

District of Columbia
District Department of the Environment



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

Wetland Conservation Policy and Registry
(Short name: Wetland CPR)
RFA # 2014-1404-WQD

6/6/2014

Application deadline: by 4:30 PM 7/8/2014

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



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia District Department of Environment (“DDOE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to update the Wetland Conservation Plan and to create a Wetland Registry for the District. The following programs or offices of DDOE are administering this RFA: WATER QUALITY - PLANNING & PERMITTING (“WQD”).

1.2 Purpose of the Grants

The purpose of these grants is to provide an update to the District’s 1997 Wetland Conservation Plan. The existing plan includes: an inventory and assessment of the District’s wetlands; protection mechanisms of the District government, neighboring state governments, and the federal government; and strategy and implementation plans. The project shall include written updates to the plan, a comprehensive inventory with ground truthing of District wetlands, maps and photos of wetlands at appropriate scales, the production of geospatial data and geodatabases of the information gathered, and the creation of a wetland registry.

1.3 Source of Funds

The source of funds for the grant is the Wetland and Stream Mitigation Trust Fund, authorized by D.C. Official Code § 8-103.09

1.4 Competition for a Grant Award

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

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

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

1.5 Projects and Funds Available

This RFA presents the following number of projects for the stated total dollar amount presently available through this RFA: 1 for \$200,000.00. DDOE seeks applications for:

Project Number	Project Name	Project Amount
1	Wetland Conservation Policy and Registry	\$200,000.00

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;
- ☒-Government agencies; and
- ☒-Universities/educational institutions.

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 especially 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 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 6/6/2014.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note “Regarding RFA: Wetland CPR # 1404”.

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 7/8/2014.

An application will be dated and recorded temporarily as “received” until DDOE staff persons have 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: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

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

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 Wetland CPR #1404

Email: The electronic copy should be sent to the following email address:
WetlandsWQD.Grants@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 Questions and Answers (Q & A)

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 in DDOE Contacts. DDOE will publish updates and the Q & A regarding the RFA at www.ddoe.dc.gov. DDOE will also create an email list of persons who wish to receive updates and Q & A directly. A person can be put on the email list by immediately emailing the address below with the subject line "RFA Wetland CPR #1404 – 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 website. Hard copy updates will be available for pickup at DDOE's offices 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) **Email** a request to WetlandsWQD.Grants@dc.gov with 2014-1404-WQD" in the subject line;
- (b) **In person** by making an appointment with (call Rebecca Diehl at (202) 535-2648 and mention this RFA by name); or
- (c) **Write** DDOE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Rebecca Diehl RE: 2014-1404-WQD 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, ensure 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. This enables reviewers to 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 stormwater 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 and 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 website 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 government agencies, nongovernmental organizations, 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, ensuring 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 10 (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 (5) 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.

(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 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 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 (IRS) 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 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 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: (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 at 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 of these 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 of 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) System for Award Management (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 application due date.

(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:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th 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 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 Titles and Available Funds

Name	Total Projects	Total Amount
Wetland CPR	1	\$200,000.00

7.2 Project Descriptions

Introduction:

The mission of the District Department of the Environment's (DDOE's) Water Quality Division (WQD) is to restore and protect the surface water and groundwater of the District of Columbia (District). This includes the protection, restoration, and enhancement of the District's wetlands. The District's draft wetland regulations define a wetland as "those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas."

A tool that DDOE uses to protect the District's wetlands is the Wetland Conservation Plan. The District's 1997 Wetland Conservation Plan was originally developed "to establish a comprehensive framework to manage, preserve, and extend the remaining wetlands" of the District. Identifying and documenting the location of District wetlands is essential for their protection and restoration.

DDOE is soliciting applications to update the District's 1997 Wetland Conservation Plan. The update is necessary to incorporate policy changes related to wetland programs and changes in land use in the District, to verify known wetlands, and to identify and incorporate previously undocumented wetlands. An updated Wetland Conservation Plan with updated maps will be an open tool for the use of private citizens, government agencies, and other organizations, and will further the District's policy of wetland restoration and protection.

Approximate Available Funds:

Up to two hundred thousand dollars (\$200,000) is budgeted for the award, depending on the availability of funds. The award may be amended for an additional fifty thousand dollars (\$50,000), 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:

Eighteen (18) months and renewable for an additional six (6) months, for a total of two (2) years,

based on the availability of funds, the grantee's performance, and the District's need.

Project Description:

DDOE is seeking proposals to provide an update to the District's 1997 Wetland Conservation Plan. The plan includes an inventory and assessment of the District's wetlands; protection mechanisms of the District government, neighboring state governments, and the federal government; and strategy and implementation plans. The project shall include written updates to the plan; a comprehensive inventory with ground truthing of District wetlands, including maps and photos of wetlands at appropriate scales; the production of geospatial data and geodatabases of the information gathered; and the creation of a District wetland registry.

Project Outputs and Deliverables (Requirements):

In the proposal, the applicant must include its approach to the following project outputs and deliverables:

1. Update the District's 1997 Wetland Conservation Plan. The plan shall be provided through one (1) electronic and five (5) hard copies. DDOE must review and approve the final plan, with this process listed as a line item in the budget.
2. Wetland delineations shall be performed by a certified professional wetland scientist (from Society of Wetland Scientists or equivalent) who shall use the 1987 US Army Corps' of Engineers wetland delineation method, the most current version of (a) the Atlantic and Gulf Coastal Plain regional supplement and (b) the Eastern Mountains and Piedmont regional supplement (where applicable), DDOE's 1997 Wetland Conservation Plan, and DDOE's supplemental requirements. DDOE's supplemental requirements include wetland size, wetland location in a floodplain or on private or public land, quality and value of the wetland, wetland classification, and an evaluation of restoration potential. As the wetland boundaries change with the seasons, the grantee shall conduct the wetland assessment during the appropriate season (maximum size of the wetland) and indicate when the assessment was done or must be done.
3. Wetland assessments shall include evaluation of wetland type according to the U.S. Fish and Wildlife Service's Classification of Wetland Systems and Deep Water Habitats of the United States, the U.S. Environmental Protection Agency's wetland types, and the District's value and wetland functions classification (as described in Sections 2.5.4 and 2.6 of the 1997 Wetland Conservation Plan).
4. Provide a wetland registry of the ground truthed wetlands that includes soil, vegetation, functions, value, wetland type, wetland classification, size, and location.
5. Produce a wetland map of the District that includes a twenty-five (25) foot buffer from

each waterbody's mean high water mark or from a wetland's boundary. Wetlands and streams in the area of the Anacostia Waterfront Development Zone (as described in D.C. Official Code § 2-1226.04 Definition of Anacostia Waterfront Development Zone) shall have a buffer of fifty (50) feet from a waterbody's mean high water mark for rivers and streams, or from a wetland's boundary. The grantee shall include the boundaries of the Anacostia Waterfront Development Zone in the geodatabase.

6. Gain legal land access and permits from each property owner (federal government, District government, or private).
7. Develop a tool that can be used to determine if a wetland is a good candidate for (a) restoration or (b) enhancement (evaluation tool). In addition, the grantee shall apply the evaluation tool to existing known wetlands and to those verified through this project to generate a list of wetlands for potential restoration and enhancement, with explanations. The suitable sites may be on private or public land.
8. Develop site suitability guidelines for future wetland creation. In addition, apply the site suitability guidelines to identify sites for potential wetland creation. The suitable sites may be on private or public land.
9. Update the list of the District's wetland stakeholders and stakeholder committees, including contact information and organization websites. Report on the project's progress to stakeholder committees, including methodologies used, project expenditures, and obstacles encountered with solutions where possible.
10. Update the reference list of wetland protection mechanisms within the District's 1997 Wetland Conservation Plan (Section 3) including regulatory controls and programs. The list shall incorporate current regulations, codes, and programs of the District, neighboring states, and federal government.
11. Provide agendas for and participate in a project kick-off meeting, technical meetings, and conference calls with DDOE staff to discuss progress, next steps, and to invite feedback. In the final set of deliverables, the grantee shall address comments and suggestions that are received from the stakeholders during the public comment.
12. Provide quarterly status reports, yearly status reports, and a final project closeout report in both electronic and five (5) hard copy formats. DDOE will review and approve status reports.
13. Provide wetland delineation reports, including geospatially referenced color photographs, field notes, and copies of original data sheets of all sites delineated within the final report.
14. Data shall be stored in a geodatabase that, at the time the data are generated, conforms to

the Office of the Chief Technology Officer's (OCTO's) database requirements (as of May 2014, for horizontal coordinates, the standard is the Maryland state plane coordinate system of the American Datum of 1983 (NAD83), as updated in 1991. For vertical coordinates, the standard is the North American Vertical Datum of 1988 (NAVD88). Coordinates are stored in meters. For further standards, please go to OCTO's website: <http://octo.dc.gov/node/706992>).

15. DDOE will require the grantee to work with DDOE staff to develop the framework (attributes tables, shapefile, and metadata) for the geodatabase and the information to include.
16. Other project data must be kept in a database usable by DDOE, either because DDOE already uses the software or the data can be converted easily to use by DDOE's software.
17. All data must be provided to DDOE.
18. Use the District's 1997 Wetland Conservation Plan and the internal documents, (a) draft wetland regulations, (b) DDOE's draft "Issuing Water Quality Certifications and District of Columbia Wetland Permits" Standard Operating Procedure (SOP) (SOP #WQD-235), and (c) DDOE's draft "Inspecting Wetland Permit Sites" SOP (SOP # WQD-330), and field work/assessment as the bases for updating the plan. The District's 1997 Wetland Conservation Plan is available on DDOE's website. If DDOE's draft internal documents are finalized during the grant period, the grantee will be asked to incorporate them in the analysis.
19. Provide three (3) two (2)-hour public information sessions regarding their work to update the Wetland Conservation Plan.

Criteria for Proposal Evaluation:

A properly submitted application will be evaluated according to these scoring criteria:

Qualifications:

1. Proven project team experience in developing a wetland conservation plan (10 points);
2. Proven project team experience and knowledge in conducting wetland delineation at a large scale; determining wetland type, quality, and functionality (10 points);
3. Proven project team experience in GIS database creation, manipulation, management, maintenance, and data organization (10 points);
4. Proven experience in generating a wetland registry (10 points); and

Quality of Proposal:

5. Innovative ideas appropriate for the project (10 points);
6. Project objectives are met in the work plan (20 points); and

Feasibility:

7. Budget is appropriate for the project (15 points);
8. Justification for the funds requested is adequate and reasonable (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.