



**FY 2018 Great Streets Small Business Grant
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, July 28, 2017

RFA ID #: DMPED – GSSBG - 572817

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

Submission Deadline: Friday, September 8, 2017 at 12:00 p.m. EST

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Adherence to the deadline is essential. 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 MicroEdge 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) 724-8111
E-mail: dmpedgrants@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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I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified small business owners who wish to improve their place of business. The purpose of the Great Streets Small Business Grant is to support existing small businesses, attract new businesses, increase the District's tax base, create new job opportunities for District residents, and transform designated emerging commercial corridors into thriving and inviting neighborhood centers.

DMPED invites the submission of applications by qualified businesses for Great Streets Retail Small Business Grants 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) and from the Economic Development Special Account pursuant to D.C. Official Code §2-1225.21.

II. Great Street Corridors (Retail Priority Areas):

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

- 7th Street NW
- 14th & U Streets NW (including Adams Morgan 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 NE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

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

III. Eligible Applicants

Eligible applicants are small retail and service-oriented businesses that meet the following requirements:

- Operate a business with a location that is on or within a Great Street Corridor;
- Operate a business that has not previously received Great Streets funding for the specified business property. For locations with multiple businesses occupying the specified business property (i.e. a business occupying and/or in the same suite), the maximum award is \$50,000 between the businesses; and
- Operate a business that has previously received Great Streets funding, but are applying for funding for a new, additional location. Previously-awarded businesses that are expanding existing operations and/or relocating to another location are not eligible. Businesses

cannot receive more than \$150,000 of aggregate funding from the Great Streets or H Street Grants Programs.

IV. Ineligible Applicants

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

- Adult entertainment
- Auto body repair
- Bank
- Bar, Tavern or Nightclub¹
- Construction/general contracting/architecture/design-build
- Cyber or online only
- Financial services
- Home-based
- Hotel
- Liquor store
- Phone store
- Professional services
- Real estate development/property management/realtor²
- Seasonal (partial year)

V. Eligible Funding Uses

Up to 100% of the applicant's funding request under this grant can be applied towards the following hard costs:

- Build-out of new or vacant space;
- Interior and exterior renovations, including façade improvements; and/or
- Purchase and installation of heavy equipment that is permanently attached to a wall, floor, or ceiling.

Up to 50% of the applicant's funding request under this grant can be applied towards the following soft costs:

- Point-of-sale and inventory management hardware and software;
- Marketing materials and services; and /or
- Purchase and installation of movable equipment and furniture.

VI. Information Sessions

A schedule of information and live web chat sessions hosted by DMPED is posted to the Great Streets website and is accessible via this link: <https://greatstreets.dc.gov/calendar/month>. Prospective applicants that have questions regarding this Request for Applications (RFA) are encouraged to attend one (1) of these sessions.

¹ Please note that the type of businesses ineligible are those holding an ABRA Licenses that do **not** require a food minimum (example: Tavern, Bar, or Nightclub). Exceptions are those businesses who maintain a community benefits agreement which includes a food minimum requirement.

² Professional services are defined as the following businesses: accountant, actuary, architect, dentist, engineer, evaluator, financial planner, lawyer, pharmacist, physician, registered nurse, and training/development providers

VII. Submission Guidelines

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

All electronic applications must be submitted no later than **Friday, September 8, 2017 at 12 Noon, EST**. All applications will be recorded upon receipt. Any applications received after the specified **Friday, September 8, 2017 at 12 Noon, EST** 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 on the MicroEdge 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.

VIII. Application Review

The application review process is as follows:

- Applications are initially pre-screened for completeness and compliance by DMPED's grant associates.
- Approved applications will be reviewed by an external independent review panel that will submit scoring, ranking and comments to DMPED.
- The Great Streets Director and DMPED leadership will submit recommendations to the Deputy Mayor for final approval after taking into consideration the external independent review panel's recommendations.

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, and the goal of achieving a balance as to communities served and the goals of the program, DMPED will make the final funding decision. The final funding decision cannot be contested.

IX. External Reviewer

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

X. Scoring Criteria

Applications will be evaluated based on the following criteria outlined below.

Project Summary (20%)
Business Experience (10%)
Financial Viability (20%)
Business Growth & Expansion (10%)
Corridor Impact/ CBE (30%)
Job Retention & Creation (10%)

XI. Application Award

DMPED will send a Response Letter to eligible applicants, during the 3rd week of October 2017, informing them of their status in the review process and requesting the following supplemental documentation.

1. First Source Agreement – Selected applicants are required to sign a First Source Agreement with the Department of Employment Services (DOES). Pursuant to Mayor’s Order 83-265, DC Law 5-93 and DC Law 14-24, as amended, one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents. Accordingly, potential grantees must enter into a First Source Employment Agreement with the DOES upon award of any grant proceeds. The First Source Agreement will require the grantee to: (i) use diligent efforts to hire and require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty one percent (51%) District of Columbia residents for all new jobs created by the Project, all in accordance with such First Source Employment Agreement and (ii) use diligent efforts to ensure that at least fifty one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the D.C. Apprenticeship Council. A First Source Agreement template can be found at www.does.dc.gov/node/161672.
2. Proof of Insurance – See Article **XVI**.
3. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranches³ 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.
4. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
5. 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.

XII. Amount of Award

Up to \$50,000 may be awarded to a grantee.

XIII. Terms and Conditions

Funding for this grant is contingent on 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

³ The disbursement schedule will be outlined in the executed grant agreement.

best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments 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 revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations 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 law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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

XIV. Point of Contact

DMPED Grants Team
Phone: (202) 724-8111
Email: dmpedgrants@dc.gov

XV. Total Allocation for Grants:

- \$4,612,822.20

XVI. Minimum Requirements

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

- Located within a Great Streets Corridor (for a listing of corridors, please refer to Section II of this RFA). Prospective applicants can verify their location eligibility by using the interactive mapping tool at greatstreets.dc.gov.
- Registered business in Good Standing with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue, the DDOES, and the federal Internal Revenue Service, and maintain their Good Standing status with the

aforementioned agencies throughout the pre-award process and the grant's period of performance.

- Retain site control of the business property either through fee simple ownership or an executed contract or lease with the property owner with a minimum unexpired term of at least two (2) years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project.
- Provide proof that the average annual revenue of the business (based on the last three (3) completed fiscal years), or the projected average annual revenue for the first three (3) years "in business," does not exceed \$1 million.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section X of this RFA).

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 \$50,000.

The period of agreement of each grant will be from the date of grant execution and shall remain in effect from date of execution to August 31, 2018. The District's period of performance and financial obligation for the grant will be from the date of execution through August 31, 2018.

Grant funding will be disbursed to the grantee based on award amount in tranches. The grant award will be disbursed at the time of grant execution in quarters, thirds, or halves provided expenditures are allowable expenses and grantee adheres to the disbursement process.

XVIII. Certifications and Assurances

Insurance Requirements - 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.

General Requirements - 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. The grantee shall provide the Contracting Officer with ten (10) business days prior written notice in the event of non-payment of premium.

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; 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 of the costs of insurance and bonds in the grant price.

Notification - The grantee shall immediately provide the Contracting Officer 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 Contracting Officer.

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
1015 Half Street SE, Suite 675, Washington, DC 20003

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.