



Friendship Heights Emerging Business District Grant

Request for Applications (RFA)

The District of Columbia (“DC” or “District”) Department of Small and Local Business Development (“DSLBD”) is soliciting applications from eligible organizations partnering with property owners in the Friendship Heights neighborhood for place making, place management, branding, and economic development. DSLBD published the initial Notice of Funding Availability (NOFA) in the October 29, 2021 edition of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.

DSLBD intends to award a grant **in the amount of \$300,000 for the Friendship Heights service area** (“Grant Award”).

This RFA contains the following:

- I. **Purpose of Grant**
- II. **Eligible Project Area**
- III. **Eligibility Requirements and Checklist**
- IV. **Grant Competition Timeline**
- V. **Period of Performance**
- VI. **Funding Restrictions How to Apply**
- VII. **Application Scoring**
- VIII. **Reservations**

Applicants should review the entire contents of this RFA closely before submitting an application.

I. **Purpose of Grant**

The purpose of the Emerging Business District Grant is to subsidize the operations necessary to establish a commercial district management entity to conduct place making, place management, branding, and economic development activities for the Friendship Heights neighborhood.

II. **Eligible Project Area**

The following geographic descriptions encompass the suggested Friendship Heights business district:

Commercial properties along:

1. Wisconsin Avenue from Fessenden Street to Western Avenue;
2. Jenifer Street, NW one block east and two blocks west of Wisconsin Avenue;
3. 44th Street NW between Jenifer Street and Harrison Street; and
4. Western Avenue between Jenifer Street and Military Road.

If applicants would like to propose different boundaries, they can do so on the application with a justification for the new boundaries. Please note that a proposal to amend these boundaries does not guarantee that the above boundaries will be amended. Final boundary determinations shall be made by DSLBD.

III. Eligibility Requirements

Eligible applicants must be nonprofit organizations headquartered in the District of Columbia. Potential applicants that are not incorporated as a nonprofit are encouraged to begin the incorporation process well in advance of the grant application deadline, as incorporation can take up to thirty (30) days.

Below is a checklist that outlines all required items used to determine an applicant’s eligibility.

Applicants must submit the following documentation through their online application. Applications that do not contain all required documentation or otherwise do not meet the necessary requirements **will not be scored**. The following items **MUST** be completed and submitted by the application deadline.

Eligibility Checklist	
<input type="checkbox"/>	DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation
<input type="checkbox"/>	DCRA license to conduct business in the District of Columbia
<input type="checkbox"/>	DCRA Certificate of Good Standing
<input type="checkbox"/>	DC Office of Tax and Revenue Certificate of Clean Hands
<input type="checkbox"/>	Federal Employment Identification Number (FEIN) registered with the Office of Tax and Revenue
<input type="checkbox"/>	Valid Articles of Incorporation with the DCRA
<input type="checkbox"/>	Certified Financial Audit with auditor’s notes, which is no more than two years old -or- for organizations that are less than two years old or have a budget of under \$50,000: <ul style="list-style-type: none"> • Organizational Budget for current fiscal year; • Income Statement (or Profit and Loss Statement) which is no more than one (1) year old; • Balance Sheet; and • Any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
<input type="checkbox"/>	Statement of Certification on organization’s letterhead

<input type="checkbox"/>	Internal Revenue Service (IRS) issued Tax-Exempt Status Determination Letter
<i>Additional documentation will be required of grant recipients.</i>	

IV. Grant Competition Timeline

October 29, 2021	NOFA published. NOFA is available at the Office of Partnerships and Grant Services (“OPGS”) and the DC Register .
November 10, 2021	RFA published. Applications are open.
November 16 at 4:00 pm and November 23, 2021 and 7:00 pm	Information Session. The Grants Manager will present information on the grant and will be available for questions. DSLBD will hold an online pre-application informational meeting on Tuesday, November 16, 2021 at 4:00 p.m. and Tuesday, November 23, 2021 at 7:00 pm. Anyone interested in attending the meetings should send an email to Elizabeth Anderson at (Elizabeth.anderson1@dc.gov).
December 3, 2021 at 12 noon	Registration Deadline After this date, DSLBD cannot guarantee that registrations will be activated by the application deadline.
December 9, 2021 at 12 noon	Application Deadline. Late applications will not be accepted.
December 30, 2021	Awards announced. Anticipated date to notify applicants if they have been awarded a grant. This date is subject to change. Additional documents will be required by awardee in accordance with the terms of the final grant agreement or as otherwise requested by DSLBD. DSLBD reserves the right to withdraw an award offer if the selected applicant does not submit the requested documents by a deadline established by DSLBD.

V. Period of Performance

Successful applicants shall begin work by January 1, 2022. The period of performance for this grant is December 1, 2021 through September 30, 2022.

Grantee is responsible for spending grant funds in accordance with the funding restrictions below.

VI. Funding Restrictions

Grantees must document all expenses in writing and incur them between January 1, 2022 and September 30, 2022. Allowable documentation includes but is not 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. Administrative expenses to fund a Program Manager and support staff
2. Community or business outreach
3. Any expense incurred in the process of determining which commercial district management entity would be most beneficial for the corridor
4. Implementation of neighborhood economic development activities
5. Neighborhood place making and place management
6. Any reasonable 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 January 1, 2022 or after September 30, 2022
3. Expenses which are reimbursed by a different grant from the District
4. Acquisition of residential or commercial property for any use
5. Acquisition of an automobile
6. Acquisition of land or buildings
7. 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
8. Assistance to lobby or bring legal charges against the Government of the District of Columbia or its officials
9. Any undocumented expense (“administrative” or “overhead” expenses are not allowed without proper documentation)

VII. How to Apply

To start an application, interested applicants must first register at <https://octo.quickbase.com/db/bj3zsamhb?from=myqob>. 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.

Application Questions

- **Legal name of primary applicant.** This name will be used to verify incorporation.
- **Contact information for Primary Contact Person**, including email, phone, and physical address.
- **Ward** in which applicant’s office is located.

- **Federal Employment Identification Number (FEIN)** for applicant.
- **DC Business License Number.** All applicants are required to have a business license.
- **DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation**
- **DCRA Certificate of Good Standing**
- **DC Office of Tax and Revenue Certificate of Clean Hands**
- **Internal Revenue Service (IRS) issued Tax-Exempt Status Determination Letter**
- **Narrative Questions**
 - State your organization’s core mission. Please use no more than 50 words.
 - Briefly describe your organization’s history. Please use no more than 250 words.
 - List your organization’s key accomplishments in implementing place making, place management, branding, and economic development. Include measurable outcomes which resulted from your actions. Please use no more than 500 words.
 - Outline your organization’s proposed plan for place making, place management, branding, and economic development (“the Project”) under this grant. Please use no more than 500 words.
 - List three outcomes, which this Project would achieve, and how these outcomes align with the purpose of the grant stated in Section One above. Please use no more than 250 words.
 - Describe your organization’s internal capacity to make the Project operational within 30 days of grant award. Please use no more than 250 words.
 - List partnering property owners in the Friendship Heights neighborhood. Include letters of support from them.
 - List all team members working on this application and who will initiate and work on the Project. Include each member’s relevant experience and expertise in place making, place management, branding, and economic development and full contact information for each member in the Additional Documents section.
- **Budget.** Fill out in the online QuickBase application according to the downloadable template.
- **Required Documents Submission**
 - **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.
 - **Photographs.** Please upload at least 10 high-resolution images of the commercial district, which illustrate its physical assets and liabilities.
- **Additional Documents (optional).** Upload any additional documents that you feel would contribute further to your application.
- **Applicant Attestation.**
 - 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.”

- 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.”

VII. Application Scoring

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, will be awarded the grant. The following criteria will be used to evaluate all applications.

- 1. Capacity and history of the applicant organization and organizational leadership** to complete the work requested. Previous projects and the experience of team leaders should show that the applicant possesses the expertise to execute the purpose of this grant successfully. (20 points)
- 2. Strength of the implementation plan** to achieve the desired outcome. Through a description of the Project development plan and the proposed use of funds and measurable outcomes which the Project would achieve, applicants will show that they have a sound methodology for addressing the issues outlined above. (40 points)
- 3. Organization’s capacity to partner with neighborhood property owners** to perform the purpose of this grant successfully. (20 points)
- 4. Organization’s capacity to strategize and implement** the Project within 30 days of grant award. (20 points)

VIII. Reservations

- Funding for any grant award is contingent on continued grantor funding. The publication of an RFA does not commit DSLBD to make an award.
- Applications that do not comply with the application instructions will not be considered. DSLBD shall notify the applicant if it rejects that applicant’s proposal.
- DSLBD may suspend or terminate an outstanding RFA pursuant to the District’s grantmaking statutes and rule(s) or any applicable federal statute, regulation or other requirement.
- DSLBD reserves the right to accept or deny any or all applications if DSLBD determines that such action 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. An applicant's 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 for regularly reviewing and adhering to any RFA addenda or amendments.

Questions?

Interested applicants may ask questions during DSLBD's virtual application Q&A sessions, which will be held online on November 16 at 4:00 pm and November 23, 2021 at 7:00 pm. Anyone interested in attending the virtual sessions should send an email to Elizabeth Anderson at Elizabeth.anderson1@dc.gov.