



**FY20 Great Streets Small Business Resiliency Administration Grant  
REQUEST FOR APPLICATIONS (RFA)**

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**Release Date of RFA:** Friday, August 14, 2020

**RFA ID #:** DMPED – FY20 GSRESADM

**Submission Deadline:** Thursday, August 20, 2020 at 12:00 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](http://dmped.dc.gov).

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

**Availability:** Download the application from the following websites:

- Office of Partnership and Grants - [opgs.dc.gov](http://opgs.dc.gov)
- Office of the Deputy Mayor for Planning and Economic Development - [dmped.dc.gov](http://dmped.dc.gov)
- Great Streets - [greatstreets.dc.gov](http://greatstreets.dc.gov)

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

## 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 – Certification by the DC Department of Consumer and Regulatory Affairs (DCRA) to do business in the District of Columbia
- 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 DCRA (current within the last 6 months)
- Attachment I – Audited Financial statements and reports for the last two years
- Attachment J – Copy of Basic Business License
- Attachment K – Conflict of Interest Policy and Statements

**Checklist for Applications: FY20 Great Streets Small Business Resiliency Administration Grant**

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 Romans type.

- The application is submitted electronically to DMPED through Blackbaud.
- The application includes only the requested information below:
  - Cover page with the Contact Information for the RFA Applicant
    - Name of Organization
    - Key Contact
    - Mailing Address
    - Telephone
    - Email
- Narrative on the FY20 Great Streets Small Business Resiliency Administration Grant Fund Management and Capacity, Fund Management Experience, and Applicant’s Financial Viability
  - Applicant Introduction
  - Experience serving local and neighborhood-based small businesses in the District of Columbia
  - FY20 Great Streets Small Business Resiliency Administration Grant fund management and capacity, including:
    - Best practices, policies, procedures, technological resources or systems, and timelines for fund administration, application review, funding.
    - Proposed fund management performance measures and outcomes
  - Fund Management Experience
  - Financial Viability
  - List of at least three references from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
  - List of all prime contractors and subcontractors that their organization does business with related to the service in this RFA
- 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
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## I. Introduction

The Government of the District of Columbia (District), through the Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified United States Department of Treasury certified Community Development Financial Institutions (CDFIs) and/or nonprofit Community Based Organizations (CBOs) to provide grant administration for the FY20 Great Streets Small Business Resiliency Grant (Resiliency Fund). Such administration shall include application development and review, provision of subgrants to eligible small businesses, funds disbursement, and grant management.

### A. Program Priorities

1. The Great Streets program grows the District of Columbia's local small business economy and bolsters neighborhoods with inadequate access to retail opportunities. The Administration seeks to invest in thirteen (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 which:
  - a. Activate or stabilize the commercial corridor through its physical presence;
  - b. Maintain and/or create new jobs, especially for District of Columbia residents;
  - c. Visually impact the corridor via façade improvements; and
  - d. Improve the customer experience via interior remodeling or e-commerce systems.

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), the Resiliency Fund would offer grants to CDFIs and/or CBOs nonprofit organizations to develop and implement the Great Streets Small Business Resiliency Grant and award up to \$12,000 each (pending funding availability) to small, local businesses located in a Great Streets corridor to help continue operations and recover from the COVID-19 Emergency, assist with small business retention and attraction programs, mitigate blight and vacant property growth, and support the pivoting of business operations into the digital market, and layoff aversion.

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 reserves the right to 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 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. DMPED will award up to \$2,200,000.00 in grant funds to support the application process and disbursement of grant funds to successful applicants of the Resiliency Fund.

## **III. 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
- North Capitol Street NW/NE
- Pennsylvania Avenue SE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

## **IV. 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 Blackbaud on or before August 20, 2020 at 12:00 p.m. (DST). 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](mailto:dmped.grants@dc.gov) , **no later than 5:00 p.m. (DST) on Tuesday, August 18, 2020**. A list of questions and answers will be posted on the DMPED website by 12:00 p.m. on Wednesday, August 19, 2020. 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 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 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 applicants must provide a list of at least three references from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
- All applicants must provide a list of all prime contractors and subcontractors that their organization does business with related to the service in this RFA.

## **V. Eligible Applicants**

Eligible applicants include for-profit corporations, or a non-profit/tax-exempt corporation as designated by the Internal Revenue Service. Applicant must have as a primary focus of its activities the provision of financial services for small businesses in the District of Columbia, including:

- Track record and volume of small business lending and/or grants
- Performance under previous program grants
- Institutional capacity

## **VI. Applicant Qualifications**

- Applicant must have its office headquartered in the District of Columbia.
- Applicant must have a primary focus and significant history of activities for the provision of financial services for small businesses in the District.
- Applicant should be able to demonstrate how they created and/or managed successful public-private funds in the District of Columbia and/or other jurisdictions.
- Applicant should demonstrate a strong record of success in deploying capital prescribed guidelines and time parameters.
- Applicant must be ready to proceed immediately with the implementation of the Resiliency Fund.
- Applicant should demonstrate that they have the staff, resources, and systems available to plan, market, and manage all back-office responsibilities, including developing and administering the application process, application review, provision of subgrants to eligible small businesses, and funds disbursement.
- Applicant should demonstrate that its Board or other governing body has the skills and/or experience related community development, small business development, 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,

## **VII. Scope of Professional Services Required**

## **A. Introduction**

DMPED would like to establish a grant fund to meet the existing and future COVID-19 related needs for the District of Columbia's small businesses located in Great Streets corridors and serve as an economic intervention and stabilization effort.

The Resiliency Fund encourages existing neighborhood-based retail-oriented businesses which seek capital to aid with business model restructuring, business continuity plan and infrastructure development (e.g., e-commerce platform procurement), related COVID-19 marketing expenses, purchase of personal protective equipment (PPE), and/or disinfection products for the business.

There should be no expectation that funds will be available from the District in the future to replenish the grant fund and all grant fund assets will remain the property of District of Columbia.

## **B. Program Information**

Resiliency Fund offers grants up to \$12,000.00 to small business sub-grantees located in a designated Great Streets corridor to support operations and recover from the COVID-19 Emergency, the pivoting of business operations into the digital market, and layoff aversion. The selected applicant would directly handle outreach, collection and review of applications, funds distribution, and back office operations.

## **C. Projected Outcomes**

Performance Measures that will be used to capture information related to program success include:

- Number of applications approved
- Average application approval timeframe
- Number of grants made to brick-and-mortar small businesses located in a designated Great Street corridor;
- Average grant fund deployment time frame
- Total amount of grant funds accessed

## **D. Agency Experience and Qualifications**

The successful applicant will:

- Have a high-level understanding and expertise in governing these types of small business-related support funds, and a detailed knowledge of best practices, policies, and procedures for fund administration, application review, and funding.
- An existing infrastructure, including staff capacity, existing policies and procedures, and software and systems, necessary to administer this program.



- Have two or more years of experience administering either a small business grant and/or revolving loan program,
- Preferably be a qualified United States Department of Treasury certified CDFI.

#### **E. Key Areas of Responsibility**

The applicant will be responsible for the following:

- Create and manage the Resiliency Fund program
- Screen prospective small business applicants in accordance with the criteria established by DMPED
- Administer grant disbursements
- Market the program throughout the District of Columbia

#### **VIII. 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 Thursday, August 20, 2020 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. 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**

##### **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 (see requirements in Section XVI);
- 3) The project synopsis/description fails to address the program priorities; and,
- 4) The application does not fall within the scope this RFA.

## B. Independent Review Panel

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

## C. 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 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.**

## X. External Reviewer

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

## XI. Scoring Criteria

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

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.

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.

### **Fund Management and Capacity (40%)**

- Provide a narrative summary of how the Resiliency Fund will be structured and how it will manage to meet the goals articulated by DMPED and the Great Streets Initiative. Include 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, including timing, for the application system set-up, application review, communications regarding the Resiliency Fund and notifications to small business subgrantees, and fund disbursement.
- Provide a narrative summary of the technological systems and resources that will be available and utilized for the application system, application review process,

communications to potential stakeholders and small business subgrantees, and funds disbursement.

### **Fund Management Experience (35%)**

- Describe any government and/or private small business grants or loan funds that you have managed nationally and 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 Resiliency Fund.

Include three names of individuals who can provide a recommendation regarding prior fund management.

### **Financial Viability (25%)**

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

## **XII. Anticipated Announcement and Award Notification**

Anticipated time for processing applications is five (5) to ten (10) days after date of application close. DMPED anticipates notification of awards on or before September 1, 2020.

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 **XVIII**.
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 Office of Human Rights.
4. Grant Agreement - Applicants will receive, and 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.

In order to remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 3 business days of the Response Letter. An applicant that cannot provide these materials **WITHIN 3 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

### **XIII. Amount of Award**

Up to \$2,200,000.00 may be awarded to a grantee. **Grants funds are considered taxable income for any applicant which pays income taxes.**

### **XIV. 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.

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.

## **XV. Point of Contact**

DMPED Grants Team  
Phone: (202) 727-7673  
Email: [dmped.grants@dc.gov](mailto:dmped.grants@dc.gov)

## **XVI. Required Appendices and Attachments**

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:

### **APPENDICES**

Appendix A – EEO Policy Commitment Package  
Appendix B – Debarment Affidavit  
Appendix C – Certificate of Insurance  
Appendix D – IRS W-9 Form  
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### **ATTACHMENTS**

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## **XVII. Grant Disbursement**

DMPED expects to award multiple grants under this program. Grant award sizes will vary by applicant. Maximum grant award per applicant is \$2,200,000.00

The period of performance of each grant will be from 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, 2020.

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

### **XVIII. 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.

### **XIX. Certifications and 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 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)**  
**Email: [dmped.grants@dc.gov](mailto: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.