

Office of the Deputy Mayor for Planning and Economic Development

The Great Streets Program



www.greatstreets.dc.gov

Application Deadline:

September 9, 2013

6:00PM

Small Business Capital Improvement Grant

Grants Administered by:

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SMALL BUSINESS CAPITAL IMPROVEMENT GRANT

A. Purpose of the Program

The purpose of the Small Business Capital Improvement Grant (the “Program”) is to support existing small businesses, attract new small businesses, increase the District’s tax base and create new jobs for District residents.

B. Eligible Applicants

Eligible Applicants must own a retail or service business within the boundaries or with direct frontage on the boundaries set forth in **Appendix B** and must otherwise satisfy the eligibility requirements set forth in this Request For Applications (“RFA”). The Applicant may be the owner of the property or the lessee.

Eligible Applicants shall possess all of the following:

1. Be a registered 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 the Internal Revenue Service (**IRS**)
2. Possess **Site Control**. An Applicant must exhibit site control of the project through one of the following forms:
 - a. Deed
 - b. Contract of Sale
 - c. Option to Purchase
 - d. Executed Lease with at least two years remaining
3. Own a **retail** or **service business** within the boundaries or with direct frontage on the boundaries set forth in **Appendix B**;
4. Possess proof of property and liability **insurance** (an insurance quote is permitted for new businesses)

C. Ineligible Applicants

Eligible Applicants shall **not** include liquor stores, nightclubs, bars, banks, or hotels. Applications submitted by real estate developers or other property owners seeking funds to improve a property for a prospective tenant will not be reviewed. The Applicant must be the actual business and user of the subject property. Nonprofit organizations are also ineligible for this grant.

For the H Street Retail Priority Area, restaurants are also ineligible.

D. Eligible Uses

Grant funds are to be used to reimburse grantees for expenses incurred from improving their place of business through renovation and equipment purchase. For equipment-related funding requests, the Office of the Deputy Mayor for Planning & Economic Development (“ODMPED”) will consider reimbursing equipment purchases that are fixtures and are thus permanently attached to the real

property. Equipment that are not fixtures but are deemed vital to the success of the business (e.g. Point of Sale system) will be considered on a case-by-case basis. All requests to utilize grant funds are subject to approval by ODMPED.

E. Ineligible Uses – Grant funds may not be used for any of the following

- Financing existing debt
- Projects begun prior to execution of awardee’s grant agreement
- Merchandise
- Acquisition of land or buildings
- Product Inventory
- Rent
- Payroll
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse)
- Moving expenses
- Business consulting expenses

F. Application Process

Applicants are required to submit their application online by visiting www.greatstreets.dc.gov. The deadline to submit the application is **September 9, 2013 at 6:00pm**.

PLEASE NOTE THAT APPLICATIONS WILL BE AVAILABLE ONLINE AT WWW.GREATSTREETS.DC.GOV

All completed applications will be reviewed by the Grants Review Committee and approved by the Deputy Mayor prior to the actual awarding of any grant funds. Upon approval, the Applicant will be required to execute a grant agreement with the Office of the Deputy Mayor for Planning and Economic Development and begin the project within **30 days**. Projects that do not commence within the allotted thirty (30) days will be reevaluated and awarded funds will be set for reversal and reallocation. Grantees are also required to complete funded renovations within one year of executing said grant agreement.

Any work completed or equipment purchased prior to executing the grant agreement between the awardee and the Office of the Deputy Mayor for Planning and Economic Development (ODMPED) is ineligible to receive funding.

G. Evaluation Process

Review Panel: The review panel will evaluate, score and rank each Applicant’s proposal. When the review is complete, the panel shall make recommendations for awards based on the following process.

FAILURE TO PROVIDE REQUIRED DOCUMENTS WILL RESULT IN REJECTION OF THE APPLICATION

Scoring Criteria: Once an Application has been screened for basic eligibility, projects will be evaluated on the following criteria:

CRITERIA	MAXIMUM POINTS
Prior Relevant Experience	20
Financial Viability	20
Market Support	20
New Jobs Created for DC Residents	20
Commitment to the Use of Certified Business Enterprise (CBE) Contractors and/or DC based businesses	20
TOTAL	100

Criteria Breakdown:

Prior Relevant Experience

The review panel will more highly rate Applicants who have successfully owned and/or operated ventures similar to the proposed business. A successful Applicant will demonstrate, through the expertise of proposed key personnel, that they are qualified to operate the business. Relevant experience can be demonstrated through such examples as previous business operational or ownership experience.

Financial Viability

The review panel will more highly rate Applicants who demonstrate that they possess the financial resources to open and/or operate the proposed business. Applicant must demonstrate the long-term financial viability through the quality of their business plan, cash flow statements, or other financial data (i.e. audit, lines of credit, debt/equity, etc.).

Market Support

The review panel will more highly rate Applicants who demonstrate there is an adequate market for its goods and/or services. Applicants may demonstrate market support with market analysis research, petitions, and/or customer-generated testimonials. Letters of support from elected officials will not be considered as evidence of market support.

New Jobs Created/Retained for District Residents

The review panel will more highly rate Applicants who include in their proposals employment opportunities for local residents. Applicants should detail the number of full-time and/or part-time positions created as well as the type of compensation for the position.

Commitment to the Use of CBE Contractors and/or DC Based Businesses

The review panel will more highly rate Applicants who include in their proposals opportunities for CBEs and/or DC-based businesses.

H. Amount of Funding Available

The Office of the Deputy Mayor for Planning and Economic Development (“ODMPED”) will be awarding grants up to a maximum of \$85,000 each, pursuant to “Great Streets Neighborhood Retail Priority Act of 2013” effective May 22, 2013 (D.C. Law 16-33; D.C. Official Code §47-340.20 et seq.). ODMPED published the Notice of Funding Availability (“NOFA”) in the D.C. Register on June 21, 2013 (59 DCR 13484).

I. Reimbursement

The Small Business Capital Improvement Grant Program awards reimbursement grants. No grant funds committed under this program shall be paid out until work has been completed and inspected by the Office of the Deputy Mayor for Planning and Economic Development. If the Applicant elects to construct the renovations in phases, so as to break-up the payments and reimbursements into installments, then the work will be inspected and reimbursed at the conclusion of each approved phase.

Applicants are required to maintain all receipts and invoices relating to the Small Business Capital Improvement Grant. ODMPED reserves the right to disallow costs that are deemed ineligible and withdraw any remaining awarded funds at any time.

Copies of canceled checks (front and back) must be submitted with proof of expenses. Proof of expenses may be provided in the form of paid vendor invoices, purchase orders, itemized register receipts, or other evidence of expenses.

All expenditures must be approved by the Grants Administrator for ODMPED. All costs must be allowable and allocable to the Small Business Capital Improvement Grant Program. Cash receipts and money orders are not considered proper documentation for reimbursement. All costs must be necessary and reasonable.

Approved payment requests will be processed within 30 to 45 business days. Failure to follow the above rules and regulations will result in a delay in the reimbursement process.

J. First Source Agreement Requirements

Pursuant to Mayor’s Order 83-265, DC Law 5-93 and DC Law 14-24, as amended, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents. Accordingly, potential grantees must enter into a First Source Employment Agreement with

the Department of Employment Services (DOES) upon award of any grant proceeds. The First Source Agreement will require the grantee to: (i) use diligent efforts to hire and use diligent efforts to require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty one percent (51%) District of Columbia residents for all new jobs created by the Project, all in accordance with such First Source Employment Agreement and (ii) use diligent efforts to ensure that at least fifty one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the D.C. Apprenticeship Council.

All inquiries regarding the First Source Agreement should be directed to:

Anetta Graham, Supervisor
First Source Program - Department of Employment Services
4058 Minnesota Avenue, NE
Third Floor
Washington, DC 20019
(202) 698-3757 Direct
anetta.graham@dc.gov

K. Reservations

ODMPED reserves the right to accept or deny any or all Applications if ODMPED determines that it is in the best interest of the District to do so.

ODMPED reserves the right to issue Addenda and/or Amendments to this RFA subsequent to the issuance of this RFA, or to rescind this RFA.

ODMPED shall not be liable for any costs incurred by Applicant in the preparation of Applications in response to this RFA. Applicant understands and agrees that all costs incurred in developing and preparing any Application shall be Applicant's sole responsibility.

ODMPED may conduct pre-award on-site visits to verify information submitted in an Application and to determine if the Applicant's facilities are appropriate for the grant award.

In the event of a conflict between the terms and conditions of the 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.

All Applicants must submit Applications online.

Applications are available on ODMPED Great Streets website: www.greatstreets.dc.gov



Application

Deadline:

September 9, 2013

6PM

All Applicants must submit Applications online.

Office of the Deputy Mayor for Planning and Economic Development

The Great Streets Initiative

Small Business Capital Improvement Grant

Application

Name of Business/ Applicant: _____

Mailing Address: _____

Contact Person's Name: _____

Applicant's Phone Number: _____

E-mail/Website: _____

If applicable, Application Preparer's Contact Information:

I. PROJECT SUMMARY

1. Data Universal Number System (DUNS) Number: _____
2. Name of Project: _____
3. Physical address where proposed project is to take place: _____ Circle One: Own or Lease: (Provide proof of ownership or a lease with at least two years remaining)

4. Project Summary: (In the space below, briefly describe your goals and objectives for this project. For equipment purchases, please state if this is a new purchase or if this is a replacement. Quotes should also be provided in addition to an explanation as to why a particular brand/model was chosen:

Store Improvements / Signage **Total Cost:** _____

Equipment: **Total Cost:** _____

5. **Total project cost:** \$ _____

6. Number of jobs created: _____

7. Existing Businesses

- a. Sales totals for 2012: \$ _____
- b. Sales taxes paid for 2012: \$ _____
- c. Projected sales total for 2013: \$ _____
- d. Projected sales tax for 2013: \$ _____

8. New Businesses

- a. Projected sales total for 2013: \$ _____
- b. Projected sales tax for 2013: \$ _____

II. PROJECT BUDGET

Please provide quotes from different companies detailing proposed renovations and/or Equipment purchases. (Please note that this Project Budget of proposed renovations and equipment purchases is subject to approval and/or modification by ODMPED)

III. JOB CREATION/RETENTION DATA

Job(s) to be Created

Title(s)	How Many?	FT/PT	District/Non-District Resident
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____