

District of Columbia
Department of Energy and Environment



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

Innovative Low Impact Development (LID)
(Short name: Innovative LID)
RFA # 2018-1808-WPD

Publication Date: 6/8/2018

Application Deadline: 7/16/2018 at 4:30pm

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

1.1 Introduction

The goal of this Request for Applications (RFA) is to solicit applications from eligible applicants to propose projects to accomplish one or more of the following: prevent and control the introduction of point and nonpoint source pollution to the District's waters; treat stormwater runoff; and protect fisheries and wildlife resources. The Department of Energy and Environment (DOEE) Watershed Protection Division (WPD) will administer this RFA.

1.2 Purpose of the Grants

The purpose of these grants is to encourage innovative approaches to stormwater control and treatment in the District's watersheds using low impact development, green infrastructure, or other such ecologically-focused methods to improve water quality.

1.3 Source of Funds

The sources of funds for the grants are:

- U.S. EPA Nonpoint Source Implementation (319) Grant
- Anacostia River Clean Up and Protection Fund
- DDOT Transportation Alternatives Grant

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

This RFA presents the following number of projects for the stated total dollar amount presently available through this RFA:

Name	Total Amount
LID Installations Within the MS4	\$500,000
Building BID/Main Streets Capacity for Constructing and Maintaining Low Impact Development (focus on MS4)	\$400,000
Meadow Creation in District of Columbia Highway Rights-of-Way	\$200,000
Green Roof Research and Monitoring	\$100,000
Real-Time Controls for Jay Street NE Bioretention Facilities	\$315,380

1.6 Eligibility

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

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

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

1.7 Definitions

District - The District of Columbia.

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

Person - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or

private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

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

1.8 Permissible Use of Grant Funds

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

1.9 Grant Monitoring

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

1.10 General Terms and Conditions

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

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

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

1.12 DOEE's Authority to Make Grants

DOEE has grant-making authority under:

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

- Other applicable laws and regulations.

1.13 Conflicts between RFA and Applicable Law

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

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 6/8/2018.

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 2018-1808-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 7/16/2018.

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 2018-1808-WPD

Email an electronic copy, formatted as a .pdf file, to: RFA2018LID.2018@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 RFA2018LID.2018@dc.gov with "RE: RFA 2018-1808-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at doee.dc.gov. DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing RFA2018LID.2018@dc.gov with the subject line "RE: RFA 2018-1808-WPD – Add me to the email list."

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

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

2.6 DOEE Contacts

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

- (a) **Emailing** RFA2018LID.2018@dc.gov with "RE: RFA 2018-1808-WPD" in the subject line;
- (b) **In person** by making an appointment with (Stephen Reiling at (202) 617-4733 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Stephen Reiling RE: RFA 2018-1808-WPD 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

Project 1 - LID Installations within the MS4

Introduction

Stormwater runoff is problematic throughout the District of Columbia, both within the combined sewer system (“CSS”) and the municipal separate storm sewer system (“MS4”). However, while CSS overflows are currently being addressed with grey technology, improvements to the MS4 waterways rely for the most part on voluntary retrofits. Low impact development (“LID”) practices, also referred to as “green infrastructure,” are becoming commonly used to treat and retain the first flush of stormwater from impervious surfaces, decrease total runoff, and filter stormwater in order to reduce the load of nonpoint source pollution entering District waterways. This project aims to install such practices as retrofits for stormwater.

Project Period

Assuming availability of funds and, when required, annual budget authorization, the project period can run through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

\$500,000 is available for this project. Awards to multiple applicants are possible for a portion of the total amount.

Project Description

This project is intended to reduce stormwater flows to local receiving waterbodies within the municipal separate storm sewer system area in the District. Other areas of interest include those identified in the DC Silver Jackets Interior Flooding Task Group’s report, [Interior Flooding in Washington, DC, August 25, 2017](#). Some of the installations would be acceptable in the combined sewer system in areas indicated in Figure 1 of the report, which is a map of areas where interior flooding occurs within the District’s boundaries. The project anticipates grants that provide for the design, permitting, and construction of projects demonstrating LID stormwater control technologies.

Project Outcomes

1. Controlling stormwater runoff by connecting impervious surfaces with onsite water demands such as irrigation, infiltration, or non-potable building needs
2. Installing practices within the District’s most impaired/highest priority watersheds (see the map of these priority watersheds at <http://arcg.is/0aDTyL>)
3. Achieving the greatest nonpoint source pollution control for the dollars requested (benefit/cost)
4. Expanding upon the current knowledge/understanding of stormwater treatment/capture/reuse strategies by providing design and construction information

5. Adding effective new LIDs to the District’s database of stormwater management practices

Project Outputs

1. LID practice(s) installed in the District that retain the first 1.2 inches of rainfall
2. Educational signage

Deliverables

1. The proposed LID installations
2. Education materials for, and sessions with, the relevant population(s)
3. Quarterly and final reports that detail the number of practices installed, gallons of stormwater retained, square footage of area treated, and approximate number of people educated (population around LID)
4. Scanned final version of the civil engineering plans with permit stamps and the reports generated by the engineers
5. Project signage
6. Written agreement establishing the long-term maintenance plan for each LID
7. Project budget showing construction costs and projected operation and maintenance costs
8. Project contracts, including design, construction, and maintenance contracts
9. Copies of as-built plans

Proposal Scoring

The applications received will be scored against the following criteria. Organizations, agencies, institutions, and enterprises located within the District will receive five additional points to an application’s total point score, as detailed in Appendix 5 of the RFA.

Scoring Criteria	Points
Project Participants <ul style="list-style-type: none"> • Present a unique team with compelling commitments • Have a team with the requisite skills to build the project • Have experience on similar projects anywhere • Have experience with District permit plan review and/or District agency permit processes 	20
Location <ul style="list-style-type: none"> • One of the following: highly visible site or a site that presents unique opportunities for innovation, education, or significant water quality benefits • Project overlaps with sites identified in DOEE watershed implementation plans (WIPs)* • Evidence of support from the landowner 	15
Concept Plan <ul style="list-style-type: none"> • Is written in a concise, understandable manner • Appears feasible 	25

<ul style="list-style-type: none"> • Shows there is secured buy-in from all relevant stakeholders • Will provide a deliverable that is transferable to other District sites • Indicates a high level of innovation • Treats or retains at least 1.2 inches of stormwater • Addresses immediate and long-term maintenance • Presents an adequate and reasonable justification for the funds requested 	
<p>Cost Effectiveness/Environmental Benefit</p> <ul style="list-style-type: none"> • Manages stormwater runoff from surrounding drainage area at a cost competitive with industry standards (i.e., area/volume treated per unit cost is maximized) • Cost-share is provided by applicant, increasing the benefit/cost ratio 	20
<p>Budget</p> <ul style="list-style-type: none"> • Includes a line-item budget that details administrative costs, design costs, construction costs, etc. • Descriptive narrative that justifies the costs 	20

* Please note that no Potomac River WIP has been released, so projects throughout the MS4 portion of the Potomac River watershed, or those that fall within areas of the CSS identified by Interior Flooding in Washington, DC, August 25, 2017, can be proposed.

Project 2 - Building BID and Main Streets Capacity for Constructing and Maintaining Low Impact Development (focus on MS4)

Introduction

The District has many business districts throughout its eight wards, some of which have created a nonprofit Business Improvement District, or BID. A similar nonprofit relationship, known as Main Streets, is found for businesses in some of the major roadways that traverse the District. The BIDs and Main Streets are ideal candidates to inform and educate the public about the benefits of stormwater management and green infrastructure. More information on both the BIDs and Main Streets can be found at the following websites:

- <http://www.dcbidcouncil.org/>
- <https://dslbd.dc.gov/service/DCMS>

Project Period

Assuming availability of funds and, when required, annual budget authorization, the project period can run through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

\$400,000 is available for this project; awards to multiple applicants are possible for a portion of the total amount.

Project Description

Low impact development (“LID”) practices, also referred to as “green infrastructure,” are becoming commonly used to treat and retain the first flush of stormwater from impervious surfaces, decrease total runoff, and filter stormwater in order to reduce the load of nonpoint source pollution entering District waterways. This project is to build LID capacity among BIDs/Main Streets organizations. This means that they develop an understanding of the purpose of LID; its design, construction, and maintenance costs; the grants available to install it; and the ability to evaluate and supervise professionals in LID design and construction.

One major role of a BID/Main Streets member is to provide education and outreach to the businesses and residents of the neighborhoods within the BID/Main Streets area. Many stormwater LIDs are located in public areas with a high amount of foot traffic, providing an excellent opportunity for not only environmental benefits but also education about stormwater and its varied impacts.

A grantee will build capacity among District BIDs/Main Streets. Utilizing their new knowledge, BIDs/Main Streets will begin to apply for grants to install LID, maintain the LID for the long term, and educate the businesses they serve and the public in their communities about stormwater pollution through outreach and signage.

The grant applicant should show how the grant will assist in building capacity among BIDs/Main Streets. The proposal should address complementary training(s) to BIDS/Main Streets for the process of applying for grants to install LID. The proposed project should fund the design, permitting, and construction of projects demonstrating LID stormwater control technologies in up to three of the BID/Main Street areas.

Project Outcomes

1. Educated BID/Main Streets with regard to stormwater, stormwater pollution, and best ways to manage them
2. BID/Main Streets that understand the full life cycle costs of LID and the funding sources available to them to design and construct LIDs.
3. BID/Main Streets will submit more applications for LID grant funds
4. Increased inventory of LID practices in the District
5. BIDs/Main Streets will produce more stormwater retention and treatment facilities
6. Project signage about the benefits of LID

Project Outputs

1. Grantee-assisted proposal for the design, permitting, and construction of LID in up to three BID/Main Street areas
2. Retention of the first 1.2 inches of rainfall at the sites selected for the funded projects
3. Half of all BID/Main Streets in the District participate in LID capacity building training during the grant period

Deliverables

1. Materials for, and private meetings at, each District BID/Main Streets entity to provide information about stormwater pollution, LID, and the funded training opportunity/opportunities
2. LID capacity building training sessions
3. Grantee assistance provided for at least of half of the training attendees to submit a concept design for proposed LID
4. Design and install at least one LID that maximizes the treatment area for BID/Main Street participating in the grantee's activities
5. Scanned final civil engineering plans with permit stamps and any associated design reports for selected sites
6. Required permits for each installation
7. Registration of each completed project in the DOEE Stormwater Database (<http://doee.dc.gov/swdb>)
8. Maintenance covenants for each complete project

9. Completed as-built certification as described by “As-built Storm Water Management Plan Guidelines”
(https://doee.dc.gov/sites/default/files/dc/sites/ddoe/page_content/attachments/As-Built%20Certification%20Form_revised_08_31_2015.docx)
10. A completion ceremony and educational tour for each installed LID
11. Project signage
12. Written agreement establishing a long-term maintenance plan
13. Project budget detailing construction costs and projected operation and maintenance costs
14. Project-related contracts
15. Quarterly status reports showing accomplishments and progress to date, detailing the completion of project objectives
16. A final report

Proposal Scoring

The applications received will be scored against the following criteria. Organizations, agencies, institutions, and enterprises located within the District will receive five additional points to an application’s total point score, as detailed in Appendix 5 of the RFA.

Scoring Criteria	Points
Project Participants <ul style="list-style-type: none"> • Demonstrated knowledge of LID design and construction • Knowledge of stormwater pollution • Capacity of team to perform outreach and training • Demonstrated knowledge of District stormwater regulations and permitting 	50
Concept Plan <ul style="list-style-type: none"> • Concise • Understandable • Is a feasible plan for reaching out to and training BID/Main Streets members • Will provide installations transferable to other District sites • Innovative • Treats or retains at least 1.2 inches of stormwater • Addresses immediate and long-term maintenance plans 	25
Budget <ul style="list-style-type: none"> • A line-item budget that details administrative costs, design costs, and construction costs • Budget that maximizes funding spent on the installation of stormwater management practices • Descriptive narrative to accompany budget that justifies each line item of costs 	20
Presents an adequate and reasonable justification for the funds requested	5

Project 3 – Meadow Creation in District of Columbia Highway Rights-of-Way

Introduction

The Department of Energy and Environment (DOEE) is working with the District Department of Transportation (DDOT) and the Department of Public Works (DPW) to create wildflower meadows in the medians of District highway rights-of-way. These meadows will serve as wildlife habitat and roadside beautification and will be used to educate the public about the benefits of wildflower meadow habitats and concomitantly reduced mowing. Creating and restoring meadow habitat is one of the focal conservation actions detailed in the District's 2015 State Wildlife Action Plan (SWAP). DOEE's focal conservation actions represent on-the-ground natural resource management projects to minimize habitat- and non-habitat-based threats to rare wildlife species. Creating these meadows will provide highly valuable edge and meadow habitat for a diversity of wildlife, including small mammals, birds, and reptiles. Healthy, productive, native meadows are composed of highly diverse herbaceous plants. Converting mowed grass to meadow will increase the area of one of the least common habitats in the District.

Through this project, the selected awardee will work with DOEE and DDOT to create and maintain approximately three acres of meadow habitat in the District.

Project Period

Assuming availability of funds and, when required, annual budget authorization, the project period can run through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

\$200,000 is available for this project; awards to multiple applicants are possible for a portion of the total amount.

Project Description

DOEE seeks proposals from eligible entities to propose creative designs, complete timely installation, and maintain three acres of meadows using locally-native grasses and flowers along District highways in medians and other grassy areas in the right-of-way.

DOEE will select the most innovative proposal(s). Then, DOEE and the grantee will work with DDOT to determine optimal locations. A successful grant application will include designs that propose an integration of native wildflowers and grasses using a combination of plugs and seed mixes.

A successful application will describe methods for removing the existing grass, ensuring that seeds and plugs are watered until well-established, and how invasive plants will be managed.

Maintenance is important. DOEE seeks applications that include an innovative and timely plan for how the meadows will be maintained. In any event, each proposal must include the first 12 months of maintenance after planting. Applications without plans or provisions for maintenance

will not be considered. All selected grantees will be required to secure from DDOT public space use permits and traffic control permits (if necessary). DOEE will assist.

DOEE seeks applications that are aligned with the District’s 2015 Wildlife Plan and the list of Species of Greatest Conservation Need (SGCN). The District’s 2015 Wildlife Action Plan and the list of SGCN can be found at <https://doee.dc.gov/service/2015-district-columbia-wildlife-action-plan>.

Project Outcomes

By the end of the grant period, the following outcomes will be achieved:

1. Stormwater control in the District will be increased due to the installation of the meadows
2. Meadow habitat for SGCN will be increased

Project Outputs

Three acres of healthy established meadows that include native wildflowers and native grasses

Deliverables

1. Bi-monthly or as needed, in-person meetings with DOEE and other District agencies to discuss progress on the project
2. Quarterly progress reports
3. Meadow design, preparation, planting, and maintenance plans for each location
4. Three acres of established meadows
5. A final report detailing the work accomplished over the grant period

Proposal Scoring

The applications received will be scored against the following criteria. Organizations, agencies, institutions, and enterprises located within the District will receive five additional points to an application’s total point score, as detailed in Appendix 5 of the RFA.

Scoring Criteria	Points
Demonstrated experience designing at least three native plant meadows in the mid-Atlantic region	30
Demonstrated experience in preparing sites, planting, and maintaining at least three native plant meadows in the mid-Atlantic region	30
Demonstrated capacity and personnel to carry out a complex project involving multiple agencies, timelines, and constituencies	20
An adequate and reasonable justification for the funds requested	20

Project 4 – Green Roof Research and Monitoring

Introduction

In dense, urban cities like the District, rooftops are valuable space that can be used efficiently to benefit communities and the environment. Competition for roof space in the District is growing as roofs are being used to host green roofs for stormwater management, solar photovoltaics (PV) to produce renewable energy, and rooftop farms to generate urban agriculture, among other things.

Project Period

Assuming availability of funds and, when required, annual budget authorization, the project period can run through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

\$100,000 is available for this project; awards to multiple applicants are possible for a portion of the total amount.

Project Description

DOEE seeks to understand the performance of green roofs utilizing innovative green roof materials or if/how green roof performance is impacted by competing roof uses, like rooftop agriculture or rooftop PV. Specifically DOEE seeks to understand how these new materials or other rooftop uses impact green roof performance in reducing stormwater volumes and pollutant loads. DOEE intends to apply its understandings to projects to be built and operated in the District.

DOEE is primarily interested in how new materials and competing rooftop uses impact stormwater volume capture. In addition, DOEE is interested in three particular pollutants of concern in runoff from these systems: total nitrogen (TN), total phosphorus (TP), and total suspended solids (TSS).

Project Outcomes

1. An understanding of how stormwater management green roofs can be integrated with solar panels or rooftop agriculture
2. An understanding of the performance of new and innovative green roof materials
3. Identification of design features and/or management strategies that should be employed to prevent deleterious effects to the stormwater management function of the green roof
4. Identification of the conditions under which stormwater management green roofs can be integrated with PV or crop production and what design features and/or management strategies should be employed to prevent deleterious effects to the stormwater management function of the green roof
5. Identification of innovative ways to both manage stormwater and allow for competing demands for roof space

6. Identification of problems with integrating PV and/or agriculture production into stormwater green roofs
7. An understanding of how combined systems perform in terms of water quality and stormwater retention

Project Outputs

1. Controlled studies that show a precipitation rate and rainfall capture for multiple scenarios addressing media, pollutants, and uses
2. Collection of soil moisture and nutrient soil/output data at numerous points during the controlled studies
3. Documented weather or controlled-weather scenarios showing what conditions are best for each
4. Collected continuous site monitoring and storm event sampling data
5. Water quality analysis for key stormwater parameters, specifically: total nitrogen, total phosphorus, total suspended solids, and runoff reduction (gallons)

Deliverables

1. A quality assurance and project plan (QAPP) for the outputs
2. Data analysis and summary report
3. A guidance document on how to best integrate green roofs with PV
4. A guidance document on optimal management strategies to employ with green roofs used to grow agriculture to minimize nutrient, sediment, and stormwater outputs from the system
5. Database containing nutrient and sediment outputs and runoff volumes from the integrated green roof system(s) during the course of the project
6. Final report

Proposal Scoring

The applications received will be scored against the following criteria. Organizations, agencies, institutions, and enterprises located within the District will receive five additional points to an application’s total point score, as detailed in Appendix 5 of the RFA.

Scoring Criteria	Points
Study Design <ul style="list-style-type: none"> • The applicant submits a detailed research study design which is written in a concise, understandable manner and appears feasible to implement • The study design addresses the impact of dual uses (PV/agriculture) on the water quantity and water quality functions of the green roof 	30
Project Participants <ul style="list-style-type: none"> • The applicant demonstrates professional expertise with green roof technology, industry standards, and maintenance • The applicant demonstrates experience with monitoring studies and identifies 	25

<p>key qualified personnel who will be involved in the project</p> <ul style="list-style-type: none"> Identified investigators have the requisite competence 	
<p>Quality Assurance Project Plan (QAPP)</p> <ul style="list-style-type: none"> The applicant submits a QAPP detailing the procedures the monitoring project will use to ensure the data it collects and analyzes meets project requirements 	25
<p>Budget</p> <ul style="list-style-type: none"> The applicant presents an adequate budget and reasonable justification for the funds requested, presented as a line-item budget The applicant explains in adequate detail how the project minimizes administrative costs and maximizes the square footage of green roofs analyzed through the project. 	10
<p>An adequate and reasonable justification for the funds requested</p>	10

Project 5 – Real-time Controllers for Jay Street NE Bioretention Facilities

Introduction

Many unintended consequences have resulted from the ever-increasing amount of impervious surfaces that have displaced balanced natural systems as the District has grown. The Department of Energy and Environment (“DOEE”) encourages the installation of innovative stormwater control retrofits, which are also known as low impact development (“LID”) or green infrastructure, to retain the first flush of stormwater from these impervious surfaces, decrease total runoff, and filter stormwater in order to reduce the load of nonpoint source pollution entering District waterways. This is especially true in the municipal separate storm sewer system (“MS4”) portion of the District, where stormwater enters local waterways untreated.

DOEE, for this project, is using the term LID to describe the design, engineering, and construction of elements of built environments that incorporate vegetated systems or technologies that make the constructed world respond to rain events more like the natural world. These systems can be made more effective with the addition of adaptive controllers that regulate the amount of stormwater retained and released in LID facilities.

Project Period

Assuming availability of funds and, when required, annual budget authorization, the project period can run through September 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

Available Funding

\$315,380 is available for this project. It is anticipated that only one award will be made.

Project Description

The grantee will design and install one or more continuously monitoring adaptive control systems on the bioretention facilities at Jay Street NE. The intent of the project is show how water quality and flooding challenges can be addressed by retrofitting underdrains at the existing LID facilities. The project should use secure, efficient, cost-effective cloud-based software, integrated with weather forecast data. The result will be effective control of the flow rate from the facility.

Adaptive control allows an existing facility to meet water quality improvement and flood mitigation objectives, by both capturing smaller, more frequent wet weather events to provide water quality retention benefits, and also managing flows from large events for flood and stream erosion protection (i.e., the system modulates the flow rate out of the LID facility during large events to continuously avoid overflowing). The cloud-based software compares the near-term forecasted rainfall from the National Weather Service with the current volume in the LID facility and drains the excess forecasted runoff in advance of its arrival.

Project Outcomes

This project will improve local waterways by retaining runoff from streets in the MS4. The project captures rainwater for filtration, instead of directing it to the sewer, by better management of existing infrastructure. Also, this project maintains existing flood control capacity that reduces long-term flood risk.

Project Outputs

Installation of one or more continuously monitoring and adaptive control systems on the bioretention facilities at Jay Street NE, including appropriate software licenses.

Deliverables

1. A conceptual design that will include
 - a. Project overview
 - b. Scope of work for installation of hardware
 - c. Existing conditions
 - d. Proposed conditions
 - e. Hardware specifications and procurement list
2. Software configuration to include
 - a. Configuration of software control logic to achieve the stormwater and flooding control objectives
 - b. Deployment of site-specific software configuration, enabling automatic software control and remote manual control of the actuated valve
 - c. Web-based dashboards providing real-time information for water level, stored volume and valve states
 - d. Proof of proper software licensing, including an agreement that DOEE “owns” the software written for the project with license back to the grantee.
3. Installation for the control mechanisms and materials to include
 - a. Procurement of hardware
 - b. Mobilization and site preparation
 - c. Outlet structure modification (as needed)
 - d. Electrical installation
 - e. Seeding and mulching disturbed area
 - f. Site commissioning and quality assurance check
4. Operation of the facility for a period of not less than one year
5. Real-time reports of the installations effectiveness
6. A final report analyzing the costs and benefits of the installation and recommendations
7. Designs and specifications from the project

Proposal Scoring

The applications received will be scored against the following criteria. Organizations, agencies, institutions, and enterprises located within the District will receive five additional points to an application’s total point score, as detailed in Appendix 5 of the RFA.

Scoring Criteria	Points
Project Participants <ul style="list-style-type: none"> • Present a unique team • Are excellently qualified to manage the proposed project • Have deep experience on similar projects • Have experience with District permit plan review and/or District agency permit processes 	25
Location <ul style="list-style-type: none"> • Application shows how the project is feasible along Jay Street NE • Application proposes correctly how to secure, permission from the District Department of Transportation and other regulatory agencies responsible for public space 	15
Plan <ul style="list-style-type: none"> • Is written in a concise, understandable manner • Shows buy-in from all relevant stakeholders • Treats or retains at least 1.2 inches of stormwater • Addresses immediate and long-term maintenance plans 	35
Budget <ul style="list-style-type: none"> • A line-item budget that details administrative, design, construction, and maintenance costs • Budget narrative that justifies costs 	20
Presents an adequate and reasonable justification for the funds requested	5

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