

**District Department of the Environment
Natural Resources Administration**



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS
TO
PROTECT DISTRICT WATERS THROUGH STORMWATER MANAGEMENT:
THE RIVERSMART HOMES PROGRAM**

Posted Friday, September 7, 2012

Proposals due by 4:00 pm Monday, September 17, 2012

**Government of the District of Columbia
District Department of the Environment
1200 First Street, NE 5th Floor
Washington, DC 20002
(202) 535-2244**



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I. FUNDING OPPORTUNITY

The District Department of the Environment (DDOE), Natural Resources Administration has available federal and District funds to prevent and control the introduction of nonpoint source pollution to the District's waters, treat stormwater runoff, and protect fisheries and wildlife resources. The funding sources are from: U.S. Environmental Protection Agency (USEPA) Clean Water Construction Grant, CFDA 66.418, Award Number CW-C01C; the District's Stormwater Enterprise Fund; and the District's Anacostia River Clean-Up and Protection Fund. Applications that directly prevent or control nonpoint sources of pollution, treat stormwater, or protect fisheries and wildlife resources in the District of Columbia are encouraged.

This *Request for Applications (RFA)* explains how to apply for these funds and describes the projects for which funds are available. The project descriptions will provide further background and details that will be useful to the applicant.

II. AWARD INFORMATION

The total amount of funds available for awards is approximately seven hundred thousand dollars (\$700,000). DDOE has made no determination of a set number of grants per project, which may be one or more. Grant award(s) will be made based on the scope of the project, the proposal, and DDOE's informed determination of the organization's capacity to achieve the project goals. Grants will be for one to four years, as indicated in each project description.

Grantees will have an option to apply to renew the grant. **Applicants must indicate in the original proposal if they intend to apply for renewal.** Renewal will not be competitive, but will depend on project success, availability of funding, and applicable federal agency approval.

III. ELIGIBILITY

Nonprofit organizations with IRS 501(c) 3, faith-based organizations, and educational institutions are eligible to apply. Proof of this status must be included in the application. Nonprofit organizations must provide their IRS determination letter and the most recently submitted tax return, Form 990.

Faith-based organizations should provide the best evidence of their status: (1) An organization that has applied for an IRS determination letter should submit the application and the determination letter. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted. (2) If there is no IRS documentation, a letter from the leader of the organization and a letter from the group's board chair or other official should be provided, verifying that the organization is a religious group. (See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations) (3) If the organization has sought a state sales or other tax exemption, it should provide the submitted tax exemption form, Form 164 in the District of Columbia, and the state's exemption certificate.

IV. APPLICATION AND SUBMISSION INFORMATION

All applications must be submitted by email before 4:00 PM Monday, September 17, 2012. This email should be addressed to both sheila.besse@dc.gov and suzanne.wald@dc.gov.

Applications shall include:

1. Minimum Requirements
 - a. Projects must relate to preventing or controlling nonpoint source pollution, treating stormwater, or protecting fisheries and wildlife resources in the District of Columbia;
 - b. Projects must take place in the District of Columbia; and
 - c. Applications must follow this RFA.
2. Proposal Formatting and Submission
 - a. Submit one electronic copy (via email) of the proposal; and
 - b. Do not submit proposals via fax.
3. Required Application Content
 - a. Cover Sheet

Provide a one-page cover sheet that lists:

- 1) Organization submitting proposal;
- 2) Organization address with zip-plus-four code;
- 3) Organization Congressional district;
- 4) Project for which organization is applying;
- 5) Applicant's title for the proposed project;
- 6) Local watershed that will benefit from project;
- 7) Target audience;
- 8) One-paragraph project summary;

- 9) Funding amount requested;
- 10) Matching/In-kind amount;
- 11) Whether funds for this project have been requested from any other source, and if so, how much and from what source;
- 12) Grant length;
- 13) Federal Tax Identification Number (EIN);
- 14) DUNS number (obtain at <http://fedgov.dnb.com/webform>). DDOE may not make an award to a sub recipient who does not have a DUNS number (Federal Register Vol. 75, No. 177, page 55671 and codified in 2 CFR Subtitle A, Chapter 1, and Part 25, Office of Management and Budget);
- 15) Contact person for project and contact's telephone, fax, and email; and
- 16) Signature of authorized representative, plus date of signature.

b. Summary of Project

Provide a brief summary of the project.

c. Organization Background

Describe the organization's history, mission, and current projects that demonstrate your organization's capacity to achieve the project's goals. Please keep this section to one page or less in length.

d. Purpose

How does this project relate to the organization's mission? Explain how your work will help the District of Columbia control or prevent nonpoint source pollution to its waters, treat stormwater, or protect fisheries and wildlife. What issue or problem will be addressed? What population will benefit from this project? Which watershed or watersheds will benefit from this project?

e. Project Outcomes, Outputs, and Activities

The Office of Management and Budget requires that organizations receiving federal grant funds document outcomes, outputs, and activities. Describe the activities that will be undertaken to achieve outputs and project outcomes.

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. For example, an outcome could be improved health and size of a riparian buffer or increased public awareness of the effects of human activities on the health of the Chesapeake Bay.

Outputs are short-term results achieved at the end of the project period such as: providing watershed education to 100 students; installation of x square feet of green roof and one informational sign; or acres of land where invasive plants have been removed. **Outputs should be quantified.**

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, explain: how teachers will be recruited; what role they will play in the project; and if any experience or research supports this method.

After reading this section, reviewers should have a good idea of what the proposed project will achieve.

f. Method

How will the project be accomplished? Specify how you and/or your partners will achieve stated outputs and outcomes.

g. Partners

Partnerships can improve the success of a project. If partners are involved in your project, describe the involvement and resource commitments from other agencies, organizations, or individual partners. Provide a letter on the organization's letterhead from an authorized agent. Letters of support should be included in the section for application attachments.

h. Target Audience

If the project is educational in nature or contains an educational component, the applicant must: identify the target audience; address how the project will engage the target audience; and describe how the local watershed will benefit from educating the target audience.

i. Evaluation Plan

Explain how project success will be measured. Provide quantifiable measurements, e.g., pounds of trash removed, amount of stormwater captured, and/or milestones that the project will achieve while reaching outputs/outcomes.

j. Key Personnel

Provide brief biographies of staff and volunteers essential to the success of this project. Please keep biographies to a half page or less. Only include biographies for staff and volunteers who will be involved with this project.

k. Past Performance

List all District of Columbia Government agencies the organization has received funding from in the past five years. Include the grant title, amount awarded, and what was accomplished as a result of this grant funding.

l. Budget

Provide both a budget narrative and a budget table, similar to Table 1, below. The narrative includes an explanation for each of the budget line items. Information should be thorough enough to allow an understanding of how requested budget amounts were derived.

A sample budget table with line item categories is shown in Table 1. Please use the format provided. Under the column titled “Non-Federal Match” include both cash costs and donated or in-kind contributions (time, services, materials, etc.) expected so that the total cost of the project is reflected. Verify that all costs in the budget are allowable (see “Allowable Costs” and “Non-Allowable Costs” listed below).

Documentation must be submitted for reimbursement of expenditures.

Allowable Costs include:

- 1) Administrative costs - accounting, bookkeeping, printing, reproduction, postage, shipping, rental of office space, insurance, and telephone costs;
- 2) Personnel costs - salaries and wages, employee benefits, and professional services;
- 3) Materials and supplies - office supplies, small tools, plants, trees, field equipment, educational materials, simple monitoring equipment, and signs; and
- 4) Travel and lodging if directly associated with the implementation of the project.

Non-Allowable Costs include:

- 1) Major equipment purchases, such as vehicles;
- 2) Costs, salaries and overheads associated with lobbying;

- 3) Entertainment;
- 4) Interest payments;
- 5) Food (except that associated with approved travel); and
- 6) Land purchases.

Table 1: Sample Budget Table

	Column 1	Column 2	Column 3
	APPLICATION REQUEST	NON-FEDERAL MATCH	PROJECT TOTAL
PERSONNEL			
Volunteer Participation			
Organization Employees			
Employee Benefits			
Contract Project Staff			
Total Personnel Costs			
OPERATING			
Postage			
Copy/Printing			
Materials/Supplies			
Rental			
Mileage (Rate @ 55.5¢/mile)			
Travel - Fares			
Travel - Lodging/meals			
Total Operating Costs			
GRAND TOTAL			
Budget Notes:			

Note: Not all projects will have costs in all categories and some projects may have additional categories. Add and subtract line items as necessary.

m. Organization Executives

Provide a current list of the organization’s board of trustees or directors.

n. Executive Compensation/Federal Funding and Transparency Act

If the applicant receives more than 80% of annual gross revenues from the Federal government and those revenues are greater than \$25 million annually, the applicant must provide the compensation and names of the top five executives in the organization. This information is required by the Federal Funding and Transparency Act. (Federal Register Vol. 75, No. 177, page 55663, and codified in 2 CFR Part 170, Office of Management and Budget);

o. Required Attachments

Attach to your proposal the following:

- 1) **Tax Exemption Letter:** Internal Revenue determination letter of non-profit status, if one was issued;
- 2) **Applicant's most recent IRS Form 990 tax return,** if one was submitted;
- 3) **If there is no IRS documentation:** (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; (ii) Applicant's most recently submitted state sales or other tax exemption form, if it exists; and (iii) the state's issued tax exemption certificate or card, if it exists;
- 4) **DUNS number;**
- 5) **Current fiscal year budget:** Submit your organization's full budget (projected income and expenses) for your organization's current fiscal year, comparing budgeted versus actual income and expenses to date. This financial statement will help the granting agency determine your organization's financial capabilities;
- 6) **Balance Sheet:** The balance sheet can be obtained directly from the organization's financial system. This document is a snapshot of the organization's position at a point in time. The balance sheet includes assets, liabilities and net assets/equity. This financial statement will help the granting agency determine your organization's financial capabilities;
- 7) **Financial Statement:** Provide the most recent audited financial statement, if available.

- 8) **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how financial transactions are handled and recorded. If applicant does not have an approved policy, simply provide a short description of the organization's handling of finances, including names and titles of personnel involved in the process;
- 9) **"Certifications" signature form:** This form is included as an attachment to this RFA. The grantee will have the chief executive of the organization sign the certifications document, and return with the application;
- 10) **Executive Compensation,** if applicable, according to sub-section "IV.3.n".

NOTE: APPLICATIONS THAT ARE MISSING ANY OF THE ABOVE MENTIONED INFORMATION WILL NOT BE CONSIDERED BY DDOE.

4. RFA Conditions

- a. Funding for an award is contingent on continued funding from DDOE's grantor(s). This RFA does not commit DDOE to make an award.
- b. DDOE reserves the right to accept or deny any or all applications if DDOE determines it to be in the best interest of the District to do so. DDOE will notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
- c. DDOE reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind the RFA.
- d. DDOE shall not be liable for any costs incurred in the preparation of applications in response to this RFA. All costs incurred in developing the application are the applicant's sole responsibility.
- e. DDOE may conduct pre-award on-site visits to verify information submitted in the application, and to determine if the applicant's facilities are appropriate for the services intended.
- f. DDOE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

- g. DDOE has grant-making authority under the Water Pollution Control Act of 1984, eff. Mar. 16, 1985 (D.C. Law 5-188), D.C. Official Code §§ 8-101.01 et seq. (2012), as amended, 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 (D.C. Law 16-51), as amended, §§ 8-151.01-.15 (2012), including §8-151.07(10)(Make awards and grants to improve the environment), and other applicable laws and regulations.
- h. Grants made using funding from a Federal agency may be subject to OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215.
- i. All grants will be awarded on a reimbursable basis. DDOE can consider requests to advance startup costs based on the organization's need.
- j. If there are any conflicts between the terms and conditions of the DC Register notice, the RFA and any applicable Federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

V. APPLICATION REVIEW INFORMATION

1. Review Panel

A DDOE review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel will make recommendations for awards based on the scoring criteria. The review panel will be populated by a minimum of three technical people, with at least two DDOE staff and one person from outside of DDOE.

2. Scoring Criteria

The review panel will evaluate applications using the criteria listed with each project description. From the ratings, the top project(s) will be recommended for funding based on how much grant funding is available. Each organization's performance on past DDOE grants will also be taken into consideration when choosing proposals for funding. *A proposal that does not meet the minimum requirements or contain the required documentation stated in this notice will not be considered.*

District Applicant Preference

Any applicant with a primary address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the applicant does not have a primary address in the District, but the application includes District-based businesses or non-profit partners, five (5) points will be awarded. The residency preference will be afforded as follows:

- a. 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.

- b. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

3. Matching Funds

An in-kind or non-federal cash match is encouraged and will add additional value to proposals for funding, even if it is not required. Review “Criteria for Proposal Evaluation”, at the end of each individual project description, to determine if matching funds are required and allotted points as scoring criteria.

In-kind matches can be met with volunteer hours, supplies, and services.

Volunteer hours provided to a grantee or subgrantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's or sub grantee's organization. If the grantee or subgrantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

4. Award Announcements

Award announcement will be communicated within two (2) weeks after the application due date. DDOE will notify the applicant in writing if the applicant's proposal is rejected.

5. RFA Provisions

The U.S. Environmental Protection Agency and/or DDOE may require changes in the proposal before the award of funds. In this circumstance, DDOE will enter into negotiations with the applicant to establish funding amount and proposal revisions.

VI. AWARD ADMINISTRATION

1. Award Date for Funded Projects

Awards cannot be made before the date federal and other major funding is received by DDOE.

2. Reporting

- a. All funded projects shall submit quarterly status reports on April 15, July 15, October 15 and January 15, beginning in the first reporting period after project start date. If the reporting due date falls on a weekend or federal holiday, the report shall be due the next business day after the 15th. The report will detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staff or partnerships, as well as any other changes that may affect project outcomes.
- b. Funded projects will require a final report quantifying all outputs and describing the extent to which project outcomes met or will meet the need established by the funded proposal. Include recommendations for improvements to ensure that subsequent projects designed to meet the same need have an increased impact.

3. Reimbursement

- a. Grantees will not be reimbursed for any work that is undertaken before a grant agreement is fully signed with DDOE.
- b. All grants will be reimbursable for expenditures related to work performed, although start-up funds may be issued at the beginning of the grant period.
- c. The grantee's invoice/reimbursement requests for grantee expenditures made for funded projects during DDOE's fiscal year, October 1 – September 30, can be submitted at any time during that fiscal year. Supporting documentation for all expenditures must be submitted with each invoice.
- d. Reimbursement payment will be mailed to the address on file for the grantee organization. Invoices are generally paid six (6) weeks after DDOE receives them.
- e. DDOE will withhold the final twenty percent (20%) invoiced under this grant until all activities have been completed, including receipt of the final report

VII. FURTHER INFORMATION

Should you have questions concerning the preparation of your application, contact:

Sheila Besse
District Department of the Environment
Watershed Protection Division
1200 First Street NE, 5th Floor
Washington, DC 20002
Ph.: (202) 535-2244
FAX: (202) 535-1364
Email: sheila.besse@dc.gov

Or

Suzy Wald
District Department of the Environment
Watershed Protection Division
1200 First Street NE, 5th Floor
Washington, DC 20002
Ph.: (202) 299-3345
FAX: (202) 535-1364
Email: suzanne.wald@dc.gov

VIII. PROGRAMMATIC, ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS FOR GRANTEES

1. Indemnification

The grantee agrees to indemnify and hold harmless the District of Columbia and all of its employees, officers, agents and servants against any and all claims of liability or lawsuits arising from or based on, or as a consequence of or result of, any act, omission or default of the grantee, its employees or its subcontractors, in the performance of the grant.

2. Tax Liability

The grantee is solely responsible for taxes owed, if any, on the payments made payable to it under any award by any taxing authority, whether federal, state or local. The grantee agrees to defend, indemnify and hold harmless the District with respect to any liability to any taxing authority, whether federal, state or local, arising from payments contemplated by this award. The grantee shall ensure that each of its Sub contractors and Sub grantees agree to and/or understand that they are also subject to the requirements set forth in this paragraph.

3. 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. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia, and have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.

The grantee shall require all subcontractors to carry the insurance required herein, or the grantee may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate.

All policies (excluding Workers' Compensation and Professional Liability, if applicable) shall name the District as an **additional insured** with respect to work or services performed under the Grant or Sub-Grant. All policies shall provide that the insurance coverage provided hereunder will be primary and noncontributory with any other applicable insurance. All policies shall contain a waiver of subrogation in favor of the District of Columbia.

Under no circumstance shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been furnished. The Grant Administrator must be given notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

4. Applicable District and Federal Statutes and Regulations Acknowledgement

The Applicant shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time, including but not necessarily limited to:

- 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, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.);
- d. The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.);
- e. The Clean Air Act (Subgrants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85et.seq.);
- f. 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.);
- g. The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- h. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201);
- i. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.);
- j. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.);
- k. Military Selective Service Act of 1973;

- l. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001);
- m. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);
- n. Executive Order 12459 (Debarment, Suspension and Exclusion) ;
- o. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.);
- p. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.);
- q. Assurance of Nondiscrimination and Equal Opportunity found in 29 CFR 34.20;
- r. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01;
- s. Title VI of the Civil Rights Act of 1964;
- t. District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.);
- u. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352); and
- v. 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.),

IX. PROJECT LIST

Projects for 2012 RFA

Approximate Available Funds

RiverSmart Homes Incentive Program

\$ 700,000

X. PROJECT DESCRIPTION

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RiverSmart Homes Incentive Program

Introduction:

The District Department of the Environment (DDOE), Watershed Protection Division, works to control, prevent and remediate nonpoint sources of polluted runoff to District of Columbia (The District) waters and the Chesapeake Bay through voluntary activities.

DDOE is requesting applications for projects to help implement DDOE's *RiverSmart Homes* program. *RiverSmart Homes* targets homeowners to encourage them to use techniques to control nonpoint source pollution. The aim of the program is for homeowners to demonstrate low-cost residential best management practices (BMPs), and to institute landscape management practices that will help improve local water quality. Information on the program can be found at <http://ddoe.dc.gov/riversmarthomes>. *RiverSmart Homes* targets the specific practices listed below:

- Demonstrating use of rain barrels;
- Establishing use of rain gardens;
- Planting shade trees;
- Removing impervious areas or replacing them with pervious surfaces; and
- Replacing lawn areas with landscaped native plantings.

RiverSmart Homes is a city-wide program which encourages District homeowners to adopt simple stormwater pollution-reducing BMPs on their properties that are located in the District. The first step of the program, performed by DDOE, is a "stormwater audit" of the interested homeowner's property. Based on the stormwater audit, DDOE makes recommendations of appropriate practices for the property which homeowners then use to select desired practice(s) for their property. DDOE then provides this information to the grantee, which is responsible for the oversight of the contractor installing the BMPs. After the BMP is installed, DDOE inspects the property to ensure proper installation. Project funding to the grantee is dependent on proper installation of BMPs as well as customer satisfaction. In the year following installation, DDOE will provide technical support to the homeowners to assist them in maintaining their installed BMPs.

DDOE is required to report to EPA on the stormwater improvements and to track nonpoint source pollution reduction efforts; therefore, the grantee will be required to give DDOE a breakdown of grant-related expenditures such as payments to contractors. Furthermore, the DDOE tracks how much of its funding goes to local, small, and minority-owned businesses. The grantee will be required to, if possible, use these contractors in its work.

Approximate Available Funds:

Seven hundred thousand dollars (\$700,000), pending the availability of funding. Preference will be given to applications that maximize the amount of grant funds used for the installation of BMPs. The grantee may be provided with start up costs. The grant may be renewed at an

approximate amount up to or greater than the original award amount, based on the availability of funds, the grantee's performance, the grantee's capacity to maintain or increase the scope of work, and the District's need for the scope of work to be maintained or increased.

Project Period:

One (1) year and renewable for up to three (3) additional years, for a total of four (4) years, based on the availability of funds and the grantee's performance.

Project Description:

DDOE is seeking proposals from organizations interested in demonstrating the *RiverSmart Homes* practices on homeowner properties in the District. The grantee organization will work with landscape contractors registered to do business in the District to install these BMPs, and help DDOE generate interest among homeowners in using and realizing the benefits of these BMPs.

DDOE will pay between \$1,200-\$1,600 per a property for the installation of the BMPs, plus an additional sum to the grantee for oversight of the grant. Note that no direct cash payment will be made to the homeowner. The homeowner shall be required to pay a nominal fee for the work. The funds may be divided among one or all of the BMPs and will be reimbursed as follows:

- Up to \$1,600 for rain gardens at \$12 per square foot. The homeowner pays \$75 towards the cost of the garden;
- Up to \$1,200 for Bayscaping (replacement of lawn with a mixture of native plants – must be a minimum of 120 square feet) at \$7 per square foot. The homeowner pays \$100 towards the cost of the garden;
- Up to \$1,200 for the replacement of impervious surfaces with pervious ones. The grant will only reimburse for the additional cost of porous/permeable pavement systems above the cost of conventional impervious concrete. (The homeowner will be responsible for the base cost of installing conventional pavement.)

The homeowner's nominal fees must be used by the applicant to cover administrative costs of the program or to install BMPs on more properties. The applicant must be able to accept homeowner fees. If the homeowner wishes for additional work to be done, the cost of which exceeds the above mentioned \$1,600 cap, it is up to the homeowner, the grantee, and their contractor(s) to make mutually satisfactory arrangements.

The grantee in the *RiverSmart Homes* program shall:

- Consult with homeowners on the location and design of BMPs (see http://www.lowimpactdevelopment.org/raingarden_design/index.htm for potential design templates) and act as the liaison between the homeowner and the contractor;
- Recruit additional landscape and pervious paver contractors for RiverSmart Homes installations and sign partnership agreements with each contractor; and
- Install the BMPs recommended by the DDOE and requested by homeowners.

Project Outcomes:

- District residents will have a better understanding of nonpoint source pollution and how they can help prevent it;
- District homeowners will adopt stormwater pollution preventing BMPs on their property; and
- The District's rivers and streams will have reduced pollution loads.

Project Outputs and Deliverables:

- A list of all homeowners who had BMPs installed and to whom the grantee provided design and location consultation. The list must group homeowners by their location in the Combined Sewer System or the Separated Sewer System;
- Installation or oversight of contractors installing the BMPs listed above on homeowner property;
- A list of the names and contact information of contractors registered in the District able to install Bayscaping (native plant landscaping), rain gardens, and permeable pavers;
- Copies of all signed waivers, partnership agreements with contractors, and maintenance agreements with homeowners;
- Bi-monthly (or as needed) meetings or conference calls with DDOE on grant progress;
- Quarterly status reports showing accomplishments, progress to date, and detailing the completion of project objectives; and
- A final report including before and after photos of each site, a list of all contractors used for this program, and invoices of all payments made to contractors.

Criteria for Proposal Evaluation:

Each application which meets the requirements of Section IV, "Application and Submission Information", and the specific requests of this project, will be evaluated according to these scoring criteria. Applicant should refer to Section VI. "Application Review Information" for additional factors the review panel will take into consideration when reviewing proposals.

- An understanding of the problems associated with impervious surfaces and stormwater. Knowledge of both the benefits and the costs of the stormwater technologies to be installed through the RiverSmart Homes program (10 points);
- Experience in landscape design or in oversight of landscape designers (10 points);
- Staff and capacity to oversee landscaping contractors and pay them for work completed in a timely manner (25 points);
- Experience in installing or experience in oversight of contractors installing the RiverSmart Homes stormwater pollution reducing technologies (25 points);
- Applicant or homeowner provides some non-federal match (5 points);
- A budget that maximizes the ratio of money spent on projects installation to project overhead (15 points); and
- Presents an adequate and reasonable justification for the funds requested (10 points).

Appendix 1 - NOTICE OF FUNDING AVAILABILITY

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Appendix 2 -CERTIFICATIONS AND ASSURANCES MADE TO THE DISTRICT OF COLUMBIA DEPARTMENT OF THE ENVIRONMENT AND TO THE UNITED STATES DEPARTMENT OF JUSTICE

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