

**REQUEST FOR APPLICATIONS (RFA)  
RFA #EOM-DMPED-14528**

*Grant Title:*  
**ST ELIZABETHS EAST SUMMER PROGRAMING GRANT  
(SEE-SP GRANT)**

Announcement Date:  
**November 22, 2013**

RFA Release Date:  
**Friday, December 6, 2013**

Closing Date:  
**Wednesday, January 8, 2014  
By 12:00 pm**

**Deliver to:**  
LaToyia Hampton  
Grants Manager,  
Office of the Deputy Mayor for  
Planning and Economic Development  
1100 4<sup>th</sup> 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, 2014 and July 31, 2014.

**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 November 18, 2013. This grant is authorized by the *“Economic Development Special Account Revival Amendment Act of 2012,”* effective September 20, 2012 (D.C. Law 19-168; D.C. Official Code §2-1225.21).

### **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 demonstrated ability to engage corporate funds
- 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 retain liability insurance covering the events. Applicants will also be required to comply with all District policies and regulations for St Elizabeths East, including, if applicable, coordination with the District on-site operator for the Pavilion.

### **Eligible Applicants**

Eligible applicants are organizations with a demonstrated history of promoting activities in the District, 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 can demonstrate a successful history of engaging the Ward 8 community or have a successful track record of offering and operating programs for the Ward 8.

### **Insurance Requirements**

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. 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.

- A. GENERAL REQUIREMENTS. The awardee shall procure and maintain, during the entire period of performance under the Grant Agreement, the types of insurance specified below. The awardee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving 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, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The awardee shall require all of its subawardees to carry the same insurance required herein. The awardee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event 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 awardee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.
1. Commercial General Liability Insurance. The awardee 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 awardee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this grant.
  2. Automobile Liability Insurance. The awardee shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this 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 awardee shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

4. Employer's Liability Insurance. The awardee 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.
  5. Sexual/Physical Abuse & Molestation. \$1,000,000 per occurrence limits; \$2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.
  6. Umbrella or Excess Liability Insurance. For events open to the public, umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$3,000,000 per occurrence, including the District of Columbia as additional insured.
- B. DURATION. The awardee shall carry all required insurance until all grant work 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 this grant.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE AWARDEE'S LIABILITY UNDER THIS GRANT.
- D. AWARDEE'S PROPERTY. Awardee and subawardees 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.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The awardee shall include all of the costs of insurance and bonds in the grant price.
- F. NOTIFICATION. The awardee 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.
- G. CERTIFICATES OF INSURANCE. The awardee shall submit certificates of insurance giving evidence of the required coverage as specified in the Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Office of Contracts, Procurement and Grants  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning and Economic Development  
1100 4<sup>th</sup> Street SW, Suite E500

Washington, DC 20024

### **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 and to learn the concepts and services of the Innovation Hub.

### **Payment of Grant Funds**

It is anticipated that the grant funds will be advanced to the selected grantee in the following increments; 1) thirty percent (30%), 2) thirty percent (30%), 3) thirty percent (30%) and 4) ten percent (10%). The first advance will be within ten (10) days of the acceptance of the award. The second advance will be provided upon (a) submission and approval of a program and budget for the event and (b) production of all insurance certificates. The third advance will be provided upon the successful execution of the event(s). The fourth and final advance will be paid upon the District's issuance of the final close out report. Subsequent to the initial advance, all funds will be subject to the District's confirmation that the funds previously advanced were used for allowable costs and expenses, as defined in the grant agreement.

Awardees are required to maintain all receipts and invoices relating to the grant award. DMPED reserves the right to disallow costs that are deemed ineligible under the program (as defined in the Grant Agreement), and may withdraw any remaining awarded funds at any time or decline to make further advance payments.

Copies of canceled checks (front and back) must be submitted with all proof of expenditures. Proof of expenditures may be provided in the form of paid vendor invoices, purchase orders, itemized register receipts, or other evidence of expenses. Cash receipts and money orders are not considered proper documentation for reimbursement.

***All expenditures will be approved by the DMPED Grants Administrator. All expenditures must be allowable under the Program. All costs must be necessary and reasonable.***

Approved payment requests will be processed within 30 to 45 business days. Failure to follow the above rules and regulations will result in a delay in the reimbursement process.

## 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 12:00pm. EST, on Wednesday, January 8, 2014. All applications will be dated and/or otherwise recorded upon receipt. **Applications received at or after 12:01 p.m., EST on Wednesday, January 8<sup>th</sup>, 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 4<sup>th</sup> 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 12:00 p.m. EST deadline on Wednesday, January 8, 2014 at the above location. **The Deputy Mayor’s Office of Planning and Economic Development will not accept applications delivered at or after 12:01 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, and expose the visitors to the benefits and programs of the St Elizabeth East campus. 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/or Ward 8 residents in the areas of arts, humanities, culture, and education. Applicants should also indicate whether they are based in, or working in partnership with non-profits based in Ward 8, or have experience in working and/or hosting events in Ward 8 and how the proposal might leverage the organization's existing resources (whether marketing at other programs, volunteers, etc.) including demonstrating tangible experience developing corporate support for its programs.

##### **\*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, 2014 and July 31, 2014. 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 30<sup>th</sup> 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 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)

- 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 of 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.

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- 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:

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- 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

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Name:

Title:

Address:

Phone Number:

Email Address: