



Revised 2018 Ward 8 Equitable Food Incubator Request for Applications (RFA)

This RFA has been amended by removing the audit requirement for organizations of over two years of age and/or with an annual budget of \$25,000.

The Department of Small and Local Business Development (DSLBD) is soliciting applications for Ward 8 Equitable Food Incubator. DSLBD may award up to five grants from the \$250,000 in total available funding. The amount of awards may be between \$10,000 and \$250,000.

Section 1: Funding Opportunity

- A. Program Objectives** – The purpose of Ward 8 Equitable Food Incubator grant(s) is to encourage the development of infrastructure to support hyper local, small food vendors for Ward 8. Equitable models can include, but are not limited, to revitalizing and increasing access to existing commercial grade kitchens, offsetting costs for resident small businesses to access commercial kitchens, mobile infrastructure, equipment purchase, **etc.**
- B. Eligible Projects** – Projects which provide food preparation infrastructure to resident businesses of Ward 8 will be considered for funding, which could include, but is not limited, to any of the following types of projects.
1. Converting an existing commercial kitchen for higher production.
 2. Lowering costs for resident-owned businesses to access commercial kitchen space in Ward 8.
 3. Mobile infrastructure that complies with Department of Health requirements.
 4. Conducting a pro-forma analysis of an incubator concept.
 5. Membership recruitment for a food production co-op.
 6. Establishing and running a food preparation

Section 2: Award Information

- A. Number of Awards** – DSLBD will award from zero to five grants from the total funds available, which are \$250,000.

- B. Authorization** – The authorizing legislation is the Fiscal Year 2018 Budget Support Act of 2017. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- C. Period of Performance** – The period of performance for this grant will be October 1, 2017 through September 30, 2018. Food preparation does not need to be placed in service before September 30, 2018, if the application is for pre-development research.
- D. Funding Restrictions** – Grantees must document all expenses in writing and incur them between October 1, 2017 and September 30, 2018. Allowable documentation includes, but is not be limited to: receipts; paid invoices for goods, services, direct and indirect non-personnel costs; paid invoices for contract employees; approved time distribution sheets for employees; and, certified payroll reports for employees.

The grant may be spent in the following ways:

1. Market research
2. Salaries
3. Building construction or rehabilitation
4. Advertising
5. Equipment purchase
6. Inventory purchase
7. Rent
8. Any expense not listed as ineligible below

Grant funds may not be used for any of the following:

1. Financing existing debt including payment of taxes owed
2. Expenses incurred before October 1, 2017 or after September 30, 2018
3. Expenses which are reimbursed by a different grant from DC Government
4. Acquisition of property for any use
5. Acquisition of land or buildings
6. 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
7. Assistance to bring legal charges against the Government of the District of Columbia
8. Any undocumented expense (“administrative” or “overhead” expenses are not allowed without proper documentation)

- E. Deadlines** – Completed applications are due on or before **Monday, April 9, 2018 at 2:00 p.m.**

Section 3: Eligibility Information

- A. Eligible Applicants** –Businesses and nonprofit organizations incorporated in DC are eligible to apply. Nonprofit organization must also have a federal tax exemption. Grants can be awarded only to entities that are in “good standing” with the Office of Tax and Revenue, Department of Employment Services and the Department of Consumer and Regulatory Affairs.
- 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.
 - 2. Business License** – All applicants must have a valid Business License issued by the District of Columbia and provide the number of that license. Applicants can obtain a Business License from www.business.dc.gov.
 - 3. Proof of Tax Exemption** – Nonprofit applicants must provide a copy of the determination letter issued by the IRS.
 - 4. Financials**—Applicants must provide copies financial statements. Thus applicants must submit:
 - a) Audited Financial Statements**
 - Submit certified financial statements, which have been reviewed and certified by an independent CPA.
 - The statements must include the auditor’s notes.
- OR**
- b) Unaudited Financial Documents and IRS Documents**
 - **Organizational Budget**—Budget (expenses and income) for Organization’s current fiscal year
 - **Income Statement (or Profit and Loss Statement)** — Income Statement which is no more than one (1) year old
 - **Balance Sheet**— Current Balance Sheet, dated after January 23, 2018.
 - **IRS filings and correspondence for three (3) years**—IRS Filings and any correspondence for the last three (3) years before the date of the grant application, i.e. from years 2017, 2016 and 2015.
- C. Eligibility Requirements, which DSLBD will confirm internally.**
- 1. Incorporated and headquartered in the District of Columbia**— DSLBD will confirm directly with the Department of Consumer and Regulatory Affairs (DCRA). Applicants do not have to submit anything.

2. **Current with DC taxes**—Applicants must be current with their DC taxes. DSLBD will confirm directly with the Office of Tax and Revenue (OTR). Applicants do not have to submit anything.

Section 4: Application and Submission information

A. Notice of Funding Availability – DSLBD published the Notice of Funding Availability (NOFA) in the February 23, 2018 edition of the DC Register and the February 26, 2018 issue of the OPGS Funding Alert. 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 **Monday, April 9, 2018 at 2:00 p.m.**

To access the online application forms, an organization must complete and submit an online Expression of Interest (Registration) form at the following link. <https://octo.quickbase.com/db/bj5aiuetj>.

DSLBD will activate applicants' online access within one (1) business day following the submission of the Expression of Interest 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, email, mail or courier service. **DSLBD will not review late submissions or incomplete applications.**

If an Applicant Organization's eligibility requirement responses are incomplete, DSLBD will notify the Applicant's point of contact by **Friday, April 6, 2018**. The Applicant Organization will have **until Monday, April 9 2018 at 2:00 p.m.** to upload missing information.

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 grant recipients through a competitive application process. A review panel composed of DC Government employees 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, 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. DSLBD will select a grantee by **April 20, 2018**.

The following criteria will be used to evaluate all applications.

- 1. Capacity and history of the applicant organization** to complete the work proposed. Previous projects produced by the organization 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. Thoroughly describe the implementation plan for the project proposed for funding. Include detailed timelines and budgets. Applicants should show that they have a sound methodology for addressing the issues outlined above. (25 points)
- 3. Financial Viability of Applicant Organization** to manage the grant and ability to absorb upfront costs before reimbursement by these grant funds. (25 points)
- 4. Creativity and innovation** in using the grant. (25 points)

B. Anticipated Announcement and Award Dates – The grant recipients will be notified by **April 20, 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 **April 27, 2018**.

D. Application Acceptance or Rejection— DSLBD will not review applications that do not comply with these instructions. 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.

Section 6: Award Administration

A. Award Notices – DSLBD will notify successful applicants of its decision by email **April 20, 2018** 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 that cannot provide these materials by **May 4, 2018** will be disqualified and DSLBD may award the grant to another applicant.

- 1. Executed Grant Agreement** – DSLBD will email the Grant Agreement for signature on or before **April 27, 2018**.
- 2. Statement of Certification** – Submit a statement on letterhead signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant. Applicants can download a sample letter from the online application.

3. Statement of Criminality – The applicant shall disclose in a written statement, the truth of which is sworn or attested by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceedings arising directly from the provision of services by the Organization. If the response is in the affirmative, the applicant shall fully describe such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Applicants can download a sample letter from the online application.

4. Payment Forms – 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. Applicants must also complete a Master Supplier Information form in order to receive payments from DC Government. Applicants may download and review these forms in the online application. A DUNS number is required to complete the Master Supplier Information form. Refer to www.dandb.com in order to verify your DUNS number or to register. Note that registration for a new number may take up to thirty (30) days. It is recommended that you register with Dun & Bradstreet when you complete your application.

5. Proof of Insurance – Selected Grantees must demonstrate that they have **insurance throughout the grant period of performance** (10/1/17 through 9/30/2018) by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below. If a grantee proposes a shorter period of performance, the insurance needs to cover only those dates. A sample binder with the endorsement language is available in the online application.

- a. General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization;
- b. Workers Compensation Insurance in the name of the Applicant Organization; and
- c. Auto Insurance for any vehicles used to implement the Program, in the name of the Applicant Organization or, if subcontracting basic services, in the name of the Subcontractor 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>.

B. Administration requirements

- 1. Sub-contracting and CBE Utilization** – Certified Business Enterprises (CBE) are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small and veteran-owned (Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Law 16-33; D.C. Official Code 2-218.01 et seq.). Grantees that plan to subcontract any services are required to hire and contract 100% of those services with a CBE, excluding proposed costs pre-approved by DSLBD in its sole discretion. Generally, costs that may be excluded by DSLBD include services in which there are no CBE companies to provide said services. A Grantee must provide a written request for prior approval of excludable costs. If awarded the Grant, the Organization must comply with the plan or be subject to a fine and/or being barred from entering into future grant agreements with DSLBD.

Applicants may **locate CBE businesses** by searching the online CBE database at <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx>.

- 2. 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.

C. Reporting – Grantees are required to prepare a final report by October 30, 2018, which tracks the following information.

1. List of all Certified Business Enterprises involved and the amount paid to each one.
2. Number of full and part-time jobs supported by grant funds.
3. Number of contacts with people who have limited or no-English proficiency.
4. Expense reports that include justification documentation (receipts) **for all expenses.**
5. Other information relevant to the project implementation.

D. 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.

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. 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 serve 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.

Section 8: Questions

Prospective applicants may attend the Application Information Session on **Friday, March 23, 2018 at 10:00 a.m.** The session will be held at 441 4th Street, NW, Suite 805 South. This is a secure building and entrance requires government-issued identification.

Interested Applicants may email questions to Kate Mereand at Katherine.Mereand-Sinha@dc.gov. All questions must be submitted in writing. 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. **Look for the Edit and View icons** throughout the application. The “edit” symbol is a pencil and the “view” symbol is an eye. They are located in the upper right corner of each page.
- C. **Create narrative responses offline** and then copy into the online form fields.
- D. **Allow ample time to upload large documents** (i.e., greater than 10MB in size), which may take longer to upload.
- E. **Complete submission before the deadline** to avoid any computer server bottleneck that may occur if many users are submitting in the final hour or day.
- F. **Build in time to review final responses** to make sure the application includes all last-minute changes.
- G. **Do not wait until the last day to apply.** Nothing will change the date of the deadline.

Section 10: Application Questions

Required items are noted. Applications lacking this information will not be scored.

- A. **Organization Name.** This should be the legal name of applicant and is what DSLBD will use to verify incorporation. (Required)
- B. **Contact information** for Primary Contact Person, including email, phone and physical address. (Required)
- C. **Ward** in which applicant's primary office is located, and if relevant additional address(es) where project-based activities will be located.
- D. **Federal Employment Identification Number** (FEIN) for applicant. (Required)
- E. **DC Business License Number.** All organizations, nonprofit and for-profit, are required to have a business license. (Required)
- F. **Copy of most recent Certified Audit**, including notes. If organization is less than two (2) years old or has revenues of less than \$25,000 and has not conducted a certified audit, copies of federal tax filings and correspondence from past three

(3) years, balance sheet, and income statement, and organization's annual budget. (Required)

G. 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, 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. Include their relevant experience/expertise and full contact information, in 250 words.
6. Project Description – Please outline the project applicant will implement with grant funds. Limit to 250 words.
7. Project Outcomes – Please list four outcomes, which align with the goals for this grant, to expand BIDs in geographically diverse regions within the District of Columbia. Limit to 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 you will measure outcomes and outputs, e.g. number of customers reached through a new marketing activity. Limit response to 1,000 words.

H. Budget: Please upload an Excel Spreadsheet or PDF document, which shows how the grant funds will be used. (Required)

I. Optional Letters of support: Applicant may include any letters of support.

J. Optional Images. Applicant may include images that illustrate achievements or projects.

K. Optional Resumes and Capability Statements. Applicant may include an Organization capability statement and/or resumes for key personnel to illustrate past performance or experience of the team to complete the work.