



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development

FY 2021 Legacy Small Business Recovery Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Monday, July 19, 2021

RFA ID #: DMPED – FY21-LGCY

Grant Orientation: Please refer to the Office of the Deputy Mayor for Planning and Economic Development website, dmped.dc.gov.

Submission Deadline: Wednesday, August 18, 2021 at 4:00 p.m. (ET).

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 Blackbaud 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) 727-6365
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
- Great Streets - greatstreets.dc.gov

Table of Contents

I.	Introduction	3
II.	Great Street Corridors (Retail Priority Areas)	4
III.	Eligible Applicants	4
IV.	Ineligible Applicants	5
V.	Eligible Funding Uses	5
VI.	Ineligible Funding Uses	5
VII.	Information Session	5
VIII.	Submission Guidelines	6
IX.	Application Review	7
X.	External Reviewer	7
XI.	Minimum Requirements	7
XII.	Scoring Criteria	7
XIII.	Total Allocation for Grants	10
XIV.	Anticipated Announcement and Notification	10
XV.	Amount of Award	10
XVI.	Terms and Conditions	10
XVII.	Point of Contact	11
XVIII.	Grant Disbursement	11
XIX.	Taxability of Grant Funds	12
XX.	Certification and Assurances	12

I. Introduction

Legacy businesses are staples in the District’s small business ecosystem, serve as primary contributors to neighborhood identity, and face a significant risk of displacement. Unfortunately, legacy businesses were impacted severely due to the economic downturn caused by the COVID-19 pandemic and public health emergency and face a significant risk for continued impairment and/or cessation of operations. Without funding assistance, many of these businesses and specifically those located in historically economically distressed areas and/or owned by historically marginalized groups may not recover and close.

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 20 years seek financial support to continue operations in one of the thirteen legislatively prescribed Retail Priority Areas (“Great Streets Corridors”) in the District of Columbia (“Legacy Small Business Recovery Grant”).

Preserving our longstanding businesses is critical to maintaining a strong local economy and the essence of the District’s vibrancy. The purpose of the Legacy Small Business Recovery 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 Retail Priority Areas and emerging commercial corridors.

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); “Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Code § 2-1217.73b); “New York Avenue, N.E., Retail Priority Area Expansion Emergency Amendment Act of 2020” effective October 1, 2020 (D.C. Act 23-404) which expanded the New York Avenue, N.E. Retail Priority Area to consist of the area beginning at the intersection of Montello Avenue, N.E., and Florida Avenue, N.E., continuing northeast along Montello Avenue, N.E., until Mt. Olivet Road, N.E., DMPED will award up to a maximum of \$585,000.00 to grantees under this program.

A. Funding Priorities: The Grant identified the following program funding priorities.

1. The Great Streets program grows the District’s local small business economy and bolsters neighborhoods with inadequate access to retail opportunities. DMPED seeks to invest in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards.
2. The Legacy Small Business Recovery Grant a mechanism to support historic businesses that anchor Great Streets neighborhoods and 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 and maintain the District’s history and culture.
3. The Grant Program also serves as an economic intervention for legacy businesses to maintain its operations and physical presence within the Great Streets corridor.

4. DMPED seeks to invest in small businesses:
 - a. That are Local Business Enterprise (LBE) eligible;
 - b. That has operated continuously for a minimum of 20 years.
 - c. That maintain and/or create new jobs, with a commitment to hire District residents.
 - d. That serves or may serve a community anchor and impacts the Great Streets corridor and community by its presence, and
 - e. That can support existing retailers and the designated Great Streets corridor's economic vitality by attracting new consumers and/or visitors to the area.

II. Great Street Corridors (Retail Priority Areas):

Grants are offered to small businesses located in the following Great Street Corridors:

- 7th Street NW
- 14th & U Streets NW (including Adams Morgan, Mt. Pleasant and Columbia Heights)
- Connecticut Avenue NW
- Georgia Avenue NW
- H Street/Bladensburg Road NE
- Martin Luther King Jr. Avenue/South Capitol Street SE/SW
- Minnesota Avenue/Benning Road NE
- Nannie Helen Burroughs Avenue NE
- New York Avenue NE (boundary extended)
- North Capitol Street NW/NE
- Pennsylvania Avenue SE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

Prospective applicants can verify their location eligibility via the interactive mapping tool found at the Great Streets website (greatstreets.dc.gov).

III. Eligible Applicants

- Eligible applicants may be for-profit entities (including, but not limited to, sole proprietorships, partnerships, limited liability companies, and corporations) retail and service-oriented businesses whose location is within a Great Streets Corridor and has been established and continually operating in the District for 20 years or more.
- Retail oriented businesses with 20 years or more of continued business operations in the District that are seeking help to remain a going concern in a Great Streets Corridor.

- Owners of legacy retail-oriented business types not included in the Ineligible Applicant list (see Section IV - Ineligible Applicants) located either within or plans to move to a Great Street Corridor are eligible (see map at: <http://ht.ly/m90F30cM0bz>).

IV. Ineligible Applicants

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

- Adult entertainment
- Auto body repair
- Bank
- Bar or Nightclub, as defined by an ABRA license¹
- Construction/general contracting/architecture/design-build
- E-commerce business²
- Financial services
- Home-based
- Hotel
- Liquor store
- Phone store
- Professional services³
- Property management/realtor
- Seasonal (open only part of the year)
- ***Businesses awarded an FY 2020 or FY 2021 Great Streets Small Business Retail Grant, FY 2020 Small Business Resiliency Grant, or FY 20201 DC Locally Made Manufacturing Grant***

V. Eligible Funding Uses

The grant may be used for exterior and/or interior improvements including the purchase of furniture, fixtures, and equipment (up to 70% of the grant) and marketing expenses (not to exceed 30% of the grant) (“Project”).

VI. Ineligible Funding Uses

The following are NOT eligible uses of funds:

- Debts
- Expenses associated with preparing this application
- Inventory
- Legal fees
- Payroll
- Rent
- All expenses not listed above as eligible uses of funds.

VII. Information Sessions

¹ Any business holding an ABRA issued license or permit for a bar and/or nightclub license is ineligible.

² For the purposes of this Request for Applications, an e-commerce business is defined as a commercial entity (1) without an existing, revenue-generating brick-and-mortar retail operation physically situated in the defined boundaries of a designated Great Street corridor and (2) whose business operations and/or sales transactions for the exchange of goods and services are

conducted solely online.

³ Professional services are defined as any business offering accounting, actuary, architectural, dentistry, engineering, evaluator services, financial planning, legal services, physician care, registered nurse/nursing services, and training/development providers.

A schedule of live web information sessions hosted by DMPED will be posted on the DMPED website and is accessible via this link: <https://dmped.dc.gov>. Prospective applicants with questions regarding this Request for Applications (RFA) are encouraged to attend one of these sessions.

VIII. 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 **Wednesday, August 18, 2021 at 4:00 p.m./ET**. All applications will be recorded upon receipt. Any applications received after the deadline 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 of the online 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

A. 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 closing date;
- 2) The application package is not complete;
- 3) The project synopsis/description fails to address the program priorities; and,
- 4) The application does not fall within the scope the RFA.

B. Independent Review Panel

Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to DMPED.

C. Final Review

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

X. External Reviewer

Upon receiving the applications from the DMPED, the external reviewer will review, analyze, evaluate, and score each application.

XI. Minimum Requirements

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

- Located within a Great Streets Corridor (for a listing of corridors, please refer to Section II of this RFA). Prospective applicants can verify their location eligibility by using the interactive mapping tool at greatstreets.dc.gov.
- 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 either through fee simple ownership or an executed contract or lease with the property owner with a minimum unexpired term of at least three (3) years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project.
- Provide proof of property and liability insurance compliant with the requirements set forth in Section XVIII of this RFA).

XII. Scoring Criteria

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

Content and Form of Application Submission

- Content Requirement - The application must provide sufficient information for the agency to make a determination of merit of the proposal.
- Complete Application - Applications 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. Business Experience and History (30%)

Applicants must present information describing the experience and qualifications of the organization to manage and complete the Project. The application should include the following information:

1. Biographies of Major participant(s)

Major participants are defined as the development team, business owners, organization leader, financial management officer, and/or project manager/daily supervisor of the proposed Project. The applicant should provide a one-page biography and/or resume showing experience of the Major Participant(s).

The applicant shall provide the status of Major Participants whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other and indicate under which laws it is organized and operating, and a brief history of each organization and its principals.

The applicant shall provide an organizational chart showing key personnel from the primary entity(ies) and/or joint venture partners.

2. Historic impact

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

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

B. Financial Viability (25%)

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 request and its objectives.**

C. Business Growth & Expansion (25%)

Applicants are requested to respond to the questions: **“How will business remain competitive?”** and **“How will the Legacy Small Business Recovery Grant help the business grow and expand?”**

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, and so forth.

Failure to provide information may reduce the applicant’s scoring under this criterion.

D. Certified Business Enterprise Commitment (20%)

The applicant must be able to illustrate a commitment towards and a realistic plan to support the local economy by contracting with Certified Business Enterprises (CBE) for proposed project. In the event the proposed project scope cannot be contracted with a CBE, a written justification must be provided.

E. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults (not scored)

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 “Major Participants”).

XIII. Total Allocation for Grants:

The total allocation for the grant program is \$585,000.00.

XIV. Anticipated Announcement and Award Notification

Anticipated time for processing applications is thirty (30) days after date of application close.

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 Article **XX**.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranches⁴ 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.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement – draft template can be found here: www.greatstreets.dc.gov.

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.

XV. Amount of Award

Up to \$585,000.00 may be awarded to a grantee⁵. **Grants funds are considered taxable income for any applicant which pays income taxes.**

XVI. Terms and Conditions

Funding for this grant is contingent upon 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 RFA.

⁴ The disbursement schedule will be outlined in the executed grant agreement.

⁵ The disbursement schedule will be outlined in the executed grant agreement.

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 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.

The Agency 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 the 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.

XVII. Point of Contact

DMPED Grants Team
Phone: (202) 727-6365
Email: dmped.grants@dc.gov

XVIII. Grant Disbursement

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$585,000.00.

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, 2021.

Grant funding will be disbursed to the grantee based on award amount in tranches following execution of a grant agreement. The grant award may be disbursed in thirds or halves provided expenditures are allowable expenses and grantee adheres to the

disbursement process.

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

XIX. 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.

XX. Certifications and Assurances

Insurance Requirements for Applicants

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.

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 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. In the event of non-payment of premium, the grantee shall provide the Contracting Officer with written notification within ten (10) calendar days.

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

Notification - The grantee shall immediately provide the Director of Contracts, Procurement and Grants 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 Director of Contracts, Procurement and Grants.

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 (Certificates of Insurance)
dmped.grants@dc.gov

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.