



Community Stormwater Solutions Grant Program

2020 - 2021

Request for Applications (RFA)



Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 - 2941 ♦ www.cbtrust.org

Community Stormwater Solutions

At A Glance

Program Summary:

The Community Stormwater Solutions Grant Program provides funding for innovative, community-oriented and –inspired projects, aimed at improving water quality in the District of Columbia, reducing litter, and raising awareness about what citizens can do to restore our rivers, streams, and parks.

Deadline:

April 7, 2020 at 6pm

Eligible Project Locations:

District of Columbia

Eligible Applicants:

Applicants physically located in the District of Columbia that are Nonprofit organizations; Faith-based organizations; Government agencies; Universities/educational institutions; or Private Enterprises.

Request Amount:

Up to \$20,000

Funds Available:

\$200,000

Submit Your Application:

Follow the instructions online at:

https://www.GrantRequest.com/SID_1520?SA=SA&FID=35542

Contact:

Bre’Anna Brooks, Program Officer, 410-974-2941
ext. 112 bbrooks@cbtrust.org

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Introduction

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by the Chesapeake Bay License Plate, promotes public awareness and participation in the restoration and protection of the natural resources of our region. Since 1985, the Trust has awarded over \$100 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

The Chesapeake Bay Trust is partnering with the [District of Columbia Department of Energy and Environment](#) (DOEE) on the Community Stormwater Solutions Grant Program. DOEE is the leading authority on energy and environmental issues affecting the District of Columbia. Using a combination of regulations, outreach, education, and incentives, our agency administers programs and services to fulfill their mission. DOEE's mission is to improve the quality of life for the residents and natural inhabitants of the nation's capital by protecting and restoring the environment, conserving our natural resources, mitigating pollution, increasing access to clean and renewable energy, and educating the public on ways to secure a sustainable future. DOEE works collaboratively with other government agencies, residents, businesses, and institutions to promote environmentally responsible behavior that will lead to a more sustainable urban environment.

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.

Program Goals

The goals of the Community Stormwater Solutions Grant Program are to protect and enhance, directly or indirectly, the District of Columbia's water bodies or watersheds. This Program is designed to support efforts that 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 the below "Eligible Project Types" section.

The Program provides funding for innovative, community-oriented and –inspired projects aimed at improving water quality in the District, reducing litter, and raising awareness about what citizens can do to restore our rivers, streams, and parks. Additionally, the Program supports community partners through capacity-building initiatives.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, please see our 2015-2020 Strategic Plan at www.cbtrust.org/strategic-plan.

Eligible Project Types

All applications submitted under this RFA must describe a project that aims to educate a priority audience, increase knowledge, or lead to behavior change that ultimately improves the health of the Districts waterways, including reducing the impacts of stormwater runoff.

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 and the Trust welcome projects that

focus on these areas, applicants are also encouraged 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 described below in the “Evaluation Criteria” section on pages 7 and 8.

Project Area 1: Engage communities, increase knowledge, or 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.
- ◆ 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 [Stormwater Retention Credits](#) (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 Trading Program](#) and [SRC Price Lock Program](#) to non-technical audiences and the general public.

Project Area 2: 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 small-scale 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 SRC.

Project Area 3: 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 4: 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](#), [Chesapeake Bay Landscape Professional](#), 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 5: 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 B..

Project Area 6: 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.

2020 Special Focus Areas

Each year, DOEE identifies special focus areas for the Community Stormwater Solutions Grant Program based on current priorities. Projects focused on one or both of these areas will receive an additional 5 priority points.

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, community environmental movie nights, and planting events.

Project Area 9: Partner with Anacostia High School to provide project-based learning opportunities that measurably increase knowledge or bring about behavior change on issues impacting water quality, including stormwater management, pollution prevention, and watershed restoration.

Anacostia High School is a 2019 DCPS Redesign School. Following a community-based and research-driven process, the school set a goal of transforming educational opportunities for students that includes a new Civil and Environmental Engineering pathway to prepare students for high-demand careers. The redesign also includes implementation of a project-based learning approach that makes connections across courses and allows students to apply their learning to real-life topics in their communities and environment. DOEE is partnering with Anacostia High School during this redesign phase to provide educational programming and other resources to support the school's new environmental focus. A project in this category should produce project-based learning opportunities and student mentorship to increase watershed protection knowledge and local stewardship and could include:

- Educate students on stormwater management techniques including design, installation, inspection, and maintenance of runoff-reducing green infrastructure.
- Engage students in issue investigation which allows for focus on a driving question that addresses a locally relevant environmental issue, problem, or phenomenon requiring background research and investigation. More information can be found within the [Meaning Watershed Education Experience \(MWEE\) model](#).

- Create opportunities for interactive, nature-based learning. Take students on a field experience to investigate a defined issue, problem, or phenomenon as a part of the MWEE model.
- Encourage students to design and act out their own project ideas to address their problem, issue, or phenomenon as a part of the MWEE model.
- Support teachers with integrating authentic learning experiences into their content.
- Implement artwork that teaches students about or inspires stewardship of the District’s waterways. 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. Art projects should be student led and can include fine arts and visual arts.
- Provide pathways to green jobs focused on stormwater solutions. Connect students to existing certificate programs, internships, conferences, training, and other knowledge-building opportunities.

Proposals focused on this project area must provide a letter of commitment from the Anacostia High School Director of Redesign and Assistant Principal, Latisha Coleman (Latisha.Coleman@k12.dc.gov or 202-698-2155). Provide ample time for Anacostia High School to review your idea and provide the letter of commitment.

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, the Trust 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 or volunteers and those staff or volunteers should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise the Trust 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.

Eligible Applicants

DOEE and the Trust welcomes requests from the following organizations physically located in the District of Columbia:

- ◆ 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.

Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications under the Community Stormwater Solutions Grant Program. The Trust staff will serve as guidance through the review phase, but we do recommend reviewing your proposal or having a colleague review your proposal against these criteria before finalizing it to ensure that you have addressed all the relevant criteria.

- ◆ **Likelihood of Project Success** (Scale 1 to 20): What is the likelihood of success if this project were to be funded? Success should be defined as the accomplishment of outcomes proposed. Has the applicant presented a clear plan for producing project outputs and achieving project outcomes? Are methodologies sound and consistent with best practices?
- ◆ **Cost Effectiveness/Budget** (Scale 1 to 20): Is the budget appropriate and cost effective? Are the line items budgeted justified in the budget narrative? In-kind and cash match is not required but can be included, if necessary, to accomplish project goals.
- ◆ **Partnership and Community** (Scale 1 to 10): Are any key partnerships required, and if so, are the selected partnerships appropriate? Are any partners missing that should have been engaged? Is the community to be served involved appropriately in the project; i.e., were community members involved in the development of the project, was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads?
- ◆ **Consistency with Request for Applications** (Scale 1 to 10): Is the project proposed consistent with the intent of the Request for Applications? E.g. presents a meaningful way to educate or influence behavior of a priority audience involving stormwater-related issues.
- ◆ **General Quality of Application** (Scale 1 to 10): What is the level of completeness and attention to detail? Are all required application components included for sound evaluation of the application? E.g. letters of commitment from project partners.
- ◆ **Creative Solutions** (Scale 1 to 5): Does the project utilize art, dance, or another creative solution to engaging the priority audience in the project?

Priority Points

- ◆ **New Applicant** (5 Points): Has the applicant previously been awarded funds through 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.

To assist with the below criteria, view this map:

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

- ◆ **Special Project Areas 8 and 9** (5 Points): Does the project benefit at least one of special project areas (Anacostia High School and/or Kingman island?)
- ◆ **Benefit to the Districts MS4 area** (5 Points): Does the project directly or indirectly benefit the District's MS4 area?
- ◆ **Benefit to the Anacostia River** (5 Points): Does the project directly or indirectly benefit the Anacostia River? To determine the project's watershed, go to

- ◆ **Targeted Subwatersheds** (5 Points if the project *does not* already provide a benefit to both the Districts MS4 area *and* the Anacostia River): Is the project located within an area identified on the Targeted Subwatershed map?

Funding Availability, Restrictions, and Timeline

Funding Availability: The funding partner, DOEE, and the Trust anticipate \$200,000 in funding available for this RFA.

Funding Restrictions:

DOEE and the Trust do NOT fund the following:

- ◆ Major equipment like vehicles;
- ◆ Entertainment;
- ◆ Interest payments on loans;
- ◆ Endowments, deficit financing, individuals, building campaigns, annual giving, research, fund raising, or venture capital;
- ◆ Mitigation or other projects required by an existing or pending regulatory permit or action.
- ◆ Political lobbying;
- ◆ Projects and programs located outside of District of Columbia; and
- ◆ Reimbursement for expenses incurred before the date of decision on the application.

Project Timeline: Projects must be completed within 12-15 months upon receipt of the award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

Deadlines

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **6:00 PM EST on April 7, 2020**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 6 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

Application Review Process

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFA and represent communities served by projects funded by this RFA. The TRC ranks and scores all applications based on the criteria listed in the "Evaluation Criteria" section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust's Board of Trustees.

The Trust and funding partners reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs: The average approval rate from the last 4 rounds in this grant program is 39%, this includes both fully and partially funded applications.

Awards and Notifications

All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. Awardees are required to return signed award agreements and satisfy any award contingencies.

When the project is complete, awardees are required to complete final reports, which may include but are not limited to submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).

In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

The 2020 Community Stormwater Solutions Grant Program awards will be announced in June 2020.

Contact

For technical assistance contact Bre’Anna Brooks at (410) 974-2941, ext. 112 or bbrooks@cbtrust.org.

Narrative Questions

General Project Information:

1. Describe where your project will be located. Provide an address or closest street and cross street or describe your project area. Projects must take place in the District.
2. Is your project on Department of Parks and Recreation land? If yes, complete Appendix B DPR Initial Project Feasibility Form and submit to DPR contacts listed on the form. Allow at least 10 business days for their review and be prepared to answer follow-up questions.

Check here	Project is on Department of Parks and Recreation land
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Does your project propose to PHYSICALLY ALTER a DC Public School? (Example: you propose to work with students at a school to create a mural on school property.) If yes, complete Appendix B Initial Project Feasibility Form and submit to DCPS Central Office. Allow at least 10 business days for their review and be prepared to answer follow-up questions.

Check here	Project proposes to PHYSICALLY ALTER a DC Public School
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

4. Indicate the storm sewer system where your project will take place. To determine the project's watershed, go to <https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=d872faed1f8642d190c45befed97c760> and enter the site address. *Note that projects located in the MS4 receive 5 priority points.*

Check here	Storm sewer system
	CSS (Combined Storm Sewer)
	MS4 (Municipal Separate Storm Sewer System)

5. Check each of the project areas your project addresses. You may select more than one.

Check here	Project areas your project addresses
	Engage communities, raise awareness, and bring about behavior change on issues impacting water quality, including stormwater management, trash, pollution prevention, and watershed restoration
	Install green infrastructure
	Maintain existing green infrastructure
	Provide pathways to green jobs focused on stormwater solutions
	Restore natural habitat
	Clean up an area affected by high volumes of litter and address causes of litter
	Reduce sources of pollution to District water bodies
	Partner with Anacostia High School to provide project-based learning opportunities that raise awareness and bring about behavior change on issues impacting water quality, including stormwater management, pollution prevention, and watershed restoration.

Detailed Project Information:

6. **Project Goal:** Describe how the proposed project outputs will lead to proposed outcomes (as defined and described below). Provide a detail explanation about what your project will do to meet the goals of this RFA and engage District communities in the improvement of water quality and habitat. See the “Eligible Project Types” section on pages 3-7 for details.
- ◆ **Output:** the immediate results of the work which is being completed (e.g.: how many people do you seek to attend a workshop that will teach them the importance of litter reduction OR how many street trees do you propose to plant and maintain?).
 - ◆ **Outcome:** the change that is prompted as a result of the output listed above (e.g.: litter reduction workshop attendees will mobilize their community to hold trash clean-up events OR there will be less stormwater entering the stormwater inlets because you plan to install new, well-maintained street trees that will absorb stormwater and there will be more tree canopy habitat for urban-dwelling birds).
7. **Background and History:** Describe the background of the project. Why is this project needed? How was it identified? What was the impetus? Have you applied for this project or program in the past? If yes, what has changed about your project or program since the last time that you applied?
8. **Creative Solutions:** If applicable, describe how your project will use art or another creative solution to engage the priority audience in the project.
9. **Priority Audience:** Define your priority audience(s). Think about the types and groups of people most relevant to your goal. Who is most likely to benefit from your message and /or most likely to transfer

the message to others? In light of the Trust's commitment to the advancement of diversity in its award-making, please provide demographic information about the community or population involved in or served by the project.

- ◆ Please provide your organization's experience working within the specific communities that you will be prioritizing. If you have not had significant experience within your prioritized demographic, please explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
10. **Message:** Identify the intended message of the project. (e.g., We encourage you to plant a native red bud tree; Pick up your pet waste, bag it, and discard it appropriately). State the message in your own terms, as if you are writing it for your priority audience. Think about why this project matters to the audience.
 11. **Methodology:** Clearly explain and justify the methodology/tactics chosen to deliver the message to the priority audience(s). Explain why the tactics are an effective way to reach your priority audience(s). You are encouraged to rely on known outreach, engagement, and media best practices. Examples include but are not limited to workshops, innovative media, individual outreach, demonstration planting projects, etc.
 12. **Maintenance:** For projects involving an installation (e.g. green infrastructure, artwork), describe how your project will be maintained during and after the grant period. Be sure to address who will maintain, how often, and how ongoing maintenance will be funded. If the project is not an installation and will not require maintenance, state so in the area below.
 13. **Project context:** Describe how this project supports the broader goals of your organization.
 - ◆ Guiding questions/comments to support your response: Do you have an outreach plan, a communications plan, or watershed plan for your organization or based on the geographical region in which your organization operates? If so, how does this project support the plan?
 14. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period has ended.
 - ◆ Discuss the future you see for the work for which you are requesting funds. What factors may affect its long-term value (e.g. change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use) and how will you ensure its long term value is maximized? If the project or program will need ongoing financial resources in order to maintain its value, please provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request?
 15. **Community context:** The best projects will connect to other existing community watershed stewardship efforts.
 - ◆ Please indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring faith-based organizations which may already be undertaking environmental activities going to be engaged in this project?
 16. **Project Partnerships:** A project partner is a person or entity that is integral to carrying out your project. If you indicate one or more partners below, you must also provide a letter of commitment.
 17. **Consultants:** If hiring a consultant, applicants should either (a) have already obtained cost estimates, quotes, or bids from at least three service providers prior to completing the application, or (b) indicate

in the proposal that at least three estimates, quotes, or bids will be obtained. If neither route is indicated, the proposal will be deemed ineligible.

- ◆ Has/will a consultant be hired and has a contractor been selected?
- ◆ Describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, describe the process.

Organization Information:

18. Describe your organization's experience in completing similar projects. Provide one or more examples of similar programs that have demonstrated success and reference your organization's experience with the tactics to be used to accomplish the project goals.

19. If you have ever had a dispute, investigation, or audit with the District of Columbia, describe the nature of the investigation, when it took place, and how it was resolved.

20. Have you previously received a Community Stormwater Solutions Grant?

Budget Instructions

Application Budget Upload

You will be asked to upload your budget using the "Application Budget" spreadsheet, an excel file template. The template can be found by visiting the [Community Stormwater Solutions webpage](#).

For your budget request:

- ◆ Matching/leveraged resources are not required; however, if your projects scope requires additional resources in order for it to be accomplished, be sure to include the matching or leveraged resources on the "Application Budget" spreadsheet. Indicate in the budget narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted.

Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will reflect the totals in your "Application Budget", so you will only need to copy and paste the values from the "Application Budget" to the Online Application.

Budget Narrative

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs, such as: 1) if you requested personnel costs (full or part-time individuals that are in your organization) you must provide a detailed justification for those costs that includes a scope of work for the staff costs requested, tasks for the scope of work, and hours associated with those tasks and 2) the source of any contractor/consultant cost estimates. If awarded, you will be required to provide timesheets or other supporting documentation for all staff time used during the project.

The body of work described in your proposal should be able to be accomplished with the resources requested or described in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

For your budget narrative:

- ◆ Budget narratives that are detailed, justified, and itemized are ideal.
- ◆ For any personnel cost requests, list the percentage of overall time devoted to the project by each individual in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, please use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **6:00 pm on April 7, 2020**. Late applications will not be accepted, and the online funding opportunity will close promptly at 6:00 pm.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- ◆ Eligibility Quiz
 - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
- ◆ Applicant Information Tab
 - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
 - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
 - The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.

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.

This form is administered by DOEE. If you have any questions, please direct them to Emily Rice, Emily.rice@dc.gov; (202) 535-2679.

- **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.

- **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.)

- ◆ **Budget Tab**

- Upload your application budget, provide budget category and request totals, and provide a budget narrative. Use the “Application Budget” spreadsheet. Refer to the Budget Instructions of this RFA.

- ◆ **Terms and Conditions Tab**

- Agree to the specified terms and conditions for the program for which you are applying.

Appendix A: DOEE Grant Promises, Certifications, Assertions, and Assurances

DC Grant Promises, Certifications, Assertions, and Assurances (Rev. 2-12-2019)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Energy and Environment

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An Applicant must agree in writing, by signature below, to comply with the following promises, certifications, assertions, and assurances, made in support of the grant application.

MEANING OF SIGNATURE ON THE PCA

1. This Appendix 2 – DC Grant Promises, Certifications, Assertions, and Assurances (PCA) contains terms that apply to: the undersigned Applicant (Applicant) and its application (Application) and, upon award of the grant applied for (Grant), to the successful applicant (Grantee). This PCA is incorporated into the Request for Applications (RFA) and each Grant

Award Notice. The Applicant signifies its agreement to the PCA terms by signing below in the Signature and Certification of the Applicant section.

2. The Applicant, either personally if a natural person or through an authorized representative if a legal entity, must read the terms of this PCA, state that the terms are understood, and agree to them.
3. Specifically, the Applicant is:
 - a. Giving the stated assurances;
 - b. Asserting facts as true and accurate;
 - c. Certifying or promising as stated;
 - d. Agreeing to comply with the terms, as stated, for purposes of the Application and throughout the period of the Grant; and
 - e. Agreeing that the statutes, rules, regulations, and industry practices stated, apply, and promising to comply with them, as applicable.

SPECIFIC ASSURANCES

As the Applicant, or the duly authorized representative of the Applicant, I certify that:

True statements

All communications to DOEE have been and will continue to be truthful. For statements regarding matters for which the Applicant lacks direct personal knowledge, the Applicant has undertaken a reasonable inquiry to determine if any and all such statements at the time they are made are true and correct.

Resources and record

The Applicant has or will have during the entirety of the grant period:

- a. The financial resources and technical expertise necessary to perform all activities required by and identified in the Application, project proposal and grant, or the ability to obtain such resource or expertise in advance of performing the proposed matters;
- b. The ability to comply with the proposed delivery or performance schedule, taking into consideration all other existing and reasonably expected organizational commitments;
- c. A satisfactory record performing activities similar to those proposed or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, the skills and resources necessary to perform as proposed; and
- d. A record of integrity and business ethics.

Tax status/organizational form

If it applied for the grant as a nonprofit organization, the Applicant will maintain its tax status as a nonprofit organization during the grant period.

Obligations to the District/good standing

The Applicant, at the time of filing of the Application, is current on all obligations outstanding to the District, including all District departments or agencies, and will stay current on such obligations during the period of the grant. The Applicant shall at all times have and maintain a valid District business license, and if requested by DOEE, shall provide an updated Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs or its successor.

Not suspended or debarred

1. None of the identified persons or entities is:
 - a. Proposed for debarment or is presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions; or
 - b. Proposed for debarment or presently debarred as a result of an action by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or another District contract regulating agency.
2. The identified persons or entities are:
 - a. The Applicant, its subsidiaries, or affiliates;
 - b. An officer of Applicant;
 - c. A member of the Applicant's governing board; and
 - d. A Grant-related:
 - (1) Vendor;
 - (2) Contractor; or
 - (3) Subcontractor.

Criminal charges or investigations, or other legal proceedings

1. Within the three (3) years immediately preceding the date of the application, neither the Applicant nor any of its officers, partners, principals, members, associates, or key employees, has:
 - a. With respect to criminal matters:

- (1) Been indicted or had charges brought against them (if still pending); and/or
- (2) Been convicted of:
 - (a) A crime or offense arising directly or indirectly from the conduct of the applicant's organization; or
 - (b) A crime or offense involving financial misconduct or fraud; or

b. With respect to services by the organization, been subject to legal proceedings.

(Note: For the purpose of this section, “member” means a decision-maker of an organization, not a natural person or entity who just pays dues, and “associate” means a direct supplier of a business service pursuant to the grant.)

2. If the Applicant cannot certify that one or more assertions in paragraph 1 of this section are true and correct, the Applicant has attached to this PCA a statement explaining for each assertion that is not true (a) why the assertion is not true and correct and (b) why each such matter is relevant, or not, to the Application or Grant. The attached statement shall be treated as incorporated into the PCA.

Taxes due and related liabilities

The Applicant will, upon award of the Grant and with respect to payments made under the Grant:

- e. Be solely responsible for taxes owed, if any, to a taxing authority, whether federal, state or local;
- f. Defend, indemnify and hold harmless the District with respect to liability to a taxing authority, whether federal, state or local; and
- g. Ensure that each of its contractors, subcontractors, and subgrantees agree to and/or understands that, with respect to payments under the Grant, they are also subject to the tax-related requirements of this section, including agreeing to defend, indemnify, and hold harmless the District with respect to liability to any taxing authority, whether federal, state or local.

Conflicts of interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest, or personal gain during the period of the Grant.

Books and records

1. The Applicant will give DOEE, or its designee, timely access to, and the right to examine all, records, books, papers, or documents related to, the Grant.
2. The Applicant will continue or establish a proper accounting system in accordance with generally accepted accounting standards or DOEE directives.

Property owner permission

The Applicant hereby gives permission, and will secure, in advance of work to be performed by the Applicant as Grantee, its contractors, its subcontractors, subgrantees, or its relevant vendors, permission in writing from relevant property owners, for DOEE, or its designee, to access project sites at reasonable times to inspect work performed under the Grant.

Termination/new grantee

As a condition of acceptance of the Grant, the Applicant agrees that:

- h. It will cooperate to enable a smooth transition to another grantee if:
 - (1) DOEE determines that the grant period will end without the grant activities having been completed;
 - (2) DOEE so notifies the Applicant; and
 - (3) DOEE identifies as successor another grantee or DOEE staff to finish the activities.
- i. The Applicant's cooperation will include:
 - (1) Identification, and offer to transfer ownership, of Big Purchase Equipment as defined in RFA Appendix 1 – General Terms and Conditions (GT&C); and
 - (2) Preparation of a transition plan for DOEE review, by a DOEE-specified date, prior to the grant period end date.

Compliance with laws

- 1. The Applicant will comply with all applicable District and federal statutes and regulations, as amended, including:
 - a. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*);
 - b. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. § 701 *et seq.*);
 - c. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*);
 - d. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*);
 - e. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (29 U.S.C. § 651 *et seq.*);
 - f. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951);
 - g. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat. 56 (29 U.S.C. § 201);

- h. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*);
- i. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. § 621 *et seq.*);
- j. Military Selective Service Act of 1948; ch. 625, 62 Stat. 604 (50 U.S.C. § 3801 *et seq.*);
- k. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235 (20 U.S.C. § 1001);
- l. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. § 1101);
- m. Executive Order 12459 (Debarment, Suspension and Exclusion);
- n. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*);
- o. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*). Specifically, the Grantee shall no later than 30 calendar days after the date of the Grant Award notice (unless a longer period is agreed to in writing):
 - (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - (2) Establish a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - (3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
- p. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR § 34.20;
- q. District of Columbia Human Rights Act of 1977, effective Dec. 13, 1977 (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*), including its prohibitions on sexual harassment, consistent with 4 DCMR 11 *et seq.*;

- r. Title VI of the Civil Rights Act of 1964;
- s. District of Columbia Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*);
- t. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. § 1352); and
- u. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*). In accordance with this act, any person who may, pursuant to the grant, potentially work directly with any child (an individual younger than age 13), or any youth (an individual from age 13 through age 17) shall complete a background check that meets the requirements of the District's Department of Human Resources.
- v. Youth Bullying Prevention Act of 2012, effective Sept. 14, 2012 (D.C. Law 19-167; D.C. Official Code § 2-1535.01 *et seq.*). In accordance with this act, any grantee or contractor of the grantee that, on behalf of the District government or through District funding, provides services, activities, or privileges to youth (an individual age 21 or younger) must adopt and enforce a bullying prevention policy that meets the requirements of the act.

2. The Applicant will comply with all applicable District and federal environmental standards that may be prescribed, as amended.

Compliance with general terms

The Applicant will comply with Appendix 1 - GT&C and understands that those terms and conditions are incorporated in the RFA.

SIGNATURE AND CERTIFICATION OF THE APPLICANT

On behalf of Applicant:

1. I am authorized to submit this application and, if DOEE requests, to negotiate with DOEE on behalf of the organization or person identified below (the Applicant). The assertions, assurance, representations, and promises, of the application are true and correct, to the best of my knowledge, information, and belief. If a statement in this PCA would not be true and correct without explanation, I attach an explanation and treat it as incorporated in the cited PCA section.
2. I have read the RFA, including the incorporated Appendix 1 – GT&C and Appendix 2- PCA. I understand that the terms of the RFA are also incorporated by reference in each subsequent notice or amendment of a grant.
3. I understand this PCA and agree, assure, and promise as stated in each of the assertions, promises, certifications, and assurances of the document.
4. I agree, assure, and promise to DOEE, and if the funding for the grant for which the Applicant applies comes from another funder, including the U.S. Government or a nonprofit organization, I agree, promise, and assure to such funder as well.

5. I understand that the truth and accuracy of my assertions, agreements, assurances, and promises are a condition of Applicant's securing the grant applied for.

6. I assert, represent, agree, assure, and promise, to the foregoing as though sworn under oath. If barred by faith or custom from swearing under oath, I attest to the truth of the foregoing statements and representations and my organization's intent and promise to observe them. I understand that the making of a false certification can result in the termination of this grant, and that the willful making of a false certification is punishable by criminal penalties, pursuant to D.C. Official Code § 22-2405.

Date:

Signature Name:

Title:

Email:

Phone:

Applicant's Name:

Applicant's Address:

(A copy of the PCA table of contents page and the final two pages, signed, are to be provided to DOEE.)

Filename: 02 1879 app 2 - doee grant promises certifications assertions assurances (rev).docx (2.28.19)

Appendix B: DCPS Initial Project Feasibility Review Form

DCPS Central Office

Initial Project Feasibility Review for Community Stormwater Solutions Grant Proposals

This completed form is required for all Community Stormwater Solutions Grant proposals that take place on District of Columbia Public School (DCPS) property.

Instructions: Complete this form and send by email to sustainable.schools@dc.gov. DCPS will review your project's scope and determine its feasibility in terms of planned projects at the school where you are proposing to do work. **Expect a TEN (10) business day turnaround time, so plan accordingly!**

1. Applicant (Organization):
2. Contact person:
3. Email:
4. Phone:
5. List the school where the project is being proposed (list more than one if project is taking place at multiple schools):

6. School address (list more than one if project is taking place at multiple schools):

7. School contact person (list more than one if project is taking place at multiple schools):

8. Brief description of the proposed project:

9. What benefits will the project provide?

10. Provide the project's planning and implementation schedule. Indicate what dates or times of year you will need access to the school property.

11. Who will the project involve? Describe the roles of all stakeholders, which may include grantees, volunteers, partners, students, and school staff.

12. Once the project is implementing, will there be any operating requirements needed to keep the project in good working order? Describe maintenance costs and schedule, expected life cycle of the project, and expectations for removal at the end of the life cycle.

13. What risks may be associated with the project, and what steps will the grantee take to mitigate risk?

PRINTED NAME AND SIGNATURE OF DCPS CENTRAL OFFICE

DATE

Appendix C: DPR Initial Project Feasibility Review Form

Initial Project Feasibility Review for Community Stormwater Solutions Grant Proposals at District of Columbia Department of Parks and Recreation Sites

Complete this form for any project that will physically alter a Department of Parks and Recreation (DPR) site. Commonly, these projects include litter cleanups and invasive species removal, and native plantings.

Instructions: Complete this form and send by email to DPR staff listed below. DPR will review the project's scope and determine its feasibility in terms of planned projects at the DPR site where you are proposing to do work. **Expect a TEN (10) business day turnaround time, so plan accordingly!**

Department of Parks and Recreation Contact:

Katie Rehwaldt

Parks Partners and Environmental Programs Partnership Portfolio Manager

kathleen.rehwaldt@dc.gov

Desk: 202-257-0173

1. Applicant (Organization):
2. Contact person:
3. Email:
4. Phone:
5. List the DPR location(s) where the project is being proposed:

10. Describe the three year maintenance plan for the project including any ongoing volunteer or staff support provided. DPR does not guarantee ongoing maintenance for community implemented park projects.

12. What risks may be associated with the project, and what steps will the applicant take to mitigate that risk?

Printed Name and Signature of DPR Office / Date