

STORMWATER RETENTION CREDIT AGGREGATOR STARTUP GRANT PROGRAM GUIDE

The Stormwater Retention Credit (SRC) Startup Grant Program provides grants for technical and outreach activities needed to identify potential green infrastructure (GI) locations and to develop effective partnerships with property owners and other stakeholders. DOEE issued a grant to the Center For Watershed Protection (CWP) to help administer this program. As described below, CWP will interact with program applicants and participants on DOEE's behalf.

Typically, DOEE expects that grant recipients will go through an iterative process of narrowing down potential sites that are the best candidates for the SRC Price Lock Program because they present opportunities to install GI that will:

- Allow cost-effective SRC generation
- Enjoy the support of property owners and community members (nearby residents, businesses and those using the property) because it provides benefits that are relevant to these stakeholders and because they were meaningfully engaged during the siting and design process.
- Increase equitable access to GI's environmental and social benefits in the District

Through this process, DOEE expects that grant recipients will typically:

1. Start with a relatively large number of sites that meet certain initial criteria established by the grantee (e.g. large parking lots that offer opportunities for bioretention installation; properties where a project partner has an existing relationship with the owner).
2. Narrow the list of sites by conducting outreach to develop partnerships with property owners and by conducting technical analysis of the site to determine the cost effectiveness of installing GI on the site.
3. Narrow the list further to a relatively small number of locations that are the best opportunities for GI installation.

Eligibility Criteria

This section lists the activities that are eligible to be funded with an SRC Aggregator Startup Grant. In addition, projects must also meet all of the minimum eligibility requirements identified below and achieve a score of at least 70 on their application (scoring criteria are available at the end of this program guide).

Activities eligible for funding include:

- Desktop assessment of prospective sites (GIS analysis for sites with large areas and/or multiple locations for GI).

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- Outreach to and engagement with property owners (including public and private properties) and/or communities for partnership development and site identification (development and printing of materials, contacting property owners and managers, hosting meetings with stakeholders, etc.).
- Field assessment of prospective sites (visual observations to identify GI locations and potential constraints).

The following activities are only eligible for funding once the property owner has provided a letter of support for the project (This letter of support may be obtained during the grant-funded project period). After reviewing the letter of support, CWP will review the site and then provide authorization to proceed with the following activities:

- Field analysis to provide more detailed information on GI feasibility (utility location, topographic survey, infiltration testing, structural analysis, etc.).
- Engagement with the property owner and/or community in project decision-making and preliminary GI design, including use of participatory processes in GI siting and design.
- Preliminary design of GI (calculation of approximate storage volume, contributing drainage area, and GI area; development of plan view and cross section details; construction cost estimate; etc.).

Projects must meet all of the following Minimum Eligibility Requirements:

- The applicant must be an SRC-aggregating business. An SRC-aggregating business is an organization that constructs GI to generate SRCs, typically across multiple sites that are owned by others. The SRC-aggregating business owns the SRCs generated, which can then be sold on the market or to DOEE through the SRC Price Lock Program.
- The SRC-aggregating business applying for the grant is not a member of the project team* on another grant.
- The project team* includes a Professional Engineer registered in the District of Columbia.
- The project team* includes an engineer who has received approval for a Stormwater Management Plan (SWMP) since December 2014, or who has attended the Department of Energy and Environment (DOEE) trainings **General Compliance and Using the Surface and Groundwater System (SGS)**.
- The project team* includes a person who has attended the DOEE training **Generation and Certification of Stormwater Retention Credits (SRCs)**.
- The proposed GI practice(s) will be located within the District's [Municipal Separate Storm Sewer System \(MS4\)](#).
- The proposed project will not include design work or other assistance for areas of properties that trigger the District's stormwater management regulations. The proposed project will not include detailed field analysis and preliminary design (i.e. the activities for which a letter of support is required) for areas of properties that already drain to existing stormwater Best Management Practices (BMPs).

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- The proposed project will be completed within 24 months. Construction of GI is not part of the SRC Aggregator Startup Grant, so construction of GI does not need to occur during the grant period.

*Project team is defined as the primary applicant and others associated with the project via contract or otherwise retained to provide services.

How to Apply and Participate

1. Complete the *SRC Aggregator Startup Grant Program Application* and all required attachments on the Department of Energy and Environment (DOEE) Surface and Groundwater System (<http://doee.dc.gov/sgs>).

The application period will open on [DATE], and applications must be submitted by [DATE].

Applications will identify specific tasks to be completed as part of the grant-funded project. In reviewing the applications, DOEE and CWP, will determine if the proposed project meets the Minimum Eligibility Criteria and assign the application a score, based on the Scoring Criteria. To be considered for funding, a proposed project must meet the Minimum Eligibility Criteria and also achieve an application score of at least 70 points. The highest-scoring proposals meeting these requirements will be funded, until all available funds are committed.

DOEE and CWP may re-open the SRC Aggregator Startup Grant Program for additional applications in the future if and as additional funds are identified.

2. Review and Sign *SRC Aggregator Startup Grant Agreement*.

CWP will send the *SRC Aggregator Startup Grant Agreement* for the applicant to review and sign. The agreement will include a schedule, invoicing and payment procedures, and all other rules regarding completion of the grant activities.

Once the grantee signs the agreement and submits all the required documentation, the project can begin.

3. Conduct the technical and outreach work funded by the grant and submit invoices for work completed.

Payment requests may be submitted to CWP upon the completion of tasks identified in the project narrative and budget, but should not be submitted more often than monthly. Task deliverables should be submitted for review with each payment request.

CWP will typically process payments within 30 days. CWP will only pay for work completed and costs incurred.

4. Submit the Final Project Report.

Applicant must submit Final Project Report to CWP before or with the final invoice. The final 10% of payment will only be paid after the Final Project Report has been approved. The Final Project Report must summarize the work performed in each task, including documentation of outreach performed, sites assessed, stormwater retention volume calculations, and preliminary designs for all the potential GI sites identified. Project data, including infiltration rates, topographic survey, etc., must also be provided.

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5. Consider installing SRC-generating GI

Through the technical and outreach work funded by an SRC Aggregator Startup Grant, you can identify a pool of projects that will be good candidates to generate SRCs and to participate in the [SRC Price Lock Program](#).

You can use the [Financial Return Calculator](#) to estimate the potential revenue from selling SRCs from your project.

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Scoring Criteria

Applications will be scored based on the following list of criteria, with specific points assigned to each item in the list (partial points are possible in each category). Applications are rated on a 100-point scale. An applicant should read this list carefully, ensuring that the proposal addresses the criteria. Minimum application score to receive funding is 70 points.

Scoring Criteria	Points
Proposal represents a cost-effective use of grant funds that will maximize potential for stormwater retention and benefit to District waterbodies (factors that may enhance cost effectiveness include use of matching funds, identification of projects in non-tidal MS4 areas, and/or developing preliminary designs for GI practices across multiple sites or in multiple locations across a project site).	30
Applicant demonstrates credible plan to obtain funding to implement GI that will be identified by the project, with greater points for applicants that provide letters of support indicating that they have already secured funding.	20
Applicant demonstrates a credible plan to develop partnerships with property owners, with greater points for applicants that provide letters of support from property owners or from organizations that have established relationships with property owners.	10
Applicant identifies and presents a credible plan to provide benefits to property owners and/or community, with greater points for applicants that propose to meaningfully engage property owners and/or community in project decision-making (e.g. in determining GI location on the site and preliminary GI design)	10
Applicant identifies and presents a credible plan to enhance equity outcomes of GI in the District, with greater points for applicants that propose to: <ul style="list-style-type: none"> • increase equitable access to GI's social and environmental benefits, • identify and address current or historic environmental injustices/inequities 	10
Project will provide additional environmental benefits, which may include prioritization of vegetated practices	10
Project will be completed in a timely manner.	10

For more information about the SRC Aggregator Startup Grant Program, visit <http://doee.dc.gov/src> or contact Lisa Fraley-McNeal at lfm@cwp.org or (410) 696-3975.