

REQUEST FOR APPLICATIONS

DC Business Certifications Program: Living Wage



The Department of Small and Local Business Development (DSLBD) is excited to announce that we are soliciting applications for the **DC Business Certifications Program: Living Wage**. DSLBD intends to award up to \$125,000 in available funding to an eligible DC-based non-profit, with the possibility of renewal of a portion of the funding for up to an additional two years.

1. Objectives

The grant is to administer the Living Wage Certification Program, as outlined in DC Code §2-218.15, to certify employers that apply and meet the criteria of the law. In this baseline year the administrator will establish a framework and systems in partnership with the Department, to include combining the list of employers with the Made in DC program, DC Code § 2-1208.31-6. DSLBD seeks a grantee administrator that will work to build a broad, inclusive, and innovative framework for incentivizing employers to certify as DC living wage employers.

How to use this Request for Applications to guide your application process.

The Request for Applications (RFA) is a guidance tool for applicants to understand requirements, restrictions, eligibility, and how to complete the application. It outlines the following important items:

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| 1. Objectives. | DSLBD's objective of the grant and number of awards (above) |
| 2. Application. | Link to the online application |
| 3. Checklists. | Application checklist and key dates (important!) |
| 4. Eligibility. | Full eligibility requirements and required documentation |
| 5. Restrictions. | Funding restrictions and allowable uses |
| 6. Proposal. | The application questions for the grant narrative |
| 7. Selection. | Application review process |
| 8. Award Info. | Pre-award and post-award requirements |
| 9. Legalities. | DSLBD's legal authority and reservations |

Questions?

DSLBD will hold at least one information session in January 2019. All details for the information session (date, time, location) will be posted here when available: <http://bit.ly/DSLBDeventbrite>.

Additional questions may be sent to Kate Mereand or Virginia-Marie Roure at Katherine.Mereand-Sinha@dc.gov and Virginia-Marie.Roure@dc.gov. *All questions asked outside of the information sessions must be submitted in writing.*

2. Online Application

Apply at <http://bit.ly/LWGrant2019>. Only applications submitted through the online system will be accepted and scored. Applications are due February 15, 2019, by 2 p.m. **No exceptions.**

3. Application Checklist & Key Dates

This checklist covers the required items highlighted throughout the remainder for the RFA for quick reference.

Application Elements	
Eligibility	
<input type="checkbox"/>	Federal Employment Identification Number (FEIN)
<input type="checkbox"/>	Current with DC Taxes, able to obtain "Clean Hands" Certificate
<input type="checkbox"/>	DC-based non-profit
<input type="checkbox"/>	Copy of DC Business license or license number
<input type="checkbox"/>	Financial Statements, comprising audited financial statements or the following: <ul style="list-style-type: none"> <input type="checkbox"/> Organizational Budget for current fiscal year <input type="checkbox"/> Balance Sheet dated after January 23, 2018. <input type="checkbox"/> IRS filings and correspondence for three (3) years before the date of the grant application, (2017, 2016 and 2015).
Narrative	
<input type="checkbox"/>	Proposal Outlining Administration Proposal and Project Budget
<i>Additional documentation will be required for selected award recipients.</i>	

Key Dates

Key dates related to the grant application, selection, award, and close out process are listed below.

Activity	Date	Time
Grant funds can be allocated to costs during the Period of Performance	October 1, 2018 to September 30, 2019	
Application Information Sessions	At least one, date and time TBD in January 2019	10-12 am
Pre-Review Deadline	February 8, 2019	2 pm
Application Deadline	February 15, 2019	2 pm (no exceptions)

Award Notification Date	March 1, 2019	
Grant Agreement Anticipated Date	March 15, 2019	
Funding Disbursement Schedule	Variable	
Last date to incur costs	September 30, 2019	

4. Eligibility of Applicants

Eligibility requirements cover who may apply, how applicants can demonstrate eligibility with appropriate documentation. Eligible applicants are businesses or forming businesses in DC Wards 7 or 8, majority owned by residents of Wards 7 & 8. There are several required document to demonstrate eligibility:

A. Federal Employment Identification Number (FEIN)

All applicants must have a FEIN number for the current or forming business and supply it with the application. Applicants can obtain an FEIN number from www.irs.gov.

B. Clean Hands

All applicants must be currently registered non-profits in the District and must have “Clean hands” with the DC Office of Tax and Revenue. DSLBD will check this internally for all registered and licensed businesses.

C. DC-Based Non-Profit

Applicants must be a DC-based non-profit and should provide corporate records to reflect this.

D. DC Business License

(1) DC Business License or (2) License Number Applicants can obtain a Business License from www.business.dc.gov.

E. Financials—Applicants must provide copies of financial statements for their organizations. Unaudited financial statements plus copies of federal tax filings can be accepted in place of audited statements.

Thus applicants must submit:

a) **Audited Financial Statements**

Submit certified financial statements, which have been reviewed and certified by an independent CPA. The statements must include the auditor's notes.

OR

b) **Unaudited Financial Documents and IRS Documents**

Applicants may submit the documents listed below instead of audited statements.

i) **Organizational Budget**

Budget (expenses and income) for organization's current fiscal year

ii) **Balance Sheet**

Current Balance Sheet, which is no more than one (1) year old

iii) **IRS filings and correspondence for three (3) years, if applicable**

IRS Filings and any correspondence for the last three (3) years before the date of the grant application, i.e. from years 2017, 2016 and 2015.

(1) If the organization was not in operation during these years, please submit a certification letter attesting that IRS filings are not available because the business was not in operation.

5. Restrictions on Allowable Use of Funds

Grant funds have several allowed uses and several restricted uses. Applicants will submit a business plan outlining the proposed use of funds which will be finally accepted or rejected by the agency in a final grant agreement following the award of the grant. All expenses will require appropriate documentation as outlined under Award Information.

A. Period of Performance

Successful applicants may apply the funds that meet the allowable uses for expenses incurred after October 1, 2018, and before September 30, 2019. This is the "Period of Performance" for the grants.

B. Allowed Uses

The funds can be used for the following program administration uses:

1. Staff time;
2. Logo development and physical logo collateral;
3. Public outreach and engagement;
4. Website and database development;
5. Application development;

6. Or, other uses proposed by the grantee and accepted by the Department

C. Disallowed Uses

The funds cannot be used for any of the following uses:

1. Financing existing debt, including payment of taxes owed;
2. Purchasing or leasing of office space or vehicles;
3. Expenses incurred before October 1, 2018, or after September 30, 2019;
4. Expenses which are reimbursed by a different grant from DC Government;
5. Or, personal use or other uses not related to the business identified in the grant

6. Business Plan Narrative

This section outlines the main narrative requirement for the grant.

All applicants must submit a program administration proposal that outlines the formation and implementation of the first year of the Living Wage Certification programs. Successful applicants will, demonstrate adherence to the requirements of the living wage certification law, DC Code §2-218.15, and demonstrate the applicants capacity and willingness to work closely with the Department to grow and foster the ecosystem of living wage and Made in DC businesses.

While there is no page limit, we recommend that the proposal not be above 30 pages. The proposal must include, but is not limited to:

A. Program Goals and Operating Structure (required)

Describe how the program will function and the goals that the administrator will seek to achieve through the program.

B. Period of Performance

Grantees should include a description of the period of time between October 31, 2018 and September 30, 2019, for which they are proposing to receive reimbursement under the grant.

C. Project Team and Experience (required)

Include names, a description of relevant experience, and contact information for each team member. Team members may be part of the organization or strategically connected. Optionally include resumes or other documentation about key team members.

D. Criteria Development

Project the milestones in developing program criteria and launching an active application and describe how the administrator will approach defining a living wage and living wage employer.

E. Inclusive Business, Employee, and Community Outreach

Please describe how the administrator proposes to engage in initial and ongoing broad,

inclusive, and innovative business, employee, and community outreach to grow the program and brand.

F. Logo Development

Describe the logo development process and/or proposed logo for the program.

G. Public List and Made in DC Integration

Describe the proposed public list of certified businesses and potential for integration of the list with the

H. Work Plan (required)

Describe the work plan for the grant in the first year, and briefly describe how this could transition into 1-2 future option years.

I. Budget (required)

Describe the level of funding, up to \$125,000, requested from the grant. Applicants may request any amount between \$50,000 and \$125,000. Detail the specific use of the funds, and provide financial projections of the overall business with and without the funding requested. If providing matching funds, outline the impact of proposed matching funds.

J. Optional Letters of Support

Applicants may submit up to 5 letters or support outlining other organizations support for their application.

K. Optional Images

Applicants may include relevant images as attachments.

L. Optional Resumes and Capability Statement

Applicants may submit a capabilities statement and resumes of key partners.

7. Selection Process

This section details the agencies process for accepting applications, selecting awardees, and notifying awardees.

A. Submission Date and Process

Register to apply online at <http://bit.ly/LWGrant2019>.. Only applications submitted through the online system will be accepted and scored. Applications are due February 15, 2019, by 2 p.m. No exceptions.

For applicants submitting by February 8, 2019, at 2 p.m., DSLBD will conduct a review by February 12 and notify applicants of any missing documentation. This check will not review for applicant eligibility. Applicants will then have until the final deadline to correct their application.

B. Application Acceptance or Rejection

Following the closing of the application deadline, DSLBD will not review applications that do not comply with the instructions in the RFA. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the

Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

C. Selection Criteria and Review Process

DSLBD will select grant recipients through a competitive application process. A review panel composed of DC Government employees will review eligible applications received by the submission deadline and score them against the below criteria with respective weight. Applicants, who best demonstrate that they are qualified to achieve the program objectives, will be awarded the grant(s). The DSLBD program team will review the panel reviewers' recommendations and the Director of DSLBD will make the final determination of grant awards.

The following criteria will be used to evaluate all applications.

- a. **Capacity and history of the applicant business** to complete the work proposed. Previous projects produced by the project team and the experience of team leaders will show that the applicant possesses the expertise to complete the grant successfully. (25 points)
- b. **Adherence to the requirements of the Living Wage Certification Program law** to fully and accurately launch and administer the program to meet requirements under §2-218.15 (20 points)
- c. **Strength of the proposal** to achieve the desired outcome. Thoroughly describes the implementation plan for the proposal. Include detailed timelines and budgets. Applicants should show that they have a sound methodology for achieving sustainability of the administered program. (25 points)
- d. **Creativity and Innovation in** using the grant to broadly and inclusively benefit the DC business community, consumers, and employees. (25 points)

D. Anticipated Announcement and Award Dates

Grant recipients will be notified by **March 1, 2019**. All other applicants will be notified of the decision no more than one week after the grant has been awarded. A grant agreement between DSLBD and the grantees will be executed by **March 15, 2019**.

8. Award Information

This section provides basic details for selected grantees for the grant making process. Selected awardees will need to sign a grant agreement with DSLBD. That grant agreement will require additional documentation and reporting, including but not limited to the information outlined below:

A. Award Notices and Pre-Award Documentation

DSLBD will notify successful applicants of its selection decision by email and send a Notice of Award to the selected grant recipient upon receipt of the following pre-award documents.

Below is a summary of key documentation needed IF a business or business idea is selected for a grant award. Additional information may be required as part of a final grant agreement. An awardee that cannot provide these and other requested materials by March 1, 2019 may be disqualified and DSLBD may award the grant to another applicant.

a. **Payment Forms**

Businesses licensed in DC will receive grant disbursements via an electronic transmission to their bank account designated for this grant. To establish this transfer if not already registered to receive payment from District Government, Grantees must complete, sign and return:

- i. An ACH Enrollment Form to receive electronic payment from DC government (<https://cfo.dc.gov/publication/ach-enrollment-form-0>)
- ii. A Master Supplier Form to receive payment from DC government (<https://ocp.dc.gov/publication/pass-master-supplier-form>)
 1. A DUNS number is required to complete the Master Supplier Information form. Refer to www.dandb.com in order to verify your DUNS number or to register. Note that registration for a new number may take up to thirty (30) days. It is recommended that you register with Dun & Bradstreet when you complete your application
- iii. An IRS W-9 form a completed and signed with a current date. The current W-9 form is available at <http://www.irs.gov/Forms-&-Pubs>. Outdated W-9 forms will not be accepted.

b. **Proof of Insurance**

Grantees must demonstrate that they have **insurance and indemnify DC government throughout the grant period of performance of October 1, 2018 through September 30, 2018**, or a shorter period as proposed by the grantee by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below, if applicable. DSLBD may require the following depending on the details of proposed work by the Grantee:

- i. General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization;
- ii. Workers Compensation Insurance in the name of the applicant business or a signed statement that the business does not have employees; and
- iii. Auto Insurance for any vehicles used to implement the Program, in the name of the Applicant Business or, a signed statement that the business will not be using a vehicle for business purposes during the period of performance.

c. **Additional Documentation**

DSLBD may require a Statement of Certification, Statement of Criminality, agreement to restrict subcontracting to District-Based Certified Business Enterprises, and agreement to provide Language Access, or similar documentation. Applicants may submit questions on these possible requirements throughout the application period.

B. Post-Award Documentation

Reporting requirements will be included in the final grant agreement, including by not limited to the following.

a. Expense Documentation

Grantees must document all expenses in writing and incur them between October 1, 2018, and September 30, 2019, or the proposed period of performance if a shorter period. Allowable documentation includes, but is not be limited to: receipts; paid invoices for goods, services, direct and indirect non-personnel costs; paid invoices for contract employees; approved time distribution sheets for employees; and, certified payroll reports for employees.

b. Reporting

Grantees will required to prepare a final report by November 10, 2019, which tracks information similar to the following:

- i. Project narrative describing the impact of the grant on business development and challenges the business encountered during the period of performance.
- ii. Expense reports that include justification documentation (receipts) *for all expenses*.

C. Payment

Terms of payment disbursement shall be determined after applicants are selected, and may include direct payment to other DC Government agencies for expenses such as licensing. DC Government pays all invoices within thirty (30) days of receipt of invoice. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account identified grant funds.

9. Reservations and Legal Authority

This section includes DSLBD's authorization to make these grant awards and reservations that DSLBD makes in releasing this RFA.

A. Authorization

The authorizing legislation is the Living Wage Certification Program, DC Code § 2–218.15. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

B. Application Acceptance

Applications must be made through the online portal. DSLBD will not accept applications submitted via hand delivery, email, mail or courier service. DSLBD will not review late submissions or incomplete applications.

C. Costs

The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

D. Notice of Funding Availability

DSLBD will publish the Notice of Funding Availability (NOFA) in the DC Register and the OPGS Funding Alert. The NOFA will also be available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.

E. Reservations

Funding for any grant award is contingent on continued grantor funding. The publication of Request for Applications does not commit DSLBD to make any awards.

DSLBD reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments in the online application (see below). Applicants are responsible to review and adhere to any RFA addenda or amendments. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.

DSLBD may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DSLBD federal regulation or requirement.

DSLBD reserves the right to accept or deny any or all applications if DSLBD determines that it is in the best interest of the District to do so.

DSLBD shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.

DSLBD serve as their own reference in evaluating applications. Grant decisions will reflect applicants' performance in managing previous grants.

DSLBD may enter into negotiations with an awardee and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations.

In the event of a conflict between the terms and conditions of the grant application 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.