

Introduction and Program Goals

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 our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$160 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

The Community Stormwater Solutions Mini- Grant Program (CSS) is funded by the [Department of Energy and Environment \(DOEE\)](#).

The objectives of this Mini-Grant are to:

1. Provide entry-level grants to new or inexperienced applicants, serving as a trial for managing and applying for future funding.
2. Fund traditionally underrepresented groups, such as communities of color.
3. Fund projects that increase awareness about stormwater runoff and participation on stormwater management and watershed protection efforts.

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, new organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, is eligible to receive guidance on the application process. Please contact the Program Officer, Marilyn Veiman Echeverría for assistance in English or in Spanish at mveiman@cbtrust.org

Applicants are strongly encouraged to contact Trust staff to discuss applications.

At A Glance

Program Summary:

The Community Stormwater Solutions Grant Program provides funding for innovative and community centered projects, that improve the District of Columbia's waterways, reduce litter, and raise awareness about what we can do to restore our rivers, streams, and parks.

Deadline: Rolling

Eligible Project Locations:

District of Columbia

Request Amounts:

Up to \$5,000

Submit Your Application:

Follow the instructions online at <https://us.grantrequest.com/application.aspx?sid=1520&fid=35542>

Contact:

Marilyn Veiman Echeverría, Program Officer 410-974-2941 ext. 130, mveiman@cbtrust.org

This Request for Applications was released on 3/27/2025

Key Questions for Applicants

Is My Organization Eligible?

Eligible Applicants:

- Applicants must be located in the District of Columbia and meet one of the following criteria:
 - Nonprofit organizations, Faith-based organizations, Government agencies, Universities/educational institutions, Private enterprises

Priority Applicants:

- Small organizations (25 FTEs or less)
- New applicants (those that have not received previous CSS grants)
- Minority/Women's Business Enterprises (51% or more owned by eligible groups, including Black, Hispanic, Latino, Native American, Asian/Pacific Islander, and women).

Ineligible Applicants:

- Individuals or unincorporated associations are not eligible (e.g., neighborhood groups without formal incorporation papers).
- Projects that are already required by law or other grants.
- Projects that fall within the scope of one of DOEE's green infrastructure programs are not eligible.

Applicants are encouraged to review [DOEE's RiverSmart programs](#) or reach out to Marissa O'Neill at Marissa.oneill@dc.gov with any questions.

What Is the Funding Availability?

- Total Available: \$36,199
- Funding Request: Projects may request up to \$5,000
- Funding Restrictions:
 - Ineligible items include projects that use invasive species, herbicides, or pesticides.
 - Projects cannot overlap with other DOEE funding sources.

What are the eligible Project Types?

Projects should:

- Educate priority audiences, reduce stormwater runoff, or restore waterways.
- Focus on community engagement and propose culturally inclusive, participatory methods to ensure the active involvement of historically excluded groups (e.g., communities of color and people with disabilities).

- Projects involving meaningful partnerships with communities facing systemic barriers to participation.

What Is the Project Timeline?

- Completion: Projects should be completed within 12 months of receiving the award. Extensions will be reviewed on a case-by-case basis.

What Is the Application Deadline?

- Deadline for Applications: Rolling

How long until I know if I am awarded or declined?

Applications for mini grants have a four-week turnaround period. If you are not informed of a decision within four weeks, please contact the program officer Marylin Veiman Echeverría at mveiman@cbtrust.org

How Should I Prepare My Budget?

- Use the Chesapeake Bay Trust's Financial Management Spreadsheet (FMS) for budget uploads.
- Include a descriptive budget narrative justifying costs and indicating reliance on other funding if applicable.

What Are the Terms and Conditions?

- Applicants must agree to comply with federal and local employment and non-discrimination laws.
- All project outcomes will be owned by the funding partners and may be used or distributed at their discretion.
- Applicants must sign and submit the "Promises, Certifications, Assertions, and Assurances" form, which includes certification of compliance with obligations to the District.

Eligible Applicants

The Department of Energy and Environment and the Trust welcome requests from the following organizations:

- ◆ Applicants **physically located** in the District of Columbia are Nonprofit organizations; Faith-based organizations; Government agencies; Universities/educational institutions; or Private Enterprises.
- ◆ Eligible applicants will have and maintain in full force and effect during the term of the proposed project liability insurance coverage in connection with the performance or failure to perform services proposed.

Funding Availability

Funding for this program comes from the Department of Energy and Environment (DOEE). The funding partners anticipate funds available in FY25 of \$36,199.

Eligible Project Types

All applications submitted under this Request for Applications (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 District's waterways, including reducing the impacts of stormwater runoff and pollution to restore local waterways.

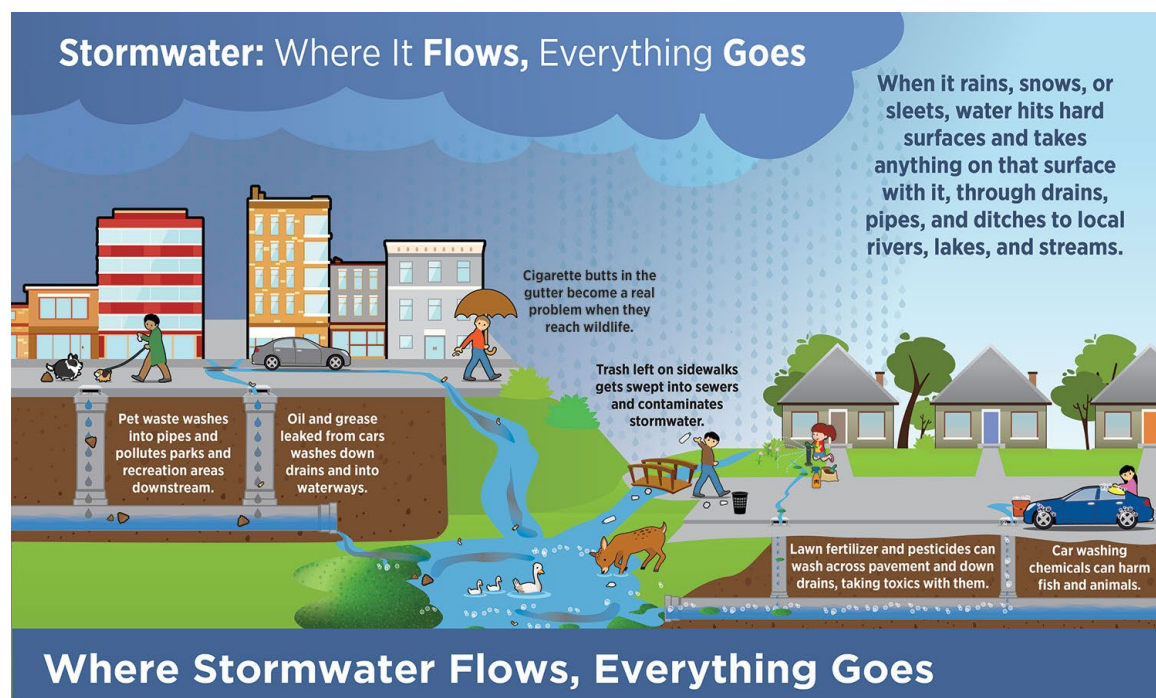


Image source: Stormwater Smart Outreach Materials - EPA https://www.epa.gov/system/files/documents/2022-10/Stormwater%20Smart%20Materials%20How-to%20Manual_508.pdf

Applicants should propose projects that involve meaningful engagement; to ensure the proposed methods reflect and respond to the community's needs and goals. Projects should demonstrate the use of participatory methods in engagement and use culturally inclusive and tailored engagement strategies to promote inclusive involvement with the priority audience. Some communities, such as communities of color, have been less involved in natural resource topics due to historical exclusion and systemic barriers, but could be a part of the solution in restoring healthy waterways today. When partnering with historically excluded communities, applicants are strongly encouraged to develop meaningful and mutually beneficial partnerships that honor the strengths of community leaders but do not burden them. It is recommended that these leaders and organizations be programmatically and financially recognized for their contributions to the programming. Appropriate costs can be included in the project budget. Additionally, it is important to utilize inclusive and equitable strategies to reduce barriers to participation. Strategies to consider include providing childcare, transportation and stipends for participation. Stipends should not be in the form of gift cards (please reach out to Trust staff for clarity on stipend options). Applicants proposing to work with residents with limited or no English proficiency (LEP/NEP) are encouraged to provide translated documents and translation services as needed.

The Trust is available throughout the application period to provide guidance and assistance. Priority will be given to Small (25 full time equivalents (FTE) or less), New (have not received a CSS grant), and Historically Excluded (SHNE), Minority Business Enterprise (MBE)/ Women's Business Enterprise (WBE): 51% owned, operated, capitalized, and controlled by a member(s) of the following groups: Black, Hispanic, Latino, Native American, Asia and Pacific Islander, Women organizations.

Project Areas

We encourage projects that deliver multiple benefits, such as opportunities for public engagement with both educational and actionable components. Applicants should propose innovative and creative ideas focused on stormwater management, watershed protection education, community engagement, and ecological restoration.

Project Area 1: Revitalizing Green Infrastructure:

Revitalizing existing sites that require planting, weeding, or other maintenance, including previous recipients of DOEE programs like [RiverSmart Schools](#) and [RiverSmart Communities](#).

DOEE runs several programs that fund green infrastructure projects across the District. Over time, these sites require maintenance to ensure they continue to effectively reduce stormwater runoff that harms the District's waterways and the Chesapeake Bay. Funding can be used to remove trash and debris, weeding, planting or re-planting, cleaning, and installing educational or other amenities, purchase new native plants, tools, and other supplies that will improve the function of the space and pay labor costs for maintenance, among others. Revitalization efforts can occur on public and private property, but the applicant must receive approval from the property owners and include a letter of support from the

landowner in their proposal. See appendices for proposals for projects that would take place on District of Columbia Public School (DCPS) or Department of Parks and Recreation (DPR) property.

Project Area 2: Connecting Communities to Nature:

Engaging community members with green spaces and natural resources in the District through accessible and impactful programming. Applicants are encouraged to explore opportunities for programming on Kingman and Heritage Islands.

[Kingman and Heritage Islands](#) are a unique conservation area in the District that can serve as a great gathering place for small and accessible community events or a host site for public art installations.

Events and art installations must align with one or more of the three goals for the island: environmental conservation, environmental education, and low-impact recreation. All public events must be free and open to the public. Public art installations should raise awareness and inspire behavior change related to stormwater management and watershed protection.

While we welcome a range of creative ideas for programming, at this time the following activities are prohibited:

- Vending
- Hunting
- Fishing without a license
- Swimming, unless with a special permit
- Off-leashed dogs and other pets
- Movie nights
- Campaign activities

When planning events, please keep in mind:

1. The Islands have limited infrastructure. They do not have electricity or running water. There are two compostable toilets near the Benning Road entrance.
2. Small-scale events should expect to gather less than 200 people to minimize the impact of wildlife on the islands.
3. Events must respect the natural resources of the Islands. Applicants must address how they will “leave no trace” in their proposal and include a waste management plan.
4. Depending on the scope and activities of the event, there may be additional permitting required through Department of Buildings, Department of Health, and Fire and Emergency Medical Services. Applicants should address this in their proposals.
5. Additional event insurance coverage may be required depending on the scope and activities of the event.

6. Applicant must include a pedestrian safety plan if the event requires vehicles on the island for loading in and loading out as will be subject to permitting, insurance, and DOEE approval.

Learn more about the Islands and what they have to offer on the [Kingman + Heritage Island website](#).

Applicants are encouraged to reach out to Marissa O'Neill at marissa.oneill@dc.gov with any questions about whether a specific activity aligns with Kingman and Heritage Islands' conservation, environmental education, and recreational goals or other questions about the islands.

Project Area 3: Innovative Pilot Projects

We encourage applications for innovative pilot projects that explore new community-driven approaches to stormwater management in Washington, DC. This category seeks experimental solutions that engage local residents, organizations, and stakeholders in testing and refining creative methods.

Past Examples

While the above project areas are high priority for funding partners, applicants are welcome to propose other community-centered and creative projects that support the funding program's goals for stormwater management and watershed protection implementation, education, community engagement, and ecological restoration.

For inspiration, you can visit [DOEE's website](#), the Trust's "[Impact of our Work](#)" map or the Trust's [District of Columbia Community Stormwater Solutions](#) Grant website and scroll down to see "Project Highlights" to browse past Community Stormwater Solutions grant program projects (grants up to \$35,000).

Project Timeline

Project Timeline: Projects should be completed in approximately 12 months upon receipt of the award. Requests to extend the project completion period will be reviewed and considered on a case-by-case basis. When a project is complete, grantees are required to submit a final report and include supporting materials/products.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/district-of-columbia-community-stormwater-solutions/> and 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, 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. More information can be found in Appendix A: Ready to apply?

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.

Deadline

Applicants must submit applications at least eight weeks before their projected start date.

Proposals are accepted on an on-going basis until funds are fully used for that year; check our website and sign up for our grantee newsletter (<https://cbtrust.org/newsletters/>) for the most up to date information about the status of this rolling program (available all year until all funds are committed to projects). We need a few weeks to review your application, work together on any missing items, and draft the award agreement.

Evaluation Criteria

The following criteria will be used by reviewers to evaluate your proposal:

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

Definitions

The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization’s applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.

The Program Leader is the individual will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

Scoring Criteria	Description of Scoring Criteria
Application Components	<ul style="list-style-type: none"> • Are all required application components included for sound evaluation of the application? E.g., community engagement plan, letters of commitment, planting plan, and native plant list.
Consistency with the Request for Applications (RFA)	<ul style="list-style-type: none"> • Is the proposed project aligned with the RFA?
Justification (Project Need)	<ul style="list-style-type: none"> • Does the applicant justify the need for the project (the problem to be addressed and the potential benefits or value of the project)?
Likelihood of Project Success	<ul style="list-style-type: none"> • 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 proposed metrics to monitor progress and evaluate results (a mechanism to assess success)?
Cost Effectiveness/Budget	<ul style="list-style-type: none"> • 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. • Are project partners being resourced appropriately?
Partnership and Community	<ul style="list-style-type: none"> • Does the organization have experience working in the specific communities that they are prioritizing? • Are any key partnerships required, and if so, are the selected partnerships appropriate? • Are considerations included to improve access and implement accommodations for people with disabilities and limited English proficient or non-English proficient residents? • Is the community to be served involved or going to be involved 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? • Does the applicant provide letter(s) of commitment from project partners? • Has/will a consultant be hired and has a contractor been selected?

Sustainability	<ul style="list-style-type: none"> • Has the applicant addressed future project sustainability? • Will the impact of the work be felt after the grant period has ended? • Will the project be well maintained and continue to function as designed?
Creative Solutions	<ul style="list-style-type: none"> • To what degree does the project utilize art, placemaking, dance, oral histories, or another creative solution to engaging the audience in the project?
District MS4 Area	<ul style="list-style-type: none"> • Does the majority of the project take place in the District's MS4 area? To determine the project's watershed, go to this website and https://dcmis.maps.arcgis.com/apps/webappviewer/index.html?id=d872faed1f8642d190c45befed97c760 and enter the site address.
New Applicant	<ul style="list-style-type: none"> • Has the applicant previously been awarded funds through the Community Stormwater Solutions Grant Program? <p>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.</p>

Application Review Process

All submitted applications are reviewed based on the evaluation criteria listed in the “Evaluation Criteria” section above. The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Awards and Notifications

All applicants will receive a letter stating the Trust’s decision. An application may be declined, partially awarded, or fully awarded. If awarded, the Trust will send an award agreement with award conditions and due date of final reports. The Trust will mail the full award payment to the requesting organization following: satisfaction of any award contingencies, including upload of the signed award agreement. In cases where the awardee fails to submit a 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. When the project is complete, awardees are required to complete final reports and submit final products and supporting materials for the project. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

Appendix A: Ready to Apply? Online Application Form

You will be asked to provide the following information on the online application form. Some items are required 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. 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 in other approved position recognized by the organization but not a contractor of the application.
- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Project Information Tab: Provide a project title; project abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.

Timeline Tab: Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.

Deliverables Tab: Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.

Volunteers Tab: Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.

Project Partnerships: Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.

Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms.

Narrative & Supporting Documents Tab: Use the links below to download **the required narrative questions template** for the track you are applying to. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

Required Documents: Note: Some documents take a while to obtain, so you are advised not to wait until the last minute to review these critical requirements.

- **Promises, Certifications, Assertions, and Assurances:** Each applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix B. 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.

This form is administered by DOEE. Questions can be directed to Marissa O'Neil marissa.oneill@dc.gov and phone number: (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:

1. **Financial Management Spreadsheet – Application Budget Upload**
 - a. You will be asked to upload your budget using the "Application Budget" worksheet of the Chesapeake Bay Trust's **Financial Management Spreadsheet (FMS)**, an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can watch a video with instructions on how to complete the FMS.
2. **Financial Management Spreadsheet – Application Budget Information**
 - a. This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.
3. **Additional Budget Justification**
 - a. This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Terms and Conditions Tab: Agree to the specified terms and conditions for the program for which you are applying.

Demographics Tab (optional): Provide voluntary demographic information. Provide information about your organization's current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

Appendix B: 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

Table of Contents

True statements	
.....	
	20
Resources and record	
.....	
	20
Tax status/organizational form	
.....	
	21
Obligations to the District/good standing	
.....	
	21
Not suspended or debarred	
.....	
	21
Criminal charges or investigations, or other legal proceedings	
.....	
	22
Taxes due and related liabilities	
.....	
	22
Conflicts of interest	
.....	
	22
Books and records	

.....	23
Property owner permission	23
.....	23
Termination/new grantee	23
.....	23
Compliance with laws	23
.....	23
Compliance with general terms	25
.....	25
MEANING OF SIGNATURE ON THE PCA.....	19
.....	19
SPECIFIC ASSURANCES.....	20
.....	20
SIGNATURE	
AND CERTIFICATION OF THE APPLICANT.....	26

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

This Appendix B – 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.

1. 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.
2. 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 B – 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 (26 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 B - 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.)

Appendix C: 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 D: 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:
6. Brief description of the proposed project:
7. What benefits will the project provide to the District's water bodies and residents?
8. Provide the project's planning and implementation schedule. Indicate the dates or times of year you will need access to the DPR property.
9. Who will the project involve? Describe the roles of all stakeholders, which may include grantees, volunteers, partners, students, and DPR staff.
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.
11. 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

Appendix D: Insurance Requirements

ENHANCE AND EXPAND THE COMMUNITY STORMWATER SOLUTIONS GRANT PROGRAM. JA04192022

INSURANCE

- **GENERAL REQUIREMENTS.** The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Grantee decide to engage a subGrantee for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subGrantee on the Subcontractor Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subGrantee and promptly deliver such requirements in writing to the Grantee and the CA. The Grantee must provide proof of the subGrantee's required insurance prior to commencement of work by the subGrantee. If the Grantee decides to engage a subGrantee without requesting from ORM specific insurance requirements for the subGrantee, such subGrantee shall have the same insurance requirements as the Grantee.

General liability, commercial auto, workers' compensation and property insurance policies (if applicable to this agreement) shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee and its subGrantees (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subgrantees (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subgrantees, and not the additional insured. The additional insured status under the Grantee's and its subgrantees' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 1007 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Grantee's and its subgrantees' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Grantee or its subgrantees,

or anyone for whom the Grantee or its subgrantees may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subgrantees maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subgrantees.

INSURANCE REQUIREMENTS

Commercial General Liability Insurance ("CGL") - The Grantee shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Grantee, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit.

Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit. All insurance required by paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

Cyber Liability Insurance - The Grantee shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits

sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.

Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

A. DURATION. The Grantee shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

B. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee's liability under this contract.

C. GRANTEE'S PROPERTY. Grantee and subgrantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

D. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the contract price.

E. NOTIFICATION. The Grantee shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the

expiration date shown on the certificate. The Grantee shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

F. CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Chesapeake Bay Trust
Through the portal application system with your application or by email to
Marylin Veiman Echeverría mveiman@cbtrust.org

The CO may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

C. DISCLOSURE OF INFORMATION. The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subGrantees in the performance of this contract.

D. CARRIER RATINGS. All Grantee's and its subGrantees' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.