



FOGGY BOTTOM AND WEST END FEASIBILITY STUDY GRANT Request for Applications (RFA)

The District of Columbia (“DC” or “District”) Department of Small and Local Business Development (“DSLBD”) is soliciting grant applications from eligible applicants to study the feasibility of a DC Main Streets program for the Foggy Bottom and the West End commercial corridors in Ward 2. DSLBD published the initial Notice of Funding Availability (“NOFA”) in the December 23, 2022 edition of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <https://dslbd.dc.gov/service/current-grant-opportunities>.

This Request for Applications (“RFA”) provides a detailed description of the grant objectives and also serves as an instruction manual for the online grant application. Applicants should review the contents of each of the following sections closely before applying.

- I. Application**
- II. Grant Objective**
- III. Grant Amounts, Budget Preparation**
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I. THE APPLICATION

The Foggy Bottom-West End Main Street Feasibility grant application (“**Application**”) is made via an online portal through which an interested organization provides all information requested in the RFA and proposed a service delivery plan and budget. Organizations must use the application to demonstrate their:

- eligibility to apply;
- capacity to provide proposed services; and
- fiscal capacity to manage grant funds.

The online Application opens on Tuesday, December 27, 2022. DSLBD reserves the right to issue addenda and/or amendments to the NOFA or this RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments, if any, on the online application webpage. Interested organizations are responsible for regularly reviewing and adhering to any subsequent addenda or amendments.

- A. Registration.** To access the online application form an organization must first register by completing and submitting an online Expression of Interest (“EI”), which is a registration form found at <https://octo.quickbase.com/db/bswi8ddqd> . DSLBD will activate a registrant’s online access within one (1) business day after completion and submission of the EI form and notify registrants via email. The email will contain instructions for registered applicants (“Applicants”) on how to access the online application. Submit only one registration form per organization. By requesting an application, an organization is NOT obligated to apply. Applicants are urged to begin uploading the eligibility documentation contained in Section IV below as soon as access to the portal is made available to ensure that all such documents are uploaded prior to the Application Deadline.
- B. Pre-Application Information Sessions.** DSLBD will hold a **pre-Application information session on Thursday, January 5, 2023 at 9:00 AM.** The session will be conducted online. Anyone interested in attending the information session may send an **email to dcmainstreets@dc.gov** to obtain a link to the meeting.
- C. Confirm Eligibility. On January 11, 2023, 5:00 PM, DSLBD will review applications** to confirm whether Applicants that have submitted eligibility documents have fully met the eligibility requirements listed in Section IV of this Revised RFA.
- D. Missing Documents/Incomplete Information.** If an Applicant organization’s eligibility requirement responses are missing or incomplete, DSLBD will notify the organization’s point of contact **by January 13, 2023**, which gives Applicants four business days to upload any missing documents and/or incomplete information that would eliminate their Application from competition.
- E. Application Deadline.** All Applications must be completed and submitted to DSLBD by **4:00 PM on January 20, 2023.** Applications submitted after the deadline or by any other means will not be accepted.
- F. Application Submission Tips:**
1. Save frequently, (green button in upper right corner of each page).
 2. Have your application as complete as possible by September 14, so that you can take advantage of DLSBD’s eligibility pre-review.
 3. Create narrative responses offline (e.g., in Word) and then copy and paste into the online form fields.
 4. Allow ample time to upload large documents (i.e., attachments greater than 10MB in size).
 5. Complete submission well before the deadline to avoid any computer server bottlenecks that could occur if many users try to submit during the final hour or day.

6. Build in time to review final responses to make final changes on application.

II. GRANT OBJECTIVES

A. Objectives. The Grant objectives are to:

1. Produce a feasibility study which will address the feasibility of a DC Main Streets program for a Foggy Bottom and West End commercial corridor. The focus must be on its necessity, practicability, sustainability, viability, benefits, and compatibility with the DC Main Streets program.
2. The study should explore:
 - a. Proposed district boundaries which would have the most likelihood of launching a successful Main Street program.
 - b. Current fiscal and program capacity in the neighborhood and opportunities that will lead to a hyperlocal, sustainable, and independent Main Street Program.
 - c. Feasibility for the successful implementation of the Main Street Four Point Approach® within the commercial district. The new organization will be expected to follow the Main Street Four Point Approach, designed by the National Main Street Center. The feasibility should explore whether this Approach is a good fit for this commercial district and how the Approach would benefit the proposed district.
 - d. Potential support from business owners and commercial property owners. As the most crucial stakeholders in any commercial revitalization effort, the business and property owners should be included in any planning effort. A successful study will demonstrate how these two groups currently work together, if at all, and how they intend to help fund and lead a new Main Streets organization. It will also demonstrate how they will work together whether or not a new Main Street program is established.
 - e. Potential support from community stakeholders. Neighborhood residents are the indirect beneficiaries and primary customers of the commercial revitalization effort. A successful study should demonstrate that neighborhood residents and community groups will support a revitalization effort as donors and as volunteer leaders. The study should also demonstrate the commercial district's ability to serve residents, including George Washington University students, as customers.
 - f. Synergies for internal and external collaborations with other groups.
 - g. Feasibility for sustainable funding. The new Main Streets organization should be able to operate effectively whether or not funding from DC Government is available in future years. This feasibility study should include a detailed five-year funding plan for the organization. Funding should include private organizations and neighborhood civic groups, as well as commitments from business and property owners.
 - h. Measures needed, if any, to build capacity. What conditions or weaknesses have been assessed that would necessitate capacity building measures in order to achieve Main Street designation?

- i. The commercial district’s future interaction and connectivity with neighboring Main Streets Programs.

B. Service Area. The grant service area will be:

1. 17th Street, N.W. on the east; 25th Street, N.W. on the west; G Street, N.W. on the south; M Street, N.W. on the north.
2. The feasibility study should narrow the above boundaries to a commercial corridor within this described Service Area.

C. Sub-Contracting And CBE Utilization. Applicants that subcontract any portion of the grant service delivery are encouraged to hire and contract services with a Certified Business Enterprise (“CBEs are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small, veteran-owned, independently owned and operated, and DC resident-owned, and as further described under the Small and Certified Business Enterprise Development and Assistance Act of 2005 (D.C. Law 16-33; D.C. Official Code 2-218.01 et seq.). Applicants may locate CBE businesses by searching the online CBE database at <https://dslbd.secure.force.com/public>.

D. Language Access. If awarded a grant, all grantee organizations and their subcontractors would need to comply with the Language Access Act of 2004, D.C. Law 15-167, (D.C. Official Code §§2-1931 - 1937) (“Language Access Act.”) A person with “Limited or no-English proficiency” (“LEP/NEP”) means the inability to adequately understand or to express oneself in the spoken or written English language. The grantee/subcontractor shall provide a means of communicating with LEP/NEP persons (e.g., oral or written translation) and report these interactions on a monthly basis to DSLBD. For details of the requirement, please review the Grant Agreement template provided with the application.

III. GRANT AMOUNTS, PERIOD OF PERFORMANCE, BUDGET PREPARATION

A. Grant Amount. DSLBD will award one grant for the Service Area **in the amount of \$100,000.**

B. Period of Performance

Successful applicants shall begin work by February 1, 2023. The period of performance for this grant is February 1, 2023 through July May 31, 2023.

C. Budget Preparation

1. Eligible Expenses

- a. Any programmatic or administrative costs to execute the deliverables as outlined in this RFA
- b. Administrative Costs may not exceed 10% of the total cost of the grant amount. A grantee must be able to document administrative costs with receipts for costs incurred. Administrative Costs may include but are not limited to grantee staff, accounting fees, bank account establishment and service fee, devices and service fees (e.g., cell and walkie-talkie, approved by DSLBD where only related to the performance of the grant); and office equipment; office supplies; payroll processing services and, rent.
- c. Any reasonable expense incurred in the process of conducting the assessment.

- d. Any reasonable expense not listed as ineligible below
- e. The reasonableness of eligible expenses will be determined by DSLBD in its sole discretion.

2. Ineligible Expenses

- a. Financing existing debt including payment of taxes owed
- b. Expenses incurred before February 1, 2023 or after May 31, 2023
- c. Expenses which are reimbursed by a different grant from the District
- d. Acquisition of residential or commercial property for any use
- e. Acquisition of an automobile
- f. Acquisition of land or buildings
- g. Any build-out of new improvements, renovation of existing improvements, façade improvement, interior build-out or interior improvement which is not allowed by DC Code
- h. Assistance to lobby or bring legal charges against the Government of the District of Columbia or its officials
- i. Any undocumented expense (“administrative” or “overhead” expenses are not allowed without proper documentation)

3. Additional Budget Notes

- a. DC law requires a **Living Wage** for affiliated employees.
 - i. Applicant Organizations are required to pay affiliated employees, who perform services pursuant to a District grant and are paid with grant funds during the grant period, no less than the “**DC Living Wage**” as defined by the Living Wage Act of 2006, Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) regardless of whether applicant is an exempt organization. As of July 1, 2021, the Department of Employment Services (DOES) set the **Living Wage rate at \$15.20 per hour** regardless of whether health care benefits are provided. The wage may increase for 2023. In proposing a budget for services through September 30, 2023, Applicants should plan accordingly for any possible increases.
 - ii. “**Affiliated Employee**” means any individual employed by a grantee who performs services pursuant to a District grant, including any employee of a contractor or subcontractor of a grantee who performs services pursuant to a District grant.
 - iii. All of the **grantee subcontractors** are required to pay their Affiliated Employees no less than the living wage if the subcontractor received \$50,000 or more from a grantee, provided the funds used to pay the subcontractor are District grant funds
 - iv. **To learn about wage requirements and the legislation**, please visit <https://does.dc.gov/service/office-wage-hour-compliance-0>.
- b. If awarded, grantees are required to submit **justification documentation (receipts)** for **all expenses** (programmatic and administrative) for which grant funds are used. Every grant dollar spent must be for an eligible purpose, accounted for and documented. Any grant funds not accounted for and documented must be returned to DSLBD.
- c. If awarded, grantees can request **reimbursement** only for **eligible expenses** that are listed in the grant agreement and incurred no earlier than February 1, 2023 and no later than the end date of the period of performance June 30, 2023).

- d. Questions about expense eligibility should be directed to dmainstreetsdc.gov at DSLBD prior to Application submission or prior to the Application Deadline.

IV. APPLICANT ELIGIBILITY

Only DC nonprofit organizations and CBEs are eligible to apply for a grant. Such applicants must further meet the following requirements to be eligible to receive Program grant funds:

- A. Demonstrated Prior Experience: Applicants must demonstrate a comprehensive knowledge of the Main Street Four Point Approach®; experience producing Impact Study Reports for Main Streets Coordinating Programs and/or Community and Business Improvement Districts; and a successful track record of producing Main Streets feasibility studies which have led to the formation of a new Main Streets Program or to substantial changes within an existing Main Streets Program.
- B. Proof of Eligibility: Applicants must upload and submit with or include in their Applications a copy of the following documents or information in order for DSLBD to verify their eligibility to apply and to receive District grant funds. Documents must be current at the time of application submission and review and must remain current at all times during the performance period of the grant.
 1. DC Department of Licensing and Consumer Protection (“**DLCP**”) Certificate of Incorporation
 3. DLCP license to conduct business in the District of Columbia
 4. DLCP Corporations File Number
 5. DC Office of Tax and Revenue Certificate of Clean Hands
 6. DSLBD assigned certification number as CBE. (certification number and the name of the applicant organization must match the name of the certified business), if applicable.
 7. Either:
 - a. The organization’s most recent Audited Financial reviewed and certified by an independent Certified Public Accountant (“CPA”) and containing the auditor’s notes; **OR**
 - b. The organization’s most recent Unaudited Financial Documents and the Federal Internal Revenue Service (IRS) and District most recent tax filings.
 8. Organizational Budget—Budget (expenses and income) for organization’s current fiscal year. This document should also define the organization’s fiscal year.
 9. Income Statement (or Profit and Loss Statement) — Income Statement which covers the last 12 months of revenues and expenses.
 10. Balance Sheet— Balance Sheet which shows the most recent assets and liabilities for the applicant organization.
 11. IRS filings and correspondence for 3 years—IRS Filings and any correspondence for the last three (3) years before the date of the grant application. If the Applicant is less than three (3) years old, send any IRS filings that have been made.

C. CHECK THE BOX (Online) REQUIREMENTS

1. **Attestation** – In the online application check the box that indicates the point of contact is the authorized representative for the organization and the above financial statements are the true statements for this organization. This box can be found in the section titled Financial Documents of the Eligibility Record.
2. **Eligible to receive public funds**— In the online application check the box which allows applicants to attest that applicant organization uses Generally Accepted Accounting Principles, is current on all federal and District taxes, can secure a bond, has not been suspended by any District contract-regulating agency, operates a drug-free workplace, has the ability to financially manage and operationally implement a grant, is eligible to receive the grant, and agrees to indemnify, defend, and hold harmless the District. This box can be found in the section titled Eligible for Public Funds of the Eligibility Record.
3. **Insured throughout the grant period of performance** — In the online application check the box found in in the section titled Insurance Attestation of the Eligibility Record which allows applicants to attest that, if selected for grant award, applicant will agree with all insurance and related requirements and provide proof of insurance (insurance policy binders or cover pages) for:
 - a. General Liability with DC Government endorsement language as additional insured;
 - b. Auto Insurance (for truck used to implement Program); and,
 - c. Workers' Compensation.
 - d. Employer's Liability Insurance
 - e. Cyber Liability Insurance
 - f. Commercial Umbrella or Excess Liability

To learn more about District grant requirements, visit the Office of Partnership and Grant's Citywide Grants Manual and Sourcebook (<https://is.dc.gov/book/citywide-grant-manual-and-sourcebook>)

V. APPLICATION QUESTIONS

1. To start an application, interested applicants must first register at <https://octo.quickbase.com/db/bswi8ddqd> . DSLBD will activate applicants' online access within **two (2) business days** and notify them via email. The email will contain instructions on how to access the online application. Please submit only one registration form for your organization. (By requesting an application, your organization is NOT obligated to apply.)

Applications must be made through the online portal. DSLBD will not accept applications submitted via hand delivery, mail, or courier service. **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 this RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

2. Application Questions
 - a. **Full Legal name of primary applicant.** This name will be used to verify incorporation.

- b. Name and title of applicant’s representative authorized to speak for and sign a grant agreement.**
- c. Name and Contact information for Primary Contact Person**, including email, phone, and physical address.
- d. Ward** in which applicant’s office is located.
- e. Federal Employment Identification Number (FEIN)** for applicant.
- f. DC Business License Number.** All applicants are required to have a business license.
- g. DC Department of Licensing and Consumer Protection (“DLCP”) Certificate of Incorporation**
- h. DC Office of Tax and Revenue Certificate of Clean Hands**
- i. Internal Revenue Service (IRS) issued Tax-Exempt Status Determination Letter**
- j. Narrative Questions**
 - i. State your organization’s core mission. Please use no more than 50 words.
 - ii. Briefly describe your organization’s history. Please use no more than 250 words.
 - iv. List your organization’s previous history of producing Impact Study Reports for Main Streets Coordinating Programs and/or Community and Business Improvement Districts; and a successful track record of producing Main Streets feasibility studies which have led to the formation of a new Main Streets Program or to substantial changes within an existing Main Streets Program. Please use no more than 500 words.
 - iii. List your organization’s capacity and key accomplishments to complete the work requested. Please use no more than 500 words
 - iv. Describe your organization’s internal capacity to make the project operational within 30 days of grant award. Please use no more than 250 words.
 - v. List all team members and their titles/roles working on this application and who will initiate and work on the project. Include each member’s relevant experience and expertise relevant to the grant objectives and full contact information for each member in the Additional Documents in section m. ii. below.
- k. Budget.** Fill out in the online QuickBase application according to the downloadable template.
- l. Required Documents Submission**
 - i. **Certified Financial Audit.** Provide the audit with auditor’s notes, which is no more than two years old, or in the alternative, provide specified financial documentation.
 - ii. **Additional Documents** (optional). Upload any additional documents that you feel would contribute further to your application.
 - iii. **Applicant Attestation.**
 - 1. Click the box attesting that “I declare, certify, verify, attest and state under penalty of perjury that this application, and the supporting documents submitted are true and correct to the best of my knowledge and belief.

Pursuant to D.C. Official Code § 22-2402, any person convicted of perjury shall be fined not more than \$5,000 or imprisoned for not more than 10 years, or both.”

2. Click the box attesting that “I understand that any fraud or misrepresentation on an application shall be grounds for automatic rejection or denial of the application. I also understand that failure to provide full disclosure of any of the requested information may result in the rejection of the application.”

VI. SELECTION CRITERIA

A. Applications will be reviewed and scored based on the criteria below. The total maximum score will be 100 points.

1. Capacity and history of the applicant organization to successfully complete the work requested. Previous projects and the experience of team leaders will show that the applicant possesses the expertise to successfully complete the grant. (50 points)
2. Strength of the project implementation plan to achieve the desired outcome. Through a description of the implementation plan, including detailed timelines and budgets, applicants will show that they have a sound methodology for addressing the issues outlined above. (20 points)
3. Organization’s capacity to strategize and implement the project within 30 days of grant award. (10 points)
4. Creativity and innovation in addressing revitalization issues in the Foggy Bottom and West End Service Area. (20 points)

B. Selection Notification and Post Award Documents

DSLBD will notify all applicants of their status by **January 30, 2023**.

Applicants must submit the following additional documents before a grant agreement can be finalized. DSLBD reserves the right to withdraw an award offer if the selected Applicant does not submit these documents to DSLBD within 5 business days.

1. **Proof of Insurance**—Selected Applicants must demonstrate that they are **insured at the beginning of the grant period of performance** (02/01/2023) by providing proof of insurance (insurance policy binders or cover pages) that meet the following (a) general requirements and (b) the six types of insurance:
 - a. General Requirements:
 - i. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have a rating of A- / VII or higher.
 - ii. The Contractor shall require all of its subcontractors to carry the same insurance required herein and provide proof of such.
 - iii. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia.
 - iv. The District of Columbia shall be included as an additional insured in all policies required to be maintained by the Grantee and its subcontractors

(except for workers' compensation and professional liability insurance) for any and all claims against the District relating to the Grant Agreement, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured.

- v. The additional insured status under the Grantee's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement Form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grantor in writing.
- vi. All of the Grantee's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of the work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

b. Insurance Types:

- i. General Liability Insurance in the name of the Applicant organization with the District of Columbia government named as an Additional Insured. A sample binder with the endorsement language is available in the online application.
- ii. Auto Insurance A grantee, or entity that owns an automobile used for program service delivery (e.g., its subcontractor), must maintain auto insurance that covers the Period of Performance of this Agreement, whether the vehicle is owned by the grantee or its subcontractor.
- iii. Workers Compensation Insurance in the name of the Applicant organization, or in the name of the subcontractor organization (if the organization is subcontracting basic services) for any and ALL employees of the Applicant organization or the subcontractor.
- iv. Employer's Liability Insurance – The Contractor shall provide evidence satisfactory to the DSLBD Director of employer's liability insurance.
- v. Cyber Liability Insurance – The Contractor shall provide evidence satisfactory to the DSLBD Director of Cyber Liability Insurance.
- vi. Commercial Umbrella or Excess Liability – The Contractor shall provide evidence satisfactory to the DSLBD Director of commercial umbrella or excess liability insurance. Acceptable proof of insurance includes policy binders or policy binder cover sheets. View an example of Proof of Insurance on the online application home page.

2. **Forms for Payment**—if awarded a grant, grantees must complete, sign and return an **Automated Clearing House form** and **Master Supplier Information Collection Template form**.

3. **IRS W-9 form**—Grantee must provide a completed and signed IRS form W9 with a current date.
4. **Clarification Items**—If applicable, a grantee must provide responses to any items that DSLBD stipulated in the Notice of Grant Award (NOGA) that needs clarification

VII. PAYMENT PROCESSING

- A. **Disbursement** - Grantees will receive a partial disbursement by March 15, 2023. This initial amount will be 90 percent of the full grant amount. The final disbursement of 10% of the grant amount is contingent on complete reporting and will be adjusted for inadequately documented expenses, if any. The District pays all invoices within 30 days of receipt of an approved invoice. Disbursements will be sent via electronic fund transfer to a grantee's separate bank account for the program grant funds.

VIII. RESERVATIONS

- A. Funding for any grant award is contingent upon funding from the DC Council. The publication of this grant application solicitation does not commit DSLBD to make any awards.
- B. **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.**
- C. DSLBD may suspend or terminate a current RFA pursuant to its own grant making authority or any DSLBD federal regulation or requirement.
- D. 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.
- E. 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.
- F. DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.
- G. DSLBD serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.
- H. 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.
- I. 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.

IX. QUESTIONS

Email questions to dcmainstreets@dc.gov. DSLBD will share all questions and responses with organizations that complete an *Expression of Interest* form.