



Request for Applications (RFA)

The Department of Small and Local Business Development (DSLBD) is soliciting applications from eligible applicants to create a plan for a Made in DC store in Ward 7 or Ward 8.

Section 1: Funding Opportunity

A. Made in DC – Made in DC (MIDC) is a program established by the Government of the District of Columbia to promote manufacturing businesses that operate within the District of Columbia.

Made in DC was established in 2016 and there are currently 294 businesses enrolled. Made in DC has operated pop-up markets at The Wharf, West Elm, Union Market, Howard Theatre, and various DC Government events. Made in DC has taken makers to trade shows, including Metro Access, South by Southwest, and MetroCooking DC.

B. Program Objectives – The purpose of this grant is to stimulate development of a store, maker space, and/or incubator that promotes those businesses participating in the Made in DC program.

C. Eligible Project Areas – Any storefront location within Ward 7 or Ward 8 is an eligible site.

Section 2: Award Information

A. Number of Awards – DSLBD will award one grant up to \$330,000.

B. Period of Performance – The period of performance for this grant will be October 1, 2017 through September 30, 2018.

D. Funding Restrictions – The following restrictions apply to all expenses:

1. Funds may not be used to purchase a vehicle.
2. Funds may not be used to hire professional fundraisers or to purchase food for consumption by the grantee.
3. All expenses must be incurred within the Period of Performance, i.e. after October 1, 2017 and before September 30, 2018.

4. All expenses must be substantiated by invoices or other types of documentation.
5. Grant funds may only be expended on eligible costs that are set forth in the grant agreement executed with the grantee.

Section 3: Eligibility Information

A. Eligible Applicants – Eligible applicants are businesses or nonprofit organizations that possess a valid D.C. business license. Grants can be awarded only to organizations with no delinquent tax liabilities to the District of Columbia. DSLBD will confirm tax obligations with the Office of Tax and Revenue and the Department of Consumer and Regulatory Affairs for all applicants.

B. Eligibility Documentation – Applicants must submit the following documentation through their online Application Form:

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. The FEIN must be registered with the Office of Tax and Revenue.
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.
3. **Financials**—Applicants must provide either A) audited financial statements OR B) unaudited financial statements plus copies of tax filings.

a) Audited Financial Statements

- Submit certified financial statements, which were reviewed and certified by an independent CPA.
- The statements must include the auditor's notes.

OR

b) Unaudited Financial Documents and IRS Documents

If audited financial statements have never been prepared, applicants must submit the documents listed below.

- **Organizational Budget**—Planned expenses and income for Organization's current fiscal year.
- **Income Statement (or Profit and Loss Statement)** — Statement of actual expense and income, with net profit or loss, which is no more than 1 year old.
- **Balance Sheet**— Account of assets and liabilities, which is no more than two months old.
- **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.

Section 4: Application and Submission information

- A. Notice of Funding Availability** – DSLBD published the Notice of Funding Availability (NOFA) in the OPGS Funding Alert (August 20, 2018) and in the DC Register (www.dcregs.dc.gov) (August 17, 2018). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.
- B. Submission Dates and Process** – Completed applications are due on or before **Friday, August 31, 2018 at 12:00 p.m.** Applicants who have submitted their materials by Monday, August 27 at 12:00 p.m. will have a preliminary eligibility review. Applicants will have until the application deadline of Friday, August 31, 2018 at 12:00 p.m. to update their application.

To access the online application forms, an organization must complete and register at <https://octo.quickbase.com/db/bj3zsamhb>.

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 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, including detailed timelines and budgets, applicants will show that they have a sound methodology for addressing the issues outlined above. (25 points)
 - 3. Budget** to spend the entire grant on eligible expenses. (25 points)
 - 4. Creativity and innovation** in promoting DC-based businesses. (25 points)

- B. Anticipated Announcement and Award Dates** – The grant recipients will be selected through a competitive application process and notified by Monday, September 10, 2018. 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 14, 2018.
- C. Selection Notification and Award Documents** – **Selected Applicants must submit the following documents on or before September 14, 2018.** DSLBD 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.
1. Review and return an **executed Grant Agreement**. DSLBD will email the Grant Agreement for signature on or before September 10, 2018. Prior to that, Applicants may view a sample Grant Agreement on the online application home page.
- 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 Monday, September 17, 2018. Below is a summary of the documentation needed **IF your Organization is selected** for a grant award. An awardee that cannot provide these materials by September 14, 2018 will be disqualified and DSLBD will award the grant to another applicant.
1. **Electronic Fund Transfer form for 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.
 2. **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 online reporting system to report:
1. Status reports, which demonstrate that the grantee is making measurable progress in meeting deliverables outlined in the grant agreement.

2. Expense reporting which comprises submitting expense justification documentation (receipts) for all expenses for which grant funds are used.

D. Payment – Grantees will receive the grant in one lump sum, payable after DSLBD receives an invoice from the grantee. DC Government pays all invoices within thirty (30) days of receipt of invoice. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the Program grant funds.

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 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

All questions must be submitted in writing. Email questions to Lauren Adkins at lauren.adkins@dc.gov. DSLBD will share the questions and responses with all organizations that have started the online application.

Section 9: Submission Tips

- A. Save frequently**, (green button in upper right corner of each page).
- B. Create narrative responses offline** (e.g., in Word) and then copy into the online form fields.
- C. Allow ample time to upload large documents** (i.e., attachments greater than 10MB in size), which may take longer to upload.
- D. Complete submission before the deadline** to avoid any computer server bottleneck that may occur if many users try are submitting in the final hour or day.
- E. Build in time to review final responses** to make sure last changes are reflected in application.
- F. Do not wait until the last day to apply.** Your computer could crash. There could be an emergency at your organization. None of these problems will change the deadline.
- G. Upload PDFs.** Reviewers may not have the same word processing or financial analysis software that you do, so consider using a uniformly accessible file format.

Section 10: Information to be Provided through 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 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. Financial Documentation. A certified audit OR copies of tax filings from past three (3) years, balance sheet, and income statement, and organization annual budget.

G. Letters of support (optional). Applicants may include letters of support.

H. Images (optional). Applicant may upload images illustrating the proposed location and surrounding commercial district. Photos can also illustrate accomplishments made by the applicant.

J. Narrative Responses:

1. Describe your organization's history, in 250 words.
2. State your organization's core mission, in 50 words.
3. State your organization's goals for the period of performance, in 125 words.
4. State your organization's key accomplishments, in 500 words.
5. List of all Team Members working on this application and list of people who will initiate the project and include their relevant experience/expertise, in 250 words. Include additional relevant experience/expertise and full contact information as a separate document in the Additional Documents section.
6. Project Description – Please outline the project applicant intends to implement, if awarded a grant from DSLBD. Limit to 250 words.
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.
8. Project Work Plan – Please provide a detailed scope of work that shows how the applicant plans to provide the required services and a timeline for project implementation and delivery of services. For each subset of the project include specific, measurable program objectives and the task/activities that will be carried out. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how outcomes and outputs will be measured, e.g. number of customers reached through a new marketing activity. Limit response to 1,000 words

K. Budget

Upload a spreadsheet that outlines how the entire grant (up to \$330,000) would be spent. You may want to upload a document which is saved as a PDF, to ensure that all reviewers can see all information.