



FY26 Emerging Retail Initiative
AMENDED REQUEST FOR
APPLICATIONS (RFA)

Amended Date of RFA: Tuesday, January 13, 2026

RFA ID No: DMPED-FY26-BD-LO-ERI

Information Session: Please visit dmped.dc.gov for additional details and updates on information sessions.

DMPED Contact: DMPED Great Streets Program Team
Email: Greatstreets@dc.gov
Phone: (202) 727-6365

Submission Deadline: Friday, January 23, 2026 at 12:00 PM ET

Grant Administrator: Great Streets Program Team

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY.
Hand delivered or mailed applications, incomplete applications, or applications submitted after the Submission Deadline will not be accepted.

Completed applications (including attachments) must be submitted through the Submittable portal.

DC Grant Opportunities: All District Grant Opportunities are at the following websites:

- Office of Community Affairs - [All Current District Grants](#)
- Office of the Deputy Mayor for Planning and Economic Development - [DMPED Grant Opportunities](#)

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SECTION A. GENERAL INFORMATION

A.1 Funding Opportunity

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) invites the submission of applications from qualified organizations for a grant under the FY2026 Emerging Retail Initiative (“**ERI**” or “**Program**”). The purpose of the Program is to create a low-risk environment for businesses to test their concepts, build brand awareness, and scale toward permanent brick-and-mortar operations, ultimately fostering economic vibrancy, sustainability, and community engagement in underserved commercial corridors. Inspired by Vacant to Vibrant, ERI adopts a temporary-use model that helps businesses bridge the gap between shared/incubator spaces and permanent brick-and-mortar establishments in the District of Columbia (“**District**”).

ERI is an innovative program designed to transform designated corridors into vibrant retail hubs by offering grants to emerging businesses creating and/or selling consumer goods in vacant spaces, retail incubators or equivalent spaces. ERI aims to temporarily activate vacant commercial spaces by providing emerging businesses with financial support, and access to pop-up stalls or short-term leasing opportunities.

A.2 Source of Funds

The Program will be funded pursuant to Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Official Code § 2-1217.73b) and the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Act of 2012, effective September 20, 2012 (D.C. Law 19-168; D.C. Official Code § 1-328.04(a)5), as amended.

A.3 Grant Funding and Anticipated Number of Awards

The total amount of funding available for this Program is \$200,000. DMPED anticipates making up to 10 awards for up to \$40,000, per award.

A.4 Conflicts Between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control, and it is the responsibility of the applicant to ensure compliance.

A.5 Competition for Grant Award.

This is a competitive RFA. Each applicant must demonstrate its ability to carry out the activities for the grant for which it applies.

Applications are evaluated in three phases: (i) Phase One is pre-screening, (ii) Phase Two is the review panel, and (iii) Phase Three is the award recommendation. See **Section E** for further details.

Final determinations on awards and funding are final and cannot be appealed.

A.6 Period of Performance

All grant activities must be completed within 18 months of conditional award, unless such date is extended by DMPED in its sole and absolute discretion.

A.7 Grant Reporting and Monitoring

If an applicant is awarded a grant under this Program, DMPED, at its sole discretion, may use several methods to monitor the grantee’s post-award performance until closeout of the grant. Monitoring may include review of expenditures, review of progress towards performance targets, site visits, data collection, or other methods set forth in a grant agreement. At any point, the grant is subject to a performance or financial audit.

A.8 Schedule

The following schedule outlines the anticipated dates and time durations for the RFA and application review. Each date below is subject to change.

Release Date of Amended RFA	01/13/2026
Application Submission Deadline	01/23/2026 12:00 PM EST
Phase One: Pre-Screening	February 2026
Phases Two and Three: Review Panel and Award Recommendation	April 2026
Award Notifications	June 2026

SECTION B. PROGRAM ELIGIBILITY REQUIREMENTS

B.1 Eligibility Requirements

Applicants must meet the following requirements to be considered for a grant under the Program.

1. Business Type: Retail or service-oriented businesses (excluding professional services) or non-profits within the arts and humanities sector.
 - a. Pop-up Stalls
 - b. Short-term retail spaces
 - c. Incubator spaces
 - d. Food halls
 - e. Community-driven markets

2. Status: Applicants may be new or existing businesses and must be one of the following:
 - a. Retail business (engaged in the sale of home furnishings, apparel, books, art, groceries, and general merchandise goods to specialized customers)*

- b. Retail-service business (sit-down restaurants, bakeries, coffee shops, and other specialty food retailers; this is not an exhaustive list)
 - c. Child or Elder Care (Businesses providing goods or services geared toward the enrichment of children, families, and adults)*
 - d. Arts and humanities non-profit
 - e. Commercial revitalization organizations
3. Commercial Site Control: Must demonstrate site control through a Lease, Letter of Intent (LOI), or other legally verifiable agreements for a temporary space.
4. Revenue: Average annual revenue for the last three years must be below \$500,000 for the primary applicant model. Businesses applying under the subleasee model are exempt from the annual revenue cap.
5. Create at least one (1) new permanent job within the period of performance, with a commitment to hire District residents.
6. Be certified or eligible to be certified as a [Local Business Enterprise \(LBE\)](#) as defined in D.C Official Code § 2–218.31.
7. Be located in or abutting an existing Great Streets corridor, as defined in D.C. Code § 2–1217.73. See map: <https://opendata.dc.gov/apps/great-streets-lookup/explore>

B.2 Ineligible Applicants

The following applicants are not eligible to receive a grant under the Program:

1. Adult entertainment
2. Auto-body repair
3. Bank
4. Construction/general contracting/architecture/design-build
5. E- commerce business
6. Financial services
7. Home-based businesses
8. Hotel or lodging business
9. Professional service

10. Real estate development/property management/realtor
11. Businesses that have received funding from Great Streets or Emerging Retail in the last 5 years are not eligible to apply (2025, 2024, 2023, 2022, 2021).

Priority preference will go to businesses that have not received prior funding from DMPED and businesses in priority neighborhoods.

B.3 Eligible Funding

Grant funds may be used solely to support the following costs:

1. Up to 100% of the grant can be applied towards the following hard costs:
 - a. Build-out of new or vacant space
 - b. Interior and exterior renovations, including façade improvements
 - c. Purchase of equipment
2. Up to 50% of the grant can be applied towards the following soft costs:
 - a. Marketing materials and services, this can include a temporary marketing consultant
 - b. E-commerce sales systems to support existing operations, including B2C and B2B retail and wholesale activities.
 - c. Public safety equipment
 - d. Salaries and wages for additional staff members added during the period of performance
 - e. Rent is only allowed for pop-ups in vacant retail spaces

DMPED may allow reimbursements for eligible expenses backdated as far as December 12th, 2025.

B.3.1 Eligible Funding Models

Businesses are encouraged to activate vacant commercial spaces through shared or collaborative models. The following options outline how funding may be structured for such projects:

Option 1: Primary Applicant

A primary applicant within an incubator or equivalent space may apply for up to \$20,000 in grant funding to scale operations and lay the groundwork for a future brick and mortar location.

Option 2: Sublease Model

A large incubator or equivalent space may apply for up to \$20,000 in grant funding for their general

capital improvements and select operations. If the applicant currently subleases or plans to sublease the space to multiple vendors, they may also request additional funding of up to \$5,000 per specified sublease tenant, for up to four tenants. Executed sublease agreements must be provided with the application, and funding must directly support the sublease tenant.

- Example: A primary applicant requests \$20,000 and submits four sublease agreements. The applicant may receive up to an additional \$20,000 ($\$5,000 \times 4$ tenants), for a maximum of \$40,000.

SECTION C. GRANT APPLICATION

Applicants must provide truthful and accurate responses to all qualification and eligibility questions and include all required attachments with the application. Applicants must attest to the accuracy of the information provided. Failure to provide accurate documents or omitting required attachments will disqualify the application from consideration for an award. The *primary applicant entity* must complete and include the required documents with the application submission.

C.1 Grant Application

Applications must include elements for each section outlined below. Applications that fail to include all necessary elements may not be reviewed or considered or may be disqualified. Applications must provide sufficient information for DMPED to determine the merit of the application. Applications will be evaluated in accordance with the scoring criteria in **Section F.1**.

1. Business Summary, Project Overview and Budget: The applicant should propose a specific project with an approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome and describes the project with a project summary that includes the following items.

Note: A project must be completed within 18 months and include specific goals and budget. A business that submits a general operating budget will not be considered.

- a. Brief business summary and background
- b. Description of the proposed project
- c. Explanation of specific work requirements from beginning to end that explicitly demonstrates how the proposed project will meet stated goals and program objectives.
- d. Team members' background describing the relevant experience and qualifications of the organization and team members to carry out this specific proposal.
- e. Timeline – The project should be completed in 18 months from the date of conditional award.
- f. Budget Template: Applicant must include an itemized list of budget items of eligible expenses that are equal to the total request amount. Each item on the list should include a justification.
- g. Video submission: Include a link to a 3–4-minute video describing the project and expanding on any section of the application you choose.

2. **Financial Viability:** Describe your business’s financial viability. Your response should demonstrate that your organization is financially stable or has a clear and realistic plan for achieving financial sustainability. This may include current revenue sources (if applicable), projected cash flow, start-up capital and your overall capacity to manage funds responsibly.

If your business is new or still in testing or pre-launch phase, please provide available information and projections instead of historical financials.

Please upload any of the following documents that apply to your business:

For businesses operating more than one (1) year:

- Recent profit and loss statements
- 2025 tax returns

For businesses operating less than one (1) year:

- Startup or pre-revenue budget
- Financial projections (e.g., projected P&L, 18-month cash flow forecast)

3. **Proposed Job Creation and Economic Benefits:** Applicants should clearly describe their hiring practices, hiring goals through the project, roles the applicant plans to create, timeline for job creation, and anticipated annual revenue generated by the project.
4. **Corridor Impact:** This funding aims to increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community. Applicants should clearly describe the impact that the project will have on the Great Streets corridor where the project will be located, including a description of the corridor and its needs, how the business provides an amenity and attracts visitors to the corridor, whether other similar businesses operate in the corridor, collaboration with neighborhood-based community organizations, and community support for the project. Applicants who will be activating a vacant space should include how vacancy activation will support or enhance overall corridor impact.
5. **Business Growth Plan:** The applicant should describe how their project will support overall business growth by strengthening marketing efforts, introducing innovative practices or services and activating vacant or underutilized space. The plan should also outline how the project positions the business for long-term sustainability, including potential movement into a permanent brick and mortar location.

Applicant must demonstrate that their project can be completed in 18 months and describe a clear timeline and milestones for completion.

C.2 Attachments

The following attachments must be included with each application. All application attachments must be submitted via the District’s application portal in .pdf format and must

clearly identify the document using the document names below.

Attachment	Attachment Name/Description
C.1	Active District of Columbia Business License issued by the Department of Licensing and Consumer Protection (DLCP).
C.2	Certificate of Good Standing issued by the Department of Licensing and Consumer Protection (DLCP).
C.3	Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR) (current within last three months).
C.4	Tax Certification Affidavit (Download fillable form at Tax Certification Affidavit)
C.5	Tax-exempt status determination letter, if applicable
C.6	Debarment Affidavit. Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts including any of the applicant teams' entities (Download fillable form from Debarment Affidavit).
C.7	Arrest and Convictions Statement (Download fillable form at Arrest and Conviction Statement).
C.8	Statement of Certification (Download fillable form at Statement of Certification).
C.9	Form W9 (Download fillable form from W9).
C.10	Insurance Policies Affidavit (Download fillable form at Insurance Policies Affidavit).
C.11	Dunn and Bradstreet Number via www.dnb.com or Proof of Enrollment.
C.12	Provide the first two pages of the applicant's most recent federal income tax that shows evidence of annual revenue.
C.13	Required Financial Document (Download fillable form Required Financial Document).
C.16	Landlord Affidavit required for businesses moving into a vacant space (Download fillable form from Landlord Affidavit)
C.17	3-4 minute Project Video

SECTION D. APPLICATION SUBMISSION GUIDELINES

D.1 Submission Guidelines

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is utilizing a Grants Management Platform to streamline the application and review process. While the application portal is branded with DMPED's name, the platform is powered by Submittable, which also provides customer service support to applicants. All applications for this funding opportunity must be submitted electronically through the portal. Applicants will be required to create a free Submittable account to access the application, upload required documents and receive communications regarding their submission.

1. All applications, including attachments, must be completed and submitted via [DMPED Grants Management Platform](#) no later than the Submission Deadline.
2. [DMPED Grants Management Platform](#) receives and records all applications upon submission. Unless requested by DMPED, any additions or deletions to a submitted application will not be accepted once applications are submitted or after the Submission Deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.
3. Follow this link to access the [Help Center for DMPED Grants Management Platform](#).
4. Due to the variance of applicant internet speeds, applications with many attachments will take time to upload and process. Applicants should consider submitting applications no later than **two hours prior** to the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application submission. If this occurs, DMPED will not receive the application.
5. DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents to Dropbox or similar applications.
6. All attachments to the application must be submitted in read-only non-modifiable Adobe Acrobat .pdf format. Any other formats will deem the application incomplete. Do not combine all required documents into one .pdf file but attach each required attachment document separately with the 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 and specified in the RFA) or are password protected files will not be read** and will be deemed not received.
7. If an applicant encounters any technical system errors submitting application, report issues immediately to the Submittable support desk for assistance and resolution by sending error(s) detail to [Submittable](#) support desk email address here.
8. Examples of events that would NOT be considered 'technical system errors are:
 1. Failure to follow funding opportunity instructions.
 2. Failure to follow application instructions.
 3. Local internet problem at the time of Submission Deadline.
 4. Unable to see final application "Submit" button.
 5. Forgotten username or password credentials.
 6. Security locked out of system resulting from forgetting password.

7. Failure to notify the Submittable support desk ([Submittable](#) support desk email address here) more than two hours prior to Submission Deadline.
8. Application closing during the submission process while the “Processing” indicator is still active.

D.2 Pre-Application Information Session

DMPED will hold an information session prior to the Submission Deadline. The details are available on DMPED’s website at [Grant Information Sessions](#).

The purpose of an information session is to allow prospective applicants to inquire about the grant, the RFA document, the application submission process, required application documents, and the application review process.

Verbal answers provided during an information session are intended solely for general discussion and do not represent the District’s final position. Applicants should submit questions in writing following the conclusion of the information session, no later than five (5) days after the date of the information session to receive an official response. Responses will be posted to the DMPED website. Oral explanations or instructions given by District officials prior to the grant award are not binding.

SECTION E. APPLICATION REVIEW

To be eligible for an award, applications must include complete responses to all questions and all required documents, as further described in **Section C.1** and **Section C.2**.

DMPED anticipates making a final determination of award within four months of the application close date. The Deputy Mayor will make the final funding decision, based on a review panel’s recommendations, the Mayor’s budget priorities, the available resources, the goal of achieving a balance as to communities served, and the goals of the Program.

Application review consists of three Phases.

E.1 Phase One: Pre-screening.

Phase One is a pre-screening of each application to verify timely submission of the application and to ensure that all questions are answered, all required documents listed in **Section C.2** are included, and all documents are signed, dated, and compliant with the RFA requirements.

To qualify for Phase Two, applicants must successfully satisfy the pre-screening requirements set forth herein. Only complete applications that pass the pre-screening will move to Phase Two.

At the end of Phase One, applicants will receive a notification regarding the outcome of Phase One and whether or not their application will progress to Phase Two.

E.2 Phase Two: Review Panel.

Phase Two is a detailed review of the application by a review panel. The review panel will evaluate and score each application using the scoring criteria identified in **Section F.1**, with a narrative of the evaluation approach provided in **Section C.1**.

E.3 Phase Three: Award Recommendations.

Phase Three is the final award determination. At the conclusion of Phase Two evaluations, recommendations for funding awards are submitted to the Deputy Mayor for final approval. The Deputy Mayor will make the final funding decision based on the Mayor’s budget priorities, the resources available, and the goals of the Program. **Final determinations on awards and funding are final and cannot be appealed.**

SECTION F. APPLICATION EVALUATION; SCORING CRITERIA

Applications will be scored based on the scoring criteria below, and the scores will guide the funding recommendations and award decisions. Applications must include the elements for each criteria outlined below, and as further described in **Section C.1**.

F.1 Summary of Scoring Points

<p>Business Summary, Project Overview and Budget (30 pts)</p>	<p>The applicant should propose a specific project with an approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome and describe the project with a project summary which includes the following items.</p> <p><i>Note: A project must be completed within 18 months and include specific goals and budget. A business that submits a general operating budget will not be considered.</i></p> <p>Brief business summary and background</p> <ol style="list-style-type: none">1. Itemized budget template with written justifications2. Description of the proposed project3. Explanation of specific work requirements from beginning to end that explicitly demonstrates how the proposed project will meet stated goals and program objectives.4. Timeline - The <u>project</u> should be completed in 18 months from the time
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	of conditional award.
<p>Financial Viability (10 pts)</p>	<p>Demonstrate that your organization is financially stable or has a clear and realistic plan for achieving financial sustainability. This may include current revenue sources (if applicable), projected cash flow, start-up capital and your overall capacity to manage funds responsibly.</p> <p>If your business is new or still in testing or pre-launch phase, please provide available information and projections instead of historical financials. Please upload any of the following documents that apply to your business:</p> <p>For businesses operating more than one (1) year:</p> <ul style="list-style-type: none"> • Recent profit and loss statements • Most recent tax return <p>For new or early-stage businesses:</p> <ul style="list-style-type: none"> • Startup or pre-revenue budget • Financial projections (e.g., projected P&L, 18-month cash flow forecast) <p>How will grant funding help establish sustainable operations beyond the grant period?</p>
<p>Job Creation and Economic Impact (15 pts)</p>	<p>Current team members' background - describing the relevant experience and qualifications of the organization and team members to carry out this specific proposal</p> <p>List of roles the business plans to create and timeline of job creation.</p> <p>For businesses activating a vacant space, explain how activating a vacant space will increase economic activity in the District?</p> <p>Does this business hire returning citizens, people with disabilities, people who have experienced homelessness or any other</p>

	population that has historically faced obstacles to employment?
Corridor Impact (20 pts)	<p>This funding aims to increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community.</p> <p>Applicants must demonstrate:</p> <ol style="list-style-type: none"> 1. Description of the community this business serves and its needs 2. Description of how this business provides a key amenity to the community 3. Whether there are similar businesses serving the community 4. Description of how this business collaborates with other small businesses within the shared incubator or with organizations externally 5. Describe how this business activates to attract customers from other areas to their corridor
Business Growth Plan (25 pts)	<p>The plan should explain how the proposed activities will strengthen the business, enhance competitiveness, and bring meaningful economic or community activity to a space that is currently inactive.</p> <p>Description of marketing mechanisms in place to introduce this business to new customers.</p> <p>Description of how this proposal is innovative and creative.</p> <p>Description of how this business plans to grow and expand operations into a brick-and-mortar space. Include milestones and a timeline.</p>
Total	100 pts

#	Scoring Criteria	Maximum Points
1.	Business Summary, Project Overview and Budget	30
2.	Financial Viability	10
3.	Job Creation and Economic Impact	15
4.	Corridor Impact	20
5.	Business Growth Plan	25
	Maximum Total	100

SECTION G. CONDITIONAL AWARD REQUIREMENTS

G.1 Conditional Award Letter

DMPED will send a conditional award letter to each successful applicant detailing the conditions of the grant award and identifying and requesting additional grant specific award documents, as outlined below:

Ln. #	Document Description
1.	Active District of Columbia Business License issued by the Department of Licensing and Consumer Protection (DLCP), if applicable. DLCP ¹
2.	Certificate of Good Standing issued by the Department of Licensing and Consumer Protection (DLCP). DLCP
3.	Current Certificate of Clean Hands from the District Office of Tax and Revenue (OTR). OTR
4.	Certificate of Insurance (COI) meeting minimum required coverage identified in the RFA Exhibit A (View Sample COI at Sample COI)
5.	First Source and Workforce Development Employment Agreement with the Department of Employment Services will be required if the conditional award is in the amount of \$300,000 or more pursuant to the First Source Amendment Act of 1984, as amended (D.C. Official Code § 2-219.01 <i>et seq.</i>) and the rules and regulations promulgated thereunder, and Mayor’s Order 83-265. First Source Agreement
6.	Subcontracting Plan approved by the Department of Small and Local Business Development (DSLBD), Certified Business Enterprises if the award in the amount of \$250,000 or more . A Certified Business Enterprise Utilization and Participation Agreement must be executed between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, <i>et seq.</i>). Subcontracting Plan
7.	Updated project budget (include description of project work), if applicable

Ln. #	Document Description
8.	Updated project schedule, if applicable
9.	Form W9 (as submitted with application or updated W9 if needed). W9 Form
10.	Automated Clearing House (ACH) Form – Successful applicants will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, successful applicant(s) must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution (download fillable form from ACH Enrollment Form)
11.	Grant Agreement – Successful applicants are required to sign an agreement setting forth the terms and conditions for their receipt of grant funds.

G.2 Conditional Award Requirements

To remain eligible for the grant and receive the award of funds, all documentation required by the conditional award letter must be submitted to DMPED **WITHIN THE TIMEFRAME IDENTIFIED IN THE CONDITIONAL AWARD LETTER**. An applicant that cannot provide these materials may be deemed ineligible for a grant award and the offer may be withdrawn.

G.3 Assurance of Continued Truth and Accuracy

Prior to the award of grant funds, a successful applicant shall notify DMPED of any changes that may have occurred to its organization since the submission of its application.

G.4 Insurance Requirements

Prior to the award of grant funds, applicants must show proof of all insurance coverage required by law and by the Program, as determined by DMPED. Successful applicants shall procure and maintain, during the entire period of performance, under the grant agreement, the types of insurance specified in **Exhibit A**. Applicants are not required to hold this coverage in order to apply but should expect to obtain coverage at the levels specified if awarded a grant. Applicants should consult their insurance provider for information about the coverage listed in **Exhibit A**.

SECTION H. GRANT ADMINISTRATION

H.1 Invoice Submission

Invoices must be submitted electronically through The District Integrated Financial System (DIFS) Supplier Portal. Successful applicants are required to register and submit invoices using the following link https://cfo.dc.gov/supplier_portal. Upon receipt of a complete invoice package, funds will be disbursed according to terms of the grant agreement.

H.2 Reporting

Successful applicants shall be subject to reporting requirements and site visits as specified in the grant agreement to ensure compliance with the Program and the terms of the grant agreement.

H.3 Site Visits

The DMPED Grant Administrator or its designees may conduct site visits to assess project progress and verify the accuracy of reports submitted by the grantee. The grantee shall, at all times, grant DMPED representatives' full access to the project site.

H.4 Closeout

Within 30 days of project completion, the grantee must submit a final project report along with any additional documents requested by DMPED to verify project completion and the use of grant funds

SECTION I. AWARDS CONDITIONS AND LIMITATIONS

- I.1** Funding for this grant is contingent upon continued appropriations to DMPED. This RFA does not commit DMPED to make a grant award.
- I.2** 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 reserves the right to suspend, terminate, or rescind an RFA if it determines it is in DMPED or District's interest or in accordance with any applicable federal or local regulation or requirement.
- I.3** DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA. DMPED reserves the right to request additional information from any applicant.
- I.4** DMPED shall not be liable for any costs incurred by applicants in the preparation of applications in response to this RFA. Applicants agree that all costs incurred in developing the application for this grant Program are the applicant's sole responsibility.
- I.5** 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.
- I.6** DMPED may enter into negotiations with an applicant and adopt a modified funding amount or other revision of an applicant's proposal that may result from negotiations.

EXHIBIT A
INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

- A. **GENERAL REQUIREMENTS.** The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Manager (GA) 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, the GA.

If the Grantee 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.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Grantee shall provide evidence satisfactory to the GA 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 GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, 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 for each occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations aggregate, and \$1,000,000 personal and advertising injury aggregate limit.

The Commercial General Liability shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2010 0413 and CG2037 04 13 (or its equivalent) to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Any Annual Aggregate shall apply on a per location or per project basis
- e. Defense costs shall be in addition to and not erode the limits of liability

2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA 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 GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Defense costs shall be in addition to and not erode the limits of liability
- e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)
- f. Moving and Storage Companies shall be required to provide evidence of BMC91 or BMC91X filing

For Grantees providing transportation:

Grantees providing transportation must additionally comply with the following:

- a. Operators holding a restricted WMATC Certificate of Authority must have a single limit of \$1.5 million in combined (bodily injury and physical damage) coverage, or
- b. Operators holding an unrestricted WMATC Certificate of Authority must have a single limit of \$5M in combined (bodily injury and physical damage) coverage.

In addition, both types of WMATC certificate holders must have in place the following Licensing Requirements as applicable:

- a. Commercial Driver's License (CDL) with the following endorsements:
 - i) P (Passenger): All drivers MUST have a P endorsement enabling them to transport passengers (16 or more).
 - ii) S (School Bus): All drivers operating school buses (flashing lights, swing arm w/stop sign) must also have an S endorsement. Please note that driver credentials for any vehicles that are converted school buses must have S.
- b. Valid (unexpired) US Department of Transportation Medical Examiner Certification ("Medical Card").

For Grantees using District Government-Owned Vehicles:

Agencies that provide Grantees with District Government-owned or leased motor vehicles are responsible for ensuring that such vehicles are used only for the performance under this Grant. Grantee and its subcontractors are prohibited from using such vehicles for home-

to-work transportation unless specifically provided for under the terms of the Grant and approved in writing by the GA or otherwise provided by law. Grantee shall obtain automobile liability insurance with a minimum combined single limit of \$1,000,000 to cover bodily injury and property damage to protect the Grantee and the District Government against third-party claims arising from the use of District Government-owned vehicles. The Commercial Auto Liability Policy shall be endorsed to include:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds; and
- c. A waiver of subrogation in favor of The Government of the District of Columbia.

In the event of loss, destruction, or damage to any government-owned vehicles used in the performance of contract, Grantee shall be liable for full cost of repair or replacement of lost, destroyed, or damaged vehicle.

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

Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the GA 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.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a. Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b. Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
- c. Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.

- 4. Crime Insurance (3rd Party Indemnity) - The Grantee shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractors, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit per occurrence as per the following grid:

Grant Amount	Crime limit
\$1 - \$50,000	n/a
\$50,001 - \$100,000	\$20,000
Above \$100,001	\$50,000

5. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$1,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Grantee on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

C. **SUBCONTRACTOR INSURANCE REQUIREMENTS**

Any and all subcontractors engaged by Grantee for work under this Grant shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements for the subcontractor than the ones outlined in the Grant, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor to the GA. The GA will promptly provide in writing to the Grantee with a decision regarding the insurance requirements applicable to the subcontractor. When requested by the GA, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. **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.

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

- F. **LIABILITY.** These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this Grant.

G. **CONTRACTOR’S PROPERTY.** Grantee 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 Government of the District of Columbia.

Evidence of insurance shall be submitted to:

Dr. Jacque McDonald
Director of Contracts, Procurement, and Grants | Agency Chief Contracting Officer
Office of the Deputy Mayor for Planning and Economic Development
Attention: Contracts, Procurement and Grants (Certificates of Insurance)
Email: dmped.grants@dc.gov