the completion of tasks and activities. The work plan will incorporate efforts across both activity areas and should include coordination with DOEE staff.
2. **Meetings:** The grantee will regularly meet with DOEE staff to discuss, coordinate, and review efforts in both of the activity areas.
3. **Internal Plan Review Meetings:** The grantee will attend each bi-weekly plan review meeting, unless excused by DOEE. DOEE plan reviewers bring issues encountered in their reviews to these meetings and discuss possible solutions, including alterations to plan review processes and methodologies. The grantee will participate in discussions, respond to questions, and take notes on agreed modifications to the plan review process as needed.

4. “Office Hours”: The grantee will maintain in-person “office hours” at DOEE’s main offices for at least 14 hours per week, unless excused by DOEE. The grantee will be available to discuss site-specific design compliance questions with permit applicants and plan review staff.

Activity 1: Trainings and Workshops

1. Existing Training Courses Advancement: The grantee will lead, refine, and add to the existing training courses. It will also provide interagency training support for 2013 Stormwater Rule goals and obligations. The grantee must provide DOEE with an electronic version of each course, training, the support materials, and marketing materials. The grantee, on an annual basis, will lead the following trainings:
 - a. At least 12 General Compliance
 - b. At least 6 Specialized BMP Design trainings, which may consist of
 - i. At least 2 Rainwater Harvesting
 - ii. At least 2 Green Roof
 - iii. At least 2 Permeable Pavement
 - c. At least 2 Maximum Extent Practicable Process
 - d. At least 6 SRC trainings
 - e. At least 6 Stormwater Database trainings

For the SRC and Stormwater Database trainings, DOEE may ask the grantee to reallocate the budget to other tasks if DOEE determines that grantee support of the SRC and Stormwater Database trainings is not necessary.

2. New Training Course for Property Owners: The grantee will develop, lead, and refine a new training course on the obligations of the 2013 Stormwater Rule for property owners. This non-technical course should explain both the intent and implementation of the 2013 Stormwater Rule and what the regulation’s requirements mean for both large and small-scale property owners and developers. The course should cover the intent of the regulations, the stormwater management submittal process, obligations during construction, maintenance, and possible off-site retention volume (Offv) obligations once construction is complete. The grantee must provide DOEE with an electronic version of this course and any support materials.
3. Plan Review Methodology Examination: The grantee will review, and propose changes to, plan review methodologies. The changes should promote consistency across plan reviewers. The grantee will develop and conduct specific trainings or workshops for plan reviewers and other relevant DOEE staff to address issues encountered during this task.
4. Plan Review Assistance: The grantee will review at least 150 stormwater management plans and erosion and sediment control plans annually. The grantee will review plans according to DOEE plan review checklists and develop a list of comments accordingly. The grantee will coordinate reviews with the assigned DOEE

plan reviewer in order to ensure an efficient workflow. The grantee will also provide review assistance for at least 10 applications for the generation of SRCs or for RiverSmart Rewards.

Activity 2: Research and Process Development

1. Plan Review Protocol and Process Review: The grantee will review, and propose changes, for streamlining existing plan review processes and protocols.
2. External Applicant Plan Review Meetings: At the request of the plan reviewer, the grantee will attend meetings with applicants to go over review comments or to provide a pre-design review. Meetings may be attended in-person, over the phone, or by other electronic means.
3. Literature Reviews: As needed, the grantee will review existing research to answer questions posed by DOEE plan review staff regarding stormwater BMPs and other related technical questions. The grantee will provide the results and conclusions of literature reviews as technical memos.
4. Technical Memos: The grantee will develop at least 10 technical memos annually pertaining to the development of new or revised design guidelines, review methodologies, or review protocols.
5. Small-Scale BMP Opportunities: Related to the reissuance of DC's MS4 permit, the grantee will investigate BMP practices which can be implemented on small-scale properties and, as requested by DOEE, develop design details. This could include opportunities at single- and two-family homes, as well as in alleys.
6. Primary Research: In the event that limited or no research is available to respond to a question posed by plan review staff, the grantee may be asked to develop a research proposal to collect the necessary data with the intent of answering the question. DOEE would ask for the proposed study. The grantee would then provide DOEE a final report.
7. Guidebook Development: The grantee will assist in the revision of existing, and development of new, SWM Guidebook sections to incorporate new technical guidance.
8. Revision of Calculators and Spreadsheets: The grantee will review and revise the following SWM calculators and spreadsheets for new technical guidance issuances: the General Retention Compliance Calculator spreadsheet, the DDOT MEP Worksheet, the SWM BMP Calculation spreadsheet, and the Rainwater Harvesting Calculator spreadsheet.

9. Update Plan Review Checklists: The grantee will review and revise all existing plan review checklists or propose new checklists to reflect new technical guidance.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Provides a comprehensive work plan with quantifiable measures and milestones that states targets to be achieved	10
Demonstrates thorough knowledge of the 2013 Stormwater Rule	10
Demonstrates exceptional ability to develop and carry out training courses and training materials geared towards both technical and non-technical audiences	15
Demonstrates exceptional ability to provide detailed comments on the design of stormwater management and erosion and sediment control plans	15
Demonstrates exceptional ability to develop new technical guidance or revise existing technical guidance based on reviews of existing literature or conducting primary research	15
Demonstrates sufficient organizational capacity to carry out the entire suite of activities included in the grant application	10
Provides a detailed and reasonable line-item budget with an accompanying budget narrative for the funds requested	15
Demonstrates extensive knowledge of and experience with the design, construction, and maintenance of green infrastructure, in particular those listed as acceptable BMPs in the SWM Guidebook	10

SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, and budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant’s current fiscal year budget?	
13.	Does the application package include the applicant’s most recent	

	audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities