



## Request for Application (RFA)

The Department of Small and Local Business Development is soliciting applications from eligible non-profit organizations that are incorporated in the District of Columbia to operate a farmers' market anchor initiative. Small food retailers are encouraged to work cooperative to expand food access in eligible areas by creating a critical mass of vendors and customers at or near markets in eligible areas.

### Section 1: Funding Opportunity

**A. Grown in DC Pilot Initiative** – The Healthy Foods Retail Program established by the Government of the District of Columbia to expand access to healthy foods in eligible areas in the District by providing assistance to farmers markets and other small food retailers in developing the collaborative *Grown in DC* initiative for farmer's markets and vendors.

Healthy Foods Retail Program was authorized in 2010. The *Grown in DC* pilot initiative will be launched under HFRP in fall/summer 2017.

**B. Program Objectives** – To develop and pilot a proof of concept for achieving critical mass of vendors and customers at or near a market or markets to support the entrepreneurial ecosystem in DC food deserts through the use of the pending cottage food regulations implementation through the following avenues:

1. Branding & marketing: create a website, logo, and conduct outreach, based on the initial DSLBD "Made In DC" infrastructure.
2. Market operations such as staff time, permits, and purchasing of materials like tables, tents, etc.
3. Training & Technical Assistance to offer additional support for cottage food regulation guidance and seed an entrepreneurial training program.
4. Additional, Flexible Grants optionally, the grantee could produce, with approval from DSLBD, competitive micro grants to cover unanticipated vendor expenses related to coordination, which could be converted to micro-grants for equipment or licensing, or underwriting support for micro-loans.

**C. Eligible Project Areas** – The following geographic descriptions are allowable areas. Applicants may subset the eligible areas but should establish a plan to build across several areas over time. (HUB Zones and/or Census Tracts 18.01, 33.01, 95.05, 95.07, or 95.08)

## Section 2: Award Information

**A. Number of Awards** – DSLBD will determine the number of awards and amount based upon proposal strength for meeting the program objectives.

**B. Total Funding** – The total funding amount in FY2017 is \$75,000. Each grantee can receive up to \$75,000.00 in FY 2017 with possible a renewal of up to \$125,000.00 on or after October 1, 2017 if the grantee continues to meet all performance standards established and/or agreed upon by DSLBD.

The authorizing legislation is the Food, Environmental, and Economic Development in the District of Columbia Act of 2010. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

**C. Anticipated Start Dates and Period of Performance** – Successful applicants should expect to begin work by September 15, 2017. The period of performance for the initial grant will be October 1, 2016 - September 30, 2017. Work already completed in 2017 is eligible for funding.

**D. Funding Restrictions** – The grant may be spent in the following ways:

1. Up to one third of the award may be spent on administrative costs, including office rental, staff salaries, and office equipment. A designated staff member must be assigned as the grantee lead by September 15, 2017.
2. Up to one third of the total award may be spent on programmatic costs, including sub-grants to business and property owners, contracts for services, and advertising.
3. A minimum of one-third of the total award must be spent on technical assistance to small businesses on development under cottage foods regulations and or moving from cottage foods into full licensing in workshops or other training sessions.
4. Grant funds may only be expended on eligible costs that are set forth in the Letter of Agreement executed with the grant awarded and incurred on or after the period of performance, or upon later approval from DSLBD.

**E. Deadlines** – Completed applications are due on or before **Friday, August 25, at 2:00 p.m.** Applicants submitting incomplete applications will be notified by Monday, August 28, 2017 and will have approximately two business days to submit missing information. Corrected applications are due on Wednesday, August 30, 2017 at 2 p.m.

## Section 3: Eligibility Information

**A. Eligible Applicants** – Eligible applicants must be nonprofit organizations incorporated within the District of Columbia. Applicants are not required to be exempt from taxes. Because incorporation can take up to 30 days, potential applicants are encouraged to register well in advance of the grant deadline, if they have not already registered for incorporation as a DC nonprofit organization.

Grants may only be awarded to organizations that can produce a Certificate of Clean Hands from the Office of Tax and Revenue and a Certificate of Good Standing from the Department of Consumer and Regulatory Affairs. These documents are not part of the application but DSLBD may confirm before a grant is awarded.

**B. Eligibility Documentation** – Applicants must submit the following documentation with the completed application, which is due, August 25, 2017 at 2:00 p.m.

- 1. Federal Employment Identification Number (FEIN)** – All applicants must have a FEIN number and supply it with the application. Applicants can obtain an FEIN number from [www.irs.gov](http://www.irs.gov).
- 2. Business License** – All applicants must have a valid Basic Business License issued by the District of Columbia and provide the number of that license. Applicants can obtain a Basic Business License from [www.otr.dc.gov](http://www.otr.dc.gov).

**Eligibility Requirements which Applicants must meet and which DSLBD WILL CONFIRM internally. Applicants DO NOT need to submit documentation.**

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- **Incorporated and headquartered as a nonprofit organization in the District of Columbia**— DSLBD will confirm with selected grantees. Applicants do not need to submit anything.
- **Current with DC taxes**—Applicants must be current with their DC taxes. DSLBD will check directly with the Office of Tax and Revenue (OTR) to obtain confirmation. Applicants do not have to submit anything.

**D. Additional Criteria** – Applicants may demonstrate broad community support, through a maximum of 5 support letters.

## Section 4: Application and Submission information

**A. Notice of Funding Availability** – DSLBD published the Notice of Funding Availability (NOFA) in the August 18, 2017 edition of the DC Register ([www.dcregs.dc.gov](http://www.dcregs.dc.gov)).

**B. Submission Dates and Process** – Completed applications are in hard copy due on or before **Friday, August 25, 2017, at 2:00 p.m.** Applicants submitting incomplete applications will be notified by Monday, August 28, 2017, and will have approximately two business days to delivery missing information. Corrected applications are due on Wednesday, August 30, 2017 at 2 p.m.

Applications must be made submitted to the DSLBD front desk in hard copy via hand delivery. (441 4th Street, NW, #805 South Washington DC 20001). A photo ID is required to enter the building.) DSLBD will not accept applications submitted via mail or electronic submission. **Late submissions and incomplete applications will not be reviewed.**

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

## Section 5: Application Review

- A. Selection Criteria and Review Process** – DSLBD will select a grant recipient through a competitive application process. A review panel will review the applications received by the submission deadline and score them against the following criteria with respective weight. Applicants, who best demonstrate that they are qualified to achieve the program objectives (See Section 1B above), will be awarded the grant. The following criteria will be used to evaluate all applications.
- 1. Capacity and history of the applicant organization** to complete the work requested. Previous projects and the experience of team leaders will show that the applicant possesses the expertise to complete the grant successfully. (25 points)
  - 2. Strength of the project implementation plan** to achieve the desired outcome. Through a description of the implementation plan, applicants will show that they have a sound methodology for initiating the outlined above. (25 points)
  - 3. Community “buy in” and collaborative potential** to support all projects and ensure overall all success. Ability to work collaboratively with DSLBD and the University of the District of Columbia are required. Community organizations and business owners should be involved with the proposal. (25 points)
  - 4. Creativity and innovation** in planning and preparing to iterate the program model to ensure success. (25 points)
- B. Anticipated Announcement and Award Dates** – The grant recipients will be selected through a competitive application process and notified before or by Thursday, September 14, 2017. All other applicants will be notified of the decision no more than one week after the grant has been awarded. A grant agreement between DSLBD and the grantees will be executed by September 15, 2017.
- C. Selection Notification and Award Documents** -- DSLBD will notify all applicants of their status by September, 21, 2017. **Selected Applicants must submit the following documents on or before September 15, 2017.** DLSBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents and/or does not demonstrate that it meets the eligibility requirements outlined in Section V of this document.
- Review and return an **executed Grant Agreement**. DSLBD will email the Grant Agreement for signature on or before September 15, 2015
  - First disbursement invoice** (the amount will be provided no later than September 15, 2017).
- D. Application Acceptance or Rejection**—Applications that do not comply with the application instructions will not be considered. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant’s proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

## Section 6: Award Administration

**A. Award Notices** – DSLBD will notify applicants by email of its decision by September 21 and send a Notice of Award to the selected grant recipient upon receipt of the following pre-award documents. Below is a summary of the documentation needed IF your organization is selected for a grant award. An awardee which cannot provide these materials by September 18, 2017, may be disqualified and DSLBD may award the grant to another applicant.

**1. Current with DC regulatory fees – Grantees may be requested to produce a DCRA Certificate of Good Standing.**

- Organizations may obtain the certificate online or in-person at DCRA. For instructions, visit <http://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process>.
- DCRA’s Self-Certification form is not the same as the DCRA Good Standing Certificate and will not be accepted.
- Office of Tax and Revenue (OTR) Certificate of Clean Hands (formerly Certificate of Good Standing) is not the same as the DCRA Good Standing Certificate and will not be accepted for this requirement.

**2. Statement of Certification** – Submit a statement signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:

- The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
- That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
  - That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- That the applicant is current on payment of federal and District taxes, including Unemployment Insurance taxes and Workers’ Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- That, if required by the grantmaking Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a

result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

- That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS, which shall collect such reports and make the same available on its intranet website.
- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act; and
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
- Not be debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity.

**3. Electronic Fund Transfer form for Dedicated Grant Bank Account**—Grantees will receive grant disbursements via an electronic transmission to their bank account designated for this grant. To establish this transfer, Grantees must complete, sign and return an ACH form and MSS Supplier form. Applicants may download and review these forms in the online application.

**5. Proof of Insurance**—Selected Applicants must demonstrate that they are **insured throughout the grant period of performance** (10/1/16 through 9/30/2017) by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below:

- a. General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization. A sample binder with the endorsement language is available in the online application home page (RFA Part 2); and

b. Workers Compensation Insurance in the name of the Applicant Organization.

**6. IRS W-9 form – Grantee must provide a completed and signed IRS form W9 with a current date. The current W-9 form is available at <http://www.irs.gov/Forms-&-Pubs>.**

**C. Reporting** – Grantees will use an agreed upon format to send monthly progress reports to DSBLD:

1. Monthly progress reports, which demonstrate that the grantee is making measurable progress in meeting deliverables outlined in the grant agreement.

## **Section 7: Reservations**

Funding for any grant award is contingent on continued grantor funding. The publication of Request for Applications does not commit DSLBD to make any awards.

DSLBD reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

DSLBD may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any DSLBD federal regulation or requirement.

DSLBD reserves the right to accept or deny any or all applications if DSLBD determines that it is in the best interest of the District to do so.

DSLBD shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.

DSLBD serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.

DSLBD may enter into negotiations with an awardee and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations.

In the event of a conflict between the terms and conditions of the grant application 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.

DSLBD reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments in the online application (see below). Applicants are responsible to review and adhere to any RFA addenda or amendments.

## Section 8: Questions

Interested Applicants may ask questions.

- A. Email questions to Katherine Mereand at Katherine.Mereand-Sinha@dc.gov. Any interested applicant may also request to receive answers to any other questions asked by other parties, but not the identity of other parties.

## Section 10: Information to be Provided for the Application

- A. **Legal name of applicant.** This name will be used to verify incorporation.
- B. **Contact information** for Primary Contact Person, including email, phone and physical address.
- C. **Ward** in which applicant's central place of business or office is located.
- D. **Federal Employment Identification Number (FEIN)** for applicant.
- E. **DC Business License Number.** All organizations, nonprofit and for-profit, are required to have a business license.
- F. **Copy of most recent Certified Audit**, including notes. If organization is less than 2 years old and has not conducted a certified audit (or is too small to produce a certified audit), they may instead produce copies of tax filings from past three (3) years, balance sheet, and income statement, and organization annual budget.
- G. **Letters of support** from District stakeholders. Applicant may include at least 5 letters.
- J. **Narrative Responses:**
  1. **About you.** Describe your organization's history, core mission, and goals for 2017 in 250 words or less.
  2. **Your Proposed Idea.** Describe how your organization will build business capacity to provide access to healthy foods in eligible areas, in 1000 words or less.
  3. **Current Challenges.** Describe your organization's view of the challenges to building farmers markets and access to healthy foods in eligible areas. Of the major challenges, describe the role your organization will have in improving them and state which will be a priority for it to address immediately.
  4. **Community Support.** Describe how your organization has achieved broad-based community support and involvement. Describe your organization's approach to collaborating with and requesting non-monetary support from other community-based organizations, local institutions, and government entities to achieve the overall mission of *Grown in DC*.
  5. **Quick Launch.** Describe your organization's capacity to make the *Grown in DC* initiative operational within 15 days of grant award. Include strategy for utilizing the cottage foods regulations to support new business development and growth.



6. **Your Team.** List of all team members working on this application and list of people who will initiate the project. Include their relevant experience/expertise and full contact information. Resumes or bios are acceptable.
7. **Project Outcomes.** Please list four outcomes, which this project would achieve and which align with DSLBD's goals for this grant, in 250 words or less.
8. **Project Work Plan.** Please provide an initial of work that shows how the applicant plans to provide the required services and a timeline for project.

**K. Budget**

Outline the funding amount requested and a proposed budget for 2017 implementation and growth of *Grown in DC*.