



FY22 Outdoor Venue Activation Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, March 4, 2022
RFA ID #: DMPED – FY22 OVAG
Submission Deadline: Friday, March 18, 2022 at 4:00 pm

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) 727-8111
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

I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) invites the submission of applications from qualified outdoor venues for the FY22 Outdoor Venue Activation Grant (“Outdoor Venue Activation Grant Program” or “Program”) pursuant to the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Act of 2012, effective September 12, 2012 (D.C. Law 19-168; D.C. Official Code § 1-328.04(t)). The purpose of the Program is to identify 4 – 5 outdoor venue spaces located in all four quadrants of the District, to host outdoor experiences curated by Program Participants (“Program Participants”) of the Encore Program (“Encore Program”). The Encore Program will support the District’s local creative community, event producers, and content makers by giving Program Participants an opportunity to curate outdoor events during the spring and summer of 2022. All Program Participants and events will be approved by the District through a separate application process in March 2022.

The Outdoor Venue Activation Grant Program will address the negative economic impact due to COVID-19 on the entertainment/event businesses, and the loss of jobs and income for those event producers and independent contractors. The Program will mitigate the revenue losses by creating new business opportunities and subsidizing the cost of event production at outdoor venue locations in the District.

The responsive proposal should provide an overview of their venue, capabilities, services offered, and available dates through September 30, 2022.

DMPED will award up to **\$701,000.00** total in grants to be disbursed to successful applicants of the Grant. Maximum award per application is **\$300,000.00**.

II. General Requirements

Incomplete applications or those submitted after the deadline will not be accepted. Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants are encouraged to submit applications at least one hour before the Submission Deadline. If you submit your application minutes before the Submission Deadline, the announcement may close in the middle of processing your application. If this occurs, DMPED will not receive your application.

Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: support@grantvantage.com

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

III. Eligible Applicants

Eligible applicants must meet the following eligibility requirements:

- Must be able to demonstrate economic harm
- Must have outdoor space for an entertainment experience
- Venue must be located in the District of Columbia
- Minimum occupancy of at least 260 people
- Should have a minimum of four dates available for an event producer/planner to activate during the spring/summer of 2022
- Must have A/V outlets
- Must have enough space to install a stage
- Must have ability to tent the venue
- Can be operated by a non-profit or for-profit operator

IV. Ineligible Applicants

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

- Adult entertainment
- Construction/general contracting/architecture/design-build
- Hotel
- Property Management / Realtor

V. Eligible Funding Uses

Program funds may be used for venue rental fee, labor, entertainment, audio/visual services and equipment, equipment rental/fees, expenses related to staging, tenting, and fencing, event design, lighting, and general event operating costs to support the Program Participants of the Encore Program.

VI. Ineligible Funding Uses

The following are NOT eligible uses of funds:

- Food and Beverage
- Taxes

VII. 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 the Submission Deadline. All applications will be recorded upon receipt. Any applications received after the Submission Deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the Submission 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. Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: Support@grantvantage.com.

VIII. 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:

- 1) The application is received after the Submission Deadline;
- 2) The application package is not complete;
- 3) The application fails to address the Program priorities; and,
- 4) The application does not fall within the scope this RFA.

2. Internal Review Panel

This is a competitive grant. To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit a recommendation 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 screened applications and submit scoring, ranking and comments to DMPED's grants team.

3. Final Review

Based on the 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. DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the review panel's recommendations. **The final funding decision cannot be contested or appealed.**

IX. Minimum Requirements

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

- 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 through fee simple ownership, or an executed lease with the property owner.
- Provide proof of property and liability insurance compliant with the requirements set forth in Section XIX of this RFA.

X. Scoring Criteria

Applications must provide sufficient information for DMPED to make a determination of merit of the applications.

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

Content and form of application submission:

- Content requirement - The application must provide sufficient information for DMPED to make a determination of merit of the proposal.
- Complete application – The application 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.

A. Venue Capabilities (40%)

Applicants must provide a description of the venue, including venue name, type, neighborhood, and address, along with the following information:

- Site specifics including, but not limited to:
 - Capacity (in various event formats)
 - ADA Compliance
 - Parking (including valet parking availability)
- Venue Capabilities & Pricing:
 - Equipment & Services provided with venue rental
 - Equipment & Services available for additional charge
 - Stage Availability (or staging capabilities)
- Venue Policies:
 - Cancellation Policies
 - Mask Policies
 - Any other policies relevant to events that will be a part of the grant
- Experience:
 - Overview of experience hosting events including types and size

B. Venue Availability (40%)

Applicants must provide the following information:

- As of the date of application, number of days per month (March 2022 through September 2022) the venue is available for event rental to Program Participants.
- Day(s) of the week and time(s) the venue is available for event rental to Program Participants.

C. Description of Economic Harm (20%)

Applicants must submit a written description of the economic harm the venue has faced due to the COVID-19 pandemic, along with the supporting financial reports.

XI. Checklist for Applications:

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 the requested information below:

- Cover page with the Contact Information for the applicant
 - Name of Organization
 - Key Contact
 - Mailing Address
 - Telephone
 - Email

- Narrative response for the Program, and/or any relevant supporting documents describing the information below:
 - Site specifics including, but not limited to:
 - Capacity (in various event formats)
 - ADA Compliance
 - Parking (including valet parking availability)

 - Venue Capabilities & Pricing:
 - Equipment & Services provided with venue rental
 - Equipment & Services available for additional charge
 - Stage Availability (or staging capabilities)

 - Venue Policies:
 - Cancellation Policies
 - Mask Policies
 - Any other policies relevant to events that will be a part of the grant

- List of all prime contractors and subcontractors that their organization does business with related to the service in this RFA

Each grant application must include each of the following required attachments where applicable, completed by the applicant, and that any grant application submitted without pertinent attachments will not be considered for the award:

- The following attachments.
 - Attachment A – Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
 - Attachment B – Tax-exempt status determination letter, as applicable
 - Attachment C – Certificate of Clean Hands from the District Office of Tax and Revenue (current within the last six months)
 - Attachment D – Evidence of Good Standing from DCRA (current within the last six (6) months)
 - Attachment E – Audited Financial statements and reports for the last two (2) years
 - Attachment F – Copy of Basic Business License
 - Attachment G – Statement of Certification
 - Attachment H – Insurance Carriers and Policies

- Attachment I - Proof of Site Control (lease or deed)
- The following completed forms (A through G can be provided after the application as described in Section XIII)
 - Appendix A – Proof of Insurance
 - Appendix B – ACH Enrollment Form
 - Appendix C – EEO Policy Commitment Package
 - Appendix D – Grant Agreement
 - Appendix E – Ethics and Accountability Statement
 - Appendix F – First Source Agreement, if applicable
 - Appendix G – Certified Business Enterprise Agreement, if applicable

XII. Total Allocation for Grants

The total allocation for the grant program is \$701,000.00.

XIII. Anticipated Announcement and Award Notification

Anticipated time for processing applications is fifteen (15) to thirty (30) days after the Submission Deadline.

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 Section XIX.
2. Automated Clearing House (ACH) Form – Selected awardees will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, selected 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 – Selected awardees are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement - Selected awardees are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee’s receipt of the applicable grant funds.
5. Ethics and Accountability Statement – Selected awardees may be required to sign an affidavit which attests to an absence of any inappropriate contributions.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within five (5) business days of the response letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

XIV. Amount of Award

Up to \$300,000 may be awarded to a grantee.

XV. Terms and Conditions

Funding for this grant is contingent upon continued appropriations to DMPED. 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 pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA. DMPED reserves the right to request additional information from any applicant.

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.

DMPED 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.

XVI. Point of Contact

DMPED Grants Team Phone: (202) 727-8111

Email: dmped.grants@dc.gov

XVII. Grant Disbursement

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$300,000.00.

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 following execution of a grant agreement.

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

XVIII. 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.

XIX. Insurance

Insurance Requirements for Applicants

Prior to the award of grant funds, applicants must show proof of all insurance coverage required by law and by the Program. Insurance requirements for each applicant will be determined by DMPED prior to the award of grant funds. Insurance documents required to be submitted to DMPED prior to the award of grant funds include:

1. A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
2. Endorsements for each of these policies - except for Worker's Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured for liability arising out of performance of the award; and

3. A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors and subcontractors from each of the applicant's insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

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 by DMPED in the grant agreement. The grantee shall maintain general liability insurance and any other insurance, consistent with District law. The grantee is responsible for adhering to the insurance requirements as defined by the District of Columbia Office of Contracting and Procurement.