

District of Columbia
Department of Energy and Environment



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

RiverSmart Innovation Grants
(Short name: RiverSmart Innovation Grants)
RFA # 2016-1520-SWMD

1/15/2016

Application deadline: by 4:30 PM 2/29/2016

Government of the District of Columbia
Department of Energy and Environment
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Washington, DC 20002
(202) 535-2600



TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION 4

1.1 INTRODUCTION 4

1.2 PURPOSE OF THE GRANTS 4

1.3 SOURCE OF FUNDS 5

1.4 COMPETITION FOR A GRANT AWARD..... 5

1.5 PROJECTS AND FUNDS AVAILABLE 5

1.6 ELIGIBILITY 5

1.7 PERMISSIBLE USE OF GRANT FUNDS 6

1.8 GRANT MONITORING 6

1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES 6

1.10 DOEE’S AUTHORITY TO MAKE GRANTS 7

1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW 7

SECTION 2. SUBMISSION OF APPLICATION..... 8

2.1 RFA RELEASE DATE..... 8

2.2 OBTAINING A COPY OF THE RFA 8

2.3 APPLICATIONS: WHEN, WHAT, AND WHERE..... 8

2.4 AWARD ANNOUNCEMENT 9

2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A)..... 9

2.6 DOEE CONTACTS 9

SECTION 3. APPLICATION CONTENT..... 10

SECTION 4. REVIEW PANEL AND APPLICATION SCORING 11

4.1 REVIEW PANEL 11

4.2 SCORING CRITERIA 11

SECTION 5. FILING REQUIREMENTS 12

5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL 12

5.2 DOCUMENTS TO FILE IF DOEE NOTIFIES THAT IT WILL MAKE THE GRANT 15

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS 16

6.1 GRANT AWARD ADMINISTRATION 16

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING 18

7.1 PROJECT DESCRIPTIONS 18

APPENDICES..... 21

APPENDIX 1 – RESERVED..... 21

APPENDIX 2 - EXAMPLE OF GRANT BUDGET..... 21

APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”) 21

APPENDIX 4 – RESERVED..... 21

APPENDIX 5 – APPLICATION FORM 21

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia Department of Energy and Environment (“DOEE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to protect and enhance the rivers of the District and their watersheds. The Department of Energy and Environment’s (DOEE) Stormwater Management Division seeks applications from an eligible entity or entities (Applicant) for innovative projects that must protect or enhance, directly or indirectly, the District’s waterbodies or watersheds AND address one or more of the following areas:

- Project Area 1: Remove impervious surfaces, install green infrastructure, or plant/preserve trees.
- Project Area 2: Create/promote green jobs.
- Project Area 3: Restore native habitat.
- Project Area 4: Clean up an area affected by high volumes of litter.
- Project Area 5: Prevent litter.

DOEE will provide these "Riversmart Innovation Grants" up to \$20,000 for each project. Funds are provided on a reimbursement basis. Work should be accomplished by April 30, 2017. Funding is short-term. DOEE does not intend this funding to replace the funding for an existing program or activity. DOEE will fund projects that advance its mission, complement its work, and offer innovative solutions to the problem of stormwater runoff.

An individual or unincorporated group interested in applying will need to partner with an eligible applicant that can meet DOEE's reporting and financial management requirements.

The following programs or offices of DOEE are administering this RFA: STORMWATER MANAGEMENT DIVISION (SWMD) (“SWMD”).

1.2 Purpose of the Grants

The purpose of these grants is to protect and improve the District’s water resources. Its rivers and streams travel through and under many beautiful neighborhoods and parks and ultimately end in the Chesapeake Bay. In order to receive funding, proposed projects must benefit one or more of the District’s waterbodies, directly or indirectly.

For background on related DOEE programs and details on this grant opportunity, please visit <http://doee.dc.gov/service/riversmart-innovation-grant-program>.

1.3 Source of Funds

The source(s) of funds for the grants are District of Columbia Stormwater Enterprise Fund and the District of Columbia Anacostia River Clean Up and Protection Fund.

DOEE will provide grants of up to \$20,000. All DOEE grants are offered pending availability of funds. Occasionally DDOE may increase a grant due to unforeseen circumstances; but applicants should consider the \$20,000 a ceiling.

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.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Number	Project Amount
1	RiverSmart Innovation Grants	\$140,000.00

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.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially 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. Another example would be the loss of the organization's nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

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.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, "Applicant's Promises, Certifications and Assurances (PCA)." That document is incorporated by reference in this RFA. When an Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

Eligibility

In order for a proposal to be found eligible it must be designed to: protect or enhance, directly or indirectly, the District's waterbodies or watersheds AND address one or more of the following areas:

- Project Area 1: Remove impervious surfaces, install green infrastructure, or plant/preserve trees.
- Project Area 2: Create/promote green jobs.
- Project Area 3: Restore native habitat.
- Project Area 4: Clean up an area affected by high volumes of litter.
- Project Area 5: Prevent litter.

An applicant must be physically located in the District. To be considered "physically located in the District," the applicant must have: (1) a permanent District address as listed on a government issued ID or tax return; or (2) a business address and tax or registration address in the District. The location of a board member, owner, or volunteer does not determine the location of the applicant. A US Post Office (PO) box may not serve as the basis for determining location.

Some projects are not eligible. Projects are not eligible if they are required by law (for example, by DOEE's Stormwater Management Regulations) or by court or agency order. However, the grant may be used to fund stormwater-related activities above and beyond a site's regulatory requirement. Projects that use invasive plant species, herbicides, or pesticides, even if the applicant pays for them from other sources, are not eligible.

1.10 DOEE's Authority to Make Grants

General Authority: DOEE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DOEE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 1/15/2016.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2016-1520-SWMD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 2/29/2016.

An application will be dated and recorded temporarily as “received” until DOEE staff persons have reviewed it to see if it is complete. DOEE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; **OR**

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy. The contents of the Application are specified, in Section 3.

The hard 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 2016-1520-SWMD

Email: The electronic copy should be sent to the following email address:
riversmart.innovation16@dc.gov.

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

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. The questions should be sent to the email address presented in DOEE Contacts. DOEE will publish updates and the Q & A regarding the RFA at doee.dc.gov. DOEE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RE: RFA 2016-1520-SWMD – Add me to the email list."

DOEE will provide the same information by email at the same time the information is uploaded to the DOEE website. Hard 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 new questions shall be 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) through the following:

- (a) **Email** a request to riversmart.innovation16@dc.gov with RE: RFA 2016-1520-SWMD" in the subject line;
- (b) **In person** by making an appointment with (call Emily Rice at (202) 535-2679 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Emily Rice RE: RFA 2016-1520-SWMD on the outside of the letter.

SECTION 3. APPLICATION CONTENT

Please use the application form at Appendix 5.

For the budget table, resources other than those from the grant would appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources, the “match,” and that the resources do not come from DOEE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. 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 by individuals must be valued at rates consistent with those which the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See “Allowable Costs” and “Non-Allowable Costs,” listed below. Please keep in mind that DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

Allowable costs are those typical of operations:

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. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

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 all alcohol; and
6. Land purchases.

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.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DOEE staff. Whenever practicable each panel will have at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application

includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

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. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, DOEE may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) Certificate of Good Standing

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) Promises, Certifications and Assurances Document

Each Applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to DOEE. Rather, DOEE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District’s agencies. DOEE defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DOEE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DOEE for another application, or for another purpose, the Applicant may submit a copy of that document.

(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 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: (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 organization's current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant's financial statements

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

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/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 the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DOEE has experience with four cases:

1. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), then 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.

2. 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.

3. 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 which the partner will provide.

4. 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.

5.2 Documents to file if DOEE notifies that it will make the grant

Each of the following documents must be filed with DOEE before DOEE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DOEE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, 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

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise DOEE of material changes since the filing of the application.

(c) System for Award Management (SAM) registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DOEE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DOEE has made its decision to grant an award.

(a) DOEE's announcement of award

DOEE's objective is to announce grant awards by at least six (6) weeks after the application due date.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	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, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DOEE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DOEE awards the grant.

DOEE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DOEE may advance funds at the beginning of the grant period. If the Applicant seeks an advance payment it must make the request in its proposal, and explain the request.

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 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 six (6) weeks after DOEE receives them.

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Project Descriptions

Project Number

1

Project Name

RiverSmart Innovation Grants

Introduction

These "RiverSmart Innovation Grants" are meant to provide short-term funding. They are not to replace the funding for an existing program or activity. In order to receive funding, proposed projects must benefit one or more of the District's waterbodies, directly or indirectly. DDOE values projects that present an innovative solution to a stormwater-related issue, engage the community, deliver multiple outcomes, provide quantifiable outcomes, and serve as a model for other projects.

Project Period

Projects commence on the date of DOEE's Notice of Grant Award to the successful applicant. Projects should be completed by April 30, 2017. Occasionally, DOEE will extend a grant period if the grantee requests an extension in advance and states good cause for not completing the grant during the approved grant period.

Project Description

DOEE is seeking projects that are community-oriented, innovative approaches to promoting watershed health and managing stormwater runoff. Projects must take place entirely in the District, be easily accessible or visible to the general public, and show a clear public and water quality benefit.

Projects must address one or more of the following areas. If a proposal fails to address one of these areas it will be rejected as ineligible for funding (These are NOT listed in order of importance):

Project Area 1: Remove impervious surfaces, install green infrastructure, or plant/preserve trees.

Project Area 2: Create/promote green jobs.

Project Area 3: Restore native habitat.

Project Area 4: Clean up an area affected by high volumes of litter.

Project Area 5: Prevent litter.

If proposing work on land not owned by the applicant, the applicant must obtain prior approval from the property owner and include a letter of support with the application.

Please review the scoring grid at the end of this RFA to understand how DOEE ranks the proposals it receives.

DOEE seeks projects that are both produce quantifiable outcomes (e.g. plant 10 trees, reduce 1,000 gallons of stormwater runoff) and educate our community on stormwater-related issues. Educational goals should be clearly stated. Educational methods should be obvious from the project proposal.

Examples of Educational Methods:

1. Use media to reach a wider audience.
2. Partner with other community groups, summer programs, District agencies, businesses, nonprofits, or educational institutions.
3. Host one or more events.
4. Create signage.
5. Produce a work of art.

For examples of projects that DOEE might fund, visit <http://doee.dc.gov/service/riversmart-innovation-grant-program>.

Application Format

Use the RiverSmart Innovation Grant Application, Appendix 5. It is a fillable pdf and can be saved as a pdf file.

Project Outcomes

A completed project should help move the District and its citizens closer to our long-term sustainability goals, particularly those that address the better treatment of the water that falls on the District and winds up in our rivers. A proposed project should predict its outcomes. DOEE seeks projects with measurable outcomes.

Examples of measurable outcomes:

1. 1,000 pounds of trash picked up by neighborhood volunteers
2. 50 trees planted by DC school third-graders
3. Invasive species removal and native plantings along 2,000 linear feet of stream bank

Project Outputs and Deliverables

1. The completed project that you proposed and that DOEE accepted for funding.
2. Brief written quarterly reports, in the DOEE-specified format.
3. Quarterly meetings, by phone or in person, with DOEE to discuss progress on the project. One or more of these meetings may be DOEE’s visit to the project site.
4. Final short written report.

Scoring the Proposals

Once a project is found eligible it will be scored against the following criteria:

Scoring Criteria	Points
Demonstrates an understanding of the project’s link to stormwater issues.	10
Benefits the Anacostia River, directly or indirectly	5
Benefits the District’s MS4 area	5
Involves members of a specific community in a meaningful way	15
Is new and innovative	10
Will produce quantifiable outcomes	10
Likely to serve as a model for future projects	5
Presents an achievable plan for executing the project	15
Presents a budget that is cost-effective	15
Will manage funds and reporting properly	10

APPENDICES

Appendix 1 – Reserved

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)

Please review and sign this document, following the instructions in it.

Appendix 4 – Reserved

Appendix 5 – APPLICATION FORM

Please complete and submit this document.