



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic
Development

FY 2022 DC Locally Made Manufacturing Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA:	Friday, February 25, 2022
RFA ID #:	DMPED – FY22-03 LCLMADE
Grant Orientation:	Please refer to the Office of the Deputy Mayor for Planning and Economic Development website, dmped.dc.gov .
Submission Deadline:	Friday, March 25, 2022 at 4:00 pm (DST).

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted.

Incomplete applications or those submitted after the deadline will not be accepted. Applicants are encouraged to submit applications at least one hour before the Funding Announcement closing time at 3:00 PM ET. Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: Support@grantvantage.com

Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants are cautioned to submit their application at least 15 minutes before the closing time to allow the application to process through to DMPED. If you submit your application minutes before the announcement deadline time, the announcement may close in the middle of processing your application. If this occurs, WDC-DMPED will not receive your application.

We encourage all applicants to submit no later than 1 pm EST to ensure sufficient time for the technical assistance team to respond to any technical system errors. The Grants team nor the Great Streets Director will be available to respond to inquiries after 1 pm EST. Please attend the Information Sessions prior to the submission deadline for additional information.

All applicants must read the GrantVantage Applicant Instructions, located in the Funding Announcement Attachments, so applicants understand how to Begin An Application, Complete An Application, and Submit An Application.

Examples of events that would NOT be considered 'Technical System Errors':

- Failure to follow funding opportunity instructions
- Failure to follow Application Instructions
- Local internet problem at the time of submission on deadline day
- Unable to see final application "Submit" button
- Forgot Username or password credentials
- Security locked out of system resulting from forgetting password – too many wrong attempts
- Failure to notify the GrantVantage Support Desk (Support@grantvantage.com) prior to 1-hour of submission deadline
- Closing application during the submission process while the "Processing" indicator is still active

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

Point of Contact:

DMPED Grants Team
Phone: (202) 727-8111
E-mail: dmped.grants@dc.gov

Availability:

Download the application from the following websites:

- Office of Partnership and Grants - opgs.dc.gov
- Office of the Deputy Mayor for Planning and Economic Development - dmped.dc.gov
- Great Streets - greatstreets.dc.gov

I. Introduction

FY 2022 DC Locally Made Manufacturing Grant (“DC Locally Made”) incentivizes and bolsters the Great Streets initiative to grow the District’s local small business economy and bolster neighborhoods with inadequate access to retail opportunities. The purpose of the Great Streets Initiative is to transform certain designated emerging commercial corridors into thriving, walkable, shoppable and inviting neighborhood experiences. DMPED invests in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards. The Great Streets Initiative does this by supporting existing businesses, attracting new businesses, increasing the District’s tax base, and creating new job opportunities for District residents.

The Office of the Deputy Mayor recognizes manufacturing supply chains have become more complicated due to multiple suppliers, challenging international trade and import and export regulations, and the rapid acceleration of e-commerce demands and absorption, and the exacerbation of the COVID-19 global pandemic and public health emergency. Supply chains were distressed and, in some cases, disrupted. There is increasing need to manufacture and procure consumer goods locally.

DMPED believes that the industrial sector can and will flourish in the District, increase employment opportunities for local residents, and offer light manufacturing opportunities that provide economic stability, mitigate blight, and add vibrancy to our designated Great Streets corridors. At the current vacancy rates, the majority of the properties available for purchase or lease to small industrial firms are either in need of significant renovation, inaccessible, and/or functionally obsolete or, in the instance of desirable space, priced beyond what the market can support. This lack of available, cost-effective, appropriately sized space is forcing local industrial and manufacturing firms and/or similarly sized attraction prospects to consider locating or expanding elsewhere. It is the intention of DC Locally Made to incentivize the development of single-tenant buildings that can accommodate small manufacturing concerns or a multi-tenant building that can provide accommodations for manufacturers, post-incubator and/or emerging growth companies engaged in consumer goods and/or some durable good production.

For the purposes of this RFA, “consumer goods” is defined as goods that are immediately consumed in one use or have a lifespan of less than three years. Examples include cosmetics, cleaning products, food, fuel, beer and/or spirits, some household items, paper products, rubber, textiles, clothing, footwear, and personal protective equipment (PPE).

For the purposes of this RFA, “durable goods” is defined as home appliances, consumer electronics, furniture, sports equipment, and children’s toys.

The responsive proposal should provide a strategy whereby an entity or entities of the Locally Made would promote development and/or improvement of a shell-building up to 60,000 square feet in the District. An eligible shell building project can include the redevelopment and/or improvements of an existing structure pending the building can be cost-effectively delivered for industrial use.

The DC Locally Made grant will support qualified small businesses for the capital or tenant improvements of commercial property with a designated industrial use and which is located within a designated Great Streets Corridor. Any building that is developed or improved because of this program should be fully completed for use by an industrial tenant or owner/occupant within 60 days following the completion of approved improvements.

Pursuant to the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Amendment Act 2016, effective October 8, 2016 (D.C. Law 21-160; D.C. Official Code § 1-328.04); “Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Code § 2-1217.73b); DMPED will award up to **\$500,000.00** total in grants to be disbursed to successful applicants of the Grant. Maximum award per application is **\$100,000.00**.

A. Funding Priorities: The Grant identified the following program funding priorities.

1. The Great Streets program grows the District’s local small business economy and bolsters neighborhoods with inadequate access to retail opportunities. DMPED seeks to invest in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards.
2. DMPED seeks to invest in small businesses:
 - a. That are Local Business Enterprise (LBE) eligible;
 - b. Have core operations which align with small to medium light manufacturing of fast consumer goods (i.e., dry goods, processed foods, beverages, baby food, consumer electronics, frozen food) and/or consumer durables (appliances, furniture, equipment);
 - c. That currently operates or will operate within a designated Great Streets Corridor.
 - d. That maintain and/or create new jobs, with a commitment to hire District residents.
 - e. That serves or may serve a community anchor and impacts the Great Streets corridor and community by its presence, and
 - f. That can support existing retailers and the designated Great Streets corridors economic vitality by attracting new consumers and/or visitors to the area.

II. Great Street Corridors (Retail Priority Areas):

Grants are offered to small businesses located in the following Great Street Corridors:

- 7th Street NW

- 14th & U Streets NW (including Adams Morgan, Mt. Pleasant and Columbia Heights)
- Connecticut Avenue NW
- Georgia Avenue NW
- H Street/Bladensburg Road NE
- Martin Luther King Jr. Avenue/South Capitol Street SE/SW
- Minnesota Avenue/Benning Road NE
- Nannie Helen Burroughs Avenue NE
- New York Avenue NE (boundary extended)
- North Capitol Street NW/NE
- Pennsylvania Avenue SE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

Prospective applicants can verify their location eligibility via the interactive mapping tool found at the Great Streets website (greatstreets.dc.gov).

III. Eligible Applicants

Eligible applicants include real estate developers and/or existing small business whose core business aligns with light manufacturing and is located either within or plans to move to a Great Street Corridor are eligible. See map at:

<https://dcgis.maps.arcgis.com/apps/InformationLookup/index.html?appid=77167e5109b644c9bb903706595c9255>

IV. Ineligible Applicants

The following types of businesses are ineligible to receive grant funding under this program:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Adult entertainment ▪ Auto body repair ▪ Bank ▪ Bar or Nightclub, as defined by an ABRA license¹ ▪ Construction/general contracting/architecture/design-build ▪ E-commerce business² | <ul style="list-style-type: none"> ▪ Financial services ▪ Home-based ▪ Hotel ▪ Liquor store ▪ Phone store ▪ Professional services³ ▪ Property management/realtor ▪ Seasonal (open only part of the year) |
|---|---|

¹ Any business holding an ABRA Bar or Nightclub license is ineligible.

² For the purposes of this Request for Applications, an e-commerce business is defined as a commercial entity (1) without an existing, revenue-generating brick-and-mortar retail operation physically situated in the defined boundaries of a designated Great Street corridor and (2) whose business operations and/or sales transactions for the

exchange of goods and services are conducted solely online.

³ Professional services are defined as any business offering accounting, actuary, architectural, dentistry, engineering, evaluator services, financial planning, legal services, physician care, registered nurse/nursing services, and training/development providers.

- Previously awarded businesses that are expanding existing operations and/or relocating to another location are not eligible.
- Businesses which have received a total of \$150,000 or more of funding from the Great Streets or H Street Grants Programs are not eligible.

V. Eligible Funding Uses

DC Locally Made grant may be used for exterior and/or interior improvements including the purchase of furniture, fixtures, and equipment (up to 50% of the grant).

VI. Ineligible Funding Uses

The following are NOT eligible uses of funds:

- Debts
- Expenses associated with preparing this application
- Inventory
- Legal fees
- Marketing
- Payroll
- Rent
- All expenses not listed above as eligible uses of funds.

VII. Information Sessions

A schedule of live web information sessions hosted by DMPED will be posted on the DMPED website and is accessible via this link: <https://dmped.dc.gov>. Prospective applicants with questions regarding this Request for Applications (RFA) are encouraged to attend one of these sessions.

VIII. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF or Excel (.xls or .xlsx) format. Any other formats will deem the submission incomplete.

All electronic applications must be submitted no later than **Friday, March 25, 2022 at 4:00 p.m./ET**. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. 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 of the online platform. DMPED advises prospective applicants not to upload any 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 under Small Business Resources.

IX. Application Review

1. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- a. The application is received after the closing date;
- b. The application package is not complete;
- c. The project synopsis/description fails to address the program priorities;
- d. The application does not fall within the scope the RFA.

2. Independent Review Panel

Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to DMPED.

3. Final Review

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. The Director for Great Streets and DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the external independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

X. External Reviewer

Upon receiving the applications from the DMPED, the external reviewer will review, analyze, evaluate, and score each application.

XI. Minimum Requirements

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

- Located within a Great Streets Corridor (for a listing of corridors, please refer to Section II of this RFA). Prospective applicants can verify their location eligibility by using the interactive mapping tool at greatstreets.dc.gov.
- Licensed business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Must maintain their Good Standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.

- Retain site control of the business property either through fee simple ownership, letter of intent, or an executed contract or lease with the property owner with a minimum unexpired term of at least five (5) years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVIII of this RFA).

XII. Scoring Criteria

Applications will be evaluated based on the following criteria outlined below. Failure to demonstrate how the proposed Project meets these criteria may reduce the application's score.

Content and Form of Application Submission

- Content Requirement - The application must provide sufficient information for the agency to make a determination of merit of the proposal.
- Complete Application - Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

The criteria used to evaluate the submissions will include, but not be limited to:

- The quality and functionality of the building proposed.
- The sufficiency of the Major Participant(s) experience of individual (s) and/or firms (s))
- The economic development impact of the proposed project.
- The strength of the financial proposal.
- The location of the proposed site and the level of site control established.
- Project readiness.
- Risk level to the partnership and/or individual entity participating.
- The ability to scale the relationship to additional projects.
- Return-on-Investment Timeline.

A. Executive Summary (10%)

The applicant must ensure the Executive Summary clearly articulates the project for the reviewers to properly evaluate the proposal. Failure to so may reduce the applicant scoring under this criterion.

The applicant should describe and fully explain the project being proposed in a project summary which includes the following items:

- Location of the proposed or existing project indicating it is within a designated Great Streets boundary with direct frontage. Please note: Applicant must exhibit site control of the project through one of the following forms:
 - Contract of Sale
 - Letter of Intent
 - Option to Purchase Agreement
 - Fee simple ownership
 - General warranty deed
 - Executed contract or lease with the property owner with a minimum unexpired term of at least five (5) years.

To check if a project falls within a designated Great Streets corridor, check the Great Streets Map at greatstreets.dc.gov .

- The funding towards the proposed project will bring light manufacturing to and increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community and create employment opportunities for District residents.
- Description of the proposed project that thoroughly explains the approach, implementation, and operation of the proposal over the entire period of performance. The project should be implemented and completed by **September 30, 2022** and should demonstrate an impact within 6 months to 1 year of award.
- An approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome of Locally Made initiative.

B. Market & Financial Feasibility of the Project (30%)

Applicants must submit:

- A concise description of the site and the immediate surrounding areas
- A detailed summary of the project, type of manufacturing, and its immediate funding gap

- A precise statement of key conclusions reached by the analysis and a statement of opinion of market feasibility, including the estimate of the long-term performance of the project, given commercial, housing, demographic trends, and economic factors
- A summary of market related strengths and weaknesses which may influence the project's marketability, including compatibility with surrounding uses, the appropriateness of the project's locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommended
- A detail summary of how DC Locally Made "but for" has a role in the project's ability to move forward
- Development pro forma financial statement
- Sources and Uses of Funds
- Total support/incentives received from the District of Columbia in the past three (3) years: list year, agency/entity, grant/funding program, amount awarded, and purpose for support/incentive.
- The applicant must upload all required financial documents for review, including but not limited to the prior three (3) years Balance Sheet and Income Statement/Profit and Loss Statement. Eligible nonprofit applicants must submit the prior three (3) years Statement of Financial Position and Statement of Financial Activities to determine financial viability. For entities with less than three years of revenue generating operations, applicants must provide its prior year(s) financial statements and business plan. All financial reports must adhere to generally accepted accounting principles (GAAP)

C. Major Participants Identities and Details (20%)

Major participants are defined as the development team, business owners, organization leader, financial management officer, and/or Project manager/daily supervisor of the proposed Project. The applicant should provide a one-page biography and/or resume showing experience of the Major Participant(s).

The applicant shall provide the status of Major Participants (developers, tenants, etc.), whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other and indicate under which laws it is organized and operating, and a brief history of each organization and its principals.

The applicant shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be

working on the Project and a brief biography for each person outlining relevant experience

Applicants are also encouraged to provide proof of capability such as (but not limited to) public records of accomplishments, public citations, and/or letters of referrals as attachments in the proposal.

1. Tenant Partners

If applicable, identify any proposed tenant(s) for the Project.

2. Financial Partners:

If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.

3. Design Team:

If applicable, identify any architects, engineers, consultants, included as part of the proposed team.

4. Other relevant team members:

If applicable, please identify.

For each team entity identified in the section above, Applicants shall identify the following for the point-of-contact at each entity:

First and last name

Business Address

Business Telephone Number

Business Email address

Business Title

Experience – list similar projects, including square footage, estimated development costs, projected or completion date, and the role in the project

The applicant shall provide information that explains the relationship among team members, Certified Business Enterprise entities, their respective roles and contributions to the Project, and the overall management of the team.

D. Proposed Job Creation & Economic Benefits (20%)

Discuss and quantify, as best as possible,

- A detailed summary of how project will assist in the reduction of unemployment in the District and within the Great Streets corridor.

- the number of direct jobs (either in the aggregate or on average for the project financed) that will be created or retained.
- Temporary jobs (e.g., construction) and permanent jobs.
- Whether or not the jobs provide living wages (e.g., the minimum hourly wage necessary for an individual to meet basic needs, including housing, nutrition, daily living expenses and other incidentals such as clothing, for an extended period of time) and/or employment benefits (e.g., health insurance, retirement benefits, employee stock ownership, etc.). Also, discuss the extent to which jobs created through will provide opportunities for training and advancement (particularly for low-skilled workers).
- The extent to which the jobs created or retained will be targeted and/or available to Low-Income Persons, residents of low-income communities, people with lower levels of education, and people who face other barriers to employment (e.g., longer term unemployed, persons with prior justice system involvement, person currently or previously experiencing homelessness, persons with mental health needs, and/or persons with a history of substance use).
- The Applicant’s proposed tenant mix and leasing plan.
- Describe the efforts to ensure that tenant-businesses, specifically locally owned businesses, minority-owned or minority-controlled, and non-profit organizations focused on workforce development or entrepreneurship program focused on manufacturing and will be able to have long-term operations from the proposed project site.

E. Certified Business Enterprise Commitment (20%)

The applicant must be able to illustrate a commitment towards and realistic plan to support the local economy by contracting with Certified Business Enterprises (CBE) for proposed project. In the event the proposed project scope cannot be contracted with a CBE, a written justification must be provided.

F. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults (not scored)

The Applicant shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the bidding team’s entities or affiliates (listed above in “Development Team Identities and Details”).

XIII. Total Allocation for Grants

The total allocation for the grant program is \$500,000.00.

XIV. Anticipated Announcement and Award Notification

Anticipated time for processing applications is thirty (30) to forty-five (45) days after date of application close.

DMPED will send a Response Letter to eligible applicants, informing them of their status in the review process and requesting the following supplemental documentation.

1. Proof of Insurance – See Article **XX**.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranches⁴ via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved awardees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement – draft template can be found here: www.greatstreets.dc.gov.

In order to remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 7 business days of the Response Letter. An applicant that cannot provide these materials **WITHIN 7 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

XV. Amount of Award

Up to \$100,000 may be awarded to a grantee⁵. **Grants funds are considered taxable income for any applicant which pays income taxes.**

XVI. Terms and Conditions

Funding for this grant is contingent upon continued appropriations to 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 it is determined to be 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 RFA.

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

⁴ The disbursement schedule will be outlined in the executed grant agreement.

⁵ The disbursement schedule will be outlined in the executed grant agreement.

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 program 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.

The Agency 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.

DMPED shall provide the citations to the statute and implementing regulations that authorize any grant or subgrant 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 laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by DMPED.

XVII. Point of Contact

DMPED Grants Team
Phone: (202) 727-8111
Email: dmped.grants@dc.gov

XVIII. Grant Disbursement

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$100,000.00.

The period of performance of each grant will be the date of grant execution and shall remain in effect through September 30, 2022. The District's period of agreement and financial obligation for the grant will be from the date of execution through September 30, 2022.

Grant funding will be disbursed to the grantee based on award amount in tranches following execution of a grant agreement. The grant award may be disbursed in thirds or halves provided expenditures are allowable expenses and grantee adheres to the disbursement process.

Vendors (grantees) must submit invoices electronically through the vendor portal: <https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice.

XIX. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grantee. Grantees should consult their tax advisor regarding tax income and tax liability concerns.

XX. Insurance

Insurance Requirements for Applicants

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.

Insurance Requirements for Grantees

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, DMPED's 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. In the event of non-payment of premium, the grantee shall provide the Contracting Officer with written notification within ten (10) calendar days.

1. 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; and, 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. The grantee shall also maintain such additional insurance in such amounts and coverage as may be required by the District of Columbia Office of Risk Management from time to time relating to the manufacture, storage, sale, and handling of alcoholic products in connection with the Locally Made Manufacturing Program.

2. 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.

3. Workers' Compensation Insurance

The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.

4. 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.

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.

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.

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.

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 the costs of insurance and bonds in the grant price.

Notification - The grantee shall immediately provide the Director of Contracts, Procurement and Grants 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 Director of Contracts, Procurement and Grants.

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 the Deputy Mayor for Planning and Economic Development
Attention: Contracts, Procurement and Grants (Certificates of Insurance)
dmped.grants@dc.gov**

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, District of Columbia Human Rights Act of 1977 and the DC Language Access Act of 2004.