



# REQUEST FOR APPLICATIONS

## FY19 Robust Retail Grants

The Department of Small and Local Business Development (DSLBD) is soliciting applications for Robust **Retail Grants**. DSLBD intends to award \$400,000 in grants to storefront businesses (retail stores and restaurants) currently located within any of the 18 Main Street districts.

### Using this document to guide your application process.

The Request for Applications (RFA) is set of instructions for applicants to understand how to complete the application. It outlines the following important sections:

- |                                |  |
|--------------------------------|--|
| 1. <b>Objectives</b>           | DSLBD's objective of the grant and number of awards              |
| 2. <b>Application</b>          | Link to the online application                                   |
| 3. <b>Eligibility</b>          | Application checklist  |
| 4. <b>Application Timeline</b> | Deadlines for submitting applications                            |
| 5. <b>Restrictions</b>         | Funding restrictions and allowable uses                          |
| 6. <b>Narrative Questions</b>  | List of questions applicants will find in the online application |
| 7. <b>Selection</b>            | Application review process                                       |
| 8. <b>Award Information</b>    | Pre-award and post-award requirements                            |
| 9. <b>Other information</b>    | DSLBD's legal authority and reservations                         |

### Questions?

DSLBD will hold an information session during the following times:

1) March 12, 2019 from 11:15 am to 12 pm at DSLBD, 441 4<sup>th</sup> St NW, #850N, Washington DC 20001;

2) March 19, 2019 from 10 am–11 am at 4340 Connecticut Ave NW (UDC Law School), Washington, DC 20008 and

3) March 19, 2019 from 6:30 pm–7:30 pm at the Mayor's Office for Latino Affairs at the Reeves Center, 2000 14<sup>th</sup> St NW, Suite 206, Washington, DC 20009. Please email Jennifer Prats at [jennifer.prats@dc.gov](mailto:jennifer.prats@dc.gov) to attend the information session.

Additional questions may be sent to Jennifer Prats at [jennifer.prats@dc.gov](mailto:jennifer.prats@dc.gov). **All questions asked outside of the information sessions must be submitted in writing.**

### 1. Objectives

The Department of Small and Local Business Development (DSLBD) is soliciting applications for the Robust Retail Grant. DSLBD intends to award up to \$20,000 per business for a total of

20 businesses located within an eligible DC Main Street Program in accordance with the Small and Certified Business Enterprise Development and Assistance Emergency Declaration Resolution of 2019. This grant will provide working capital to help existing businesses adapt their business model and meet changing customer demand. It can also be used to help retail businesses (stores and restaurants) which may have been impacted by the Federal Shutdown and to provide financial assistance to distressed businesses that have experienced significant financial losses as a result of the District-financed capital infrastructure projects of District-owned property. Only accredited DC Main Streets program are eligible to apply for this grant on behalf of businesses within their corridor.

The grant period of performance will be October 1, 2018 through September 30, 2019.

## 2. Online Application

Apply at <https://octo.quickbase.com/db/bj5aiuetj>. Only applications submitted through the online system will be accepted and scored. **Applications are due April 11, 2019, by 12 pm. There will be no exceptions.**

## 3. Eligibility Checklist

**Only one application may be submitted per Main Street program. Each Main Street can apply on behalf of up to five (5) businesses.**

This checklist covers the required items used to determine applicants' eligibility. Applications that do not meet these above requirements will not be scored. These items MUST be completed by the application deadline.

Eligibility Checklist	
<input type="checkbox"/>	Federal Employment Identification Number (FEIN)
<input type="checkbox"/>	Current with DC Taxes, able to obtain "Clean Hands" Certificate
<input type="checkbox"/>	Applicants must be a DC-based accredited Main Street® Program
<input type="checkbox"/>	DC Business license number
<input type="checkbox"/>	Certified Financial Audit, which is no more than two years old, or: <ul style="list-style-type: none"> <li>• Organizational Budget for current fiscal year</li> <li>• Income Statement (or Profit and Loss Statement) which is no more than one (1) year old</li> <li>• Balance Sheet</li> <li>• IRS filings and correspondence for three (3) years before the date of the grant application</li> </ul>
<i>Additional documentation will be required of grant recipients.</i>	

Only consumer-facing businesses are eligible for the subgrants. That includes any retail store, restaurants/taverns, and liquor/wine stores. Light industrial businesses are eligible only if they

have a consumer-facing aspect of the businesses. To be eligible for sub-grants, businesses must meet the following criteria.

- Storefront must be located within the Main Street corridor
- Must have a valid business license
- Must have Clean Hands with the Office of Tax and Revenue

#### 4. Application Timeline

Key dates related to the grant application, selection, award, and close out process are listed below.

Activity	Date	Time
Application Information Sessions	March 12, 2019 March 19, 2019 March 19, 2019	11:15am-12 pm 10 am-11 am 6:30pm-7:30pm
Pre-Review Deadline	April 5, 2019	12 pm
Application Deadline	April 11, 2019	12 pm
Award Notification Date	April 25, 2019	
Grant Agreement Anticipated Date	May 1, 2019	

#### 5. Restrictions on Allowable Uses of Funds

Grant funds have several allowed uses and several restricted uses.

##### A. Period of Performance

The “Period of Performance” is October 1, 2018 and before September 30, 2019. All expenses funded by this grant must occur during this time.

##### B. Allowed Uses

The funds can only be used for subgrants of \$20,000 to business owners to cover any expenses not disallowed below and which was made between October 1, 2018 and September 30, 2019.

##### C. Disallowed Uses

Grant funds and subgrant funds cannot be used for any of the following uses:

1. Purchasing or leasing of vehicles
2. Expenses incurred before October 1, 2018 or after September 30, 2019
3. Expenses which are reimbursed by a different grant from DC Government
4. Any interior or exterior construction not permitted by DC Code
5. Assistance to bring legal charges against the District of Columbia
6. Food, beverages/alcohol, or catering services for consumption, except for purchase of food for resale (i.e purchasing a hamburger for lunch at a neighborhood restaurant is not permitted)
7. Any undocumented expense

#### 6. Narrative Questions of the Application

This section outlines the main narrative requirement for the grant. All applicants must submit a narrative that outlines how the funds will be used to poise the business for future success.

Ensure that you name the businesses in your corridor that will benefit from this grant. Use [this](#)

[map](#) to verify the business for which you are applying is in your Main Street corridor. The narrative questions include:

- 1) Briefly describe your organization's history, with a special emphasis on projects similar to the ones proposed in the grant. Please use no more than 250 words.
- 2) State your organization's core mission. Please use no more than 50 words.
- 3) List your organization's goals for the Grant Fiscal Year. Please use no more than 125 words.
- 4) List your organization's key accomplishments. Please use no more than 500 words.
- 5) Please list all team members and describe their relevant experience/expertise in meeting similar goals. Please include full contact information for each member. Please use no more than 250 words.
- 6) Please provide the names of the businesses, business address, business license number, and FEIN for which you are applying. Please use no more than 250 words. Note that a business must lie within the Main Street corridor, have an active business license, and have Clean Hands with the Office of Tax and Revenue to be eligible for a subgrant.
- 7) Please list four outcomes that this project would achieve and which align with DSLBD's goals for this grant. Please use no more than 250 words.
- 8) Please provide a detailed scope of work that shows how you plan 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 tasks/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. Please use no more than 1000 words.

## 7. Administration Requirements

1. **Language Access** – If awarded a grant, 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 quarterly basis to DSLBD.

2. **Reporting** – Grantees are required to prepare a final report by October 30, 2018, which tracks the following information.
  - o Description of all activities performed with grant funds
  - o Justification documents for all expenses

- o CBE procurement report

- 3. Payment** – Terms of disbursement shall be determined after applicants are selected. 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.

## 7. Selection Process

This section details the agencies process for accepting applications, selecting awardees, and notifying awardees.

### A. Submission Date and Process

Register to apply online at <https://octo.quickbase.com/db/bj5aiuetj>. Note that it may take up to two (2) business days for your registration to become active. Please consider this when planning to prepare your application. Only applications submitted through the online system will be accepted and scored. **Applications are due April 11, 2019, by 12 pm. No exceptions.**

For applicants submitting by April 5, 2019, at 12 pm, DSLBD will conduct a preliminary eligibility review and notify applicants of any missing documentation by April 8, 2019. Applicants will then have until the final deadline to correct their application.

### B. Application Acceptance or Rejection

Following the closing of the application deadline, DSLBD will not review applications that do not comply with the instructions in the RFA. 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 grant making rule(s) or any applicable federal regulation or requirement.

### C. Selection Criteria and Review Process

DSLBD will select grant recipients through a competitive application process. A review panel composed of DC Government employees will review eligible applications received by the submission deadline and score them against the below criteria with respective weight. Applicants, who best demonstrate that they are qualified to achieve the program objectives, will be awarded the grant(s). The DSLBD program team will review the panel reviewers' recommendations and the Director of DSLBD will make the final determination of grant awards.

The following criteria will be used to evaluate all applications.

- a. Capacity and history of the applicant organization/sub-applicant businesses** to complete the work proposed and to meet the grant objectives, which are as follows. (25 points)
  - i. to help existing businesses adapt their business model and meet changing customer demand.

- ii. to help retail businesses (stores and restaurants) which may have been impacted by the Federal Shutdown.
- iii. to provide financial assistance to distressed businesses that have experienced significant financial losses as a result of the District-financed capital infrastructure projects of District-owned property.
- b. **Strength of the Project Implementation Plan** to position older businesses for future success. Thoroughly describes the implementation plan for the proposal. Include detailed timelines and budgets. Applicants should show that they have a sound plan for achieving the goals of this grant. This should include descriptions of the service/equipment that will be purchased with the grant. (25 points)
- c. **Financial Viability of Applicant Organization** to manage the grant and ability to absorb upfront costs before reimbursement by these grant funds. (25 points)
- d. **Creativity and Innovation in** using the grant to help existing businesses adapt their business model to meet changing needs. (25 points)

Note that the panelists may recommend that a portion of the businesses represented in the application receive funding (i.e. three out of the five that are in the application). Any subgrant amount applied for will be awarded only in whole, per the panelists' recommendations. In other words, if an application is awarded a grant and the request for the subgrant is \$15,000, a smaller amount will not be awarded for that business.

#### **D. Anticipated Announcement and Award Dates**

Grant recipients will be notified by **April 25, 2019**. 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 **May 3, 2019**.

## **8. Award Information**

This section provides basic details for selected grantees for the grant making process. Selected awardees will need to sign a grant agreement with DSLBD. That grant agreement will require additional documentation and reporting, including but not limited to the information outlined below:

#### **A. Award Notices and Pre-Award Documentation**

DSLBD will notify successful applicants of its selection decision by email and send a Notice of Grant Award to the selected grant recipient upon receipt of the following pre-award documents.

Below is a summary of key documentation needed IF an applicant is selected for a grant award. Additional information may be required as part of a final grant agreement. An awardee that cannot provide these and other requested materials by May 1, 2019 may be disqualified and DSLBD may award the grant to another applicant.

- a. Proof of Insurance  
Awardees must demonstrate that they have **insurance and indemnify DC**

**government throughout the grant period of performance** by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below, if applicable. DSLBD may require the following depending on the details of proposed work by the Grantee:

- i. General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization;
- ii. Workers Compensation Insurance in the name of the applicant business or a signed statement that the business does not have employees; and
- iii. Auto Insurance for any vehicles used to implement the Program, in the name of the Applicant Business or, a signed statement that the business will not be using a vehicle for business purposes during the period of performance.

b. **Additional Documentation**

DSLBD will require a Statement of Certification and Statement of Criminality.

**B. Post-Award Documentation**

Reporting requirements will be included in the final grant agreement, including but not limited to the following.

a. **Expense Documentation**

Grantees must have documented all expenses and incur them between October 1, 2018, and September 30, 2019. Allowable documentation includes, but is not be limited to: receipts; invoices for goods, services, direct and indirect non-personnel costs.

**C. Payment**

Terms of payment disbursement shall be determined after applicants are selected, and may include direct payment to other DC Government agencies for expenses such as licensing. 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 identified grant funds.

## 9. Reservations

This section includes reservations that DSLBD makes in releasing this RFA.

**A. Application Acceptance**

Applications must be made through the online portal. DSLBD will not accept applications submitted via hand delivery, email, mail, or courier service. DSLBD will not review late submissions or incomplete applications.

**B. Notice of Funding Availability**

DSLBD published the Notice of Funding Availability (NOFA) in the DC Register and the OPGS Funding Alert. The NOFA is available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.

**C. 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. 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. 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 grant making 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 their own reference in evaluating applications. Grant decisions will reflect applicants' performance in managing previous grants.

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.