



FY19 Legacy Business Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: June 21, 2019

RFA ID #: EOM-BD- 019 - 29519

Submission Deadline: 12PM, July 22, 2019

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

Submission Details: Please submit your proposal electronically from where there will be a link to apply for the grant. The RFA can also be downloaded from DMPED's website: <https://dmped.dc.gov/service/grant-opportunities>. All grant submission questions can be submitted to <https://dmped.dc.gov/service/grant-opportunities> or Latoyia.hampton@dc.gov.

Point of Contact: LaToyia Hampton, Grants Manager
Phone: (202) 724-8111
E-mail: latoyia.hampton@dc.gov

Availability of RFA: Download from OPGS website www.opgs.dc.gov
ODMPED's website, www.dmped.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 legacy business owners who have been established and in operation in the District of Columbia for a minimum of 25 years and who wish to improve their business location or locations and/or expand into retail priority areas of the District of Columbia (Grant Program). The purpose of the Legacy Business Grant is to support historic and longstanding small businesses to retain their history, increase the District's tax base, create new job opportunities for District residents, and impact designated emerging commercial corridors.

A. Program Priorities

1. This Grant Program is a mechanism to support historic businesses that anchor Great Streets neighborhoods, by providing an opportunity to improve their place of business, re-imagining their service approach by expanding services, and to revitalize their businesses to remain competitive. As the trends in retail have shifted towards a more consumer-centric experience, it is necessary for local businesses to begin thinking of innovative approaches to attract new customers while maintaining their existing customer base to remain competitive.
2. The Grant Program serves as an opportunity to retain important fixtures in the District's local small business economy and create new experiences and opportunities within legacy businesses. The administration seeks to invest in historic legacy businesses located in retail priority areas currently known as "Great Streets Corridors" with the goal of creating livable, walkable, shoppable, retail serving community experiences across all eight wards that maintain the District's history.
3. The Grant Program also serves as a mechanism for legacy businesses to expand their foot-print by opening an additional location in a Retail Priority Area through the use of these Capital Improvement dollars.
4. DMPED seeks to invest in historic businesses which: a. Activate the commercial corridor through an increase of foot traffic b. Maintain and create new jobs c. Visually impact the corridor via façade improvements d. Improve the customer experience via interior remodeling. DMPED invites the submission of applications by qualified businesses for the Legacy Business Grant 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 from the Economic Development Special Account pursuant to D.C. Official Code §2-1225.21

Available funds: Up to 1.5 Million is available.

Funding allocation will be based on impact of business improvements and will be between \$150,000.00 up to the total available amount.

II. Eligibility

Eligible applicants include the following:

- Eligible applicants may be for-profit entities (including, but not limited to, sole proprietorships, partnerships, limited liability companies, and corporations), and art and humanities based non-profit section 501(c)(3) and retail and service-oriented businesses whose location or locations is on or within a Great Streets Corridor and that has been established in the District for 25 years or more.
- Retail and service-oriented businesses with 25 or more years of business in the District that are seeking help to remain open or looking to open an additional location on a Great Streets Corridor.
- Owners of legacy retail and service-oriented business types not included in the Ineligible Applicant list below; (Example: Business A is a coffee/t-shirt shop. Business A is eligible to apply since it is not listed as an ineligible business);
- See [Attachment A](#) for a list of sample businesses eligible to apply.

III. Ineligible Applicants

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

- Adult entertainment
- Auto body repair
- Financial Institutions
- Bar or Nightclub
- Construction/general contracting/architecture/design-build
- E-commerce business
- Financial services
- Home-based business
- Hotel
- Liquor store
- Phone store • Professional services
- Non-profit child development centers
- Real estate development/property management/realtor
- Seasonal (partial year)

IV. Eligible Funding Uses

Up to 90% of the applicant's funding request under this 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 • Purchase and installation of heavy equipment that is permanently attached to a wall, floor, or ceiling.

Up to 10% of the applicant's funding request under this grant can be applied towards the following soft costs: • Point-of-sale and inventory management hardware and software; • Marketing materials and services; and / or • Purchase and installation of movable equipment and furniture

*Project Management costs for the project cannot exceed more than 5% of the requested funding amount and will be counted toward the 10% soft cost allocation

DMPED reserves the right to review and approve or disapprove of fund uses.

V. Ineligible funding uses

- a. Salaries
- b. Existing Debt
- c. Rent

VI. Service Areas

Grants are offered to qualified applicants located or looking to locate within the following retail priority areas known as “Great Streets Corridors”: See map: <https://dcgis.maps.arcgis.com/apps/InformationLookup/index.html?appid=77167e5109b644c9bb903706595c9255>

VII. Grant Disbursement

DMPED will award one (1) or more grants for an aggregate total of \$1,500,000.00. Grant funds will be allocated based on size of project.

VIII. Submission Guidelines

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

All electronic applications must be submitted no later than **Monday, July 22nd, 2019 at 3:00pm, EST. All applications will be recorded upon receipt. Any applications received after the specified Monday, July 22, 2019 at 3:00pm, EST** 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 on the MicroEdge 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 & 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. Final decisions cannot be contested.

Post Application Process: Upon receipt and intake of an application DMPED Staff will review, analyze and evaluate each application. **The evaluation process has three (3) steps:**

1. Initial Review (Pre-Screen) – the application will be reviewed for basic eligibility
2. Review Phase – applications will be analyzed on general requirements of RFA and score under the following listed below in Section X.
3. Analyze scores of each applicant from highest to lowest. Applicants which fall into the top 25% will be eligible for funding.

Based on the review panel recommendations, the Mayor’s budget priorities, the resources available, DMPED will make the final funding decision.

X. SCORING CRITERIA

Scoring Criteria Applications will be evaluated based on the following criteria outlined below.

Project Summary (20%)

Applicants should fully describe and explain the project being proposed, including:

- a 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, a strong likelihood of achieving the desired outcome, and the capability of being implemented in the near term (6 - 12 months of award) and of having an impact in the near-term or long-term (within 1-2 years of award);
- a concept of operations that clearly describes a process, method, or model upon which the project will meet, outputs and outcomes or goals; and program objectives; and
- 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 program summary clearly articulates the project in order for the reviewers to properly evaluate the proposal. Failure to do so may reduce the applicant scoring under this criterion.
- a description of anticipated impact on the business and surrounding community

Business Experience and History (10%)

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

Biographies of Major participant(s). Applicants should provide a one-page bio showing only relevant experience of the owner. Major participants can be defined as the business owner, organization leader, financial management officer, and/or Project manager/daily supervisor of the proposed project.

Historic impact. Applicants should provide any relevant information regarding awards, community contributions, and recognitions to demonstrate historical significance of the business.

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. Failure to do so, may reduce the applicant scoring under this criterion.

Financial Viability (20%)

Applicants must upload all required financial documents for review to determine financial viability. Additionally, applicants must submit a budget and budget narrative. The budget narrative must provide justifications for all budget items in sufficient detail to enable the proposal reviewers to evaluate the appropriateness of the funding requested. The budget justification must be broken-out and detailed using the same budget categories as the template provided. Costs must align. If one or more documents are missing or omitted, it may reduce the applicant scoring under this criterion. All costs included in the proposed budget must be allowable, allocable and reasonable. Each item of cost must be accompanied by a sufficiently detailed description in the budget narrative and align to enable proposal 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.

Business Growth & Expansion (10%)

Applicants 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, etc. How will business remain competitive? Failure to provide information may reduce the applicant's scoring under this criterion.

Corridor Impact/ CBE (30%)

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;
- The historic significance of the business and its impact on the District of Columbia and its respective neighborhood;
- Commitment towards supporting the local economy by contracting with Certified Business Enterprises (CBE) for proposed project; and
- To meet some or all of the programs priorities listed above in Section I. A. 1-4.

XI. Post Award

Certified Business Enterprises - The Applicant selected by the District to enter into a grant agreement shall comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Act of 2005, D.C. Official Code §§ 2-218.01 et seq. ("CBE Act"). Pursuant to the CBE Act, the selected Applicant shall subcontract to Small Business Enterprises ("SBEs") at least 35% of the total development budget. If there are insufficient qualified SBEs to fulfill the 35% requirement, the requirement may be satisfied by subcontracting 35% to qualified Certified Business Enterprises ("CBEs").

The District's Department of Small and Local Business Development ("DSLBD") determines which entities qualify as SBEs and CBEs pursuant to the CBE Act. Applicants are encouraged to exceed the District's SBE/CBE subcontracting requirements. Applicants must sign the Acknowledgement Form attached under NPF forms on dmped.dc.gov.

First Source Agreement - Pursuant to the Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code §§ 2-219.01 et seq., as amended, and Mayors Order 83-265, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents.

Accordingly, applicants will be required to enter into a First Source Employment Agreement with the Department of Employment Services ("DOES") prior to execution of a grant agreement. The First Source Agreement shall, among other things, require the grantee to: (i) 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 grant project, all in accordance with such First Source Employment Agreement and (ii) 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.

XII. Contact Person

LaToyia Hampton, Grants Manager
Phone: (202) 724-8111
Email: latoyia.hampton@dc.gov

XIII. Terms and Conditions

Funding for this grant is contingent on continued funding from the 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 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.

XIV. 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 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.