

**REQUEST FOR APPLICATIONS (RFA)
RFA #EOM-DMPED-0513**

Grant Title:

**ST. ELIZABETHS EAST SUMMER PROGRAMING GRANT
(SEE-SP GRANT)**

Announcement Date:

May 6, 2013

RFA Release Date:

Monday, May 6, 2013

Closing Date:

Friday, May 17, 2013

By 3:00pm

Deliver to:

LaToyia Hampton
Grants Manager,
Office of the Deputy Mayor for
Planning and Economic Development
1100 4th Street, SW
Washington, DC 2011

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

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I. **GENERAL INFORMATION**

Program Purpose: The purpose of the SEE-SP Grant is to provide funding to a not-for-profit organization (or partnering not-for-profit organizations) and access to St. Elizabeths East to complete four to six summer events at the St. Elizabeths East campus geared towards local residents and visitors. Events must be held between July 1, 2013 and September 31, 2013 (**please note the revised program completion date*).

Available Funds: The Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) will award a single, one-time grant of a maximum of \$100,000. DMPED published the Notice of Funding Availability (“NOFA”) in the D.C. Register on April 22, 2013.

Eligible Applicants:

Eligible applicants

- Must be a nonprofit 501 (c) (3) organization or similar non profit
- Organization must be located within the District of Columbia
- Must have a minimum of five years prior arts, humanities, culture and educational programming
- Must have an emphasis on arts/humanities/culture/education in its mission statement.

General Program Requirements:

Access for Events

The selected Applicant will be provided access to hold the summer events on the St. Elizabeths East campus through a right-of-entry or license agreement with the District. The selected Applicant will be responsible for obtaining all permits required to hold the events on St. Elizabeths East and will be required to liability insurance covering the events.

Eligible Applicants

Eligible applicants are organizations with a demonstrated history of promoting activities in the Ward 8 area, including, but not limited to: (1) arts, humanities and culture programs, and (2) technology-focused educational programs. Special consideration will be given to organizations that that can demonstrate a successful history of engaging the Ward 8 community and have a successful track record of offering and operating programs for the Ward 8 community in partnership with non-profits in the eligible areas.

Eligible Uses

Grant funds may be utilized for the purposes of engaging the community in activities on the St. Elizabeths East campus and providing an opportunity for District and Ward 8 residents and visitors to participate in civic, humanities, and technology-focused educational components on St. Elizabeths East campus.

II. **SUBMISSION OF APPLICATIONS**

Application Identification

One (1) copy of the proposal is to be submitted in a 1 ½ in. to 2 in. Binder with a “Table of Contents” and Tabs. All applications must be mailed or delivered.

Application Submission Date and Time

Applications are due no later than 3:00pm. EST, on Friday, May 17, 2013. All applications will be dated and/or otherwise recorded upon receipt. **Applications received at or after 3:01 p.m., EST on Friday, May 17th will not be forwarded to the review panel.**

One (1) copy of the proposal **must be** delivered to the following location:

Office of the Deputy Mayor for Planning and Economic Development
1100 4th Street, SW
Suite 500
Washington, DC 20024
202.724.7648
Attn: LaToyia Hampton, Grants Manager

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 3:00 p.m. EST deadline on Friday, May 17, 2013 at the above location. **The Deputy Mayor’s Office of Planning and Economic Development will not accept applications delivered at or after 3:01 p.m.**

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

III. REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will review, score and rank each applicant’s proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process.

Scoring Criteria

Applicants’ proposal submissions will be objectively reviewed against the following specific scoring criteria:

***Criterion A: Proposed Summer Programming (Total 60%)**

Applicant should demonstrate how they will create summer programming on or in the area of the St. Elizabeths East campus. Applicant should describe in detail the proposal to engage the local community in activities on the St. Elizabeths East campus, provide an opportunity for District and Ward 8 residents and visitors to learn about history of St. Elizabeths East, engage the community in events that encompass civic, humanities, and technology-focused educational components. Applicant should include details about targeted areas or streets for the summer programming, how many people will be targeted, and how the programming will lead to engagement of the Ward 8 community.

***Criterion B: Prior Relevant Experience (Total 25%)**

Applicant should demonstrate prior performance and execution of the type of arts, humanities, culture, education activities or programs proposed in the application. Relevant experience can be demonstrated through such examples as previous programming related to arts, humanities, culture, education, a showing of events and programs that engage District and Ward 8 residents in the areas of arts, humanities, culture, education. Applicants should also indicate whether they are based in, or working in partnership with non-profits based in Ward 8, and how the proposal might leverage the organization’s existing resources (whether marketing at other programs, volunteers, etc.).

***Criterion C: Financial and Scheduling Viability (Total 15%)**

Applicant must demonstrate the current financial viability and solvency of their organization, ability to manage the grant and complete the summer programs as noted above between July 1, 2013 and September 31, 2013. Applicants should demonstrate this viability through the quality of their proposal, cash flow statements, or other financial data (i.e. audit, lines of credit, debt/equity, etc.). Consideration should also be given to any potentially negative credit or financial impacts.

Post Approval Requirements

Grant Agreement

Upon approval of an application by DMPED, an official Notice of Grant Award (NOGA) will be issued to the recipient business stating it has received a District Award. DMPED will issue a grant agreement to the applicant explaining the terms and conditions of the grant.

The grant agreement must be signed and returned within 10 days of the date of the grant agreement or the offer may be withdrawn.

Monthly Progress Reports

Approved applicants are responsible for completing and submitting Monthly Progress reports to DMPED by the 30th of each month during the term of the grant as outlined in the grant agreement. Timely reporting is a condition of the grant.

Reservations

- DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this Request for Application (RFA), or to rescind this Request for Applications.
- DMPED reserves the right to review and approve or disapprove of any applications or proposed use of funds.
- DMPED reserves the right to ongoing approval or disapproval of any design, construction, or rehabilitations after the execution of the grant agreement.
- DMPED issuance of the Grant is contingent on DMPED's receipt of continued funding authority. Absent such funding authority, DMPED shall have no obligations under this RFA or any other communications.
- DMPED's notification of award of the Grant is not a commitment to enter into provide the grant, enter into a grant agreement and DMPED reserves the right to amend the amount of the Grant any time prior to entering into a grant agreement. Until a grant agreement is signed, DMPED shall have no obligation to provide the Grant to Grantee.
- DMPED shall not be liable for any costs incurred in the preparation of an Applicant's applications in response to the RFA.
- DMPED reserves the right to conduct pre-award on-site visits to verify information submitted in an Applicants application and to determine if an Applicant's facilities are appropriate for the services intended.
- DMPED reserves the right to enter into negotiations with other Applicants and amend the funding awarded to any Applicant based upon those negotiations.
- 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 apply.

IV. **APPLICATION/ PROPOSAL FORMAT**

Applicants are required to follow the format below; each proposal must contain the following information:

- Applicant Profile (Cover Page)
- Table of Contents
- Business Profile
- Proposal Summary
- Project Information
- Project Financing and Schedule
- Required Supporting Documentation

Description of Proposal Sections:

The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals, objectives, and project design. It is also important that the budget demonstrate the level of effort required for the proposed services.

Applicant Profile (Cover Page)

Each application must include an applicant profile, which identifies the applicant, type of business and the amount of grant funds requested.

Profile should include the following:

- 1) Date
- 2) Name of Applicant Organization
- 3) Contact Person
- 4) Address
- 5) Telephone/Fax
- 6) Email Address/Webpage
- 7) Signature of Chief Executive Office/President/Director

Table of Contents

The Table of Contents should list major sections of the application with a quick-reference page index.

TAB – 1 Organization Profile

This tab should include the following information:

- 1) Description of Organization (including not for profit status and location)
- 2) Mission and History
- 3) History of working in the Ward 8 community

Organization must be located within the District of Columbia.

TAB – 2 Proposal Summary

This tab of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the primary project objectives that are discussed in depth in other sections of the application.

TAB – 3 Project Information

This tab should include the following information

1) Project Description and Projected Results:

This should include a description of the following:

- Projected use of grant funds
- Outcomes/benefits of the proposed arts/humanities/culture/education programming.
- Proposed steps to create, promote, and implement arts/humanities/culture/education programming
- Benefit and impact on the Ward 8 community and Ward 8 engagement strategy
- Visuals – if applicable

TAB – 4 Project Financing

The budget for this proposal shall contain detailed, itemized cost information pertaining to the grant amount. The detailed line item budget shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

This tab should include the following information:

- 1) Line Item Budget
- 2) Amount Requested from SEE-SP
- 3) Detailed Line item budget for SEE-SP

TAB – 5 Required Supporting Documentation

This tab should include the following required documents:

- 1) Principals of Applicants Business
- 2) Evidence of non-profit status
- 3) Most recent audited financial statements (quarterly financials for unaudited years (tax returns are acceptable)
- 4) Copy of a Valid Business License
- 5) Clean Hands Self Certification from the DC Department of Consumer and Regulatory Affairs (DCRA)
- 6) Tax Certification Affidavit (completely filled out and returned to us for processing)

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- 7) DC Corporate Registration from the DC Department of Consumer and Regulatory Affairs (if applicable)
- 8) Executed Statement of Certification

V. **LIST OF ATTACHMENTS**

- 1) Map of St. Elizabeths East and Available Event Space
- 2) Tax Certification Affidavit
- 3) Clean Hands Self Certification Application
- 4) W-9 Form
- 5) Statement of Certification

MAP OF ST. ELIZABETHS EAST AND AVAILABLE EVENT SPACE



STATEMENT OF CERTIFICATION

On behalf of _____, a _____ (LLC, corporation, etc.) (the “**Applicant**”), with a business address of _____ hereby swear and attest as follows, under the penalty of perjury:

- Applicant has, and will have if selected for the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements.
- All Applicant’s fiscal records are and will be kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
- Applicant is and will continue to be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers’ Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.
- Applicant has or will be able have administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail.
- Applicant is able or will be able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee.
- Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.
- Applicant has or will have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them.
- Applicant has or will have the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments.
- Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills

and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant’s performance to OPGS which shall collect such reports and make the same available on its intranet website.

- Applicant has a satisfactory record of integrity and business ethics.
- Applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them.
- Applicant is in compliance with the applicable District licensing and tax laws and regulations.
- Applicant complies and will continue to comply with provisions of the Drug-Free Workplace Act.
- Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- Applicant, on behalf of itself and its officers, partners, principals, members, associates, employees and agents, indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.
- Applicant, its officers, partners, principals, members, associates and key employees within the swear and attest that has conducted reasonable due diligence and it and its officers, partners, principals, members, associates and key employees, within the past 3 years, has (check one:)

_____ HAVE NOT BEEN or _____ HAVE BEEN

- been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or
- been the subject of legal proceedings arising directly from the provision of services by the organization If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

If the answer to the foregoing is yes, please provide explanation below:

- Applicant further represents and warrants the following to the District:

- The grant requested connection with this RFA has been developed and provided independently and without consultation, communication, or other interaction with any other competitor for the purpose of restricting competition related to this solicitation or otherwise.
- No person or entity employed by the District or otherwise involved in preparing this response to the RFA on behalf of the District: (i) has provided any information to the Development Team that was not also available to all entities responding to the RFA; (ii) is affiliated with or employed by the Development Team or has any financial interest in the Applicant; (iii) has provided any assistance to the Applicant in responding to the RFA; or (iv) will benefit financially if the Applicant is selected in response to the RFA.
- Applicant has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under the RFA or any other solicitation or other contract, and the Applicant has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Applicant has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers, or other person or firm representing the District, or to a member of the immediate family (that is, a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFA. As used herein, “anything of value” shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this solicitation, if any, or any other contract with the District), etc., which might tend to obligate a District employee to the Applicant, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.
- Applicant shall not, with respect to District personnel who are personally and substantially involved in any aspect of this RFA:
 - (a) Make an offer of employment; or
 - (b) Conduct any negotiations for employment; or
 - (c) Employ or enter into contracts of any sort.
- Applicant acknowledges and agrees that shall report to the District directly and without undue delay any information concerning conduct which may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or (b) any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of any government employee, officer or public official, any the Applicant’s employee, officer, agent, subcontractor, labor official, or other person for any purpose which may be related to the procurement of the RFA by the Applicant, or which may affect performance in response to the RFA in any way.

The person executing this Statement of Certification.

APPLICANT

Name:

Title:

Address:

Phone Number:

Email Address: