



**Qualified High Technology Company
Security Deposit Assistance Grant Program
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: March 2, 2017

RFA ID #: DMPED - 2017 - RES- 105121

Submission Deadline: Rolling application through 6: 00PM EST, Friday, March 17, 2017

Please note that all applications must be submitted electronically. 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 GiftsOnline portal on the website for the Office of the Deputy Mayor for Planning and Economic Development (DMPED): www.dmped.dc.gov.

Point of Contact: LaToya Hampton, Grants Manager
Phone: (202) 724-8111
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Availability of RFA: Download from DMPED'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 qualified businesses that lease space in the District of Columbia. The purpose of the Qualified High Technology Company (“**QHTC**”) Security Deposit Assistance Grant Program is to foster the development of creative and technology-focused businesses in the District, increase the District’s tax base, and create new job opportunities for District residents. Funding for this program is authorized from the Economic Development Special Account Revival Amendment Act of 2012 (D.C. Law 19-168; D.C. Official Code §2-1225.01 *et seq.*). Total funding available for this grant program in Fiscal Year 2017 (“**FY17**”) is \$750,000.

II. Eligible Funding Uses

The grant is intended to assist qualified businesses with support for a security deposit for an initial lease for office space in the District of Columbia. This lease must be executed by May 31, 2017.

III. Service Areas

The grant is available to qualified businesses that lease office space anywhere within the boundaries of the District of Columbia.

IV. Eligible Applicants

Eligible applicants for this grant are QHTCs, as defined in D.C. Official Code § 47-1817.01(5), which meet all of the following requirements:

- Lease at least 25,000 square feet of office space within the District of Columbia;
- Show a strong business model with likelihood for significant growth;
- Maintain occupancy of the office space for at least ten (10) years;
- Develop benefits plan that will focus on creating educational opportunities, training, and jobs for District residents. The focus of the benefits should be on residents from under-represented backgrounds and for the provision of advanced technical skills;
- Comply with District Certified Business Entity and First Source requirements, including hosting an apprenticeship program (details available here: <https://does.dc.gov/service/apprenticeships>)

Preference will be given to applicants that:

- Commit to leasing additional space within five (5) years;
- Have a strong track record and likelihood to have significant growth in the next ten (10) years;
- Agree to host ladders of opportunity as part of their benefits plan (from primary school through apprenticeships);

- Have an existing local workforce consisting of greater than 50% DC residents or commit to reaching that within one year of grant execution.

V. Grant Disbursement

Grant funding will be disbursed at time of grant agreement execution.

VI. 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. Awards will be made on a rolling basis through Friday, March 31, 2017 or until funding is fully committed.

VII. Submission Guidelines

All applications must be submitted via the GiftsOnline online application system. Please submit all attachments in PDF format. See listing below.

List of Required Forms

1. Statement of Certification
2. Arrest and Conviction Statement
3. Ethics and Accountability Statement
4. Insurance Policies Affidavit
5. Required Financials Document Statement
6. Master Supplier Form
7. IRS W-9 Form
8. Clean Hands Certificate (acceptable certificate dates between 03/2/17 – 03/17/17)
9. Documentation proving IRS tax status (e.g. 501(c)(3) determination letter)
10. Valid/Current DCRA Business License or license by applicable regulatory body
11. Tax and Financial Records

List of Required Supporting Forms

1. Grant Proposal (including Benefits Plan)
2. Budget and Budget Narrative
3. Insurance Certificate
(an insurance quote is permitted for new businesses)
4. Business Plan
5. Proof of Site Control

Applications must be submitted electronically no later than 6:00PM EST, Friday, March 17, 2017. All applications will be recorded upon receipt. Applications received after 6:00 pm sharp on March 17, 2017 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.

IX. Contact Person

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

X. 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.

XI. Scoring Criteria

Applications will be evaluated based on the 125-point scoring criteria outlined below. Points will be awarded based on the size of the benefit plan proposed by the applicant in comparison to the size of the applicant's funding request.

A. Benefits Plan (25 points)

Up to 25 points based on the applicant's proposal to complete the following activities:

1. Host Marion Barry Summer Youth Employment Program participants
2. Host apprenticeship programs to increase employment and training opportunities for District of Columbia residents
3. Provide training, internships, and/or mentorship for District of Columbia residents and/or communities beyond what is offered through the normal course of business
4. Provide innovation-and-technology-oriented educational opportunities for students in the District of Columbia
5. Provide contracting opportunities for Certified Business Enterprises (CBEs) during build out or renovations and during the course of business operations
6. Provide low-income, underserved, and/or overlooked individuals and/or communities in the District of Columbia with reduced-price or free community space, commercial space, products and/or services

B. DC Resident Employment (25 points)

Up to 25 points based on the applicant's current and projected numbers of District resident employees.

C. Commitment to the District of Columbia (25 points)

1. Up to 15 points if the applicant has been headquartered in the District of Columbia for at least the past two (2) years and shows evidence of positive contributions to District residents and communities, especially those that are underserved and overlooked
2. Up to 5 points if the applicant has been headquartered in the District of Columbia for less than two (2) years or plans to be headquartered in the District moving forward and shows evidence of positive contributions to District residents and communities, especially those that are underserved and overlooked
3. Up to 10 points if the applicant falls into one or more of the Certified Business Enterprise (CBE) categories listed below as defined and certified by the DC Department of Small and Local Business Development (DSLBD):
 - a. Small Business Enterprise – 3 points
 - b. Resident-Owned Business – 5 points
 - c. Longtime-Resident Business – 5 points
 - d. Local Business Enterprise – 2 points

- e. Business Located in Enterprise Zone – 2 points
- f. Disadvantaged Business Enterprise – 2 points
- g. Veteran-Owned Business Enterprise – 2 points
- h. Local Manufacturing Business Enterprise – 2 points

D. Economic Impact and Return (50 points)

Points will be awarded per the table below based on the ratio of total projected direct tax revenues (property tax, business taxes, and income taxes for the business and DC resident employees) over ten (10) years of the lease occupancy compared to the size of the applicant’s funding request:

<i>Ratio of funding request to projected tax revenues</i>	<i>Points</i>
< 1	0
1 - 4	1 - 10
4.1 - 6	11 - 20
6.1 - 8	21 - 30
8.1 - 10	31 - 40
> 10	41 - 50

For example, if the total projected direct tax revenues over 10 years are \$3 million and the funding request is \$1 million, the ratio is 3:1 (or 3) and the application would receive 20 points.

XII. 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
1100 4th Street SW, Suite E500
Washington, DC 20024

- 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.