



**FY 2022 Great Streets Retail Small Business Grant
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, December 10, 2021

RFA ID #: DMPED – FY22 GSRET

Grant Orientation: Please refer to the Great Streets website,
greatstreets.dc.gov.

Submission Deadline: Friday, January 14, 2022 at 4:00 pm (ET).

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.

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) 727-6365
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

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- Appendix A – *Arrest and Conviction Statement*,
- Appendix B – *Statement of Certification*
- Appendix C – *Debarment Affidavit*

ATTACHMENTS

- Attachment A – Basic Business License
- Attachment B – Clean Hands Certificate
- Attachment C – Evidence of Site Control (Copy of Fully Executed, Unexpired Lease with at least 2 years remaining or Deed)
- Attachment D – Landlord Affidavit
- Attachment E – Business Tax returns for the past three years
- Attachment F – Annual Financial Statements for the past three years
- Attachment G – Employee Roster and Job Creation Chart
- Attachment H – Certificate of Insurance
- Attachment I – OTR Tax Certification Affidavit
- Attachment J – Project Description and Budget
- Attachment K- Certificate of Good Standing

Checklist for Applications: FY22 Great Streets Small Business Retail Grant

- Verify that the application form is prepared on 8 ½ by 11-inch page format, using 11 – or -12-point Arial, Calibri, or Times New Roman type.
- The application is submitted electronically to DMPED through GrantVantage.
- The application includes only the requested information below:
 - Eligibility Questions
 - Business Owner Information
 - Business Information
- Narrative Response for FY22 Great Streets Retail Small Business Applicant
 - Corridor Impact Response
 - Project Summary
 - Financial Viability Statement
 - Business Experience Response
 - Job Retention & Creation Response
 - Business Growth & Expansion Response
 - Certified Business Enterprise Commitment Response
- The following appendices and attachments.

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I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified small business owners who wish to improve their place of business.

The purpose of the Great Streets Retail Small Business Grant is to support existing small businesses, attract new businesses, increase the District's tax base, create new job opportunities for District residents, and transform designated emerging commercial corridors into thriving and inviting neighborhood centers.

A. Program Priorities

1. This grant encourages existing and new neighborhood-based retail-oriented businesses which seek access to capital to improve their place of business, re-imaging their service approach by expanding services, and/or to fill a need in an underserved retail priority area.
2. The Great Streets program grows the District's local small business economy and bolster neighborhoods with inadequate access to retail opportunities. The Administration 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.
3. DMPED seeks to invest in small businesses which:
 - a. Activate or stabilize the commercial corridor through its physical presence.
 - b. Maintain and/or create new jobs, especially for District residents.
 - c. Visually impact the corridor via façade improvements; and
 - d. Improve the customer experience via interior remodeling.

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); and "Great Streets Neighborhood Retail Priority Area Amendment Act of 2021" effective December 24, 2013 (D.C. Law 20-61; D.C. Official Code § 1-328.11 et seq.), and Sec. 2012. Section 4 of the Retail Incentive Act of 2004, effective September 8, 2004 (D.C. Law 15-185; D.C. Official Code § 2-1217.73), is amended as follows: (a) Subsection (f) is amended by striking the phrase "; continuing south along 12th Street, N.E." and inserting the phrase ", to 12th Street, N.E.; thence north to include all properties abutting the west side of 12th Street, N.E., to Michigan Avenue, N.E.; thence south to include all properties abutting the east side of 12th Street, N.E." in its place. (b) Subsection (g) is amended by striking the phrase "parcels, squares, and lots within the area" and inserting the phrase "parcels, squares, and lots within or abutting the area" in its place. (c) Subsection (o) is amended by striking the phrase "parcels, squares, and lots within the following area:" and inserting the phrase "parcels, squares, and lots within or abutting the following area:" in its place.

For fiscal year 2022, the Deputy Mayor may make grants in an aggregate amount of up to \$800,000 to businesses that are located within the geographical boundaries set forth in the Great Streets Neighborhood Retail Priority Amendment Act of 2021, as introduced on March 31, 2021 (Bill 24-179), and that would otherwise qualify for a Great Streets Small Business grant.

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
- 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 (<https://greatstreets.dc.gov/page/corridors-maps>).

III. Eligible Applicants

Eligible applicants include the following:

- For-profit entities (including, but not limited to partnerships, limited liability companies, and corporations), and art- and humanities-based, 501(c)(3) non-profit organizations duly organized in the District of Columbia;
- Retail and service-oriented business owners whose location is situated in or within a Great Street Corridor boundary;
- **Business owners who have not previously received Great Streets funding for the applicant business property.**
- Business owners sharing space¹ (Award amount for multiple businesses co-located within same physical address location shall not exceed the \$50,000 threshold.);
- Owners of retail and service-oriented business types not included in the Ineligible Applicant list below (*Example: Company B is an apparel shop. Company B is eligible to apply since business is not listed as an ineligible business*);
- Business owners who previously were awarded Great Streets funding for their original location but are opening a second or third location.

¹ For locations with multiple businesses occupying the same space, the maximum award is \$50,000 between the applicant businesses. Same space is defined as a business occupying and/or physically located within the same suite or address.

Example #1: In 2019, Company C was awarded a Great Streets grant and would like to apply again for second location. Company C is eligible to apply.

Example #2: In 2015, Company D was awarded a Great Street grant and wishes to expand its operation by leasing the neighboring vacant space to increase the business' square footage. Company D is eligible to apply.

*Example #3: In 2020, Company E was awarded a Great Streets grant and wants to expand by moving/relocating the business to larger building to gain more square footage. Company E is **not eligible** to apply;*

- Businesses that hold a Tavern license and permits issued by Alcohol Beverage Regulation Administration (ABRA) with the ability to prove via tax returns that primary revenue is not from alcohol sales; and
- Owners of retail or service franchises which are based in the District, but which have **fewer than three existing locations.**

IV. Ineligible Applicants

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

- Adult entertainment
- Auto body repair
- Bank
- Bar or Nightclub, as defined by an ABRA license and permits²
- Construction/general contracting/architecture/design-build
- E-commerce business³
- Financial services
- Home-based
- Hotel
- Liquor store
- Phone store
- Professional services⁴
- Real estate development/property management/realtor
- Seasonal (open only part of the year)
- 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

The following are eligible funding uses:

² Any business holding an ABRA Bar or Nightclub license is ineligible.

³ 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.

⁴ 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.

Up to 100% of the grant can be applied towards the following hard costs:

- Build-out of new or vacant space
- Interior and exterior renovations, including façade improvements and/or improvements; and,
- Purchase and installation of heavy equipment that is permanently attached to a wall, floor, or ceiling.

Up to 25% of the grant can be applied towards the following soft costs:

- Point-of-sale and inventory management hardware and software
- Marketing materials and services
- Purchase and installation of movable equipment and furniture
- E-commerce sales systems to support existing operations, including B2C⁵ and B2B⁶ retail and wholesale activities.

The following are NOT eligible uses of funds:

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

NOTE: For new businesses, the following items are not allowable use of grant funds. For existing businesses, the removal of the following items, if applicable is required.

- Excessive papering on front facing windows (Windows must be clear of debris.)
- Corner stores and businesses holding a Tavern License are required to enter the Private Security Camera Rebate Program, administered by the Office of Victim Services and Justice Grants (OVSJG). (<https://ovsjg.dc.gov/page/private-security-camera-rebate-program>)

VI. Information Sessions

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

VII. Submission Guidelines

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

⁵ For the purposes of this Request for Applications, Business-to-Consumer (B2C) transaction is defined as a commercial entity sale of products and/or services directly between to an individual consumer who is its end-use.

⁶ For the purposes of this Request for Applications, Business-to-Business (B2B) transaction is defines as the sale of products and/or services between two commercial entities.

All electronic applications must be submitted no later than **Friday, January 14, 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.

VIII. 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 <https://greatstreets.dc.gov/page/corridors-maps>.
- 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 agencies throughout the pre-award process and the grant's period of performance. Arts organizations applying for grants must also hold a business license.
- Retain site control of the business property either through fee simple ownership or an executed contract or lease with the property owner with a minimum unexpired term of at least two (2) years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project.
- **Provide proof that the average annual revenue of the business (based on the last three (3) completed calendar years), or the projected average annual revenue for the first three (3) years "in business," does not exceed \$1 million.**
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVI of this RFA).

Required Appendices and Attachments

Each grant application must include each of the following required appendices and attachments, completed by the Applicant, and that any grant application submitted without ALL of these required documents will not be considered for the award:

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IX. Application Review

A. 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:

- 1) The application is received after the closing date;
- 2) The application package is not complete (see requirements in Section XVI);
- 3) The project synopsis/description fails to address the program priorities; and,
- 4) The application does not fall within the scope the RFA.

B. Independent Review Panel

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

C. Final Review

Based on the 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 Great Streets Director 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. Scoring Criteria

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.

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.

Corridor Impact (20 points)

The applicant must be able to illustrate the following:

- The funding towards the proposed project will increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community.
- Funding supports the applicant's ability to maintain a viable physical and economic presence in the retail priority area.
- To meet some or all of the program's priorities listed above in Section I. A. 1-3 (5 points)

Project Summary (20 points)

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

- Description of the proposed project that thoroughly explains the approach, implementation and operation of the proposal over the entire period of performance.
- An approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome. The project should be implemented and completed by **September 30, 2022** and should demonstrate an impact within 6 months to 1 year of award.
- A concept of operations that clearly describes the process, method, model upon which the Project will meet outputs, outcomes, goals, and program objectives.
- A description of specific work requirements from beginning to end and how the proposed project will accomplish the stated initiative.

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

Financial Viability (20 points)

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) and indicate the applicant's ability to remain a going concern.

Additionally, the applicant must submit a budget and budget narrative. The budget justification must use the same budget categories as the template provided. The budget narrative must provide justifications for all budget items in detail to enable the proposal reviewers to evaluate the appropriateness of the funding requested. Costs must align.

All costs included in the proposed budget must be allowable, allocable and reasonable. Each cost must be itemized with detailed description in the budget narrative which enables application reviewers to determine if the cost is allowable, allocable and reasonable. **One-word descriptions are not adequate for justifying costs or narrative descriptions.** Each budget item should be broken out and described fully so that there is no ambiguity or question regarding its relevance or reasonableness to the project and its objectives.

If one or more documents are missing or omitted and/or the budget and/or its justification is not detailed or clearly explained, it may reduce the applicant scoring under this criterion.

Business Experience (15 points)

The applicant must present information describing the experience and qualifications of the organization to carry out the proposal. The application should include the following information:

- Biographies or Resumes of Major Participant(s).

Major participants are defined as the 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).

- Proof of Capability

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.

Job Retention & Creation (10 points)

Applicant must include an employee roster including the employee name, employee status (W-2 or 1099), Full-time or Part-time, and the employee's state of residency or domicile. The applicant must fully complete template for upload and review showing a commitment to maintain existing staff and hire residents.

Business Growth & Expansion (10 points)

The applicant must be able to clearly state the changes and/or modifications in business which illustrate growth or anticipate growth in business through change in business approach, product delivery/consumer-focused strategies, new product offerings, and the like. Applicant's response should address how the grant funding and proposed project will allow the business to remain competitive and viable.

Certified Business Enterprise Commitment (5 points)

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.

XI. Anticipated Announcement and Award Notification

Anticipated time for processing applications is thirty (30) 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 **XVII**.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranches⁷ 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.

XII. Amount of Award

Up to \$50,000 may be awarded to a grantee⁸. **Grants funds are considered taxable income for any applicant which pays income taxes.**

XIII. 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.

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.

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.

⁷ The disbursement schedule will be outlined in the executed grant agreement

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DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and 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 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.

XIV. Point of Contact

DMPED Grants Team
Phone: (202) 727-6365
Email: dmped.grants@dc.gov

XV. Total Allocation for Grants:

The total allocation for the grant is \$3,300,00.00.

XVI. Grant Disbursement

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$50,000.00.

The period of performance of each grant will be from October 1, 2021 (or the date of grant execution if that date is later than October 1st) 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 will be disbursed in quarters, 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.

XVII. 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.

XVIII. Certifications and Assurances

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.

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.