

FY2018 Neighborhood Prosperity Fund (NPF)

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, February 2, 2018

RFA ID #: DMPED – NPF18

Submission Deadline: **Friday, March 9, 2018**

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 Latoyia.hampton@dc.gov.

Point of Contact: LaToyia Hampton, Grants Manager
Phone: (202) 724-7648
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) invites the submission of proposals for the Neighborhood Prosperity Fund (NPF) from the Economic Development Special Account pursuant to DC Official Code §2-1225.21.

In the DC Economic Strategy, the administration's vision is to become the "global model for inclusive prosperity". The administration is guided by two measurable primary goals. One of the two goals is to reduce unemployment across wards, races and educational attainment levels, bringing rates below 10% in all segments by the end of 2021. The Office of the Deputy Mayor for Planning and Economic Development welcome submissions directly connected to this goal. DMPED will fund projects to fill the gaps in non-residential components of a mixed use project, real estate, or retail development project in targeted census tracts where there is an >10% unemployment. **The grant provides necessary gap funding only for the commercial component of development projects.**

Available funds: Up to \$3 million is available for catalyzing mixed-use real estate project in targeted census tracts.

Funding availability is dependent on the total project costs of the selected projects. For example, one project may be selected for the full amount of available grant funds based on the scale and impact of the selected project. DMPED will award 1 or more grants for an aggregate total of \$3,000,000.00. Awards will range between \$250,000.00 and \$750,000.00

Minimum application request is \$250,000.00

II. Eligibility

1. Projects must be within the boundaries of the Neighborhood Prosperity Fund (see map at <http://arcg.is/OLz80>)
2. Eligible Projects
 - a. **Mixed Use Projects:** Defined as projects that combine two or more of the following types of development: housing, commercial, or office. For mixed use housing projects, a minimum of four (4) housing units must be created, with a minimum of one fourth (1/4) designated as affordable housing

units. **The Neighborhood Prosperity Fund only funds the commercial portion of a development project.**

- b. Commercial Projects*: Defined as retail, and/or office space. Retail applicants include, but are not limited to:
 - Retail Stores – clothing, jewelry, toys, hardware
 - Cafes
 - Grocery Stores
 - Drugstores/Pharmacies
 - Sit Down Restaurants
 - Coffee Shops
 - Businesses with cultural uses
3. 50% of the tenants in project must be secured.
4. The project must be able to begin work on site on or before September 30, 2019.

Preference given:

1. To commercial projects that include fresh-food access components.
2. To ground floor retail space which will enhance the pedestrian and retail experience.

Or as determined by DMPED

III. Eligible Applicants

- 501(c) (3) non-profit corporations.
- Joint ventures, partnerships, and limited liability arrangements , corporations, for-profit and non-profit developers
- Be a registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue (OTR), the DC Department of Employment Services (DOES), and the federal Internal Revenue Service (IRS).
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in the grant application.
- Provide site control of the business property: Deed, Contract of Sale, Option to Purchase, a fee simple ownership or an executed contract or lease with the property owner with a minimum unexpired term of at least fifteen (15) years.

IV. Eligible Use of Funds

Funds can also be used to pay for design and construction. Invoices or expenses paid prior to this date are ineligible. The use of funds includes, but is not limited to:

- Architectural and engineering
- Construction costs
- Tenant Improvement
- Historical preservation build out
- Development analysis
- Market studies
- Can be used for up to 3 years to stabilize market rent (rent abatement)
- Life safety improvements

NOTE: Development consultant fees shall be limited to no more than 10% of the full predevelopment budget- unless requested exception is agreed upon by DMPED.

V. Ineligible Projects

DMPED will not fund the following commercial types of projects:

- Adult entertainment
- Banks
- Hotels
- Nightclubs
- Cell phone providers
- Seasonal business providers
- Tax preparation businesses

VI. Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Organizational overhead
- Food
- Equipment
- Organizational capacity building
- Transportation
- Debt service

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

VII. Service Areas

Grants are offered to qualified applicants located within the following commercial boundary: See NPF map <http://arcg.is/OLz80>

VIII. Grant Disbursement

DMPED will award 1 or more grants for an aggregate total of \$3,000,000.00. Funds will be allocated based on size of project.

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 can not 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 by on general requirements of RFA and score under the following:

SCORING CRITERIA

- *Capacity of the Applicant – 20*
- *Capacity of Development Team – 20*
- *Market & Financial Feasibility of the Project – 20*

- *Proposed job creation & tax revenues – 30*
- *Use of CBE's - 10*

Total Points - 100

3. Analyze scores of each applicant from highest to lowest. The 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. The final funding decision cannot be contested.

X. 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

XI. Application Requirements

Section 1: Executive Summary on how the proposed project will have a catalytic effect

Section 2:

A. Development Team Identities and Details

Development Partners: Identify any and all development partners for the Project. Please identify (a) the decision making individual for the entity and, if different, (b) the day-to-day lead individual who will be available to respond to questions or requests for additional information.

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

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

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

Other relevant team members: If applicable, please identify.

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

- First and last name
- Business Address
- Business Telephone Number
- Business Email address
- Business Title

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

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

B. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults

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

C. Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters: and Drug Free Workplace Requirement form.

The applicant shall must complete certification form regarding any ongoing or knowledge of threatened litigation in which the District is a party that relates to any team member, affiliate or to any other entity or individual having a controlling interest in the entity (or entities) that comprise Applicants.

D. Organization Status

The applicant shall provide the status of the primary entities (developers, tenants, etc.) (whether a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other) indicating under which laws they are organized and operating, including a brief history of each organization and its principals. For any entity required to file reports in the jurisdiction of its formation, include a certificate of good standing for such jurisdiction and a certificate of good standing showing that it is registered in the District.

E. Organizational Chart and Bios

The applicant shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the Project and a brief bio for each person outlining relevant experience.

Section 3: Project Specific Market Study – applicants must submit at their own cost an independent, third party analysis with a focused assessment of the project to include and expound on:

- A concise description of the site and the immediate surrounding areas
- A detailed summary of the project including its immediate funding gap
- A detail summary of how project will assist in the reduction of unemployment.

- A detail summary of how “but for” the NPF will not immediately move forward
- A precise statement of key conclusions reached by the analyst and a statement of opinion of market feasibility, including the estimate of the long term performance of the project, given commercial, housing, demographic trends, and economic factors
- A summary of market related strengths and weaknesses which may influence the project’s marketability, including compatibility with surrounding uses, the appropriateness of the project’s locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommend

Section 4: Development pro forma (an active excel document)

Section 5: Sources and uses

Section 6: Submit total support/incentives received from the District of Columbia in the past three (3) years: list year, amount awarded, and purpose for support/incentive.

Section 7: Site Control - An Applicant must exhibit site control of the project through one of the following forms:

- a. Deed
- b. Contract of Sale
- c. Option to Purchase
- d. Executed Lease with at least five years remaining

Section 8: Submit Clean Hands Certification: Each applicant must be a registered 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 the Internal Revenue Service (IRS)

Section 9: Submit Geographic Location of Project – proposed or existing projects must be on within the NPF boundary with direct frontage. To check if a project falls within a NPF boundaries, check the Neighborhood Prosperity Fund Boundary Map: NPF Map at <http://arcg.is/OLz80>

Section 10: Submit proof of property and liability insurance

XII. Submission Guidelines

All applications must be submitted digitally.

Applications must be submitted electronically no later than **Friday, March 9, 2018 at 12pm**. All applications will be recorded upon receipt. Applications received after 12pm sharp on March 9, 2018, will not be considered or forwarded to the review panel for consideration. 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 advises prospective applicants to not upload documents using Dropbox or similar applications due to access issues. For assistance with completing an application, please contact LaToyia Hampton. Applicants who would like to request to use a computer at the DMPED office at 1015 Half Street, SE Suite 675 to complete their application should contact the Grants Manager, LaToyia Hampton, at (202) 724-7648.

XIII. Contact Person

LaToyia Hampton, Grants Manager
Phone: (202) 724-7648
Email: latoyia.hampton@dc.gov

XIV. Terms and Conditions

Funding for this grant is contingent on continued funding from 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 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.

XV. Scoring Criteria

Once an application has been screened for basic eligibility, projects will be evaluated on the following criteria:

• Capacity of the Applicant –	20	
• Capacity of Development Team –	20	
• Market & Financial Feasibility of the Project –	20	
• Proposed job creation & tax revenues –	30	
• Use of CBE’s -	10	
Total Points -		100

Upon approval of an application by DMPED, DMPED will issue a grant agreement to the applicant explaining the terms and conditions of the grant. The grant agreement must be signed and returned within 10 days of the date of the grant agreement or the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

XVI. 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.