



**FY2016 H Street NE - Starburst Revitalization Grant
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, April 01, 2016

RFA ID #: DMPED - GHS-016-722908

Submission Deadline: Friday, April 22, 2016 at 6pm

Please note that all applications must be submitted electronically. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application (including attachments) through the ZoomGrants portal on the website for the Office of the Deputy Mayor for Planning and Economic Development (DMPED): www.dmped.dc.gov.

Point of Contact: LaToyia Hampton, Grants Manager
Phone: (202) 724-7648
E-mail: latoyia.hampton@dc.gov

Availability of RFA: Download from DMPED's website, www.dmped.dc.gov, and via the Great Streets website, www.greatstreets.dc.gov

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I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified Non-Profit Organizations who wish to improve the space in the H Street NE Retail Priority Area in Starburst Park. The purpose of the H Street NE Starburst Park Grant is to increase the positive impact on commercial revitalization with greater focus on the Bladensburg and Benning Road footprint within the H Street NE Retail Priority Area. Operational activities may include cleaning and maintenance of the space, program development, and management. Programming activities may include: a farmers market, flea market, retail pop-ups including holiday shops, public art, and family-oriented events with outdoor movies and live entertainment.

The grants are competitive, and grantees will be awarded up to a maximum of \$500,000.

II. Eligible Funding Uses

Programming of the Starburst Park to include:

- Operational activities such as cleaning and maintenance of the space, program development, and management;
- Programming activities may include: a farmers market, flea market, retail pop-ups including holiday shops, public art, and family-oriented events with outdoor movies and live entertainment;
- Technical assistance for small business owners through the provision of direct one-on-one consultations in topics that would benefit small business operators including:
 - Bookkeeping;
 - Accounting;
 - Purchase of software and training;
 - Loan and grant packaging;
 - General business legal assistance to review leases, easements and corporate structure;
 - Marketing strategy;
 - Consultants;
 - Façade Improvements;
 - Equipment Rentals;
 - Surveys;
 - Interior and Exterior Renovations;
 - Advertising;
 - Social media strategies and implementation;
 - Website creation and/or improvement;
 - Visual merchandising and window displays;
 - Green business strategies to activate intersection with the goal to further engage the Bladensburg and Benning Road footprint within the H Street Corridor
- Commercial planning and development studies for the Bladensburg Road/Benning Road NE Great Streets Corridor that will include input from affected property and business owners.

Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Property acquisition or lease
- Organizational overhead
- Food
- Organizational capacity building
- Transportation
- Debt Service

III. Service Areas

Grants are offered to non-profit organizations in the H Street NE Retail Priority Area.

IV. Eligible Applicants

Eligible applicants must meet the following minimum requirements to be considered for a grant:

- Applicants must meet the following minimum requirements to be considered for the grant:
 - Be a 501 (c)(3), 501(c)(6) non-profit corporation with no less than ten years direct experience with economic development and promotions within the H Street NE Retail Priority Area,
 - Significant experience in public space event planning.
 - Have a one or more existing partnerships with district agencies integral to public space event planning
 - Provide proof of property and liability insurance compliant with the requirements set forth in the grant application.
 - Demonstrate an active occupancy permit for use of the Starburst Plaza.
 - Be a registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue (OTR), the DC Department of Employment Services (DOES), and the federal Internal Revenue Service (IRS), and maintain their Good Standing status with the aforementioned agencies throughout the pre-award process and the grant's period of performance. Prospective applicants may contact the aforementioned agencies to inquire about their tax compliance status by calling the numbers below:
 - DCRA: (202) 442-4400
 - OTR: (202) 727-4829
 - DOES: (202) 724-7000
 - Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XII of this RFA).

V. Administrative Requirements

1. Sub-contracting and CBE Utilization – Certified Business Enterprises (CBE) are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small and veteran-owned (Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Law 16-33; D.C. Official Code 2-218.01 et seq.). Applicants that plan to subcontract any services are required to hire and contract 100% of those services with a CBE, excluding proposed Program budget that will be expended with other non-profit organizations and other excluded costs pre-approved by DSLBD in its sole discretion. Generally, costs that may be excluded by DSLBD in its sole discretion include services in which there are no CBE companies to provide said services. A Grantee must provide a written request for prior approval of excludable costs. If awarded the Grant, the Organization must comply with the plan or be subject to a fine and/or being barred from entering into future grant agreements with DSLBD.

Applicants may locate CBE businesses by searching the online CBE database at <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx>.

2. First Source Agreement. Applicants are required to sign a First Source Agreement with the Department of Employment Services. Pursuant to Mayor's Order 83-265, DC Law 5-93 and DC Law 14-24, as amended, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents. Accordingly, potential grantees must enter into a First Source Employment Agreement with the Department of Employment Services (DOES) upon award of any grant proceeds. The First Source Agreement will require the grantee to: (i) use diligent efforts to hire and require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty one percent (51%) District of Columbia residents for all new jobs created by the Project, all in accordance with such First Source Employment Agreement and (ii) use diligent efforts to ensure that at least fifty one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the D.C. Apprenticeship Council. A First Source Agreement template can be found at www.does.dc.gov/node/161672.

VI. Grant Disbursement

DMPED expects one grant under this program. Grant award sizes will vary and eligible applicant can be funded up to a maximum of \$500,000.

The period of performance for this grant will be from the date of grant execution through September 30, 2016.

VII. Application Review & Awards

To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit recommendations for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members

will review and score applications and submit recommendations for grant awards to the Deputy Mayor.

VIII. Submission Guidelines

All applications must be submitted via the ZoomGrants online application system. Please submit all attachments in PDF format.

Applications must be submitted electronically no later than **Friday, April 22, 2016 at 6:00pm**. All applications will be recorded upon receipt. Applications received after 6pm sharp on Friday, April 22, 2016 will not be considered or forwarded to the review panel for consideration. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out of order submissions.

DMPED is not responsible for malfunctions on the ZoomGrants platform. DMPED advises prospective applicants to not upload documents using Dropbox or similar applications due to access issues. For assistance with completing an application, please contact a technical assistance provider as listed on the Great Streets website: www.greatstreets.dc.gov. Applicants who would like to request to use a computer at the DMPED office at 1015 Half Street SE to complete their application should contact the Grants Manager, LaToyia Hampton, at (202) 724-7648.

IX. Contact Person

LaToyia Hampton, Grants Manager
Phone: (202) 724-7648
Email: latoyia.hampton@dc.gov

X. Terms and Conditions

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED 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.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this 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.

XI. Scoring Criteria

Once an application has been screened for basic eligibility, projects will be evaluated on the following Program evaluation criteria (100 point scale):

- Capacity of the Applicant and Development Team (25 points)
- Financial Feasibility of the Project (25 points)
- Predevelopment Plan and Budget Analysis (25 points)
- Community Support & Collaboration (25 points)

Upon approval of an application by DMPED, DMPED will issue a grant agreement to the applicant explaining the terms and conditions of the grant. The grant agreement must be signed and returned within 10 days of the date of the grant agreement or the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

XII. Certifications and Assurances

A. *Insurance Requirements.* The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).

1. **GENERAL REQUIREMENTS.** The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance

specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

- a. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.
 - b. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - c. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.
 - d. Employer's Liability Insurance. The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
2. **DURATION**. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.
 3. **LIABILITY**. These are the minimum insurance requirements established by the

District of Columbia. HOWEVER, THE MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.

4. GRANTEE'S PROPERTY. The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
5. MEASURE OF PAYMENT. The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.
6. NOTIFICATION. The grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.
7. CERTIFICATES OF INSURANCE. Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of Contracts, Procurement and Grants
Government of the District of Columbia
Office of the Deputy Mayor for Planning and Economic Development
1015 Half Street SE, Suite 675
Washington, DC 20003

- B. *Nondiscrimination in the Delivery of Services.* In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving DMPED funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace Act of 1988; and • District of Columbia Human Rights Act of 1977 and DC Language Access Act of 2004.