District of Columbia
Department of Energy and Environment

NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR PROJECT AND PARTNER APPLICATIONS (RFA)

Fiscal Year 2019
Clean Water Construction Treatment Works Projects

(Short name: FY 2019 CWC Projects)

RFA # 2018-1814-WQD

Publication Date: 3/02/2018

Application Deadline: 4/02/2018 at 4:30pm

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Department of Energy and Environment ("DOEE") solicits applications from eligible entities (called "Applicants"). The goals of this Request for Applications (RFA) are to improve the water quality of Rock Creek, the Potomac and Anacostia Rivers and their tributaries, and the Chesapeake Bay. Projects should contribute toward the District of Columbia's (District) compliance with the Clean Water Act (CWA) through one of three project categories: (1) Sewage Infrastructure; (2) Stormwater Grey Infrastructure; and (3) Stormwater Green Infrastructure.

Project proposals that are received in response to this request will be scored and placed on the Fiscal Year (FY) 2019 Project Priority List (PPL), which will be published for public comment and submitted to U.S. Environmental Protection Agency (EPA) for approval. Grant award(s) will be made based on the ranking of the projects on the PPL, funding match availability, and the project readiness to proceed. The Water Quality Division ("WQD") of DOEE will administer this RFA.

1.2 Purpose of the Grants

This solicitation will result in an updated PPL for use in the FY 2019 application to EPA's Clean Water State Revolving Fund**.** To be eligible for funding through the Clean Water Construction (CWC) program, EPA requires that a proposed project must be included on the PPL.

A DOEE review team will score all projects meeting minimum eligibility requirements. The PPL presents projects from each of the three project categories, with projects listed in descending order of rank per category, and based on the total points awarded using the District of Columbia Project Priority Rating System (PPRS) (Appendix 7).

1.3 Source of Funds

The source of funds for the grant is the EPA Clean Water Construction State Revolving Fund (SRF) allocation (CFDA 66.418), which the District receives in the form of a grant. CWC projects will be funded at a 55% federal grant share and applicants are expected to provide 45% of the project cost in non-federal funds.

1.4 Clean Water Construction Grant

DOEE's CWC program is designed to direct federal funding to projects that contribute to the compliance of the enforceable requirements of the Clean Water Act and to the goals of other District environmental initiatives.

The CWC grant award process occurs over two fiscal years. In the first year, DOEE updates the PPL with new projects, as follows:

1. DOEE solicits applications for new projects;
2. DOEE adds new projects to the PPL within the applicable project category, in order from highest score to lowest, creating three ranked lists;
3. DOEE seeks public comment on the PPL; and
4. DOEE submits the PPL to EPA for review and approval.

In the second year of the cycle, DOEE applies for CWC funding in the following way:

1. EPA notifies DOEE of the Clean Water Construction State Revolving Fund allocation;
2. DOEE determines the number of projects to fund by considering the amount of funding available, the number of projects identified as ready to proceed, and DOEE's capacity to oversee projects; and
3. DOEE submits the District's CWC grant application to EPA.

Annually, DOEE will solicit new project applications to be added to the next fiscal year's PPL. This solicitation requests applications for three project categories: Sewage Infrastructure Projects, Stormwater Grey Infrastructure Projects, and Stormwater Green Infrastructure Projects. All proposals received are vetted for minimum eligibility, scored, and then placed on the PPL. The PPL presents the projects in three lists – one for each project category. Within each category, projects are listed in descending order by rank based on the total points awarded according to the PPRS scoring criteria.

For each newly updated PPL, DOEE will provide an opportunity for public involvement. DOEE will publish a notice of the public comment period in the *D.C. Register* and on the DOEE website, and provide the draft PPL on the DOEE website. DOEE will also email the notice directly to CWC stakeholders, and provide the PPL in hard copy, upon request. DOEE expects this posting to occur approximately eight weeks after the project application deadline. All relevant comments will be considered when finalizing the PPL.

1.5 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 review, score, and rank each project application. Each proposal is scored according to the criteria detailed in the PPRS, Appendix 7. The scoring of each application is based on a 100-point scale. The applicant should read Appendix 7 carefully, ensuring that the proposal addresses each of the criteria.

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.

1.6 Projects and Funds Available

DOEE seeks applications for inclusion on the FY 2019 Project Priority List (PPL) for use in applications to EPA's Clean Water State Revolving Fund**.** DOEE may receive approximately $6,000,000 in the federal funding for Clean Water Construction (CWC) Projects. There is no set minimum or maximum funding project cost requirement.

1.7 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.

For a project to be included on the PPL, both the project and the entity receiving funding must be eligible. Project eligibility requirements appear in the DOEE Project Priority Rating System (Appendix 6).

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.

1.8 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.

1.9 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.

1.10 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.

Each funded project must comply with EPA and District requirements for design and/or construction contracting. EPA requirements appear in Appendices 5 and 6. Funded entities must: provide compliance documentation, allow site visits, report expenditures, and report performance data. DOEE will monitor contracts, subgrants, and MOUs.

1.11 General Terms and Conditions

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

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

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

1.13 DOEE’s Authority to Make Grants

DOEE has grant-making authority under:

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

- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

1.14 Authority for CWC Funding

The CWC program funds construction and installation under § 212 of Title VI of the US Clean Water Act that the EPA administers, specifically treatment works, as defined in 33 U.S.C. 1292.

Title VI of the CWA authorizes the EPA to award capitalization grants to states for the purpose of establishing a Clean Water State Revolving Fund.

Legislative provisions in several EPA Appropriation Acts allow the District to receive its capitalization allotment as Title II grants for any activities eligible to receive funding under Title VI.

Provisions in Public Laws 101-144 and 101-302 allow the single-government entities of the District of Columbia, the Virgin Islands, and the Pacific trust territories to receive their annual allotments for Title VI capitalization grants as Title II construction grants. An additional provision in Public Law 102-389 expands the range of activities which the District may fund with such grants to include CWA Title VI-eligible activity.

DOEE may apply for and receive federal grants. DC Official Code § 8-151.07(8).

1.15 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 3/02/2018.

A pre-application meeting will be held on March 12, 2018, at 1:00 pm. The location of the meeting will be: 1200 First St NE, Washington DC, 20002. Please meet in the DOEE 5th floor reception area. Participants may call in toll-free at (866) 741-7514. Use participant code 2014667. Attendance is not mandatory.

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 2018-1814-WQD."

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 4/02/2018.

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 2018-1814-WQD

Email an electronic copy, formatted as a .pdf file, to: FY19CWCRFA.Grant@dc.gov.

2.4 Award Announcement

DOEE will post the updated FY 2019 PPL to DOEE's website approximately eight weeks after the project application deadline. The FY 2019 PPL will be made available for a 30-day public comment period and public hearing prior to final submission to EPA.

DOEE expects to make the grant award notifications in the second year of the CWC grant application cycle, as described in Section 1.4.

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 FY19CWCRFA.Grant@dc.gov with "RE: RFA 2018-1814-WQD" 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 FY19CWCRFA.Grant@dc.gov with the subject line "RE: RFA 2018-1814-WQD – 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** FY19CWCRFA.Grant@dc.gov with "RE: RFA 2018-1814-WQD" in the subject line;

(b) **In person** by making an appointment with (Keren O'Brien Murphy at (202) 731-7262 and mention this RFA by name); or

(c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Keren O'Brien Murphy RE: RFA 2018-1814-WQD 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; and

(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 add organizations to the PPL and fund projects 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 section of your application in accordance with the PPRS in Appendix 7 of this RFA. As an exposition to the specific line items in the PPRS, 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) Priority Watershed

Clearly identify whether the project site is located within a District Priority Watershed. Appendix 9 provides a list of District Priority Watersheds, a map to roughly identify the watershed boundaries, and a link to the map in DCGIS online that allows the applicant to enter the project site street address in order to verify the project's location relative to the selected watersheds

(4) Project Priorities

Identify and explain how this project will reduce stormwater runoff, improve water quality, create green jobs, protect worker safety, promote environmental education, improve resilience and environmental sustainability, and/or enhance habitats.

(5) Project Phases and Timeline

If the project will occur in phases (solicitation, design, permitting, construction), then identify the cost associated with each stage. Determine that costs are allowable in accordance with 2 CFR Part 200, Subpart E. Provide a reasonable estimate of the timeline for project implementation, including administrative and project milestones in each phase of implementation.

(6) Permitting

Provide a list of permits required to be obtained, and note if any permit applications have been submitted, and if applications have been acquired.

(7) Maintenance

Identify the parties responsible for maintenance; describe basic maintenance activities; and provide reasonable assurance that maintenance will be performed for the life of the project.

(8) 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.

> Applications proposing the installation of stormwater BMPs must provide estimated outputs using the stormwater retention volume calculator, Appendix 8. Use of this calculator requires estimates for contributing drainage area, the type of stormwater best Management Practices to be installed, and the number of BMPs to be installed. The applicant can define assumptions and report estimated outputs in a range if the project is not in a stage of design that would provide real measurements.
>
> Applications proposing stream and habitat restoration will provide an estimate of linear feet of stream habitat to be restored or square feet of land area to be restored.
>
> Applications proposing sewage infrastructure must provide an explanation of existing site conditions and target goal numbers.
>
> All applicants must provide an assessment of cost effectiveness. An example of this could be a simple cost benefit analysis. Divide total cost by project outputs (i.e. gallons retained, linear feet of stream restoration, acres managed, etc.).

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.

(9) Methods

Describe how activities will be accomplished.

(10) 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.

(11) 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."

Detail any outside funding sources and identify sources of funding match. The total of all sources of project match must meet at least 45% of the total project budget. Match contributions must be documented and verifiable with cost accounting. Contribution of in-kind services would not meet the criteria for match. Finally, all construction projects must provide proof of 100% performance bond and 100% payment bond[1].

If the project will occur in stages (solicitation, design, permitting, construction), then identify the cost associated with each stage. Determine that costs are allowable in accordance with 2 CFR Part 200, Subpart E.

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

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.

1 Some District of Columbia agencies may have official approval for 50% performance bond. DOEE will require documentation of this approval if the project is funded.

(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 for Non-Governmental Organizations

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.

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 the PPRS. The PPRS describes the process through which DOEE develops an annual PPL, how DOEE rates and ranks projects that are placed on the PPL, how DOEE identifies projects for application for EPA's Clean Water Construction grants, and how DOEE allocates available funding among project. See Appendix 7.

Each project category has minimum eligibility requirements that a project must meet in order to proceed to scoring. Minimum eligibility requirements are found in the PPRS in Appendix 7.

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. NON-GOVERNMENTAL 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. OTHER PROJECT REQUIREMENTS

A government applicant is not required to file the documents that Sections 3.4 and 5 requires. All applicants, including governmental entities, should review the following appendices:

Appendix 5: EPA Administrative Conditions. EPA's Administrative Conditions apply to DOEE (the Grant Recipient) and subrecipients of DOEE CWC funds.

Appendix 6: EPA Federal Insert. Conditions of the Federal Insert apply to DOEE (the Grant Recipient), subrecipients of DOEE CWC funds, and all contractors, subcontractors and subgrantees paid for work on the subrecipient's project.

SECTION 8. CHECKLIST FOR APPLICANTS

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.		
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.	Does this project proposal meet the minimum eligibility requirements outlined in the PPRS?	
4.	Is this project voluntary, and as such, will not used to meet the stormwater management requirements of 21 DCMR Chapter 5?	
5.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
6.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
7.	Does the proposal include a project description and all of the information required in the PPRS?	
8.	Is a numeric budget, **and** budget narrative justifying each line item, included in the application?	
9.	Is the planned source of non-federal matching funds clearly identified?	
10.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
11.	Does the proposal identify the applicable project category?	
12.	Is the priority watershed clearly identified?	
13.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
14.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date? Non-Governmental Organization Applicant Only.	

15.	Does the application package include IRS W-9 Tax Form? If applicable?	
16.	Does the application package include a Tax Exemption Affirmation Letter? If applicable.	
17.	Does the application package include the applicant's current fiscal year budget? If applicable.	
18.	Does the application package include the applicant's most recent audited financial statements? If applicable.	
19.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA? If applicable.	
20.	Is the applicant registered in the System for Award Management (SAM)? If applicable.	
21.	If applicable, does the application package include letters of support from other entities?	
22.	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 – EPA Administrative Conditions

Appendix 6 – Federal Requirements and Contract Provisions Framework

Appendix 7 – DOEE Project Priority Rating System

Appendix 8 – Stormwater Retention Volume Calculator

Appendix 9 – District Priority Watersheds