



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic
Development

**FY2021 DC LOCAL EQUITY, ACCESS AND PRESERVATION FUNDS (DC LEAF)
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: February 12, 2021
RFA ID #: DMPED – FY21-DCLEAF
Submission Deadline: March 15, 2021

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit application (including attachments) through the GiftsOnline portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: dmped.dc.gov.

Point of Contact: DMPED Grants Team
Phone: (202) 727-8111
E-mail: dmped.grants@dc.gov

Availability: Download the application from the following websites:

- Office of Partnership and Grants - opgs.dc.gov
- Office of the Deputy Mayor for Planning and Economic Development - dmped.dc.gov
- Great Streets - greatstreets.dc.gov

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FY21 Neighborhood Prosperity Fund (NPF)

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, February 12, 2021

RFA ID #: DMPED – FY21-02 NPFCOV

Grant Orientation: Please refer to the Great Streets website, greatstreets.dc.gov.

Submission Deadline: Monday, March 15, 2021 at 4:00 pm (ET).

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application (including attachments) through the Blackbaud portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: dmped.dc.gov.

Point of Contact: DMPED Grants Team
Phone: (202) 727-8111
E-mail: dmped.grants@dc.gov

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- Great Streets - greatstreets.dc.gov

I. Introduction

The Deputy Mayor for Planning and Economic Development (DMPED) invites the submission of proposals for the Neighborhood Prosperity Fund (NPF) pursuant to DC Official Code §2-1210.71.

NPF incentivizes community development, economic growth, and job creation by leveraging local funds to provide gap financing for projects that attract private investment to distressed communities.

A. Program Priorities

For this funding round, DMPED will explore a three-pronged investment strategy to support our communities and deploy a maximum of \$3.185 million towards commercial and mixed-use real estate projects in targeted census tracts.

1. Economic Growth and Employment

In the DC Economic Strategy, the administration’s vision is to become the “global model for inclusive prosperity”. The administration is guided by two measurable primary goals: (1) Grow a vibrant and resilient economy driven by private sector expansion and (2) Reduce unemployment across wards, races and educational attainment levels, bringing rates below 10% in all segments of the District by the end of 2021¹.

The COVID-19 health emergency and pandemic has exacerbated the economy and deepened unemployment. The District of Columbia Department of Employment Services reports over 171,000 new unemployment insurance claims were filed since March 13, 2020². In response, DMPED will fund projects to fill the gaps in non-residential components of a mixed used project or retail development project in targeted census tracts greater than 10% unemployment. The grant provides necessary funding only for the commercial component of development projects.

2. Food Access and Security

Mayor Bowser released the “Food Access & Food Security in the District of Columbia: Responding to the COVID-19 Public Health Emergency” report³ that outlined the current state of food security in the District. Food insecurity is a chronic condition that existed before the onset of the public health emergency, when 10.6% of District residents were food insecure. COVID-19 has exacerbated food insecurity in the District, and it is projected that the District’s food insecurity rate in 2020 will be at least 16%, with even higher rates among vulnerable populations, including the elderly, children, undocumented individuals, and unhoused individuals.

¹ DC Economic Strategy. <https://dceconomicstrategy.com/>

² DC Department of Employment Services, Unemployment Compensation Claims Data (as of February 1, 2021). Website: <https://does.dc.gov/publication/unemployment-compensation-claims-data>

³ Food Security Report - Food Access & Food Security in the District of Columbia: Responding to the COVID-19 Public Health Emergency (September 2020). <https://dcfoodpolicy.org/foodsecurity2020/>

To respond to this need, DMPED will seek to fund projects whose activities will provide healthy food-related goods and services in communities that:

- (1) lack access to healthy food options (e.g. food deserts);
- (2) indicate patterns of non-healthy food consumption (such as low rates of fruit and vegetable consumption);
- (3) suffer from poor health indicators (such as high rates of obesity, diabetes, and other diet-related chronic disease);
- (4) have high concentrations of persons participating in food assistance programs (for instance, Supplemental Nutrition Assistance Program; Women, Infants, and Children food packages; school lunch programs); or
- (5) demonstrate other indications of need for healthy food interventions

3. Healthcare Equity

The inaugural Health Equity Report for the District of Columbia (DC HER) 2018⁴ provided a baseline assessment of health equity and opportunities for health in Washington DC. In the report, community health is explored within through the lens of nine key drivers. For Driver 7 – Medical Care, the report indicates that major investments over the past decade mean that primary care service supply and availability has expanded across the District, enough for the resident population. However, gaps persist, particularly in specialty services and urgent care.

The March of Dimes issued its “Nowhere to Go: Maternity Care Deserts Across the U.S.” report⁵ discussing the unequal access to maternity care found throughout the nation, highlight current research, and elevate its impact on maternal and baby health. Access to quality maternity care is a critical component of maternal health and positive birth outcomes. Maternity care deserts are counties in which access to maternity health care services is limited or absent, either through lack of services or barriers to a woman’s ability to access that care. Although the District is not considered a maternal health desert, Ward 7 and 8 lags the rest of city for services. Here also, COVID-19 is influencing the District and its response to think more critically and holistically about improvements in maternal and infant care.

To respond to this need, DMPED will seek to fund projects whose activities will provide investment in healthcare infrastructure, including the construction, renovation, or expansion of upcoming health center projects serving low-income people and communities lacking adequate access to affordable care and provision of urgent care and/or maternal health care services.

B. FY 2021 Funding

⁴ Health Equity Report for the District of Columbia (DC HER) 2018 (February 2019).

<https://app.box.com/s/yspij8v81cxqyeb17gj3uifjumb7ufsw>

⁵ March of Dimes Report - Nowhere to Go: Maternity Care Deserts Across the U.S. (September 2020)

<https://www.marchofdimes.org/materials/2020-Maternity-Care-Report.pdf>

DMPED will award one (1) or more grants for an aggregate total of \$3,185,000.00. The minimum application request is \$250,000.00.

Availability is contingent upon the total project costs for the selected projects. For example, one project may be selected for the full amount of available grant funds based on the scale and impact.

II. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF format or Excel format (.xls or .xlsx). Any other formats will deem the submission incomplete.

All electronic applications must be submitted no later than **Monday, March 15, 2021 at 4:00 p.m./EST**. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues. In addition, please utilize read-only, non-modifiable format PDF files only for any attachments to your application. Applicants must submit individual .PDF files only when attaching files to their application. DMPED will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. **Any attachments uploaded that are not .pdf files (unless otherwise requested) or are password protected files will not be read.**

III. Eligible Projects

Eligible projects include the following:

A. Eligible Projects

For the purposes of this Request for Applications, Eligible Projects are defined as projects that combine two or more of the following types of development: mixed-used (commercial portion only), retail, office, or special purpose developments limited to urgent care centers and other health or medical facilities.

1. Mixed Use Projects

For the purpose of this RFA, mixed use projects must create a minimum of four (4) housing units and at least one fourth (1/4) of the units designated as affordable housing units. Again, the Neighborhood Prosperity Fund will fund the commercial portion of a development project only.

Retail Projects

For the purpose of this RFA, retail property is a commercially zoned property used solely for business purposes, more specifically the sale of goods/products. Retail applicants include, but are not limited to:

- Retail Stores
- Cafes
- Grocery Stores
- Pharmacies
- Sit Down Restaurants
- Coffee Shops

2. Office Projects

For the purpose of this RFA, office projects and classification will be considering the location of the building, current built environment, and economic health of the market.

3. Special Purpose Projects

For the purposes of this RFA, DMPED will utilize the Small Business Administration's definition of a special purpose property as "a property that is appropriate for one use or limited use: a building that cannot be converted to another use without a large capital investment."

Additionally, DMPED has limited its funding to urgent care centers and other health or medical facilities that provide maternal health care.

B. Location

Projects must be within the statutory boundaries of the Neighborhood Prosperity Fund. Prospective applicants can verify their location eligibility via the interactive mapping tool found at <http://arcg.is/OLz80>. **Projects located outside of a qualifying Neighborhood Prosperity Fund will not be considered.**

C. Tenants

The developer of the project must demonstrate a commitment to support the sustainability of local business tenancy by providing specific amenities and/or inducements, which may include rent concessions or abatements.

At least 50% of the tenants must be identified and/or secured through letters of intent evidenced by executed lease agreements or executed commitments to lease. Preference will also be given to developers who commit to securing locally minority-owned or women-owned businesses.

D. Construction

The developer of the project must commit to commence construction on the project **within twelve (12) months of the date of the executed grant agreement.**

IV. **Ineligible Projects**

DMPED will not fund the following commercial types of projects:

- Adult entertainment
- Banks
- Hotels
- Nightclubs
- Cell Seasonal business providers
- phone providers
- Tax preparation businesses
- Theatres
- Sports arenas
- Religious facilities
- Schools
- Hospitals
- Processing plants
- Refineries
- Any project deemed ineligible by DMPED in its sole discretion

V. **Eligible Applicants**

Eligible applicants include the following:

- 501(c)(3) non-profit corporations
- Joint ventures, partnerships, cooperatives, and limited liability types of companies, corporations

- For-profit and non-profit developers
- Be a registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue (OTR), the DC Department of Employment Services (DOES), and the federal Internal Revenue Service (IRS).
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in the grant application.
- Provide site control of the business property. For the purposes of this RFA, site control means the applicant has either obtained an enforceable right to use a parcel of land for the purpose of the project facility for the life of the project facility. This right must be given formally in writing. Verbal permission is not sufficient.

Site control may be evidenced by either a Contract of Sale, Letter of Intent, Option to Purchase Agreement, a fee simple ownership, general warranty deed, or an executed contract or lease with the property owner with a minimum unexpired term of at least ten (10) years.

Note: Applicants that received Neighborhood Prosperity Fund awards within the last three (3) years are ineligible to apply for an awarded project.

VI. Eligible Use of Funds

Funds can also be used to pay for design and construction. Invoices or expenses paid prior to this date are ineligible. The following are eligible funding uses:

- | | |
|--------------------------------------|---|
| ▪ Architectural and engineering | ▪ Development analysis |
| ▪ Construction costs | ▪ Rent abatement for up to 3 years to stabilize market rent |
| ▪ Tenant Improvement | |
| ▪ Historical preservation builds out | |

Development consultant fees shall be limited to no more than 10% of the full predevelopment budget, unless requested exception is agreed upon by DMPED.

VII. Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- | | |
|---|--|
| ▪ Acquisition/Purchase of real property | ▪ Any costs to satisfy liens and related penalties |
| ▪ Federal and District taxes | ▪ Government impositions |
| | ▪ Organizational overhead |

- Food
- Equipment
- Organizational capacity building
- Transportation
- Debt service

DMPED reserves the right to review and approve or disapprove of fund uses.

VIII. Grant Disbursement

DMPED will award one (1) or more grants for an aggregate total of \$3,185,000.00. Funds will be allocated based on size of project.

IX. Application Overview

DMPED is requesting applications with the following sections in PDF format to respond to the FY21 NPF RFP. Applications will be evaluated based on the following criteria outlined below. Failure to demonstrate how the proposed Project meets these criteria may reduce the application's score.

Applications should be prepared on 8 ½ by 11-inch page format, using 11 – or -12-point Arial, Calibri, or Times New Roman type and submitted electronically to DMPED through Blackbaud.

The application includes only the requested information below:

- Cover page with the Contact Information for the Applicant
 - Business Name
 - Key Contact
 - Mailing Address
 - Telephone
 - Email
- Narrative for FY21 Neighborhood Prosperity Fund Application
 - Executive Summary
 - Development Team Identities and Details
 - Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults
 - Market & Financial Feasibility of the Project
 - Proposed Job Creation & Economic Benefits
 - Local Business & Community Outcomes
 - Exhibit A: Development Team
 - A-1: Development Team Resumes
 - A-2: Organization Chart
 - A-3: Design Team Resume
 - A-4: Organizational Documents including Certificate of Good Standing
 - Exhibit B: Development Pro-Forma

- Exhibit C: Sources and Uses
- Exhibit D: Evidence of Site Control
- Exhibit E: Financial Partners
- Exhibit F: Local Business Tenancy
 - F-1: Name of Business(es) and Letter(s) of Intent
 - F-2: Lease Terms evidencing rent reductions, abatements, amenities and/or option to purchase their properties

X. Application Section

A. Executive Summary

The applicant must ensure the Executive Summary clearly articulates the project in order for the reviewers to properly evaluate the proposal. Failure to so may reduce the applicant scoring under this criterion.

The applicant should describe and fully explain the project being proposed in a project summary which includes the following items:

- Location of the proposed or existing project indicating it is within the NPF boundary with direct frontage. Applicant must exhibit site control of the project through one of the following forms:
 - Contract of Sale
 - Letter of Intent
 - Option to Purchase Agreement
 - Fee simple ownership
 - General warranty deed
 - Executed contract or lease with the property owner with a minimum unexpired term of at least ten (10) years

To check if a project falls within a NPF boundaries, check the Neighborhood Prosperity Fund Boundary Map: NPF Map at <http://arcg.is/OLz80>.

- Explain how funding towards the proposed project will have a catalytic effect including, but not limited to, the activation in a retail priority area to positively enhance the neighborhood and community, identification of and furtherance of the FY21 NPF investment strategy as outlined in Section I.A of the RFA, and/or community and/or market stabilization.
- Description of the proposed project that thoroughly explains the approach, implementation, and operation of the proposal over the entire period of performance.
- An approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome.

B. Development Team Identities and Details

The Applicant shall provide the status of the primary entities (developers, tenants, etc.), whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other and indicate under which laws it is organized and operating, and a brief history of each organization and its principals.

For any entity required to file reports in the jurisdiction of its formation, include a certificate of good standing for such jurisdiction and a certificate of good standing showing that it is registered in the District.

Additionally, the applicant shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the Project and a brief bio for each person outlining relevant experience.

1. Development Partners

Identify all development partners for the Project. Please identify (a) the decision-making individual for the entity and, if different, (b) the day-to-day lead individual who will be available to respond to questions or requests for additional information.

2. Tenant Partners

If applicable, identify any proposed tenant(s) for the Project.

3. Financial Partners:

If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.

4. Design Team:

If applicable, identify any architects, engineers, consultants, included as part of the proposed team.

5. Other relevant team members:

If applicable, please identify.

For each team entity identified in the section above, Applicants shall identify the following for the point-of-contact at each entity:

First and last name

Business Address

Business Telephone Number

Business Email address

Business Title

Experience – list similar projects, including square footage, estimated development costs, projected or completion date, and the role in the project

The applicant shall provide information that explains the relationship among team members, Certified Business Enterprise entities, their respective roles and contributions to the Project, and the overall management of the team.

C. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults

The Applicant shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the bidding team's entities or affiliates (listed above in "Development Team Identities and Details").

D. Market & Financial Feasibility of the Project

Applicants must submit:

- A concise description of the site and the immediate surrounding areas
- A detailed summary of the project including its immediate funding gap
- A precise statement of key conclusions reached by the analyst and a statement of opinion of market feasibility, including the estimate of the long-term performance of the project, given commercial, housing, demographic trends, and economic factors
- A summary of market related strengths and weaknesses which may influence the project's marketability, including compatibility with surrounding uses, the appropriateness of the project's locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommended
- A detail summary of how project will assist in the reduction of unemployment
- A detail summary of how NPF's "but for" has a role in the project's ability to move forward
- Development pro forma financial statement
- Sources and Uses of Funds

- Total support/incentives received from the District of Columbia in the past three (3) years: list year, agency/entity, grant/funding program, amount awarded, and purpose for support/incentive.

Applicant must submit an independent third-party analysis with a focused assessment of the project. The analysis must have been acquired at Applicant's own cost. **DMPED will not consider any application without the third-party analysis.**

E. Proposed Job Creation & Economic Benefits

For all Applicants:

Economic Growth and Employment

Discuss and quantify, as best as possible,

- the number of direct jobs (either in the aggregate or on average for the project financed) that will be created or retained.
- Temporary jobs (e.g., construction) and permanent jobs.
- Whether or not the jobs provide living wages (e.g., the minimum hourly wage necessary for an individual to meet basic needs, including housing, nutrition, daily living expenses and other incidentals such as clothing, for an extended period of time) and/or employment benefits (e.g., health insurance, retirement benefits, employee stock ownership, etc.). Also, discuss the extent to which jobs created through will provide opportunities for training and advancement (particularly for low-skilled workers).
- The extent to which the jobs created or retained will be targeted and/or available to Low-Income Persons, residents of low income communities, people with lower levels of education, and people who face other barriers to employment (e.g., longer term unemployed, persons with prior justice system involvement, person currently or previously experiencing homelessness, persons with mental health needs, and/or persons with a history of substance use).
- Quantify the provision of commercial goods or services, particularly to low-income communities the types of commercial goods and services (e.g., access to retail, restaurants, or pharmacies, etc.) expected to be provided, and how they will benefit residents of Low-Income Communities or Low-Income Persons.

If applicable:

Food Access and Security

Quantify (e.g. number of people served, square footage built, etc.) and describe the extent the project, particularly retail outlets such as grocery stores, supermarkets, increase access to fresh and healthy food for Low-Income Persons or Low-income Communities. Indicate how the Applicant will identify and target areas that are Food Deserts or otherwise have demonstrated lack of access to fresh and healthy food.

Healthcare Equity

Quantify (e.g. number of people served, square footage built, etc.) and describe the extent the project, particularly the provision of urgent care and/or maternal health care services for Low-Income Persons or Low-income Communities. Indicate how the Applicant will identify and target areas that are medically underserved or otherwise have demonstrated lack of access to urgent care or maternal health care services.

F. Local Business & Community Outcomes

Discuss and quantify, as best as possible,

- The Applicant's proposed tenant mix and leasing plan.
- Describe the efforts to ensure that tenant-businesses, specifically locally owned businesses, Minority-owned or Minority-controlled, and non-profit organizations, will receive rent reductions, abatements, amenities and/or be able to purchase their properties.
- The extent to which the Applicant will finance Minority-owned or Minority-controlled businesses, including (in the case of Real Estate Activities) developers, project-sponsors or contractors/subcontractors that are Certified Business Enterprises (CBEs), Minority-Owned or Minority-Controlled.
- For mixed used projects, quantify (e.g. number of units, percent of affordable units) and describe the extent to which the Applicant's project provides housing opportunities for Low-income Persons or residents of Low-Income Communities and the extent to which housing will be offered in areas of high housing need including communities with high concentrations of vacancies or foreclosures.
- Quantify (e.g. amount of reduced energy or water use, amount of reduced energy costs by end users, etc.) and describe how the project will remediate environmental contamination (including addressing environmental health in Low-Income Communities); meet Leadership in Energy & Environmental Design (LEED) certification or similar green building standards, and/or directly support the production or distribution of renewable energy resources (e.g., solar, wind, etc.).

XI. Scoring Criteria

Applications will be analyzed on the general requirements of RFA and score under the following:

- Capacity of the Applicant – 15
- Capacity of Development Team – 15
- Market & Financial Feasibility of the Project – 20
- Proposed job creation & tax revenues – 20
- Use of CBE's – 10
- Improve food or healthcare access in an eligible Neighborhood Prosperity Fund census tract – 10
- LOIs/ Executed Commitments to Lease with local businesses looking to scale – 10

Total Points - 100

Applicants within the top 25% of scoring will be eligible for funding pending availability of funds.

XII. Application Review

A. Application Review

1. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date.
- 2) The application package is not complete
- 3) The project synopsis/description fails to address the program priorities; and,
- 4) The application does not fall within the scope the RFA.

2. Independent Review Panel

Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to DMPED.

3. Final Review

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. The

Director of Great Streets and Retail and DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the external independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

Upon approval of an application by DMPED, a grant agreement will be provided to the Applicant explaining the terms and conditions of the grant. The grant agreement must be signed and returned within 10 calendar days of the date of the grant agreement or the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

XIII. Anticipated Announcement and Award Notification

Anticipated time for processing applications is thirty (30) to forty-five (45) days after date of application close. This timeline may be adjusted at DMPED's absolute and sole discretion.

XIV. Certified Business Enterprise Utilization

The Applicant selected by the District to enter into a grant agreement shall comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Act of 2005, D.C. Official Code §§ 2-218.01 et seq. ("CBE Act"). Pursuant to the CBE Act, the selected Applicant shall subcontract to Small Business Enterprises ("SBEs") at least 35% of the total development budget.

If there are insufficient qualified SBEs to fulfill the 35% requirement, the requirement may be satisfied by subcontracting 35% to qualified Certified Business Enterprises.

The District's Department of Small and Local Business Development ("DSLBD") determines which entities qualify as SBEs and CBEs pursuant to the CBE Act. Applicants are encouraged to exceed the District's SBE/CBE subcontracting requirements. Applicants must sign the Acknowledgement Form attached under NPF forms on www.dmped.dc.gov.

XV. Total Allocation for Grants

The total allocation for the grant is \$3,185,000.00.

XVI. Amount of Award

Up to \$3,185,000.00 may be awarded to a grantee. **Grants funds are considered taxable income for any applicant which pays income taxes.**

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by DMPED.

XVII. Point of Contact

DMPED Grants Team
Phone: (202) 727-8111
Email: dmped.grants@dc.gov

XVIII. Terms and Conditions

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA 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.

XIX. Certifications and Assurances

A. GENERAL REQUIREMENTS.

The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. 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 an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance to prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected 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 CO in writing. All of the Contractor'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

this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.

The contractor should be named as an additional insured on the applicable manufacturer’s/distributor’s Commercial General Liability policy using Insurance Services Office, Inc. (“ISO”) form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

DMPED should collect, review for accuracy and maintain all warranties for goods and services.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (I) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers must be endorsed onto the policy

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits enough to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.
5. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

C. DURATION.

The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

D. LIABILITY.

These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor's liability under this contract.

E. CONTRACTOR'S PROPERTY.

Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

F. MEASUREMENT OF PAYMENT.

The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

G. NOTIFICATION.

The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

H. CERTIFICATES OF INSURANCE.

The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**Office of the Deputy Mayor for Planning and Economic Development
Attention: Contracts, Procurement and Grants (Certificates of
Insurance)**

dmped.grants@dc.gov

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I. DISCLOSURE OF INFORMATION.

The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

J. CARRIER RATINGS.

All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic
Development

FY21 Nourish DC Fund

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: February 12, 2021
RFA ID #: DMPED – FY21-03 NRSHDC
Submission Deadline: March 15, 2021

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application (including attachments) through the GiftsOnline portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: <https://dmped.dc.gov/>.

Point of Contact: DMPED Grants Team
Phone: (202) 727-6365
E-mail: dmped.grants@dc.gov

Availability: Download the application from the Office of the Deputy Mayor for Planning and Economic Development website: <https://dmped.dc.gov/>

I. Overview

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) is soliciting grant applications from qualified Community Development Financial Institutions (“**CDFIs**”) and/or Community Based Non-Profit Organizations (“**CBOs**”) to serve as the fund manager for the Nourish DC Fund (the “**Fund**”).

The purpose of the Nourish DC Fund is to support the development of a robust ecosystem of locally-owned small food businesses and neighborhood vibrancy in communities in the District where decades of disinvestment have left them underserved by grocery and other food amenities. To achieve this goal, the Fund will provide flexible loans, catalytic grants, and targeted technical assistance to emerging and existing locally-owned small food businesses in the District of Columbia, with a preference for businesses located in and owned by residents of neighborhoods identified in the DC Food Access and Food Security Report⁶ or the DC Health Equity Report⁷ as having high rates of food insecurity, unemployment and poverty, and/or lower life expectancy. The Fund will promote an ecosystem of locally-owned small food businesses that generates ownership opportunities and high-quality jobs for residents in these neighborhoods, while increasing the vibrancy, walkability, and community ownership of commercial corridors in these communities. The Fund has been a top priority of the [DC Food Policy Council](#) to increase healthy food options and community owned food businesses and address historic disinvestment and structural racism in DC neighborhoods.

This Fund is especially necessary as the District responds to COVID-19 and works toward an equitable recovery. Small businesses, particularly those owned by Black and Latinx owners, have seen high rates of closure and businesses in majority-Black neighborhoods. Black and Latinx companies are twice as likely to be classified as “at risk” or “distressed” than nonminority owned small businesses. Limited access to credit is a compounding effect, further entrenching the pervasive underlying issues that challenged minority-owned businesses to operate and scale successfully even before the crisis. From a health perspective, Black residents account for 74% of the District’s total deaths from COVID-19 and Latinx residents account for 13% as of early October 2020, despite the fact that these populations only make up 46% and 11% percent of the population, respectively. The Fund seeks to promote an equitable recovery by investing in small food businesses, particularly Black and Latinx-owned businesses that otherwise struggle to access capital, and to increase access to healthy food to promote health equity in the District. The Fund is also designed to support entrepreneurs and small business owners in becoming investment ready and competitive for other private investment opportunities and District grant programs, like the Neighborhood Prosperity Fund.

DMPED invites applications from fund managers with expertise in investing in small food businesses and success in strengthening local food systems. Applications should show that the fund manager is capable of structuring, administering, funding, and managing a public-private fund in Washington, DC. The application should also describe how the fund manager will leverage the available Fund resources of the District with at least a 2:1 ratio of private-to-

⁶ <https://dcfoodpolicy.org/foodsecurity2020/>

⁷ <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>

public investment, and use the overall Fund resources to increase local food business ownership and healthy food access in Washington, DC.

DMPED intends to select the Applicant that provides the best solution for the residents of the District of Columbia. DMPED reserves the right to amend this RFA, reject any or all of the applications, or any part thereof, submitted in response to this RFA, and waive any irregularities or informalities, if such action is deemed to be in the best interest of the District. DMPED reserves the right to request additional information from any Applicant, and to award negotiated contracts to one or more Applicants.

This RFA is not intended and shall not be construed to commit DMPED and/or the District to pay any costs incurred in connection with any proposal or to procure or contract with any organization. DMPED will only award funds to firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by District and Federal laws.

II. Available Funding

Based on the recommendation of the Food Policy Council, the Mayor's budget priorities, the resources available, and the goals of the program, DMPED will make the final funding decision. DMPED will award one grant of up to \$1,000,000.00 to support the Fund administration and disbursement of funds to successful applicants of the Fund. Up to 15% of the grant funds may be used for administrative costs, including staff time, marketing and outreach, and other costs.

III. General Requirements

- Each application shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
- All proposals must be delivered via GiftsOnline on or before March 15, 2021 at 4:00 p.m. ET. Proposals received after the above date and time will not be considered.
- Requests for clarification of this RFA must be written and submitted to Sandra Villarreal, Grants Manager, via email at dmped.grants@dc.gov, **no later than 5:00 p.m. (ET) on Thursday, February 25, 2021**. A list of questions and answers will be posted on the DMPED website by 12:00 p.m. on Friday, February 26, 2021. No communications of any kind will be binding against DMPED and/or the District, except for the formal written responses to any request for clarification.
- No application to be the fund manager of the Nourish DC Fund will be accepted from, nor any agreement awarded to, any Applicant that is in arrears upon any debt or in default of any obligation owed to the District. Additionally, no agreement will be awarded to any Applicant that has failed to satisfactorily perform pursuant to any prior agreement with the District.
- All fund manager applicants must disclose the name, title, and department of any

employee or officer who was an employee or officer of the District within the 12 months immediately prior to the application.

- All fund manager applicants must provide at least three reference letters from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
- All fund manager applicants must provide a list of all prime contractors and subcontractors that their organization does business with related to the service in this RFA.

IV. Applicant Qualifications

Eligible Applicants include qualified Community Development Financial Institutions (“CDFIs”) and/or Community Based Non-Profit Organizations (“CBOs”), that meet the requirements below. DMPED will accept applications that propose partnerships, coalitions, or subcontracting relationships with other CDFI or CBO partners that meet the different components required for successful implementation of the Fund.

Commitment and Experience in Investing in Small Businesses in Communities that Have Experienced Historic Disinvestment

Applicants should have a significant history of investing in small businesses located in and owned by members of communities that have experienced historic disinvestment, preferably in the District of Columbia. Applicants should be able to show commitment and experience in community engagement and racial equity-informed decision-making for other Funds they have administered.

Applicants should also be able to demonstrate an understanding of other District grants and resources for small businesses, including the DMPED Great Streets Program and Neighborhood Prosperity Fund, as well as DHCD, DDS, and DISB programs.

Commitment and Experience in Supporting Small Food Businesses that Improve Local Food Systems

Applicants should have a significant history of investing in small food businesses that improve the local food system by providing healthy, culturally-appropriate food, community ownership opportunities, and high-quality jobs, either in the District or nationally. Specifically, DMPED encourages responses from Applicants that desire to serve the residents of the District of Columbia and can be responsive to the priorities of District residents for improving the food system, namely: (1) increasing access to healthy food in communities that have experienced historic disinvestment and are currently considered “food deserts”; (2) providing wealth building and ownership opportunities for District residents, particularly Black and Latinx residents; and (3) creating high quality job opportunities that create career pathways for District residents. Applicants should be able to show a plan for understanding the food-related priorities of neighborhoods and leveraging the Fund to meet those key needs.

Fund Management Experience

Fund managers must be able to demonstrate how they created and managed successful public-private funds in the District of Columbia and other jurisdictions. The Applicant should also demonstrate a strong record of success in its lending activities, evidenced by a high rate of loan repayment, completion of funded projects, and a low rate of defaults and foreclosures.

Capital Development

Successful Applicants should demonstrate their capacity to raise resources from financial and other private and public entities. As such, applications should have on-hand private funds to invest in the Fund or the solid commitment of private funds with which to create the Fund should they be awarded. DMPED is seeking Applicants that can commit to at least a 2:1 private-to-public fund ratio, with preference for Applicants who can commit to a higher ratio.

Organizational Capacity

Applicants must be ready to proceed as soon as practicable with implementation of the Fund, with the first funding awards and/or technical assistance services going to small businesses within 6 months. They should demonstrate that they have the staff and resources available to plan, market, develop, and administer the Fund. The Applicants should demonstrate overall administrative capacity including financial stability, management capacity, staff qualifications, ability to track and report results, and demonstrate a substantial record of providing technical assistance and loans to small businesses.

Governance

Applicants should demonstrate that its Board or other governing body has the skills and experience related to community development, small business development, food systems enhancements, and/or neighborhood revitalization and possesses the fund management, legal, business administration, and management skills required to oversee the Fund in partnership with the District.

V. Scope of Professional Services Required

A. Introduction

DMPED seeks competitive applications for a fund manager for the Nourish DC Fund. As described above, the purpose of the Fund is to support a robust ecosystem of locally-owned small food businesses and neighborhood vibrancy in communities in the District where decades of disinvestment have left them underserved by grocery and other food amenities. To achieve this goal, the Fund will provide flexible loans, catalytic grants, and targeted technical assistance to emerging and existing locally-owned small food businesses, with a preference for businesses located in and owned by residents of neighborhoods identified in the DC Food Access and Food Security Report⁸ or the DC Health Equity Report⁹ as experiencing high food insecurity, high unemployment, or lower life expectancy.

⁸ <https://dcfoodpolicy.org/foodsecurity2020/>

⁹ <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>

The Mayor has allocated up to \$1,000,000 for this Fund in the District's Fiscal Year 2021. A single award of \$1,000,000 will be made to one organization. There should be no expectation that funds will be available from the District in the future to replenish the Fund.

In addition, the submission of an application shall be prima facie evidence that the Applicant has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

B. Program Information

The Fund will be a public-private partnership between the District government and the fund manager, structured as follows. The selected fund manager will work with DMPED to write a complete scope of work after the selection process is finalized.

Eligible Activities

DMPED is requesting that the Fund finance the activities outlined below:

- Provide catalytic grants to small food businesses owned by District residents and District entrepreneurs, predominantly located in the neighborhoods described in the Introduction paragraph above (Section V, Part A).
- Provide flexible loans to small food businesses owned by District residents and District entrepreneurs, predominantly located in the neighborhoods described in the Introduction paragraph above (Section V, Part A).
- Provide technical assistance to small food businesses owned by District residents and District entrepreneurs predominantly located in the neighborhoods described in the Introduction paragraph above (Section V, Part A). on topics such as business planning, workforce development, communications, supply chain management, and other needs as identified by participants.

Fund Terms and Structure

- The Fund Manager will blend District funds with other private or philanthropic resources to provide grants and loans with a minimum overall (District portfolio-wide) 2:1 private-to-public leverage ratio. This is for the Fund itself; individual sub-grants may have a lower leverage ratio for District Funds, so long as the overall portfolio of loans originated in a given Fiscal Year meet the minimum 2:1 leverage requirement. The Fund Manager must meet this ratio by the end of the Period of Performance.
- District funds can be used for technical assistance and do not need to meet the ratio described above.
- District funds will be used for administration, grants, and technical assistance. District funds will not be used for loans.

Eligible Projects

DMPED anticipates that the following types of activities would be eligible for the grants, loans, and technical assistance disbursed by the Fund (not an exhaustive list). All of the examples below are contingent on the owner being a District resident, with a preference for businesses located in and owned by residents of the neighborhoods described in the Introduction paragraph above (Section V, Part A). For all of these examples, for-profit, non-profit, or social enterprises would all be acceptable business structures:

- An entrepreneur or current business owner to open a new small format grocery store;
- A small grocer looking to remodel an existing site to accommodate more cases for grocery items like produce, meat, and dairy;
- An entrepreneur or current business owner to deliver fresh groceries or prepared meals to residents in areas with low food access;
- A food incubator in need of tenant improvements and equipment to provide commercial spaces for small food entrepreneurs;
- A business needing upgraded refrigeration space and loading platform improvements to better supply food to businesses, schools, and other institutions in underserved areas;
- An entrepreneur acquiring machinery to expand their small food business;
- An urban farmer purchasing higher-capacity equipment that would improve yield and increase sales;
- A corner store looking to renovate their store layout and acquire necessary equipment to sell fresh fruits, vegetables, and meats;
- A food purchasing cooperative or buying club seeking working capital and/or business planning assistance;
- A farmers market seeking financing for infrastructure or other costs associated with operating year round or more days/hours of the week; or
- A farmers market vendor in need of working capital to finance inventory in order to increase volume to be able to sell at a farmers market.

The Fund will not be used for non-profit organizations providing free or low-cost food to vulnerable communities; education or other direct services; or doing advocacy work.

Role of the District Inter-Agency Board

The District government will develop an interagency board of advisors for the Fund (“**District Board**”), including but not limited to representatives from DMPED, the Office of Planning, and the Department of Small and Local Business Development. The District Board will be coordinated by a District government employee who will serve as the primary liaison to the fund manager.

The District Board will meet regularly with the fund manager and will play an ongoing role in advising the fund manager on Fund priorities, administration, and evaluation, described in more detail below, with more details to be determined in the final scope of work. The District

Board will not have veto power over the fund manager's investment and grant selection decisions.

Role of the Nourish DC Fund Manager

This Fund will be administered by a fund manager with experience in food sector investments and a mission of supporting economic opportunity and racial equity in the food sector for marginalized communities.

The fund manager will be responsible for:

- Leveraging the District's investment with private and philanthropic investment as a ratio of at least 2:1;
- Developing the eligibility criteria, program evaluation metrics, and community engagement strategy for the Fund, in close collaboration with the District Board;
- Sourcing the businesses who will benefit from the Fund through targeted communications and outreach;
- Collaborating, partnering, and subcontracting with other CDFIs and CBOs, as needed, to successfully implement the Fund;
- Disbursing the funds, including through grant and loan processes and the development of technical assistance services; and
- Providing quarterly reports to the District Board on progress towards meeting the Fund program evaluation metrics.

C. Program Evaluation

The fund manager and District Board will finalize program evaluation metrics when developing the final scope of work. Some initial measures that the District government has identified include:

- At least 3 catalytic grants, 4 flexible loans, and technical assistance for 20 locally-owned businesses in the first year of the program's operation;
- Number of Fund-supported businesses that are District-owned businesses located in the neighborhoods identified in the DC Food Access and Food Security Report and DC Health Equity Report as experiencing high food insecurity, high unemployment, or low life expectancy;
- Number of Fund-supported businesses that are owned by residents of the neighborhoods described in the preceding bullet;
- Number of jobs created by Fund-supported businesses;
- Percentage of Fund-supported businesses that are accepting SNAP and WIC benefits, when eligible;
- Percentage of Fund-supported businesses that operate with cooperative business models, to align with the District's Economic Strategy;
- Percentage of Fund-supported businesses with District residents constituting 50% or

more of employees; and

- Percentage of Fund-support businesses providing on-the-job training and/or other professional development for employees, to align with the District's Make Food Work strategy.

VI. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF format. Any other formats will deem the submission incomplete.

All electronic applications must be submitted no later than March 15, 2021 at 4:00 p.m. DST. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues.

VII. Application Review

A. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date and time: March 15, 2021 at 4:00pm ET.
- 2) The application package is not complete (see requirements in Section XVI);
- 3) The application narrative fails to address the program priorities; and,
- 4) The application does not fall within the scope this RFA.

B. Independent Review Panel

This is a competitive grant. To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel

members will review screened applications and submit scoring, ranking and comments to DMPED.

C. Final Review

Based on the independent review panel recommendations, the Mayor’s budget priorities, the resources available, and the goals of the program, DMPED will make the final funding decision. DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the independent review panel’s recommendations. **The final funding decision cannot be contested or appealed.**

VIII. Scoring Criteria

The application must provide sufficient information for DMPED to make a determination of merit of the applications.

Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application’s score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

DMPED will accept applications that propose partnerships, coalitions, or subcontracting relationships with other CDFI or CBO partners that meet the different components required for successful implementation of the Fund. Applications for partnerships or coalitions of organizations can show that, as a whole, they meet the necessary elements, even if each individual organization represented does not meet all of the required elements.

Commitment and Experience in Investing in Small Businesses in Communities that Have Experienced Historic Disinvestment (20%)

- Describe any investments and technical assistance programs that you have managed for small businesses located in and owned by members of communities that have experienced historic disinvestment;
- Describe any experience conducting community engagement and applying a racial equity lens on investment decisions for funds invested into the communities described above. This should include the extent of the community engagement, number of residents reached, and process for creating accountability rather than one-time information gathering.
- Describe how this program under your management will complement and not duplicate other District grants and resources for small businesses, including the DMPED Great Streets Program and Neighborhood Prosperity Fund, as well as DHCD, DDS, and DISB programs. Describe how you see these programs working together as a continuum of resources for businesses across different stages.

Commitment and Experience in Supporting Small Food Businesses that Improve Local Food Systems (20%)

- Describe any investments in small food businesses that improve the local food system by providing healthy, culturally-appropriate food, community ownership opportunities, and high-quality jobs, either in the District of Columbia or nationally.
- Describe any experience engaging residents in communities where you are investing to understand their priorities related to the local food system, including access to healthy food, community ownership opportunities, job creation, or other priorities.
- Describe how you would seek to understand the food-related priorities of neighborhoods served by the Fund and use this information to inform your investments.

Fund Management Experience (15%)

- Describe any government and/or private small business grants or loan funds that you have managed nationally or within the District of Columbia in the past three years. Include a summary of the type of fund, activities, geographic area served, total amount of funds disbursed, average disbursement timeframe, and management team and human capital assigned to the fund's operations.
- Describe any experience in developing web-based, proprietary platforms for small business grant or loan applications.
- Include resumes for organizational leadership and key staff expected to support the Fund.
- Include three names of individuals who can provide a recommendation regarding prior fund management.

Capital Development (15%)

- Describe how you plan to raise resources from financial and other private and public entities to meet the required 2:1 private-to-public ratio of funds, including whether you have on-hand private funds to invest in the Fund or the solid commitment of private funds with which to create the Fund;
- If you are able to commit to a higher ratio, please provide evidence of your capability to make this commitment. Higher ratio commitments will be given preference.

Organizational Capacity and Governance (15%)

- Provide a narrative summary of the specialized experience and technical competence of the staff to be assigned to the project with respect to the Fund management.
- Describe how your Board or other governing body has the skills and experience related to community engagement, small business development, and/or food systems enhancements relevant for administering this Fund.
- Address how you will manage to meet the goals articulated by DMPED, including a work plan and budget. (There is no prescribed award amount for any service or any specific grant).

- Provide a narrative summary regarding the process for implementing the Fund, including how you will build a revolving fund that is sustainable beyond the first year, how you will promote & source the businesses supported by the Fund, and how you will identify the programming offered through the Fund.
- Provide a narrative summary of the technological systems and resources that will be available and utilized for the application review process and funds disbursement.

Financial Viability (15%)

- Provide a narrative and attach audited annual financial statements for the past three years and an audited quarterly report as of December 31, 2020 to document the applicant’s current financial standing and track record of financial health.

IX. Anticipated Announcement and Award Notification

Anticipated time for processing applications is five to ten days after the date of application close. DMPED anticipates notification of awards on or before Monday, May 3, 2021.

DMPED will send a Response Letter to eligible applicants, informing them of their status in the review process and requesting the following supplemental documentation.

1. Proof of Insurance – See Article XV.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved awardees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO) Statement with the District’s Office of Human Rights.
4. Grant Agreement - Applicants are required to sign an agreement setting forth the terms and obligations that will serve as conditions for Applicant’s receipt of the applicable grant funds.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 5 business days of the Response Letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

X. Terms and Conditions

Funding for this grant is contingent upon continued appropriations to DMPED. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an RFA.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by DMPED.

XI. Point of Contact

DMPED Grants Team
Phone: (202) 727-8111
Email: dmped.grants@dc.gov

XII. Checklist for Applications

Verify that the application form is prepared on 8 ½ by 11-inch page format, using 11 – or -12-point Arial, Calibri, or Times New Roman type.

- The application is submitted electronically to DMPED through GiftsOnline.
- The application includes the requested information below:
- Information about the applicant organization and key contact info
- Narrative response for the FY21 Nourish DC Fund, including:
 - Applicant Introduction

- Commitment and Experience in Investing in Small Businesses in Communities that Have Experienced Historic Disinvestment
- Commitment and Experience in Supporting Small Food Businesses that Improve Local Food Systems
- Fund Management Experience
- Capital Development
- Organizational Capacity and Governance
- Financial Viability

Each grant application must include each of the following required attachments, completed by the Applicant, and that any grant application submitted without ALL these required attachments will not be considered for the award:

The following attachments.

- Attachment A – Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
- Attachment B – Organizational chart
- Attachment C – Board resumes
- Attachment D – Staff resumes
- Attachment E – Tax-exempt status determination letter, as applicable
- Attachment F – List of all prime contractors and subcontractors that their organization does business with related to the service in this RFA
- Attachment G – Certificate of Clean Hands from the DC Office of Tax and Revenue (current within the last six months)
- Attachment H – Evidence of Good Standing from DC Department of Consumer and Regulatory Affairs (DCRA) (current within the last 6 months)
- Attachment I – Audited Financial statements and reports for the last three years
- Attachment J – Copy of Basic Business License
- Attachment K – References: At least three reference letters from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
- Attachment L – Disclosures: Disclose the name, title, and department of any employee or officer who was an employee or officer of the District within the 12 months immediately prior to the application.

The following completed forms (A through E can be provided after the application as described in Section X)

- Appendix A – EEO Policy Commitment Package

- Appendix B – Debarment Affidavit
- Appendix C – Certificate of Insurance
- Appendix D – IRS W-9 Form
- Appendix E – ACH Enrollment Form
- Appendix F – Arrest and Conviction Statement

XIII. Grant Disbursement

DMPED expects to award one grant for a maximum amount of \$1,000,000.00.

The Period of Performance under the Grant Agreement shall extend through one year after the execution of the grant agreement. The District’s period of agreement and financial obligation for the grant will extend through one year after the execution of the grant agreement.

Grant funding will be disbursed to the grantee based on award amount provided expenditures are allowable expenses and grantee adheres to the disbursement process.

Vendors (grantees) must submit invoices electronically through the vendor portal:

<https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice.

XIV. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grantee. Grantees should consult their tax advisor regarding tax income and tax liability concerns.

XV. Insurance

A. GENERAL REQUIREMENTS.

Grantee shall procure and maintain, during the entire Grantee Performance Period under this grant, the types of insurance specified below. Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to DMPED Director of Contracts, Procurement and Grants giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, DMPED Director of Contracts, Procurement and Grants. 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 an A.M. Best Company rating of A-VIII or higher.

Grantee shall require all of its subgrantees involved in the provision of services under this Agreement to carry insurance applicable to their basic operations. Note that food delivery to seniors, disabled, and/or children will require sexual abuse/molestation coverage - \$1,000,000/\$2,000,000. Silent coverage and/or shared limits are not acceptable.

Grantee shall ensure that all policies provide that DMPED Director of Contracts, Procurement and Grants shall be given thirty (30) days prior written notice in the event the

stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. Grantee shall provide DMPED Director of Contracts, Procurement and Grants with ten (10) days' prior written notice in the event of non-payment of premium.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee and its subgrantees (except for workers' compensation and professional liability insurance) as an additional insured for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subgrantees (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subgrantees, and not the additional insured. The additional insured status under the Grantee's and its subgrantees' Commercial General Liability insurance policies shall be effected 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 Government of the District of Columbia. All of the Grantee's and its subgrantees' 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 this Grant Agreement by the Grantee or its subgrantees, or anyone for whom the Grantee or its subgrantees may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subgrantees maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subgrantees.

1. Commercial General Liability Insurance ("CGL") - The Grantee shall provide evidence satisfactory to DMPED with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by DMPED in writing), covering liability for all ongoing and completed operations of the Grantee, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such

coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to DMPED of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by DMPED in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to DMPED of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance The Grantee shall provide evidence satisfactory to DMPED of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Grantee shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. Cyber Policy must be submitted to The Office of Risk Management (ORM) for review/approval.
5. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to DMPED of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All**

liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

C. DURATION. The Grantee shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee’s liability under this contract.

E. GRANTEE’S PROPERTY. Grantee and subgrantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the contract price.

G. NOTIFICATION. The Grantee shall ensure that all policies provide that DMPED shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide DMPED with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide DMPED with an updated Certificate of Insurance should its insurance coverages renew during the contract.

H. CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:

Office of the Deputy Mayor for Planning and Economic Development

Contracts, Procurement and Grants (Certificates of Insurance)

1015 Half Street, SE, 9th Floor, Washington, DC 20003

(202) 727-8111

Dmped.grants@dc.gov

DMPED may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to DMPED prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to DMPED on an annual basis as the coverage is renewed (or replaced).

- I. **DISCLOSURE OF INFORMATION.** The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subgrantees in the performance of this contract.

- J. **CARRIER RATINGS.** All Grantee's and its subgrantees' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic
Development

FY 2021 DC Local Equity, Access and Preservation Funds – Locally Made Manufacturing Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, February 12, 2021

RFA ID #: DMPED – FY21-04 LCLMADE

Grant Orientation: Please refer to the Office of the Deputy Mayor for Planning and Economic Development website, dmped.dc.gov.

Submission Deadline: Monday, March 15, 2021 at 4:00 pm (DST).

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application (including attachments) through the Blackbaud portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: dmped.dc.gov.

Point of Contact: DMPED Grants Team
Phone: (202) 727-8111
E-mail: dmped.grants@dc.gov

Availability: Download the application from the following websites:

- Office of Partnership and Grants - opgs.dc.gov
- Office of the Deputy Mayor for Planning and Economic Development - dmped.dc.gov
- Great Streets - greatstreets.dc.gov

I. Introduction

FY 2021 DC Local Equity, Access and Preservation Funds – Locally Made Manufacturing Grant (“DC Locally Made”) incentivizes and bolsters the Great Streets initiative to grow the District’s local small business economy and bolster neighborhoods with inadequate access to retail opportunities. The purpose of the Great Streets Initiative is to transform certain designated emerging commercial corridors into thriving, walkable, shoppable and inviting neighborhood experiences. DMPED invests in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards. The Great Streets Initiative does this by supporting existing businesses, attracting new businesses, increasing the District’s tax base, and creating new job opportunities for District residents.

The Office of the Deputy Mayor recognizes manufacturing supply chains have become more complicated due to multiple suppliers, challenging international trade and import and export regulations, and the rapid acceleration of e-commerce demands and absorption, and the exacerbation of the COVID-19 global pandemic and public health emergency. Supply chains were distressed and, in some cases, disrupted. There is increasing need to manufacture and procure consumer goods locally.

DMPED believes that the industrial sector can and will flourish in the District, increase employment opportunities for local residents, and offer light manufacturing opportunities that provide economic stability, mitigate blight, and add vibrancy to our designated Great Streets corridors. At the current vacancy rates, the majority of the properties available for purchase or lease to small industrial firms are either in need of significant renovation, inaccessible, and/or functionally obsolete or, in the instance of desirable space, priced beyond what the market can support. This lack of available, cost-effective, appropriately sized space is forcing local industrial and manufacturing firms and/or similarly sized attraction prospects to consider locating or expanding elsewhere. It is the intention of DC Locally Made to incentivize the development of single-tenant buildings that can accommodate small manufacturing concerns or a multi-tenant building that can provide accommodations for manufacturers, post-incubator and/or emerging growth companies engaged in consumer goods and/or some durable good production.

For the purposes of this RFA, “consumer goods” is defined as goods that are immediately consumed in one use or have a lifespan of less than three years. Examples include cosmetics, cleaning products, food, fuel, beer and/or spirits, some household items, paper products, rubber, textiles, clothing, footwear, and personal protective equipment (PPE).

For the purposes of this RFA, “durable goods” is defined as home appliances, consumer electronics, furniture, sports equipment, and children’s toys.

The responsive proposal should provide a strategy whereby an entity or entities of the Locally Made would promote development and/or improvement of a shell-building up to 60,000 square feet in the District. An eligible shell building project can include the redevelopment and/or improvements of an existing structure pending the building can be cost-effectively delivered for industrial use.

The DC Locally Made grant will support qualified small businesses for the capital or tenant improvements of commercial property with a designated industrial use and which is located within a designated Great Streets Corridor. Any building that is developed or improved because of this program should be fully completed for use by an industrial tenant or owner/occupant within 60 days following the completion of approved improvements.

Pursuant to the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Amendment Act 2016, effective October 8, 2016 (D.C. Law 21-160; D.C. Official Code § 1-328.04); “Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Code § 2-1217.73b); “New York Avenue, N.E., Retail Priority Area Expansion Emergency Amendment Act of 2020” effective October 1, 2020 (D.C. Act 23-404) which expanded the New York Avenue, N.E. Retail Priority Area to consist of the area beginning at the intersection of Montello Avenue, N.E., and Florida Avenue, N.E., continuing northeast along Montello Avenue, N.E., until Mt. Olivet Road, N.E. DMPED will award up to a maximum of \$1,000,000.00 to grantees under this program.

A. Funding Priorities: The Grant identified the following program funding priorities.

1. The Great Streets program grows the District’s local small business economy and bolsters neighborhoods with inadequate access to retail opportunities. DMPED seeks to invest in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards.
2. DMPED seeks to invest in small businesses:
 - a. That are Local Business Enterprise (LBE) eligible;
 - b. Have core operations which align with small to medium light manufacturing of fast consumer goods (i.e., dry goods, processed foods, beverages, baby food, consumer electronics, frozen food) and/or consumer durables (appliances, furniture, equipment);
 - c. That currently operates or will operate within a designated Great Streets Corridor.
 - d. That maintain and/or create new jobs, with a commitment to hire District residents.
 - e. That serves or may serve a community anchor and impacts the Great Streets corridor and community by its presence, and
 - f. That can support existing retailers and the designated Great Streets corridors economic vitality by attracting new consumers and/or visitors to the area.

II. Great Street Corridors (Retail Priority Areas):

Grants are offered to small businesses located in the following Great Street Corridors:

- 7th Street NW
- 14th & U Streets NW (including Adams Morgan, Mt. Pleasant and Columbia Heights)
- Connecticut Avenue NW
- Georgia Avenue NW
- H Street/Bladensburg Road NE
- Martin Luther King Jr. Avenue/South Capitol Street SE/SW
- Minnesota Avenue/Benning Road NE
- Nannie Helen Burroughs Avenue NE
- New York Avenue NE (boundary extended)
- North Capitol Street NW/NE
- Pennsylvania Avenue SE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

Prospective applicants can verify their location eligibility via the interactive mapping tool found at the Great Streets website (greatstreets.dc.gov).

III. Eligible Applicants

Eligible applicants include real estate developers and/or existing small business whose core business aligns with light manufacturing and is located either within or plans to move to a Great Street Corridor are eligible (see map at: <http://ht.ly/m90F30cM0bz>).

IV. Ineligible Applicants

The following types of businesses are ineligible to receive grant funding under this program:

- | | |
|---|---------------------------------------|
| ▪ Adult entertainment | ▪ E-commerce business ¹¹ |
| ▪ Auto body repair | ▪ Financial services |
| ▪ Bank | ▪ Home-based |
| ▪ Bar or Nightclub, as defined by an ABRA license ¹⁰ | ▪ Hotel |
| ▪ Construction/general contracting/architecture/design-build | ▪ Liquor store |
| | ▪ Phone store |
| | ▪ Professional services ¹² |

¹⁰ Any business holding an ABRA Bar or Nightclub license is ineligible.

¹¹ For the purposes of this Request for Applications, an e-commerce business is defined as a commercial entity (1) without an existing, revenue-generating brick-and-mortar retail operation physically situated in the defined boundaries of a designated Great Street corridor and (2)

whose business operations and/or sales transactions for the exchange of goods and services are conducted solely online.

¹² Professional services are defined as any business offering accounting, actuary, architectural, dentistry,

- Property management/realtor
- Seasonal (open only part of the year)
- Previously awarded businesses that are expanding existing operations and/or relocating to another location are not eligible.
- Businesses which have received a total of \$150,000 or more of funding from the Great Streets or H Street Grants Programs are not eligible.

V. Eligible Funding Uses

DC Locally Made grant may be used for exterior and/or interior improvements including the purchase of furniture, fixtures, and equipment (up to 50% of the grant).

VI. Ineligible Funding Uses

The following are NOT eligible uses of funds:

- Debts
- Expenses associated with preparing this application
- Inventory
- Legal fees
- Marketing
- Payroll
- Rent
- All expenses not listed above as eligible uses of funds.

VII. Information Sessions

A schedule of live web information sessions hosted by DMPED will be posted on the DMPED website and is accessible via this link: <https://dmped.dc.gov>. Prospective applicants with questions regarding this Request for Applications (RFA) are encouraged to attend one of these sessions.

VIII. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF or Excel (.xls or .xlsx) format. Any other formats will deem the submission incomplete.

All electronic applications must be submitted no later than **Monday, March 15, 2021 at 4:00 p.m./ET**. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

engineering, evaluator services, financial planning, legal services, physician care, registered nurse/nursing services, and training/development providers.

DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues. For assistance with completing an application, please contact a technical assistance provider as listed on the Great Streets website under Small Business Resources.

IX. Application Review

1. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
- 2) The application package is not complete;
- 3) The project synopsis/description fails to address the program priorities; and,
- 4) The application does not fall within the scope the RFA.

2. Independent Review Panel

Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to DMPED.

3. Final Review

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. The Director for Great Streets and DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the external independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

X. External Reviewer

Upon receiving the applications from the DMPED, the external reviewer will review, analyze, evaluate, and score each application.

XI. Minimum Requirements

Eligible applicants must meet the following minimum requirements to be considered for a grant:

- Located within a Great Streets Corridor (for a listing of corridors, please refer to Section II of this RFA). Prospective applicants can verify their location eligibility by using the interactive mapping tool at greatstreets.dc.gov.

- Licensed business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Must maintain their Good Standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.
- Retain site control of the business property either through fee simple ownership, letter of intent, or an executed contract or lease with the property owner with a minimum unexpired term of at least five (5) years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVIII of this RFA).

XII. Scoring Criteria

Applications will be evaluated based on the following criteria outlined below. Failure to demonstrate how the proposed Project meets these criteria may reduce the application's score.

Content and Form of Application Submission

- Content Requirement - The application must provide sufficient information for the agency to make a determination of merit of the proposal.
- Complete Application - Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

The criteria used to evaluate the submissions will include, but not be limited to:

- The quality and functionality of the building proposed.
- The sufficiency of the Major Participant(s) experience of individual (s) and/or firms (s)
- The economic development impact of the proposed project.
- The strength of the financial proposal.
- The location of the proposed site and the level of site control established.
- Project readiness.
- Risk level to the partnership and/or individual entity participating.
- The ability to scale the relationship to additional projects.
- Return-on-Investment Timeline.

A. Executive Summary (10%)

The applicant must ensure the Executive Summary clearly articulates the project in order for the reviewers to properly evaluate the proposal. Failure to do so may reduce the applicant scoring under this criterion.

The applicant should describe and fully explain the project being proposed in a project summary which includes the following items:

- Location of the proposed or existing project indicating it is within a designated Great Streets boundary with direct frontage. Please note: Applicant must exhibit site control of the project through one of the following forms:
 - Contract of Sale
 - Letter of Intent
 - Option to Purchase Agreement
 - Fee simple ownership
 - General warranty deed
 - Executed contract or lease with the property owner with a minimum unexpired term of at least five (5) years.

To check if a project falls within a designated Great Streets corridor, check the Great Streets Map at

<https://dcgis.maps.arcgis.com/apps/InformationLookup/index.html?appid=77167e5109b644c9bb903706595c9255> .

- The funding towards the proposed project will bring light manufacturing to and increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community and create employment opportunities for District residents.
- Description of the proposed project that thoroughly explains the approach, implementation, and operation of the proposal over the entire period of performance. The project should be implemented and completed by **September 30, 2021** and should demonstrate an impact within 6 months to 1 year of award.
- An approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome of Locally Made initiative.

B. Market & Financial Feasibility of the Project (30%)

Applicants must submit:

- A concise description of the site and the immediate surrounding areas

- A detailed summary of the project, type of manufacturing, and its immediate funding gap
- A precise statement of key conclusions reached by the analysis and a statement of opinion of market feasibility, including the estimate of the long-term performance of the project, given commercial, housing, demographic trends, and economic factors
- A summary of market related strengths and weaknesses which may influence the project’s marketability, including compatibility with surrounding uses, the appropriateness of the project’s locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommended
- A detail summary of how DC Locally Made “but for” has a role in the project’s ability to move forward
- Development pro forma financial statement
- Sources and Uses of Funds
- Total support/incentives received from the District of Columbia in the past three (3) years: list year, agency/entity, grant/funding program, amount awarded, and purpose for support/incentive.
- The applicant must upload all required financial documents for review, including but not limited to the prior three (3) years Balance Sheet and Income Statement/Profit and Loss Statement. Eligible nonprofit applicants must submit the prior three (3) years Statement of Financial Position and Statement of Financial Activities to determine financial viability. For entities with less than three years of revenue generating operations, applicants must provide its prior year(s) financial statements and business plan. All financial reports must adhere to generally accepted accounting principles (GAAP)

C. Major Participants Identities and Details (20%)

Major participants are defined as the development team, business owners, organization leader, financial management officer, and/or Project manager/daily supervisor of the proposed Project. The applicant should provide a one-page biography and/or resume showing experience of the Major Participant(s).

The applicant shall provide the status of Major Participants (developers, tenants, etc.), whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other and indicate under

which laws it is organized and operating, and a brief history of each organization and its principals.

The applicant shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the Project and a brief biography for each person outlining relevant experience

Applicants are also encouraged to provide proof of capability such as (but not limited to) public records of accomplishments, public citations, and/or letters of referrals as attachments in the proposal.

6. Tenant Partners

If applicable, identify any proposed tenant(s) for the Project.

7. Financial Partners:

If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.

8. Design Team:

If applicable, identify any architects, engineers, consultants, included as part of the proposed team.

9. Other relevant team members:

If applicable, please identify.

For each team entity identified in the section above, Applicants shall identify the following for the point-of-contact at each entity:

First and last name

Business Address

Business Telephone Number

Business Email address

Business Title

Experience – list similar projects, including square footage, estimated development costs, projected or completion date, and the role in the project

The applicant shall provide information that explains the relationship among team members, Certified Business Enterprise entities, their respective roles and contributions to the Project, and the overall management of the team.

D. Proposed Job Creation & Economic Benefits (20%)

Discuss and quantify, as best as possible,

- A detailed summary of how project will assist in the reduction of unemployment in the District and within the Great Streets corridor.
- the number of direct jobs (either in the aggregate or on average for the project financed) that will be created or retained.
- Temporary jobs (e.g., construction) and permanent jobs.
- Whether or not the jobs provide living wages (e.g., the minimum hourly wage necessary for an individual to meet basic needs, including housing, nutrition, daily living expenses and other incidentals such as clothing, for an extended period of time) and/or employment benefits (e.g., health insurance, retirement benefits, employee stock ownership, etc.). Also, discuss the extent to which jobs created through will provide opportunities for training and advancement (particularly for low-skilled workers).
- The extent to which the jobs created or retained will be targeted and/or available to Low-Income Persons, residents of low income communities, people with lower levels of education, and people who face other barriers to employment (e.g., longer term unemployed, persons with prior justice system involvement, person currently or previously experiencing homelessness, persons with mental health needs, and/or persons with a history of substance use).
- The Applicant's proposed tenant mix and leasing plan.
- Describe the efforts to ensure that tenant-businesses, specifically locally owned businesses, minority-owned or minority-controlled, and non-profit organizations focused on workforce development or entrepreneurship program focused on manufacturing and will able to have long-term operations from the proposed project site.

E. Certified Business Enterprise Commitment (20%)

The applicant must be able to illustrate a commitment towards and realistic plan to support the local economy by contracting with Certified Business Enterprises (CBE) for proposed project. In the event the proposed project scope cannot be contracted with a CBE, a written justification must be provided.

F. Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults (not scored)

The Applicant shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government

contracts of any of the bidding team’s entities or affiliates (listed above in “Development Team Identities and Details”).

XIII. Total Allocation for Grants

The total allocation for the grant program is \$1,000,000.00.

XIV. Anticipated Announcement and Award Notification

Anticipated time for processing applications is thirty (30) to forty-five (45) days after date of application close.

DMPED will send a Response Letter to eligible applicants, informing them of their status in the review process and requesting the following supplemental documentation.

1. Proof of Insurance – See Article **XX**.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranches¹³ via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved awardees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement – draft template can be found here: www.greatstreets.dc.gov.

In order to remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 7 business days of the Response Letter. An applicant that cannot provide these materials **WITHIN 7 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

XV. Amount of Award

Up to \$1,000,000 may be awarded to a grantee¹⁴. **Grants funds are considered taxable income for any applicant which pays income taxes.**

XVI. Terms and Conditions

Funding for this grant is contingent upon continued appropriations to the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an RFA.

¹³ The disbursement schedule will be outlined in the executed grant agreement.

¹⁴ The disbursement schedule will be outlined in the executed grant agreement.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant program are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize any grant or subgrant under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by DMPED.

XVII. Point of Contact

DMPED Grants Team
Phone: (202) 727-8111
Email: dmped.grants@dc.gov

XVIII. Grant Disbursement

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$1,000,000.00.

The period of performance of each grant will be the date of grant execution and shall remain in effect through September 30, 2021. The District's period of agreement and financial obligation for the grant will be from the date of execution through September 30, 2021.

Grant funding will be disbursed to the grantee based on award amount in tranches following execution of a grant agreement. The grant award may be disbursed in thirds or halves provided expenditures are allowable expenses and grantee adheres to the disbursement process.

Vendors (grantees) must submit invoices electronically through the vendor portal: <https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice.

XIX. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grantee. Grantees should consult their tax advisor regarding tax income and tax liability concerns.

XX. Insurance

Insurance Requirements for Applicants

The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement.

Insurance Requirements for Grantees

The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, DMPED's Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A- VIII or higher.

The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. In the event of non-payment of premium, the grantee shall provide the Contracting Officer with written notification within ten (10) calendar days.

1. Commercial General Liability Insurance

The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits, \$2,000,000 aggregate, Bodily Injury and Property Damage including, but not limited to: premises operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; and, contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed

under the grant. The grantee shall also maintain such additional insurance in such amounts and coverage as may be required by the District of Columbia Office of Risk Management from time to time relating to the manufacture, storage, sale and handling of alcoholic products in connection with the Locally Made Manufacturing Program.

2. Automobile Liability Insurance

The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance

The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.

4. Employer's Liability Insurance

The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

Duration - The grantee shall carry all required insurance until all work performed under the grant is accepted by the District and shall carry the required General Liability, any required Professional Liability, and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.

Liability - These are the minimum insurance requirements established by the District of Columbia. However, the minimum insurance requirements provided above will not in any way limit the grantee's liability under the grant.

Grantee's Property - The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

Measure of Payment - The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all the costs of insurance and bonds in the grant price.

Notification - The grantee shall immediately provide the Director of Contracts, Procurement and Grants with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Director of Contracts, Procurement and Grants.

Certificates of Insurance - Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of the Deputy Mayor for Planning and Economic Development
Attention: Contracts, Procurement and Grants (Certificates of Insurance)
dmped.grants@dc.gov

Nondiscrimination in the Delivery of Services - In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving DMPED funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to The Americans with Disabilities Act of 1990, The Hatch Act, Chap. 314, The Occupational Safety and Health Act of 1970, Lobbying Disclosure Act, Drug Free Workplace Act of 1988, District of Columbia Human Rights Act of 1977 and the DC Language Access Act of 2004.