



**FY 2022 Great Streets Small Business Assessment
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, August 12, 2022

RFA ID #: DMPED – FY22- GSRsBA

Submission Deadline: Tuesday, August 23, 2022 at 7:00 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 GrantVantage 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) 7276365
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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APPENDICES

- Appendix A-Arrest and Conviction Statement
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ATTACHMENTS

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I. SCOPE

The Deputy Mayor for Planning and Economic Development (DMPED) invites the submission of proposals for the Great Streets Retail Small Business Assessment. DMPED will award up to a maximum of \$300,000.00 to a qualified consultant to assess the Great Streets program's geographic boundaries and program parameters using quantitative and qualitative evidence and produce a report explaining the findings and recommendations to improve program efficacy.

II. BACKGROUND

The economic impact of the COVID-19 pandemic continues to affect retailers nationwide. The small business community is faced with a multitude of short-term challenges around health and safety, supply chain, labor force, cash flow, construction, consumer demand and marketing. In order to ensure a future where businesses not only survive, but thrive, it is critical to anticipate what a post-pandemic world will look like, and then begin to transform to better match this new reality.

The Consultant shall examine the Great Streets program within the context of the new retail landscape and corridor development. The assessment will seek to identify opportunities and propose a set of recommendations to further enhance the goal of the program.

The assessment is designed around two central themes:

- I. Great Streets was designed to use public dollars to be a catalytic investor to spur private investment in emerging commercial corridors. How have the emerging commercial corridors changed? Are there new challenges for retail businesses in emerging commercial corridors?
- II. How does DMPED enhance the program to ensure alignment with the programmatic objectives? Assess and make recommendations on the following:
 - a. Eligibility criteria
 - b. Grant award amount
 - c. The period of performance
 - d. Use of funding
 - e. The retail priority area boundaries (Great Street Corridors)

Should the boundaries be changed to better align with the objectives of the program? For example:

- Should the corridors be expanded or reduced?
- Should the program add more corridors?

- Should any existing corridors be retired?
- Should there be criteria developed that warrant new boundaries, expansion of existing boundaries and or retiring boundaries? If so, what are the criteria and data used for the recommendations?

III. REQUIREMENTS

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

- The consultant should have extensive experience conducting research, collecting, and reporting data involving similar economic issues and producing economic reports specific to the impact of small businesses.
- The consultant should also have experience dealing within diverse communities. The consultant selected must have delivered similar studies/reports that speak to their capacity in the following areas:
 1. Capacity Assessment: Business experience in research, data collection, generating reports that focus on economic conditions within a contractual time frame.
 2. Formation of Plan: Business ability, strategy, and methodology to deliver product in a timely manner.
 3. Collection of Data and Methodology: Process, sources, and plan to collect data for the assessment.
 4. Formation of Report: Discuss how the report will be structured, planned, executed, and delivered.
 5. Finalize Findings and Report: Delivery of final report with citations, notes, and outcomes.
 6. The Consultant shall conceptualize, develop, print, and deliver a single printed and digital copy of the assessment that can be published on DMPED's website.
 7. The consultant shall attend a Planning Meeting within 7 days of award.
 8. At the Planning meeting the Consultant shall:
 - a) Identify a designated project manager as the point of contact in which DMPED will correspond with.
 - b) Produce a master workplan timeline outlining how each deliverable will be met.

The vendor shall submit the first draft of the Great Streets Retail Small Business Assessment to DMPED on Friday, September 30, 2022.

The vendor shall allow up to (3) iterations of edits with the expectation that DMPED will turn around the necessary feedback/ edits within three (3) business days. The vendor shall make all

corrections as requested by DMPED of the Draft Great Streets Retail Small Business Assessment and Submit the Final Draft of the Great Streets Retail Small Business Assessment on Friday, October 28, 2022

IV. REPORTING

1. Upon award, the Consultant shall participate in a kick-off meeting with the Great Streets Director.
2. The Consultant shall draft and submit electronically to the Great Streets Director a proposed plan for conducting the assessment no later than one (1) week after the kick-off meeting. The proposed assessment plan should include a proposed project timeline and key personnel assigned to each task.
3. The Consultant shall submit to the Great Streets Director a status report of the assessment and high-level findings on a weekly basis.
4. The Consultant shall provide a written report that presents a comprehensive analysis of the two themes described (see Background section) and recommendations for the Great Streets program to further enhance the program.
5. The report shall, at minimum, address:
 - Current patterns related to emerging retail corridors
 - Barriers to retail expansion in the District
 - Effectiveness of current program priorities; and
 - Factors or priorities that, if changed, could increase program participation

The Consultant shall submit a draft report with findings and recommendations to the Great Streets Director no later than Friday, September 30, 2022. The draft report shall be reviewed by the Great Streets Director and other internal stakeholders for concurrence and/or revisions. The Consultant shall submit the final report to the Great Streets Director, incorporating requested revisions from the Great Streets Director before Friday, October 21, 2022.

V. ELIGIBLE APPLICANTS

Eligible applicants include the following:

- For-profit entities (including, but not limited to partnerships, limited liability companies, and corporations), and art- and humanities-based, 501(c)(3) non-profit organizations duly organized in the District of Columbia.

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 Tuesday, August 23, 2022 at 7:00 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.

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

VII. MINIMUM REQUIREMENTS

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 agencies throughout the pre-award process and the grant's period of performance. Arts organizations applying for grants must also hold a business license.

VIII. 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;
- 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.

B. Independent Review Panel

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

C. Final Review Based on the 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 Great Streets Director 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.**

IX. SCORING CRITERIA

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.
- Applicants will be scored on the following:
 - Experience conducting research, collecting, and reporting data involving similar economic issues and producing economic reports specific to the impact of small businesses in print ready reports and documents for the public to read or download. (45 points)
 - Experience providing similar services to a government agency and/or nonprofit organization. (25 points)
 - A project summary that describes and fully explains the project being proposed that will address the themes and programmatic objectives of the assessment. (20 points)
 - A proposed budget itemized with detailed description which enables application reviewers to determine if the cost is allowable, allocable, and reasonable. (10 points)

X. ANTICIPATED ANNOUNCEMENTS & AWARD NOTIFICATION

Anticipated time for processing applications is thirty (30) 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 XVII.
2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursement via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved awardee 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.

XI. AMOUNT OF AWARD

Up to \$300,000 may be awarded to a grantee¹ . **Grants funds are considered taxable income for any applicant which pays income taxes.**

XII. TERMS & 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.

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.

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 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.

XIII. POINT OF CONTACT

DMPED Grants Team Phone: (202) 727-6365 Email: dmped.grants@dc.gov

XIV. TOTAL ALLOCATION OF GRANTS

The total allocation for the grant is up to \$300,000.00.

¹ The disbursement schedule will be outlined in the executed grant agreement

XV. GRANT DISBURSEMENT

DMPED expects to award one grant under this program. Maximum grant award per applicant is up to \$300,000.00.

The period of performance for this grant will be from Thursday, September 1, 2022 (or the date of grant execution if that date is later than September 1st) and shall remain in effect through Friday, December 30, 2022. The District's period of agreement and financial obligation for the grant will be from the date of execution through Friday, December 30, 2022.

Grant funding will be disbursed to the grantee based on award amount in 2 tranches following execution of a grant agreement. The grant award will be disbursed in 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.

XVI. 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.

XVII. CERTIFICATIONS & ASSURANCES

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.

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.