

District of Columbia
Department of Energy and Environment



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

Community Stormwater Solutions Grants - 2019
(Short name: Community Stormwater Solutions Grants - 2019)
RFA # 2019-1903-WPD

Publication Date: 11/30/2018

Application Deadline: 1/25/2019 at 6:00pm

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

1.1 Introduction

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to protect and enhance, directly or indirectly, the District of Columbia’s water bodies or watersheds. Projects should raise awareness and lead to behavior change around watershed- and stormwater-related issues, through education, installation and maintenance of runoff-reducing green infrastructure, art installations, or another means described in Section 1.6. Another goal is to support community partners through capacity-building initiatives. Projects should be inspired and supported by the target community that the applicant identifies. Applicants must be physically located in the District in order to apply.

DOEE will award multiple grants, up to \$20,000 each. The WATERSHED PROTECTION DIVISION (“WPD”) of DOEE will administer this RFA.

1.2 Purpose of the Grants

The purposes of these grants are to provide funding for community-supported and -inspired projects that improve the District's waterways and to build capacity among community-based organizations and small businesses. For background on this grant program and other related programs, please visit <http://doee.dc.gov/service/community-stormwater-solutions-grants>. Special focuses of this year’s RFA are projects that support (1) the restoration of, access to, and environmental education at, and in the neighborhoods surrounding, Kingman and Heritage Islands (see Project Area 8 in Section 1.6) and (2) watershed restoration and community engagement projects that benefit local streams, build climate resilience, and improve downstream water quality in DOEE’s [Targeted Subwatersheds](#).

1.3 Source of Funds

The sources of funds for the grant are the District of Columbia Anacostia River Clean Up and Protection Fund and the District of Columbia Stormwater Enterprise Fund.

1.4 Competition for a Grant Award

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

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

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

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	Community Stormwater Solutions Grants	\$200,000

1.6 Eligibility

A. 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.

B. In addition, the following characteristics are required for eligibility:

- 1. The application must educate a target audience, raise awareness, and lead to behavior change** that improves the health of the District’s waterways, including reducing the impacts of stormwater runoff.
- 2. The project must be located in the District.**
- 3. The applicant must be physically located in the District.** To be considered “physically located in the District,” the applicant must have: (1) a permanent District address listed on a government-issued ID or tax return; OR (2) a business address AND tax address in the District. If the applicant is an organization without a physical address, like a neighborhood association with volunteer members, the address used must be that of a board member, lead volunteer, or owner who will be active on the proposed project, and

that address must be in the District. A U.S. Post Office box with a District address will not meet the in-District requirement.

4. **The project must fit into one or more of the following project areas.** Note: Within each project area is a list of ideas that support DOEE’s existing efforts and priorities. While DOEE welcomes projects that focus on these areas, DOEE also encourages applicants to propose their own ideas even if they do not fit into one of the ideas provided. Also note that there are four location-based priority points. See Scoring Criteria in Section 7 for details.

Project Area 1: Install green infrastructure

Green infrastructure, such as green roofs, rain gardens, rainwater harvesting, and permeable pavers, allows stormwater to be absorbed into the ground, reducing the impact of runoff on the District’s waterways. Coupled with significant community engagement, even small green infrastructure installations can make a big difference when they result in more people, including residents, businesses, and non-profit organizations, being interested in voluntarily installing green infrastructure.

Projects in this category could include:

- Installation of green infrastructure on private property in a highly visible location.
- Community engagement or other projects that enhance or support the installation of green infrastructure at houses of worship, cemeteries, and other charitable organizations.
- Community engagement or other projects that enhance or support the installation of green infrastructure used to generate Stormwater Retention Credits (SRC).

Project Area 2: Maintain existing green infrastructure

Green infrastructure will not function properly without proper maintenance. There is already green infrastructure at many houses of worship, schools, residential properties, commercial buildings, and along roadways. But this infrastructure is not always maintained. Maintenance and teaching the target audience members about how and why maintenance is important can enhance the successes of green infrastructure.

Maintenance projects should include the physical maintenance of existing green infrastructure. They should result in increased awareness and engagement among the target audience members.

Projects in this category could include:

- Train and incorporate green infrastructure maintenance into maintenance staff duties or “street team” activities. Such projects should include a tailored maintenance strategy for the green infrastructure found in a specific target area.

- Offer maintenance workshops, teaching RiverSmart Homes or RiverSmart Communities participants to maintain their rain barrels, rain gardens, permeable pavers, and BayScaping projects.
- Work with past participants of RiverSmart Schools, or other schools, to maintain their existing green infrastructure practices.
- Work with the Department of Parks and Recreation's (DPR's) [Adopt-a-Park](#) program to maintain green infrastructure on DPR sites.

Project Area 3: Provide pathways to green jobs focused on stormwater solutions

Jobs focused on litter prevention, watershed health, and stormwater management range widely from entry level jobs to highly technical design and construction professions. There are several local job training, certification, and knowledge-building programs, including [Watershed Stewards Academy](#), [RiverCorps](#), the [Green Zone Environmental Program](#), and the [National Green Infrastructure Certification Program](#). More could be done to effectively link these programs so they become a pipeline for employment opportunities.

Projects in this category could include:

- Improve outreach in order to increase participation.
- Connect District workforce to existing certificate programs, conferences, trainings, and other knowledge-building opportunities.
- Employ District residents, who have been through these training or certification programs, to implement projects that meet the goals of this RFA.

Project Area 4: Restore natural habitat

Many of the District's natural areas are overrun by invasive plant species. Proposals in this category should focus on removing invasive species, replanting with natives, engaging residents, and creating new native habitats. DOEE's priority areas for invasive species removal and native plantings are locations within the [Targeted Subwatersheds](#), along with any DPR forested area. Projects at DPR sites should coordinate with the District DPR's [Adopt-a-Park](#) program and complete Appendix 7.

Project Area 5: Clean up an area affected by high volumes of litter and address causes of litter

Litter is one of the leading causes of pollution in the District's water bodies. Storm drains in the Municipal Separate Storm Sewer System (MS4) areas of the District lead directly to our streams. DOEE's main priority for litter cleanups is areas that are within the [MS4](#). Litter prevention projects should address the causes of litter and result in behavior change in the target audience.

Projects in this category could include:

- Support or participate in the [Adopt-a-Park](#) or [Adopt-a-Stream](#) programs by engaging surrounding communities in litter clean-ups and addressing how individual behaviors impact the health of the District's water bodies. The project could utilize DOEE's existing #TrashFreeDC materials to conduct outreach around anti-littering or related projects.
- Education about the impacts of plastic pollution in the District's watersheds, including reducing the use of single-use plastic products.
- Support or recruit participation in community cleanups.
- Educate on the impacts and laws associated with illegal dumping.

Project Area 6: Reduce sources of pollution to District water bodies

This broad category covers any project focused on reducing or removing pollution from entering the District's waterways. Any substance with the potential to alter water quality is considered a pollutant, including fertilizers, automotive fluids, dirt, bacteria and nutrients found in pet waste, and even chemicals in drinking water like chlorine. Pollution prevention projects should address the causes of pollution and result in behavior change in the target audience.

Projects in this category could include:

- Educate people to solve garden pest problems through integrated pest management instead of pesticides.
- Educate people to use fertilizer-alternatives, such as compost, or to use proper fertilizer application techniques.
- Install solutions to erosion within in the District (e.g. by managing dirt "pleasure paths", or designing and installing solutions for dirt areas chronically devoid of plants).
- Educate the target audience members on how to protect the environment while conducting home auto repair projects.

Project Area 7: Engage communities, raise awareness, and bring about behavior change on issues impacting water quality, including stormwater management, trash, pollution prevention, and watershed restoration.

DOEE has many projects and programs underway to engage communities in the many facets of watershed restoration. Projects should clearly identify a target community and work with that community to develop the project activities.

Projects in this category could include:

- Educate and engage neighborhood groups, community-based organizations, faith-based organizations, and small businesses, on opportunities to participate in programs and projects impacting the District's waterways. These might include litter cleanups along commercial corridors, and DOEE's large parcel tree planting program.
- Implement artwork that teaches about or inspires stewardship of the District's waterways. This could include an art project that is professionally-created public art or classroom-based art projects. A public art project must be located in a highly visible location. It must have a message that helps reduce pollution and improve watershed health. A project could include coordinating an effort for District students to submit to the Wildlife Forever State Fish Art Contest.
- Create opportunities for interactive, nature-based play.
- Increase access to, and encourage activity along, the Anacostia River.
- Design and implement wayfinding to support access from surrounding communities to natural areas including, but not limited to, Anacostia Park, the [Aquatic Resource Education Center](#) (AREC), Kenilworth Aquatic Gardens, National Arboretum, and Kingman and Heritage Islands.
- Educate District schoolchildren, or other residents, about the AREC and its educational resources. One example is to create a video about this resource to be used as a marketing tool.
- Conduct outreach and develop partnerships between SRC-generating businesses and property owners, particularly nonprofit organizations and with a special focus on houses of worship and cemeteries. These partnerships can form the basis for work conducted under an [SRC Aggregator Startup Grant](#) and the resulting green infrastructure may be eligible for participation in the [SRC Price Lock Program](#).
- Develop or improve communication and messaging tools that explain the [SRC program](#) and [SRC Price Lock Program](#) to non-technical audiences and the general public.
- Improve visibility of existing RiverSmart Homes projects through installation of yard signs. DOEE currently has a stock of 400 yard signs ready for distribution.

Project Area 8: Foster engagement in, restoration of, and support for, existing efforts at Kingman and Heritage Islands, including projects in the adjacent communities.

Kingman and Heritage Islands are a unique natural resource situated in the Anacostia River, in Ward 7. The islands are owned by the District of Columbia and managed by [Living Classrooms Foundation](#). A project in this category should produce an increased sense of local stewardship and more local knowledge of the islands' natural resources and could include:

- Invasive species removal and native species planting.
- Engagement with neighboring communities to improve wayfinding and access to the islands.
- Events that draw people to the island for watershed-related educational and restoration activities, including cleanups, invasive species removal, and planting events.
- Oral history project in one or more of the adjacent communities, focusing on the history of local people and on their connections to the islands and the Anacostia River.
- Vitalizing the south side of the Ethel Kennedy Bridge (Benning Road Bridge). This could include murals, tile work, or a photo history wall.

A project is NOT eligible if:

1. A law, or an order of a court or agency, requires that the work be done anyway. For example, DOEE’s stormwater management regulations, found at 21 DCMR Part 500, require certain properties to meet a stormwater retention requirement. Exception: A project involving required work IS eligible if the project’s capacity or function is in excess of the required work. (Example: if the regulations required a project of 10,000 gallon storage capacity, and you proposed a 15,000 gallon project, DOEE funding would be available for the extra 5,000 gallons.)
2. The same project is already being funded by another grant or contract. An exception is if the proposed project is adding a new scope that requires additional funding.
3. It uses invasive plant species, herbicides, or pesticides.
4. The applicant is an individual person, or it is an organization without a formal legal non-profit or business status. An “unincorporated association” is therefore, not eligible. (Example: a neighborhood association that has members, a bank account, and rules of organization, but no formal incorporation papers.) Exception and work-around: A sole proprietorship business IS eligible, if registered in the District. An otherwise ineligible person or group could submit their application through an eligible applicant (from the entities list above). If the project is selected, DOEE would award the grant to the eligible entity as the “fiscal agent.”

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 11/30/2018.

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 2019-1903-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the electronic address below by 6:00pm on 1/25/2019.

What: An application must be submitted online. DOEE will not accept hard copy, emailed, or faxed submissions. Exception: DOEE will accept paper in a case of hardship, at DOEE’s sole determination. Please contact DOEE at least two (2) weeks in advance of the deadline to determine if you can receive permission to submit paper.

An application includes a proposal, a budget, and the documents required in Section 3.4. The online application system will not accept an application that is incomplete. It will not allow you to submit your application past the deadline.

If you apply for more than one grant, you must complete a separate application for each project. You cannot reference attachments from another application or ones that DOEE may already have on file.

Where: Go to <https://zoomgrants.com/gprop.asp?donorid=2234&limited=2135>. If you do not have an existing ZoomGrants account, please create a new, free account. If you are an existing ZoomGrants account holder, log in.

Find “Community Stormwater Solutions Grants – 2019” under “Open Programs”. Click “Apply” to start your application or “Preview” to open a read-only application. When in the preview mode, you can click “Apply Now/Start Application” to start the application.

Be sure to complete the content under each of the five section tabs:

1. Summary/Application
2. Application Questions
3. Budget
4. Tables
5. Attachments

Watch this video to learn more about ZoomGrants:
<https://www.youtube.com/watch?v=4vKgUEcl6eA>

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within 12 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 community.stormwater2019@dc.gov with "RE: RFA 2019-1903-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 community.stormwater2019@dc.gov with the subject line "RE: RFA 2019-1903-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 12 p.m. (noon) on the date of 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** community.stormwater2019@dc.gov with "RE: RFA 2019-1903-WPD" in the subject line;
- (b) **In person** by making an appointment with (Emily Rice at (202) 535-2679 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Emily Rice RE: RFA 2019-1903-WPD on the envelope.

SECTION 3. APPLICATION CONTENT

3.1 Format

All applications must be submitted online. See Section 2.3 above for details.

3.2 Proposal Content

(a) Title

Give your proposal a title that describes in a few words what you want to do.

(b) Descriptions

Describe your project, who you are, and who will do the work. If you need to present graphics, include them in the “Attachments” tab of the online application.

(c) Budget

Present your budget in the “Budget” tab of the online application.

You must submit a numeric budget and a budget narrative in the “Budget” tab. 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.

(1) Partners

Partnerships are a critical component of these grants. Depending on the project, these partnerships might be with government agencies, nongovernmental organizations (NGOs), civic and community associations, ANCs, businesses, or individuals. The Applicant must describe the partner's involvement and any resource commitments 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. If your project does not include partnerships, indicate that and provide a brief explanation of why in "Partners" section of the application.

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.

If the project is at a DCPS location and involves physically altering the property, you must include a signed-off DCPS Initial Project Feasibility Review Form (Appendix 6) with your application. Allow DCPS Central Office a minimum of 10 business days to review and return your form.

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. 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.

iv. 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.

v. District of Columbia Parks and Recreation

Projects that would be carried out on Department of Parks and Recreation (DPR) property are required to include a signed-off DPR Initial Project Feasibility Review

Form (Appendix 7) with the application. Allow DPR a minimum of 10 business days to review and return your form.

3.3 Work Plan

The application must include a proposed work plan that describes the timeline for project implementation. Present your work plan in the “Tables” tab of the online application.

3.4 Required Documents

Each of the following documents must be filed as part of the online application. The online application allows you to attach documents for upload. If the document is not attached to your application, the online application system will reject the proposal. Some documents take a while to obtain, so please do not wait until the last minute to review these critical requirements.

Exception: If a government agency must issue a required document, and you requested the document and have not received it, DOEE may accept a copy of the 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.

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.

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. Insurance coverage requirements depend on the specific project and entity carrying it out. Some insurance requirements listed in Appendix 1 may not apply to all projects, or there may be some additional requirements.

(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

The grantee must submit quarterly progress reports using ZoomGrants at deadlines defined in the Grant Award Notice.

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

(b) Final Report

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

6.2 Reimbursement of Project Expenditures and Disbursement of Funds

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

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

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

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

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

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Project Name

Community Stormwater Solutions Grants

Introduction

The Community Stormwater Solutions Grant Program provides start-up funding for creative, community-oriented projects that improve water quality, raise awareness, and lead to behavior change to improve the health of the District's water bodies and reduce the impacts of stormwater runoff in the District. DOEE introduced this program in 2016, and to date, has awarded 30 projects totaling \$547,297.

Project Period

A project starts on the date of DOEE's Notice of Grant Award to the successful applicant(s). The project should be completed by June 30, 2020. This period can be extended and additional funding provided, depending upon the performance of the Grantee and the availability of funds.

A total of \$200,000 is available for this competition. DOEE expects to make multiple awards for up to \$20,000. Applicants are welcome to submit applications for more than one project. Each project requires a complete application.

7.2 Project Description

DOEE is seeking community-oriented approaches to reducing the impacts of stormwater runoff and raising awareness on issues facing the District's watersheds. A project must take place entirely in the District, be easily accessible or visible to the general public, show a clear public and water quality benefit, and involve a target audience. The project's target audience is defined by the applicant and should be included in the development and execution of the project. A project must align with one or more of the Project Areas identified in Section 1.6. These grants are not meant to replace the funding for an existing program or activity.

In developing your application, please note that DOEE values a project that:

- a. Was developed with community partners and involves these partners in the project's execution. Letters of support from community partners like community or civic associations and ANCs are highly recommended.
- b. Engages, educates, and leads to behavior change among a target population to reduce the impacts of stormwater runoff and improve the health of the District's water bodies.
- c. Produces quantifiable outcomes that improve water quality and lead to behavior change (e.g. plant 100 trees, reduce 1,000 gallons of stormwater runoff, or engage 500 people in stewardship activities).
- d. Uses art or another creative solution to communicate the message or create the result.

- e. Furthers existing efforts to reduce the impacts of stormwater runoff, including those offered by DOEE, that can be implemented independently of DOEE and without requiring significant effort or support by DOEE program staff.
- f. Furthers restoration efforts, access to, and engagement with the surrounding communities of Kingman and Heritage Islands.
- g. Furthers restoration efforts and engagement in DOEE's [Targeted Subwatersheds](#).

Please review the scoring criteria below to understand how DOEE ranks the proposals it receives. Note that there are four special criteria associated with a project's location: Anacostia River, Kingman and Heritage Islands, [Targeted Subwatersheds](#), and Municipal Separate Storm Sewer (MS4) areas of the District. In the MS4, which encompasses two thirds of the District, stormwater drains directly into waterway. This makes installation and maintenance of green infrastructure and awareness of the impacts of stormwater runoff in these areas especially important. To determine if your proposed project is located in any of these special location-based criteria areas, visit the DOEE Targeted Subwatersheds map found here:

<https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=d872faed1f8642d190c45befed97c760>.

You may get a better sense of this grant program by seeing what DOEE has already funded. Visit <http://doee.dc.gov/service/community-stormwater-solutions-grants>.

7.3 Project Deliverables

Deliverables

A completed project must produce the deliverables that are proposed to and accepted by DOEE as part of the Grant Award Notice. In addition, a grantee is required to submit three (3) quarterly progress reports, a final report, and other updates upon request.

Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Presents a clear and feasible plan and schedule for achieving the project deliverables	20
Presents a detailed, numeric budget and budget narrative that includes a clear justification for the funds requested	20
Involves members of a target audience in the development and execution of the project and includes letters of support from those involved	15
Uses art or another creative solution to engage the target audience in the project	5
Will lead to behavior change that improves the health of the District's water bodies	5
Furtheres existing DOEE programs and stated priorities as indicated in Section 1.6 that can be executed independently and without requiring significant effort or support by DOEE program staff.	10
Presents a meaningful way to educate the public on a stormwater-related issue	10
Will produce quantifiable outcomes	10
Demonstrates experience managing funds and reporting properly	5
Benefits the District's MS4 area, directly or indirectly	5
Benefits the Anacostia River, directly or indirectly	5
Is located within an area identified on the Targeted Subwatershed map	5
Benefits the restoration of Kingman and Heritage Islands and engagement efforts on the islands and in surrounding communities	5
Applicant has not previously been a grantee of the Community Stormwater Solutions Grant Program. Exception: if the applicant has previously been funded through this program, but its primary role is to serve as the fiscal agent for another entity or individual that has not previously received funding, then the proposal may receive these additional points.	5

APPENDICES

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Reserved

Appendix 4 – Reserved

Appendix 5 – Reserved

Appendix 6 – DCPS Initial Project Feasibility Review Form

Appendix 7 – DPR Initial Project Feasibility Review Form

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