



**FY 2019 New Communities Initiative Grant
Comprehensive Case Management
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, December 21, 2018

RFA ID #: DMPED – NCI - 572819

Grant Orientation: Please refer to the New Communities website, <https://dmped.dc.gov/page/new-communities-initiative-nci> or <http://www.dcnewcommunities.org/>

Submission Deadline: Wednesday, January 23, 2019 at 12:00 p.m. EST

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Adherence to the deadline is essential. 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 MicroEdge portal at https://www.GrantRequest.com/SID_5501?SA=SNA&FID=35036 which also can be found 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) 724-8111
E-mail: dmpedgrants@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
- New Communities Initiative <http://www.dcnewcommunities.org/>

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I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified applicants for the purpose of providing comprehensive case management in ‘one’ of four New Communities (**Lincoln Heights/Richardson Dwellings**). The New Communities Initiative (NCI) is a comprehensive partnership designed to improve the quality of life for families and individuals living in distressed neighborhoods in Washington, DC. The NCI is a District-sponsored redevelopment of the physical and human architecture of neighborhoods troubled by concentrations of violent crime and poverty.

The NCI provides resources so that the community, in partnership with public and private entities, can work to transform highly concentrated low-income neighborhoods into healthy mixed-income neighborhoods. The Initiative works with the community to address residents’ social and economic needs by providing linkages to job training, asset-building, counseling, and other supportive human services.

The New Communities Human Capital Plan requires the development of comprehensive, strengths-based support services that address significant and immediate barriers to self-sufficiency among long-time residents. The provision of comprehensive case management services is one of the cornerstones of the approach. The ‘funded grantee’ will provide comprehensive case management services to heads of household and their family within the same household, for (**Lincoln Heights/Richardson Dwellings**) that is guided by a strengths-based case plan developed jointly by the case manager and consumer(s). The case plan will be tailored to the particular requirements and preferences of each consumer and will address immediate needs that may affect stability, as well as the achievement of self-sufficiency goals.

DMPED invites the submission of applications by community-based or faith-based organizations with a current 501(c)(3) status at the time of application; private or public entities; organizations, programs or business owners, which serve District residents; the organization or program must be headquartered and conducts its programs and/or business in the District of Columbia. The grant is competitive, and DMPED will award an individual grant of up to **\$262,400.00**. The total amount of funding through this grant opportunity is \$262,400.00 and is authorized 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.

II. Funding Areas

This specific grant is intended to fund a program that will provide case management services in Lincoln Heights/Richardson Dwellings (Ward 7) only, for a period not to exceed eight (8) months (Execution date – September 30, 2019) and may be renewed for additional years, subject to funding availability, program need, satisfactory performance, and completion of an application process.

III. Target Population

The target populations for this initiative are head of households and the members of their family in the households, residing in the designated New Communities area (**Lincoln Heights/Richardson Dwellings**). The Human Capital Team in the Office of the Deputy Mayor for Planning & Economic Development (DMPED) will work with grantees to verify prospective clients are eligible for New Communities funded programs/services.

- Lincoln Heights/Richardson Dwellings households

IV. Information Sessions

An information session will be hosted by DMPED. Prospective applicants that have questions regarding this Request for Applications (RFA) are encouraged to attend the information session. A conference line will also be available during the time of the Information session (see number below). The line will be open at 10:50am until noon.

The Human Capital Team will host an Information session which will be held:

Monday, January 14th, 2019 11am - noon

1015 Half Street SE, Suite 675, Washington, DC 20003

Conference line 1: 866-793-8038

Leader: 7322642

Participants: 8466591

If you cannot attend, please feel free to dial in to the conference call.

V. Eligible Applicants

Applicants must meet all of the following conditions:

- Be a community-based or faith-based organization with a current 501(c)(3) status at time of application;
- Private or Public entities;
- Organization or program that serves District's residents or business owners; and
- Organization is headquartered or program is conducted in the District of Columbia.

Preference will be given to applicants who demonstrate:

- Strong evidence of collaboration, partnership, and joint programming with other District Government agencies and community-based organizations;
- Effective cross-cultural community programs and services;
- Organizational capacity to deliver effective programs that address specific needs of the community and fill existing gaps in service delivery;
- Cultural diversity and linguistic competency to work with diverse segments of the District's community, particularly those with limited or no English proficiency;
- Ability to effectively engage and work with culturally and linguistically diverse communities in the District; and
- Proven track record and ability to reach under-served groups within the District.

NOTE: For organizations that are former and current NCI grantees, NCI staff will evaluate performance under their previous and/or current grant agreement. This includes timely submission of monthly and final close-out reports, site visit reports, and implementation of the program in accordance with the executed grant agreement. ***If your organization has not completed or submitted a final close-out report for a prior year's grant for which programming has ended, your organization will be considered ineligible.**

Applicants must be current and in good standing with all other funding received from any other District of Columbia agency.

VI. Ineligible Applicants

Individuals, 501 (c) (6) organizations, for-profit organizations, political organizations, universities, hospitals, newspapers, and individual businesses. In addition, entities that have failed to complete current New Communities funded projects and/or other District government funded projects (grants or loans) in prior years are also ineligible. Organizations that are not registered to perform business in the District of Columbia are also ineligible.

Partnerships

1. Unincorporated community-based or neighborhood organizations may partner with an eligible applicant on a proposed project; however, the eligible applicant must act as the lead organization and accept fiduciary responsibility for the application and grant. The roles and responsibilities of both partners must be clearly articulated in the application.
2. Partnerships among eligible organizations are encouraged. The partnership organization must submit a minimum of (3) letters of recommendation (letters must be within the last three months of the application submission date). The roles and responsibilities of both partners must be clearly articulated in the application.
3. The partnership must be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue and the Internal Revenue Service (IRS) and the CDBG program.

VII. Submission Guidelines

All applications must be submitted via the MicroEdge online application system at https://www.GrantRequest.com/SID_5501?SA=SNA&FID=35036. 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 **Wednesday, January 23, 2019 at 12 Noon, EST**. All applications will be recorded upon receipt. Any applications received after the specified **Wednesday, January 23, 2019 at 12 Noon, 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 New Communities website under Human Capital program.

VIII. Application Review and Awards

The application review process is as follows:

- Applications are initially pre-screened for completeness and compliance by DMPED's grant associates.
- Approved applications will be reviewed by a panel of District Government agency staff 'only' that will submit scoring, ranking and comments to DMPED.
- The New Communities Director and DMPED leadership will submit recommendations to the Deputy Mayor for final approval after taking into consideration the review panel's recommendations.

Based on the internal and external review panel recommendations, the Mayor's budget priorities, the resources available, and the goal of achieving a balance as to communities served and the goals of the program, DMPED will make the final funding decision. The final funding decision cannot be contested.

IX. Application Award

DMPED will send a Response Letter to eligible applicants, during the **week of February 18, 2019**, informing them of their status in the review process and requesting the following supplemental documentation, if applicable.

1. **Automated Clearing House (ACH) Form** – Approved awardees will receive disbursed tranches I 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.
2. **EEO Policy Statement** - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
3. **First Source Agreement** – Selected applicants are required to sign a First Source Agreement with the Department of Employment Services (DOES). Pursuant to Mayor's Order 83-265, DC Law 5-93 and DC Law 14-24, as amended, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents. Accordingly, potential grantees must enter into a First Source Employment Agreement with the DOES upon award of any grant proceeds. The First Source Agreement will require the grantee to: (i) use diligent efforts to hire and require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty one percent (51%) District of Columbia residents for all jobs created by the Project, all in accordance with such First Source Employment Agreement and (ii) use diligent efforts to ensure that at least fifty one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the D.C. Apprenticeship Council. A First Source Agreement template can be found at www.does.dc.gov/node/161672.
4. **Insurance Policies Affidavit**
5. **Master Supplier Form**
6. **NCI FY19 Budget Template**

¹ The disbursement schedule will be outlined in the executed grant agreement.

7. **Proof of Insurance – See Article XVIII**
8. **Required Financial Documents Statement**
9. **Statement of Certification**
10. **Tax Certification Affidavit**
11. **W-9 Form**

In order to remain eligible for this grant, all supplemental documentation must be submitted to DMPED within **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.

X. Amount of Award

Total Allocation for the Grant is \$262,000.00. Up to \$262,000.00 may be awarded to a grantee.

XI. Award Period

The grant period will begin on the date of execution of the grant agreement with the District and will end on September 30, 2019.

XII. Scoring Criteria

Applications will be evaluated based on the following criteria outlined below. Proposals submissions will be objectively reviewed against the following criteria:

Criterion A: Program Design (40 points)

Criterion B: Organizational Capacity and Relevant Experience (30 points)

Criterion C: Sound Fiscal Management and Reasonable Budget (25 points)

Criterion D: Overall Feasibility of the Project (5 points)

XIII. Terms and Conditions

Funding for this grant is contingent on 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 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 also reserves the right to hold community presentations for applicants to present their qualifications.

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 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 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.

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

XIV. Point of Contact

DMPED Grants Team
Phone: (202) 724-8111
Email: dmpedgrants@dc.gov

XV. Project Eligibility Requirements

In order to be eligible, the proposed projects must:

1. Be physically located within or near the boundaries of the NCI Lincoln Heights/Richardson Dwelling target area (**See map attached**).
2. Meet the complete criteria of one of the eligible project categories listed below.
3. Fulfill NCI program objectives of stimulating economic development and neighborhood revitalization through (a.) human service programming and/or (b.) providing workforce development opportunities in the target area.
4. Be supported by community stakeholders such as Advisory Neighborhood Commissions, civic or resident associations, and Councilmember offices.
5. Provide a public benefit to the NCI target area that addresses a recognized need.
6. Be led by a project team composed of at least 3 people who are accountable for implementing the project.
7. Be open to all residents within and surrounding the NCI target area boundaries.
8. **DO NOT** propose any non-eligible uses of the grant described below.

NOTE: For this round of funding, eligible applicants can submit only one application for one project in the Lincoln Heights/Richardson Dwellings target area.

XVI. Non-Eligible Uses of the Grant:

1. Repair, replace, improve or purchase equipment for a DC government agency or facility (i.e.: school, recreation center, and etc.).
2. **Acquisition, lease, or rental of property** for any use.
3. Construction or demolition activities related to housing.

4. Predevelopment activities related to the implementation of the proposal or the administration of the grant.
5. Operating expenses not related to the implementation of the proposal or the administration of the grant.
6. Expenses incurred prior to grant award and execution of the grant agreement with the District.
7. Bank fees associated with the establishment of a separate independent bank account which is a requirement of this grant.

XVII. Budget

Applicants must complete a Budget and budget narrative. The only salaries that may be funded are those of employees working directly with New Communities.

Documentation requirements for individual items to be purchased with grant funds are as follows:

- a. Items valued between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate.
- b. Items valued over \$5,000 must be supported with at least three written bids.
- c. In special circumstances, applicants may request a waiver to the written bid requirements.
- d. Stipend incentives for program participants are capped at **\$2,500.00 per month per individual**.

Leveraging Resources

While there are no matching requirements for this grant, Applicants are encouraged to leverage resources from other sources and applications will be evaluated on this factor. Applicants shall discuss resource leveraging in the budget narrative and provide supportive documentation to demonstrate funding availability and/or commitments.

XVIII. Certifications and Assurances

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.

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, 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. The grantee shall provide the Contracting Officer with ten (10) business day's prior written notice in the event of non-payment of premium.

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; 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 of the costs of insurance and bonds in the grant price.

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.

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
1015 Half Street SE, Suite 675, Washington, DC 20003

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.