

District of Columbia
District Department of the Environment



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

Sustainable DC Environmental Literacy Project
(Short name: SDC Env Literacy Project)
RFA # 2014-1403-WPD

Application deadline: by 4:30 PM 4/4/2014

Government of the District of Columbia
District Department of the Environment
1200 First Street, NE 5th Floor
Washington, DC 20002
(202) 535-2600



TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 PURPOSE OF THE GRANTS	4
1.3 SOURCE OF FUNDS	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE	4
1.6 ELIGIBILITY	5
1.7 PERMISSIBLE USE OF GRANT FUNDS.....	5
1.8 GRANT MONITORING	5
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES	5
1.10 DDOE’S AUTHORITY TO MAKE GRANTS	5
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	6
SECTION 2. SUBMISSION OF APPLICATION	7
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND Q-AND-A’S.....	8
2.6 DDOE CONTACTS	8
SECTION 3. APPLICATION CONTENT	9
3.1 FORMAT.....	9
3.2 COVER SHEET	9
3.3 PROPOSAL CONTENT.....	9
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	13
4.1 REVIEW PANEL	13
4.2 SCORING CRITERIA	14
SECTION 5. FILING REQUIREMENTS	14
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL	14
5.2 DOCUMENTS TO FILE IF DDOE NOTIFIES THAT IT WILL MAKE THE GRANT	17
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS	18
6.1 GRANT AWARD ADMINISTRATION	18
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	19
7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS	19
7.2 PROJECT DESCRIPTIONS	20

APPENDICES	23
APPENDIX 1 – COVER SHEET	23
APPENDIX 2 - EXAMPLE OF GRANT BUDGET	23
APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)	23

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (DDOE) is soliciting grant applications from eligible entities (called “Applicants”). The goal of this Request for Applications (RFA) is to fund a project that will improve the environment, economy, and the community in an effort to make the District the healthiest, greenest, and most livable city in the nation. The following program or office of DDOE is administering this RFA: WATERSHED - PLANNING & RESTORATION (“WPD”).

1.2 Purpose of the Grants

The purpose of this grant is to meet the ambitious goals related to environmental literacy and sustainability education put forth in the Mayor's Sustainable DC Plan.

1.3 Source of Funds

The source of funds for the grants is the District’s Sustainable DC Budget Challenge Funding

1.4 Competition for a Grant Award

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

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

Each applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

This RFA presents the following number or projects for the stated total dollar amount presently available through this RFA: 1 for \$104,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
1	Environmental Literacy Summer Professional Development Institute	\$104,000.00

1.6 Eligibility

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

- Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- Faith based organizations and educational institutions;
- Government agency and
- University / Higher Education.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of specially skilled staff, and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DDOE in writing. Another example would be the loss of the organization’s nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

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

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

1.10 DDOE’s Authority to Make Grants

General Authority: DDOE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DDOE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15),

including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between the RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is March 14, 2014.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods in section 2.6. Please add to any note “Regarding RFA: SDC Env Literacy Project, # 1403”.

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30pm on 4/4/2014.

An application will be dated and recorded temporarily as “received” until DDOE staff has reviewed it to see if it is complete. DDOE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Copies and formats: Each application must consist of:
Five (5) hard copies; and
One (1) electronic copy.

The Department will not receive fax copies. Do not submit a fax copy.
The contents of the Application are specified below, in Section 3.

Where: The hard copies must be filed with DDOE at the following address:

District of Columbia Department of the Environment
RFA – Grants
1200 First Street, NE
5th Floor
Washington, DC 20002
Attn: RFA SDC Env Literacy Project # 1,403

Email: The electronic copy should be sent to the following email address:

2014EnvLit.RFA@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DDOE expects to notify each Applicant of its award status within six (6) weeks after the application due date, in writing.

2.5 Updates and Q-and-A's

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DDOE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented below, in DDOE Contacts. DDOE will publish updates and Questions-and-Answers regarding the RFA at the web site indicated below, in "Contact Information." DDOE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA SDC Env Literacy Project # 1403 – Add me to the email list."

DDOE will provide the same information by email at the same time the information is uploaded to the DDOE web site. Hard copy updates will be available for pickup at DDOE's offices, listed below, by appointment. DDOE will NOT mail out updates or Q&A materials.

2.6 DDOE Contacts

DDOE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Download**, by visiting the DDOE's website, www.ddoe.dc.gov. Look for the following title/section, "Resources", click on it, cursor over the pull-down "Grants and Funding", click on it, then, on the new page, cursor down to the announcement for this RFA. Click on "read more." Then choose this document, and related information, to download in PDF format;
- (b) **Email** a request to 2014EnvLit.RFA@dc.gov with "Request copy of RFA SDC Env Literacy Project, #1403" in the subject line;
- (c) **In person by** making an appointment to pick up a copy from DDOE's offices at the following address, in subsection "(d)" (call Grace Manubay at (202) 535-1844 and mention this RFA by name); or

- (d) **Write** DDOE at Office of Grants Management, 1200 First Street, N.E., 5th Floor, Washington, DC 20002, “Attention: RFA - SDC Env Literacy Project, #1403, Requesting a copy” on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DDOE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the applicant’s team and why the applicant can accomplish the proposed project.

- (a) **Present the summary of the project.**

After writing the proposal, and its details, the applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

(b) Present the project in detail.

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, insure that expenditures are those that the grant can reimburse.

(1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

(2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

(3) Present the project outcomes, outputs, and activities.

DDOE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A ***project outcome*** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An output is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. That way reviewers will have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a water project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DDOE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DDOE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions -- for example, "senior staff are \$xx per hour times xx hours".

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled "Non-DDOE Match," meaning the applicant intends to provide the indicated resources, the "match", and that the resources do not come from DDOE. The applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The applicant must verify that all costs in the budget are allowable and verifiable. See "Allowable Costs" and "Non-Allowable Costs", listed below. Please keep in mind that DDOE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting, bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

(c) Describe the applicant.

(1) Describe the organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the applicant can reference a web site or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DDOE wants to know if an applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be agencies, NGOs, companies or individuals. If a partner is involved in the project, the applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DDOE staff. Whenever practicable each panel will have at least one person from outside of DDOE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria, and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The applicant should read this list carefully, insuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of ten points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DDOE may classify the grant application as "received" but not filed. Status as "received" will not meet the application deadline. Exception: If a government agency must issue the document, and the applicant has requested the

document, DDOE may accept a copy of the applicant's request to the agency as proof of the request.

(a) Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current. DDOE defines "current" as having been issued within 60 days of the date of the application's submission.

(b) Promises, Certifications and Assurances Document

Each applicant must sign the lengthy document called "Promises, Certifications and Assurances" ("PCA") in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath, is a condition of eligibility for the grant applied for. If the Applicant organization is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may "attest to the truth."

The applicant is not required to send the entire document back to DDOE. Rather, DDOE requires the table of contents and the signature page. The applicant should print the pages on which the Table of Contents appears and the last, signature, page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DDOE defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DDOE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service purposes. DDOE defines "current" to mean that the document was completed within the same calendar year as that of the application date. If the applicant

has submitted a current completed W-9 to DDOE for another application, or for another purpose, the applicant may submit a copy of that document.

(d) Tax Exemption Letter

The tax exemption letter is the Internal Revenue Service's determination letter of non-profit status, if one was issued. If 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 IRS tax status application. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted.

If there is no IRS documentation because the organization is a religious organization the applicant may submit the best evidence it can of its status: (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations*)

(e) Applicant's current fiscal year budget

The applicant must submit its full budget, including projected income, for the organization's current fiscal year, using a format as least as detailed as that presented in Appendix 2. Also, the applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant's financial statements

If the applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the applicant must provide its most recent complete year's unaudited financial statements.

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for the application. The applicant should state which is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many

signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the applicant should attach a letter of support, or equivalent, with the proposal. DDOE has experience with four cases:

1. District of Columbia Public Schools

If the applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

2. Property Owner

If the applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

3. Partnering Organization

If the applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service ("NPS") property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DDOE will accept more informal statements generated by responsible NPS officials, including emails.

5.2 Documents to file if DDOE notifies that it will make the grant

Each of the following documents must be filed with DDOE before DDOE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the applicant/grantee has requested the document, DDOE may accept a copy of the applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a Certificate of Insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DDOE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

(b) Assurance of continued truth and accuracy

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an applicant, is to advise DDOE of material changes since the filing of the application.

(c) SAM registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DDOE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DDOE has made its decision to grant an award.

(a) DDOE's announcement of award

DDOE's objective is to announce grant awards by at least six (6) weeks after the date it publishes the RFA.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1st Q (Jan-Mar): April 15

2nd Q (Apr-Jun): July 15

3rd Q (Jul-Sep): October 15

4th Q (Oct-Dec): January 15

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

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

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DDOE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DDOE awards the grant.

DDOE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DDOE may pay start-up funds at the beginning of the grant period. If the applicant seeks start-up payments it should make the request in its proposal, and explain the request.

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

Reimbursements will be mailed to the address on file for the grantee. DDOE may make electronic payments in lieu of mailing checks. DDOE generally pays grant invoices six (6) weeks after DDOE receives them.

DDOE will withhold the final 10 (ten) percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Title and Available Funds

Name	Total Projects	Total Amount
SDC Env Literacy Project	1	\$104,000.00

7.2 Project Description

The District Department of the Environment (DDOE) seeks a qualified entity to coordinate the planning and facilitation of a teacher training summer institute for environmental literacy, working closely with DDOE and the Office of the State Superintendent of Education (OSSE).

Background

DDOE has served as the project lead in the development of the DC Environmental Literacy Plan (<http://ddoe.dc.gov/node/56372>). Submitted to the Council of the District of Columbia in July 2012, the DC Environmental Literacy Plan is a formalized commitment between District agencies to ensure that District students have access to academic courses, outdoor field experiences, and volunteer opportunities that reflect careers within the environmental field.

Released in 2013, the Sustainable DC Plan (<http://sustainable.dc.gov/finalplan>) is the District's major planning effort to make the District the healthiest, greenest, most livable city in the nation over the next 20 years. One of the goals is to ensure that all school-age children in the District are educated in sustainability and prepared for a changing green economy. With this in mind, the Sustainable DC Plan calls for DDOE, OSSE, and DC Public Schools (DCPS) to launch the implementation of the DC Environmental Literacy Plan in school curriculum.

Currently, DDOE is working toward implementation of the DC Environmental Literacy Plan. Through the Sustainable DC Model Schools project (<http://ddoe.dc.gov/node/621142>), DDOE is working with nonprofit partners and teachers in each ward to create a school-based support system to further guide environmental literacy efforts. These teachers have been examining the Next Generation Science Standards (NGSS) (<http://www.nextgenscience.org/next-generation-science-standards>), adopted by the DC State Board of Education in December 2013, through the lens of environmental literacy and will develop a framework for environmental literacy integration in schools.

DDOE seeks to develop environmental literacy materials for schools, and OSSE seeks to develop exemplar documents to help District educators transition to the new NGSS and the first year of NGSS implementation. The materials will offer an accessible framework to educators who will be providing hands-on environmental experiences to students.

OSSE plans to establish the Science Educator Leadership Cadre, a cohort of 40 teachers from across the District that will meet regularly to discuss how decisions regarding implementation of NGSS made at the state level will affect teachers in classrooms across the District. The group will consist of DC Teacher of the Year Finalists, Milken Award Teachers, Presidential Math and Science Teacher Awardees, and other qualified teacher leaders throughout the District.

Building upon the work of the Sustainable DC Model Schools project, DDOE seeks to develop an Environmental Literacy Summer Professional Development Institute to train and refine skills of the members of this Science Educator Leadership Cadre. This summer institute will be an opportunity for teachers to explore the connections between environmental and sustainability

concepts, the newly adopted NGSS, and Common Core State Standards in English/language arts and mathematics.

DDOE is seeking a qualified entity to coordinate the planning and facilitation of the summer institute. The successful applicant will work closely with DDOE and OSSE throughout the grant period.

Project Period

DDOE anticipates a start date of April 15, 2014. The project must be completed by September 30, 2014. No extensions will be given.

Project Description

DDOE is seeking grant proposals for an entity to organize and host an Environmental Literacy Summer Professional Development Institute. Applicants should outline how teachers will explore the connections between environmental and sustainability concepts, the newly adopted NGSS, and Common Core State Standards in English/Language Arts and Mathematics. The summer institute should be at least four weeks in length, and teachers who successfully complete the training should receive a stipend of at least \$2000. Successful grant applications will include actions to engage environmental groups and to deliver field experiences appropriate for different grade bands (i.e., K-2, 3-5, 6-8, and high school). Successful grant applications will also identify meeting space to host the summer institute, which must accommodate 40 teachers plus additional presenters and include wireless internet access and breakout-room space.

Requested Outcomes

1. Increase in number of teachers engaged in the effort of creating standards-based environmental literacy instructional resources.
2. Increase in availability of high-quality environmental literacy instructional resources for teachers and educators.
3. Increase in number of District schools integrating environmental literacy in their curriculum.

Project Deliverables

1. Curriculum for a professional development institute that focuses on NGSS, environmental literacy, and meaningful outdoor experiences available for students, which will be developed by the grantee, DDOE, and OSSE.
2. Forty teachers participate in the Environmental Literacy Summer Professional Development Institute.
3. Participant surveys that address the quality of the summer institute and suggestions for improvement.
4. High-quality environmental literacy instructional resources, at least one per grade level, which are aligned with NGSS and tailored to the local needs of students and teachers in the District.
5. At least one follow-up meeting with the teachers to plan for the use of the materials developed at the summer institute.

6. A report that includes all of the materials developed at the summer institute, compilation of the teacher surveys and a short analysis, and the grantee's recommendations for next steps.

Criteria for Evaluating Environmental Literacy Summer Professional Development

Proposals

1. Evidence of excellent past performance conducting teacher leader institutes. (25 points)
2. Significant experience working with teachers in DC Public Schools and Public Charter Schools. (25 points)
3. Demonstrated commitment to NGSS and Environmental Literacy Plan implementation through involvement in strategic science leadership initiatives. (20 points)
4. Cooperation with other nonprofit organizations and local content experts to develop OR present curriculum. (15 points)
5. Budget and timeline are adequate to implement the project tasks. The budget must include line items for teacher stipends and field experiences. (15 points)

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DDOE's website, the applicant can download a pdf version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES (“PCA”)

Please review and sign this document, following the instructions in it.