



**FY24 Emerging Neighborhood Grants Omnibus**  
**(Great Streets, Neighborhood Prosperity Fund, Locally Made)**

**AMENDED REQUEST FOR APPLICATIONS (RFA)**

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs and increasing tax revenue. DMPED pursues policies and programs that assist in meeting the focus areas listed in the District's Comeback Plan: (1) Thriving People; (2) Opportunity-rich Neighborhoods; and (3) Successful Businesses.

Through this Request for Application, DMPED is announcing the availability of approximately **\$7,000,000.00** in fiscal year 2024 (FY24) funding for its Emerging Neighborhood Grant Program, contingent upon the availability of FY24 appropriations. The FY24 Emerging Neighborhood Grant incorporates three separate solicitations: (1) FY24 Great Streets Retail, (2) FY24 Locally Made Manufacturing, and (3) FY24 Neighborhood Prosperity Fund Program.

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**FY24 Great Streets Retail (GSR)**

<b>Release Date of RFA:</b>	<b>Friday, January 26, 2024</b>
<b>RFA ID #:</b>	<b>DMPED –FY24 – GSR</b>
<b>Information Session:</b>	<b>In-person information session at DMPED's Retail Grant and Grow Expo on February 5, 2024.</b> <b>Virtual information session on February 13, 2024.</b> Please refer to <a href="https://dmped.dc.gov/service/grant-opportunities">https://dmped.dc.gov/service/grant-opportunities</a> for additional information.
<b>Submission Deadline:</b>	<b>Friday, March 29, 2024, at 5:00 PM (ET)</b>

**All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted.**

*Incomplete applications or those submitted after the deadline will not be accepted. Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should submit applications no later than **two hours** before the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application. If this occurs, DMPED will not receive the application submission. See the "Submission Guidelines" section of this RFA for more information.*

**Submission Details:**

Online submissions only. Please submit your complete application (including attachments) through the GrantVantage portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: [dmped.dc.gov](http://dmped.dc.gov). Please **click** here to start your application on the GrantVantage website

**Point of Contact:**

**DMPED Grants Team Phone: (202) 727-8111**

**E-mail: [dmped.grants@dc.gov](mailto:dmped.grants@dc.gov)**

**Availability:**

Download the application from the following websites:

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

**I. Introduction**

DMPED is soliciting grant applications from qualified small business owners who wish to improve their place of business or open a new retail business. The purpose of the Great Streets Retail 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, inviting, amenity-rich neighborhoods.

DMPED will award up to a maximum of **\$2,550,000.00** to grantees to be disbursed to successful applicants of the program.

The purpose of the Great Streets Initiative is to transform certain designated emerging commercial corridors into thriving, walkable, shoppable and inviting neighborhood experiences. The Great Streets Initiative does this by supporting existing businesses, attracting new businesses, increasing the District's tax base, and creating new job opportunities for residents through capital improvement grants.

The Great Streets Retail program has identified the following funding priorities:

1. The program encourages existing and new neighborhood-based retail-oriented businesses which seek access to capital to improve their place of business, open a new business, re-imaging their service approach by expanding services, and/or to fill a need in designated emerging corridor.
2. The program grows the District's local small business economy and bolster neighborhoods through increasing access to neighborhood-based retail amenities. DMPED seeks to invest in 13 retail priority areas, "Great Streets Corridors," with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards.
3. DMPED seeks to invest in small businesses which:
  - a. Activate or stabilize emerging neighborhoods through its physical presence.

- b. Maintain and/or create new jobs.
- c. Improve the customer experience via interior remodeling or e-commerce systems.
- d. Attract private investment in emerging neighborhoods.

Grants under the program will be made 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 “Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Official Code § 2-1217.73b). “Great Streets Neighborhood Retail Priority Area Amendment Act of 2021” effective December 24, 2013 (D.C. Law 20-61; D.C. Official Code § 1-328.11 et seq.), and Sec. 2012. Section 4 of the Retail Incentive Act of 2004, effective September 8, 2004 (D.C. Law 15-185; D.C. Official Code § 2-1217.73).

## **II. General Requirements**

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

- Licensed business in good standing with the DC Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Must maintain their good standing status with the aforementioned agencies throughout the pre-award process and the grant’s period of performance. Arts organizations applying for grants must also hold a business license.
- Retain site control of the business property either through one of the following: fully executed lease with minimum term of at least two (2) years., with notarized landlord affidavit, executed contract of sale to purchase property, copy of deed, copy of mortgage, option to purchase agreement or a fee simple ownership. A Letter of Intent (LOI) will not be accepted in lieu of a lease.
- Provide proof that the average annual revenue of the business (based on the last three (3) completed calendar years), or the projected average annual revenue for the first three (3) years “in business,” does not exceed \$2 million.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVI of this RFA).
- The applicant shall provide a statement regarding any debarments, suspensions, bankruptcies, or loan defaults on real estate or business development contracts of any of the teams’ entities.

### III. Eligible Applicants

A new or existing small business owner whose business has a ground floor brick and mortar location is either within, and/or plans to move to a **Great Street Corridor** or Ward 2 Expansion are eligible. See link to map and chart below: <https://opendata.dc.gov/apps/great-streets-lookup/explore>

#### List of Great Street Corridors:

7 <sup>th</sup> Streets/Georgia Avenue NW	North Capitol Street NW/NE
Connecticut Avenue NW	Pennsylvania Avenue SE
Georgia Avenue NW	Wisconsin Avenue NW
H Street-Bladensburg Road NE	Nannie Helen Burroughs Avenue NE
Minnesota/Benning Road NE	Rhode Island Avenue NE
Martin Luther King Jr. Avenue SE/South Capitol Street SE/SW	U Street/14 <sup>th</sup> Street NW (Adams Morgan/Columbia Heights/Mt. Pleasant)
New York Avenue NE	

All past recipients are eligible. Preference will be given to businesses never awarded or businesses expanding their existing operations.

For-profit entities (including, but not limited to partnerships, limited liability companies, and corporations), and art-and humanities-based<sup>1</sup>, 501(c)(3) non-profit organizations duly organized in the District of Columbia.

- Retail and service-oriented business owners whose location is situated in or within a Great Street Corridor boundary;
- Business owners sharing space (Award amount for multiple businesses co-located within same physical address location shall not exceed the \$85,000 threshold);
- Businesses that hold a Tavern license and permits issued by Alcohol Beverage and Cannabis Administration (ABCA) with the ability to prove via tax returns that a large portion of the revenue is not from alcohol sales; and
- Locally owned retail or service franchises are allowed. Franchises operated by companies that are publicly traded are not eligible.
- Businesses that can activate their space during expanded office hours or provide hybrid retail services are encouraged to apply.

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<sup>1</sup>Arts organizations applying for grants must also hold a business license.

## **VI. Ineligible Applicants (Businesses)**

- Adult entertainment
- Autobody Repair Home-based business
- Hotel or lodging
- Liquor Stores
- Seasonal businesses
- Bank
- Bar or nightclub\*
- Construction/general contracting
- Phone Stores
- Professional services
- Real estate development
- Property management/realtors
- Cannabis-based businesses
- Seasonal businesses
- E-commerce business
- Financial services

## **VII. Funding Uses**

### **Eligible Funding Uses:**

- Up to 100% of the 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 improvements; and,
  - Purchase and installation of heavy equipment that is permanently attached to a wall, floor, or ceiling. Up to 35% of the grant can be applied towards the following soft costs:
    - Point-of-sale and inventory management hardware and software
    - Marketing materials and services
    - Purchase and installation of movable equipment and furniture
    - E-commerce sales systems to support existing operations, including B2C5 and B2B6 retail and wholesale activities.
    - Public safety equipment

All businesses are required to enter the Private Security Camera Rebate Program, administered by the Office of Victim Services and Justice Grants (OVSJG). (<https://ovsjg.dc.gov/page/private-security-camera-rebateprogram>)

### **Ineligible Funding Uses:**

- Debts
- Expenses associated with preparing this application - (Ex. Technical Assistance Providers)
- Inventory
- Legal fees
- Payroll
- Rent

## **VIII. Grant Monitoring**

In its sole discretion, DMPED may use several methods to monitor the grant, including monthly reviews of progress, review of performance planning, engagement efforts, and data collection. At any point, the grant is subject to a performance, financial audits, and site visits.

## **IX. Submission Guidelines**

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF or Excel (.xls or .xlsx) format. Any other formats will deem the submission incomplete.

Applicants must submit a completed online application to DMPED via the GrantVantage portal <https://dmped.dc.gov/service/grant-opportunities> no later than the Submission Deadline. All applications

will be recorded upon receipt. Any applications received after the Submission Deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the Submission Deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

**DMPED is not responsible for malfunctions of the online platform.** DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues. In addition, please utilize read-only, non-modifiable format .PDF files only for any attachments to the application. Applicants must submit individual .PDF files only when attaching files to their application. DMPED will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. **Any attachments uploaded that are not .PDF files (unless otherwise requested) or are password protected files will not be read.** Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: grantandgrowexpo@dc.gov.

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- Examples of events that would NOT be considered ‘technical system errors’:
- Failure to follow funding opportunity instructions.
- Failure to follow application instructions.
- Local internet problem at the time of submission on deadline day.
- Unable to see final application “Submit” button.
- Forgot username or password credentials.
- Security locked out of system resulting from forgetting password – too many wrong attempts.
- Failure to notify the GrantVantage Support Desk (grantandgrowexpo@dc.gov) prior to 1- hour of Submission Deadline.
- Closing application during the submission process while the “Processing” indicator is still active.

## X. Scoring Criteria

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for DMPED to make a determination of merit of the Project proposal.

<p><b>Project Impact (30 points (pts))</b></p>	<p>Project overview (10pts)</p> <ul style="list-style-type: none"> <li>• Description of the proposed project</li> <li>• Explanation of specific work requirements from beginning to end including a concept of operations that clearly describes the</li> </ul>
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	<p>method, model upon which the project will meet outputs, outcomes, goals, and program objectives.</p> <p>Job Creation/Retention (10pts)</p> <ul style="list-style-type: none"> <li>Assess the potential for the project to create or retain jobs within the community (job creation chart)</li> </ul> <p>Economic Impact (10pts)</p> <ul style="list-style-type: none"> <li>Evaluate the overall economic impact of the project on the local economy (economic impact chart)</li> </ul>
<b>Project Feasibility and Timeline (10 pts)</b>	<p>Feasibility (5pts)</p> <ul style="list-style-type: none"> <li>Evaluate the likelihood of successful project completion.</li> </ul> <p>Realistic Timeline (5pts)</p> <ul style="list-style-type: none"> <li>Assess the proposed project timeline for reasonableness.</li> </ul>
<b>Financial Viability (20 pts)</b>	<p>Business Sustainability (10pts)</p> <ul style="list-style-type: none"> <li>Assess the business's financial stability and likelihood of success.</li> </ul> <p>Return on Investment (10pts)</p> <ul style="list-style-type: none"> <li>Evaluate the projected ROI for both the business and the local community (risk assessment)</li> </ul>
<b>Accessibility and Inclusivity (10 pts)</b>	<p>Accessibility (5 pts)</p> <ul style="list-style-type: none"> <li>Evaluate the project's accessibility for people with disabilities.</li> </ul> <p>Inclusivity (5pts)</p> <ul style="list-style-type: none"> <li>Consider how the project benefits a diverse range of community members.</li> <li>Enhancement of local amenities. Evaluate how the project contributes to the improvement of local amenities and public spaces.</li> </ul>
<b>Innovative and Creativity (15 pts)</b>	<p>Innovative Approach (10pts)</p> <ul style="list-style-type: none"> <li>Consider the uniqueness and creativity of the proposed improvements.</li> </ul> <p>Adaptability to Market Trends (5pts)</p> <ul style="list-style-type: none"> <li>Consider how the project benefits a diverse range of community members</li> </ul>
<b>Environmental Sustainability (10 pts)</b>	<p>Green Practices (5pts)</p> <ul style="list-style-type: none"> <li>Assess the incorporation of environmentally friendly practices.</li> </ul> <p>Energy Efficiency (5 pts)</p> <ul style="list-style-type: none"> <li>Evaluate efforts to enhance energy efficiency in the business.</li> </ul>



<b>Community Benefit (5 pts)</b>	Letters of support (5pts) <ul style="list-style-type: none"> <li>• Letter of support from the Advisory Neighborhood Commission (ANC) project is located or</li> <li>• Letter of support from a reputable community organization in the same area where the project is located</li> </ul>
<b>Total</b>	<b>100 pts</b>

## **XI. Application Review**

**Application Phases** - The application for the Great Streets Retail Grant will take place in three (3) phases.

### **Phase One: Prequalification Period**

During the prequalification period, applicants must successfully submit all the required Project information and prequalification documents listed in Section 2.1. of this RFA. Each application will receive an initial screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the live technical review phase.

An application will not be evaluated by the review panel if:

1. The Application is received after the Submission Deadline;
2. The Application package is not complete;
3. The Application fails to address the Program priorities
4. The Application does not fall within the scope of this RFA.
5. Pre-qualification documents are incomplete, expired or non-compliant. Prequalification's are as follows:
  - Licensed business in good standing with the Department of Licensing and Consumer Protection (DLCP) (formerly DCRA),
  - Clean hands with the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES),
  - Provide recent tax returns from the Internal Revenue Service (IRS).
  - Certificate of Good Standing with the Department of Licensing and Consumer Protection (DLCP)(formerly DCRA)
  - Tax Certification Affidavit from the Office of Tax and Revenue (OTR)
  - Evidence of Site Control (Lease, Letter of Intent, Proof Of Ownership)
  - Statement of Financial Position (Balance Sheet) for last three years (2023,2022, 2021)
  - Landlord Affidavit
  - Debarment Affidavit. Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the applicant teams' entities.
  - Arrest and Convictions Statement
  - Ethics and Accountability Statement
  - Statement of Certification
  - IRS Form W-9

- Certificate of Insurance. Provide proof of property and liability insurance compliant with the requirements set forth in Section 6.1 of this RFA
- Proof of Enrollment for a Unique Entity Identifier (UEI) via [www.sam.gov](http://www.sam.gov)
- Proof of Enrollment for a Dunn and Bradstreet Number via [www.dnb.com](http://www.dnb.com)

*Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.*

## **Phase Two Live Technical Review**

Applicants that are qualified in Phase 1 will receive written notice to present their Project proposals at an assigned date and time to a technical review committee comprising District government representatives. Presentations will be held virtually via a government sponsored virtual platform. Applicants will be provided with a template and risk assessment tool for their live technical review. The technical review panel may ask questions of the applicant during the presentation. The technical review panel will provide comments and a score for each application using the Scoring Criteria defined in Section 4.2 of this RFA and make a recommendation for award.

## **Phase Three Award and Compliance**

Based on the evaluation from the technical review panel, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the Program, DMPED will make the final funding decision. DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the review panel's recommendations. **The final funding decision cannot be contested or appealed.**

The DMPED Contracts, Procurement and Grants Unit will conduct a second compliance check of the pre-qualifications and request the following:

1. Proof of Insurance
2. Proof of Enrollment of Automated Clearing House (ACH) via the District Integrated Financial System (DIFS) – Selected awardees will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, selected awardees must fully complete and submit all required documents via the DIFS secure supplier portal. ([https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal))
3. Grant Agreement – Selected awardees are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's receipt of the applicable grant funds.
4. Assurance of Continued Truth and Accuracy – Prior to the award of grant funds, successful applicants shall notify DMPED of any changes that may have occurred to its organization since the time of submission of its original Application.
5. Department of Small and Local Business Development, Certified Business Enterprises Subcontracting Plan – If applicable, selected awardees will be required to execute a Certified Business Enterprise Utilization and Participation Agreement, by and between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged

Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, et seq.).

6. Department of Employment Services, First Source Agreement – If applicable, selected awardees will be required to execute a First Source Agreement between awardee and DOES, governing certain obligations of awardee pursuant to D.C. Official Code § 10-801(b)(7), the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor’s Order 83-265.
7. EDA Environmental Narrative and Application Certification: If applicable, for construction projects selected for award, awardees must complete an Environmental Narrative and Applicant Certification Clause using the EDA’s Environmental Narrative Template, which can be found at the bottom of: <https://www.eda.gov/funding/programs>, and must also provide electronic copies of any documents prepared to satisfy state environmental review requirements and any available phase I or phase II environmental site assessment reports.

## **XII. Anticipated Number of Awards:**

DMPED anticipates up to 35 awards ranging from \$25,000 up to \$85,000. Based on the external and/or internal review panel recommendations, the Mayor’s budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. DMPED will award up to **\$2,550,000.00** in total grants to be disbursed to successful applicants. The maximum request per application is \$85,000.00.

**Final Determination of Award:** Anticipated timing is 45 days after the date the RFA closes.

**Period of Performance:** Effective date of grant agreement through September 30, 2025.

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### **FY24 Locally Made Manufacturing (LMM)**

**Release Date of RFA:** Friday, January 26, 2024

**RFA ID #:** DMPED –FY24 – FY24LMM

**Information Session:** In-person information session at DMPED’s Retail Grant and Grow Expo on February 5, 2024. Virtual information session on February 13, 2024. Please refer to <https://dmped.dc.gov/service/grant-opportunities> for additional information.

**Submission Deadline:** Friday, March 29, 2024, at 5:00 PM (ET)

**All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted.**

Incomplete applications or those submitted after the deadline will not be accepted. Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should submit applications no later than **two hour** before the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application. If this occurs, DMPED will not receive the application submission. See the “Submission Guidelines” section of this RFA for more information.

**Submission Details:**

Online submissions only. Please submit your complete application (including attachments) through the GrantVantage portal <https://dmped.dc.gov/service/grant-opportunities> on the website for the Office of the Deputy Mayor for Planning and Economic Development: [dmped.dc.gov](https://dmped.dc.gov).

**Point of Contact:**

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**Availability:**

Download the application from the following websites:

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- Office of the Deputy Mayor for Planning and Economic Development - [dmped.dc.gov](https://dmped.dc.gov)

## **I. Introduction**

DMPED invites the submission of proposals for the Locally Made Manufacturing Grant Program (“Locally Made”) 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); “Great Streets Neighborhood Retail Priority Area Amendment Act of 2013” effective October 1, 2013 (D.C. Official Code § 2-1217.73b). DMPED will award up to a maximum of **\$1,450,000.00** to grantees under this program.

DMPED recognizes manufacturing supply chains have become more complicated due to multiple suppliers, challenging international trade and import and export regulations, and the rapid acceleration of e-commerce demands and absorption, inflationary pressure, and the lingering impacts of the COVID-19 global pandemic and public health emergency. Supply chains continue to remain distressed and, in some cases, disrupted. There is an elevated need to manufacture and procure consumer goods locally.

At the current vacancy rates, the majority of the properties available for purchase or lease to small industrial firms are either in need of significant renovation, inaccessible, and/or functionally obsolete or, in the instance of desirable space, priced beyond what the market can support. This lack of available, cost-effective, appropriately sized space is forcing local industrial and manufacturing firms and/or similarly sized attraction prospects to consider locating or expanding elsewhere. It is the intention of DC Locally Made to incentivize the development of single-tenant buildings that can accommodate small manufacturing concerns or a multi-tenant building that can provide accommodations for manufacturers,

post-incubator and/or emerging growth companies engaged in consumer goods and/or some durable good production.

Locally Made incentivizes and bolsters the Great Streets initiative to grow the District's local small business economy and bolster neighborhoods with inadequate access to retail opportunities. The purpose of the Great Streets Initiative is to transform certain designated emerging commercial corridors into thriving, walkable, shoppable and inviting neighborhood experiences. DMPED invests in 13 retail priority areas, "Great Streets Corridors," with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards. The Great Streets Initiative does this by supporting existing businesses, attracting new businesses, increasing the District's tax base, and creating new job opportunities for District residents.

DMPED believes that the industrial sector can and will flourish in the District, increase employment opportunities for local residents, and offer light manufacturing opportunities that provide economic stability, mitigate blight, and add vibrancy to our designated Great Streets corridors.

The Locally Made grants will support qualified small businesses for the capital or tenant improvements of commercial property with a designated industrial use.

The Locally Made Grant program identified the following funding priorities:

1. The Great Streets program grows the District's local small business economy and bolsters neighborhoods with inadequate access to retail opportunities. DMPED seeks to invest in 13 retail priority areas, "Great Streets Corridors," with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards.

2. DMPED seeks to invest in small businesses which:

- a. Have core operations which align with small to medium light manufacturing of consumer goods<sup>2</sup> and/or consumer durables<sup>3</sup>.
- b. Currently operates or will operate within a designated Great Streets Corridor.
- c. Maintain and/or create new jobs, with a commitment to hire District residents.
- d. That serves or may serve a community anchor and impact the Great Streets corridor and community by its presence, and
- e. That can support existing retailers and the designated Great Streets corridor's economic vitality by attracting new consumers and/or visitors to the area.

The responsive proposal should provide a strategy whereby an entity or entities of Locally Made would promote development and/or improvement of a shell-building up to 60,000 square feet in the District. An eligible shell building project can include the redevelopment and/or improvements of an existing structure pending the building can be cost-effectively delivered for industrial use.

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<sup>2</sup>For the purposes of this RFA, "consumer goods" is defined as goods that are immediately consumed in one use or have a lifespan of less than three years (i.e., dry goods, processed foods, beverages, baby food, consumer electronics, frozen food, pharmaceuticals, biotechnology-based food and medicines, medical devices)

<sup>3</sup> For the purposes of this RFA, "durable goods" is defined as home appliances, consumer electronics, furniture, sports equipment, and children's toys.

## II. General Requirements

- Licensed business in good standing with the DC Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Must maintain their good standing status with the aforementioned agencies throughout the pre-award process and the grant's period of performance. Arts organizations applying for grants must also hold a business license.
- Retain site control of the business property either through one of the following: fully executed lease with minimum term of at least two (2) years., with notarized landlord affidavit, executed contract of sale to purchase property, copy of deed, copy of mortgage, letter of intent, the option to purchase agreement or a fee simple ownership. An LOI will be accepted in lieu of a lease.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVI of this RFA).
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<sup>4</sup>Arts organizations applying for grants must also hold a business license.

- Retail and service-oriented business owners whose location is situated in or within a Great Street Corridor boundary;
- Businesses that hold a Tavern license and permits issued by Alcohol Beverage and Cannabis Administration (ABCA) with the ability to prove via tax returns that a large portion of the revenue is not from alcohol sales; and
- Locally owned retail or service franchises are allowed.
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## **VI. Ineligible Applicants (Businesses)**

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### **Eligible Funding Uses:**

- Up to 100% of the 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 improvements; and,
  - Purchase and installation of heavy equipment that is permanently attached to a wall, floor, or ceiling. Up to 35% of the grant can be applied towards the following soft costs:
    - Point-of-sale and inventory management hardware and software
    - Marketing materials and services
    - Purchase and installation of movable equipment and furniture
    - E-commerce sales systems to support existing operations, including B2C and B2B retail and wholesale activities.
    - Public safety equipment

All businesses are required to enter the Private Security Camera Rebate Program, administered by the Office of Victim Services and Justice Grants (OVSJG). (<https://ovsjg.dc.gov/page/private-security-camera-rebateprogram>)

### **Ineligible Funding Uses:**

- Debts
- Expenses associated with preparing this application (Ex. Technical Assistance Providers)
- Inventory
- Legal fees
- Payroll
- Rent

### **VIII. Grant Monitoring**

In its sole discretion, DMPED may use several methods to monitor the grant, including monthly reviews of progress, review of performance planning, engagement efforts, and data collection. At any point, the grant is subject to a performance review, financial audit, and site visits.

### **IX. Submission Guidelines**

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF or Excel (.xls or .xlsx) format. Any other formats will deem the submission incomplete.

Applicants must submit a completed online application to DMPED via the GrantVantage portal no later than the Submission Deadline. All applications will be recorded upon receipt. Any applications received after the Submission Deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the Submission Deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

**DMPED is not responsible for malfunctions of the online platform.** DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues. In addition, please utilize read-only, non-modifiable format .PDF files only for any attachments to the application. Applicants must submit individual .PDF files only when attaching files to their application. DMPED will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. **Any attachments uploaded that are not .PDF files (unless otherwise requested) or are password protected files will not be read.** Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: [grantandgrowexpo@dc.gov](mailto:grantandgrowexpo@dc.gov).

Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: [grantandgrowexpo@dc.gov](mailto:grantandgrowexpo@dc.gov).

Examples of events that would NOT be considered ‘technical system errors’:

- Failure to follow funding opportunity instructions.
- Failure to follow application instructions.
- Local internet problem at the time of submission on deadline day.
- Unable to see final application “Submit” button.
- Forgot username or password credentials.
- Security locked out of system resulting from forgetting password – too many wrong attempts.



- Failure to notify the GrantVantage Support Desk (grantandgrowexpo@dc.gov) prior to 2-hour of Submission Deadline.
- Closing application during the submission process while the “Processing” indicator is still active.

## **X. Scoring Criteria**

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for DMPED to make a determination of merit of the Project proposal.

<b>Project Impact (30 points (pts))</b>	<p>Project overview (10pts)</p> <ul style="list-style-type: none"> <li>• Description of the proposed project</li> <li>• Explanation of specific work requirements from beginning to end including a concept of operations that clearly describes the process, method, model upon which the project will meet outputs, outcomes, goals, and program objectives.</li> </ul> <p>Job Creation/Retention (10pts)</p> <ul style="list-style-type: none"> <li>• Assess the potential for the project to create or retain jobs within the community (job creation chart)</li> </ul> <p>Economic Impact (10pts)</p> <ul style="list-style-type: none"> <li>• Evaluate the overall economic impact of the project on the local economy (economic impact chart)</li> </ul>
<b>Project Feasibility and Timeline (10 pts)</b>	<p>Feasibility (5pts)</p> <ul style="list-style-type: none"> <li>• Evaluate the likelihood of successful project completion.</li> </ul> <p>Realistic Timeline (5pts)</p> <ul style="list-style-type: none"> <li>• Assess the proposed project timeline for reasonableness.</li> </ul>
<b>Financial Viability (20 pts)</b>	<p>Business Sustainability (10pts)</p> <ul style="list-style-type: none"> <li>• Assess the business's financial stability and likelihood of success &amp; sources/uses.</li> </ul> <p>Return on Investment (10pts)</p> <ul style="list-style-type: none"> <li>• Evaluate the projected ROI for both the business and the local community (risk assessment)</li> </ul>

<b>Accessibility and Inclusivity (10 pts)</b>	Accessibility (5pts) <ul style="list-style-type: none"> <li>Evaluate the project's accessibility for people with disabilities.</li> </ul> Inclusivity (5pts) <ul style="list-style-type: none"> <li>Consider how the project benefits a diverse range of community members.</li> <li>Enhancement of local amenities. Evaluate how the project contributes to the improvement of local amenities and public spaces.</li> </ul>
<b>Innovative and Creativity (15 pts)</b>	Innovative Approach (10pts) <ul style="list-style-type: none"> <li>Consider the uniqueness and creativity of the proposed improvements.</li> </ul> Adaptability to Market Trends (5pts) <ul style="list-style-type: none"> <li>Consider how the project benefits a diverse range of community members</li> </ul>
<b>Environmental Sustainability (10 pts)</b>	Green Practices (5pts) <ul style="list-style-type: none"> <li>Assess the incorporation of environmentally friendly practices.</li> </ul> Energy Efficiency (5 pts) <ul style="list-style-type: none"> <li>Evaluate efforts to enhance energy efficiency in the business.</li> </ul>
<b>Community Benefit (5 pts)</b>	<ul style="list-style-type: none"> <li>Letter of support from the Advisory Neighborhood Commission (ANC) project is located or</li> <li>Letter of support from a reputable community organization in the same area where the project is located</li> </ul>
<b>Total</b>	<b>100 pts</b>

## **XI. Application Review**

### **Application Phases**

The application for the Locally Made Manufacturing will take place in three (3) phases.

#### **Phase One: Prequalification Period**

During the prequalification period, applicants must successfully submit all the required Project information and prequalification documents listed in Section 2.1. of this RFA. Each application will receive an initial screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the live technical review phase.

An application will not be evaluated by the review panel if:

1. The Application is received after the Submission Deadline;
2. The Application package is not complete;
3. The Application fails to address the Program priorities
4. The Application does not fall within the scope of this RFA.
5. Pre-qualification documents are incomplete, expired or non-compliant. Pre-qualification documents are as follows:

- Licensed business in good standing with the Department of Licensing and Consumer Protection (DLCP) (formerly DCRA),
- Clean hands with the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES),
- Provide recent tax returns from the Internal Revenue Service (IRS).
- Certificate of Good Standing with the Department of Licensing and Consumer Protection (DLCP)(formerly DCRA)
- Tax Certification Affidavit from the Office of Tax and Revenue (OTR)
- Evidence of Site Control (Lease, Letter of Intent, Proof of Ownership)
- Statement of Financial Position (Balance Sheet) for last three years (2023,2022, 2021)
- Landlord Affidavit
- Debarment Affidavit. Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the applicant teams' entities
- Arrest and Convictions Statement
- Ethics and Accountability Statement
- Statement of Certification
- IRS Form W-9
- Certificate of Insurance. Provide proof of property and liability insurance compliant with the requirements set forth in Section 6.1 of this RFA
- Proof of Enrollment for a Unique Entity Identifier (UEI) via [www.sam.gov](http://www.sam.gov)
- Proof of Enrollment for a Dunn and Bradstreet Number via [www.dnb.com](http://www.dnb.com)

*Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.*

### **Phase Two Live Technical Review**

Applicants that are qualified in Phase 1 will receive written notice to present their Project proposals at an assigned date and time to a technical review committee comprising District government representatives. Presentations will be held virtually via a government sponsored virtual platform. Applicants will be provided with a template and risk assessment tool for their live technical review. The technical review panel may ask questions of the applicant during the presentation. The technical review panel will provide comments and a score for each application using the Scoring Criteria defined in Section 4.2 of this RFA and make a recommendation for award.

### **Phase Three Award and Compliance**

Based on the evaluation from the technical review panel, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the Program, DMPED will make the final funding decision. DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the review panel's recommendations. **The final funding decision cannot be contested or appealed.**

The DMPED Contracts, Procurement and Grants Unit will conduct a second compliance check of the pre-qualifications and request the following:

1. Proof of Insurance
2. Proof of Enrollment of Automated Clearing House (ACH) via the District Integrated Financial System (DIFS) – Selected awardees will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, selected awardees must fully complete and submit all required documents via the DIFS secure supplier portal. ([https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal))
3. Grant Agreement – Selected awardees are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's receipt of the applicable grant funds.
4. Assurance of Continued Truth and Accuracy – Prior to the award of grant funds, successful applicants shall notify DMPED of any changes that may have occurred to its organization since the time of submission of its original Application.
5. Department of Small and Local Business Development, Certified Business Enterprises Subcontracting Plan – If applicable, selected awardees will be required to execute a Certified Business Enterprise Utilization and Participation Agreement, by and between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, et seq.).
6. Department of Employment Services, First Source Agreement – If applicable, selected awardees will be required to execute a First Source Agreement between awardee and DOES, governing certain obligations of awardee pursuant to D.C. Official Code § 10-801(b)(7), the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265.
7. EDA Environmental Narrative and Application Certification: If applicable, for construction projects selected for award, awardees must complete an Environmental Narrative and Applicant Certification Clause using the EDA's Environmental Narrative Template, which can be found at the bottom of: <https://www.eda.gov/funding/programs>, and must also provide electronic copies of any documents prepared to satisfy state environmental review requirements and any available phase I or phase II environmental site assessment reports.

## **XII. Anticipated Number of Awards:**

DMPED anticipates between 2 and 6 awards ranging from \$250,000 up to \$1,200,000. Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. DMPED will award up to **\$1,450,000.00** in total grants to be disbursed to successful applicants. The minimum request per application is **\$250,000.00**.

For additional eligibility requirements and exclusions, please review the Request for Application (RFA) which will be posted at <http://dmped.dc.gov> by **Friday, January 26, 2024**.

**Final Determination of Award:** Anticipated timing for processing applications is 45 days after the date the RFA closes.

**Period of Performance:** Effective date of the grant agreement through September 30, 2025.

**Grant Information Sessions:** DMPED will host an in-person grant conference on **Monday, February 5, 2024**, followed by virtual information sessions. Once confirmed, details about the information sessions will be posted at <http://dmped.dc.gov>.

**Contact Name:** DMPED Grants Team **Phone:** 202.727-6365 **Email:** [dmped.grants@dc.gov](mailto:dmped.grants@dc.gov)

**Deadline for Electronic Submission:** Applicants must submit a completed online pre-application to DMPED via the Grant Vantage <https://dmped.dc.gov/service/grant-opportunities> system no later than 5:00 PM/ET on **Friday, March 29, 2024**.

**Eligible applicants:** A new or existing business that will operate as a lite manufacturer and is located either within, and/or plans to move to a **Great Street Corridor** or Ward 2 Expansion are eligible areas. See the link to the map and chart below: <https://opendata.dc.gov/apps/great-streets-lookup/explore>

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### **FY24 Neighborhood Prosperity Fund (NPF)**

**Release Date of RFA:** Friday, January 26, 2024

**RFA ID #:** DMPED – FY24NPF

**Information Session:** In-person information session at DMPED’s Retail Grant and Grow Expo on February 5, 2024. Virtual information session on February 13, 2024. Please refer to <https://dmped.dc.gov/service/grant-opportunities> for additional information.

**Submission Deadline:** Friday, March 29, 2024, at 5:00 PM (ET)

**All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted.**

Incomplete applications or those submitted after the deadline will not be accepted. Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should submit applications no later than **two hour** before the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application. If this occurs, DMPED will not receive the application submission. See the “Submission Guidelines” section of this RFA for more information.

**Submission Details:** Online submissions only. Please submit your complete application (including attachments) through the GrantVantage portal <https://dmped.dc.gov/service/grant-opportunities> on the website for the Office of the Deputy

Mayor for Planning and Economic Development:  
[dmped.dc.gov](http://dmped.dc.gov).

**Point of Contact:**

**DMPED Grants Team Phone: (202) 727-8111**  
**E-mail: [dmped.grants@dc.gov](mailto:dmped.grants@dc.gov)**

**Availability:**

Download the application from the following websites:

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

**I. Background:**

DMPED invites the submission of proposals for the Neighborhood Prosperity Fund (NPF) pursuant to D.C. Official Code §2-1210.71. DMPED will award up to a maximum of **\$3,000,000.00** in FY24 to grantees under this program.

**Purpose:**

NPF incentivizes community development, economic growth, and job creation by leveraging local funds to provide financing for projects that attract private investment to emerging communities. Grant funds support architectural and engineering costs, construction costs, tenant improvements, historical preservation building improvements to maintain compliance with applicable laws, development analysis, rent abatement and/or tenant concessions for up to 3 years to stabilize market rent.

The FY24 Neighborhood Prosperity Fund Grant identified the following program funding priorities and investments strategy to support our communities.

The administrations strategic vision is centered around 3 focus areas:

- **Successful businesses** play a critical role in our economy by providing residents with jobs that allow them to thrive, contributing to a vibrant cultural landscape, and generating tax revenue, which supports a broad range of social services and other public priorities.
- **Opportunity-rich neighborhoods** should be available to everyone in DC. The neighborhood where a person grows up plays a fundamental role in determining life outcomes. Physical components of the neighborhood like green space, grocery stores, transit, and housing, together with amenities like healthcare and education, shape residents' economic outcomes.
- **Thriving people** are DC's greatest strength. Because their choice to live in the District is essential to our economic sustainability, we will take significant steps to ensure that DC is the place where they want to live and can afford to do so.

Through the Neighborhood Prosperity Fund Grant, DMPED is prioritizing, but not limited to, eliminating key amenity gaps across all neighborhoods.

- **Food Access and Security**

Mayor Bowser released the "2022 Assessment of the Food System in the District of

Columbia” report<sup>5</sup> that outlined the current state of the food system in the District. Food insecurity is a chronic condition that existed before the onset of the public health emergency, when 10.6% of District residents were food insecure. COVID-19 exacerbated that food insecurity in the District leading to inequitable outcomes due to higher rates among vulnerable populations, including the elderly, children, undocumented individuals, and unhoused individuals.

DMPED will seek to fund projects whose activities will provide healthy food-related good and services in the communities that: (1) lack access to healthy food options; (2) indicate patterns of non-healthy food consumption (such as low rates of fruit and vegetable consumption); (3) suffer from poor health indicators (such as high rates of obesity, diabetes and other diet-related chronic disease); (4) have high concentrations of persons participating in food assistance programs (for instance, Supplemental Nutrition Assistance Program; Women, Infants, and Children food packages; school lunch programs); or (5) demonstrate other indications of need for healthy food interventions.

- **Healthcare Equity**

The inaugural Health Equity Report for the District of Columbia 2018<sup>6</sup> (DC HER) provided a baseline assessment of health equity and opportunities for health in Washington DC. For Driver 7 – Medical Care, the report indicates that major investments over the past decade mean that primary care service supply and availability has expanded across the District, enough for the resident population. However, gaps persist, particularly in specialty services and urgent care.

March of Dimes issued its “Nowhere to Go: Maternity Care Deserts Across the U.S.” report<sup>7</sup> discussing the unequal access to maternity care found throughout the nation, highlight current research, and elevate its impact on maternal and baby health. Although the District is not considered a maternal health desert, Ward 7 and 8 lags the rest of the city for services. Access to quality maternity care is a critical component of maternal health and positive birth outcomes.

DMPED will seek to fund projects whose activities will provide investment in healthcare infrastructure, including the construction, renovation, or expansion of upcoming health center projects serving low-income people and communities lacking adequate access to affordable care and provision of urgent care and/or maternal health care services.

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<sup>5</sup> 2022 Assessment of the Food System in the District of Columbia (Summer 2023).

<https://dcfoodpolicycouncil.org/files.wordpress.com/2023/09/2022-assessment-of-the-food-system-in-the-district-of-columbia-report.pdf>

<sup>6</sup> Health Equity Report: District of Columbia 2018. 2018. <https://dchealth.dc.gov/publication/health-equity-report-district-columbia-2018>

<sup>7</sup> Maternity Care Deserts Report. 2022. <https://www.marchofdimes.org/maternity-care-deserts-report>

## **II. Eligible applicants:**

Include 501(c)(3) non-profit corporations, joint ventures, partnerships, cooperatives, and limited liability types of companies, corporations, and for-profit and non-profit developers.

Eligible Projects are defined as projects that combine two or more of the following types of development: mixed used (commercial portion only), retail, food services, and offices limited to urgent care centers and other health or medical facilities. Development projects must be within the boundaries listed in this interactive mapping tool: <http://arcg.is/OLz80>.

Eligible projects must be active at the time of application with the intention to complete the project by the end of the 18-month period of performance.

Eligible businesses must have secured at least 50% of funding for their project prior to application.

Preference will be given to businesses that have secured a larger percentage of their construction costs.

### **Applicants shall:**

- Be a licensed business in good standing with the DC Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS).
- Maintain their good standing status with the aforementioned entities throughout the pre- award process and the grant's period of performance.
- Retain site control of the business property through fee simple ownership, a letter of intent, or an executed lease with the property owner with a minimum unexpired term of at least 2 years. Applicants who lease their business property are required to submit a notarized affidavit from their landlord authorizing the proposed improvement project. An LOI will be accepted in lieu of a lease.
- Provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in Section XVIII of this RFA).
- All past recipients are eligible, but preference will go towards businesses never awarded or businesses expanding their existing operations.

**Ineligible applicants:** adult entertainment, auto body repair, bank, bar or nightclub (as defined by an ABCA license), construction/general contracting/architecture/design-build, e-commerce business, financial services, home-based, hotel, liquor store, phone store, professional services, cannabis- based businesses, seasonal (open only part of the year).

## **III. Application Review**

### **Application Phases**

The application for the Neighborhood Prosperity Fund will take place in three (3) phases.

#### **Phase One: Prequalification Period**

During the prequalification period, applicants must successfully submit all the required Project information and prequalification documents listed in this RFA. Each application will receive an initial



screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the live technical review phase.

An application will not be evaluated by the review panel if:

1. The Application is received after the Submission Deadline;
2. The Application package is not complete;
3. The Application fails to address the Program priorities
4. The Application does not fall within the scope of this RFA.
5. Pre-qualification documents are incomplete, expired or non-compliant. Pre-qualification's are as follows:
  - Licensed business in good standing with the Department of Licensing and Consumer Protection (DLCP) (formerly DCRA),
  - Clean hands with the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES),
  - Provide recent tax returns from the Internal Revenue Service (IRS).
  - Certificate of Good Standing with the Department of Licensing and Consumer Protection (DLCP)(formerly DCRA)
  - Tax Certification Affidavit from the Office of Tax and Revenue (OTR)
  - Evidence of Site Control (Lease, Letter of Intent, Proof of Ownership)
  - Statement of Financial Position (Balance Sheet) for last three years (2023,2022, 2021)
  - Landlord Affidavit
  - Debarment Affidavit. Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the applicant teams' entities
  - Arrest and Convictions Statement
  - Ethics and Accountability Statement
  - Statement of Certification
  - IRS Form W-9
  - Certificate of Insurance. Provide proof of property and liability insurance compliant with the requirements set forth in Section 6.1 of this RFA
  - Proof of Enrollment for a Unique Entity Identifier (UEI) via [www.sam.gov](http://www.sam.gov)
  - Proof of Enrollment for a Dunn and Bradstreet Number via [www.dnb.com](http://www.dnb.com)

***Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.***

## **Phase Two Live Technical Review**

Applicants that are qualified in Phase 1 will receive written notice to present their Project proposals at an assigned date and time to a technical review committee comprising District government representatives. Presentations will be held virtually via a government sponsored virtual platform. Applicants will be provided with a template and risk assessment tool for their live technical review. The technical review panel may ask questions of the applicant during the presentation. The technical review panel will provide comments and a score for each application using the Scoring Criteria defined in Section 4.2 of this RFA and make a recommendation for award.

### **Phase Three Award and Compliance**

Based on the evaluation from the technical review panel, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the Program, DMPED will make the final funding decision. DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the review panel's recommendations. **The final funding decision cannot be contested or appealed.**

The DMPED Contracts, Procurement and Grants Unit will conduct a second compliance check of the pre-qualifications and request the following:

1. Proof of Insurance
2. Proof of Enrollment of Automated Clearing House (ACH) via the District Integrated Financial System (DIFS) – Selected awardees will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, selected awardees must fully complete and submit all required documents via the DIFS secure supplier portal. ([https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal))
3. Grant Agreement – Selected awardees are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's receipt of the applicable grant funds.
4. Assurance of Continued Truth and Accuracy – Prior to the award of grant funds, successful applicants shall notify DMPED of any changes that may have occurred to its organization since the time of submission of its original Application.
5. Department of Small and Local Business Development, Certified Business Enterprises Subcontracting Plan – If applicable, selected awardees will be required to execute a Certified Business Enterprise Utilization and Participation Agreement, by and between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, et seq.).
6. Department of Employment Services, First Source Agreement – If applicable, selected awardees will be required to execute a First Source Agreement between awardee and DOES, governing certain obligations of awardee pursuant to D.C. Official Code § 10-801(b)(7), the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265.
7. EDA Environmental Narrative and Application Certification: If applicable, for construction projects selected for award, awardees must complete an Environmental Narrative and Applicant Certification Clause using the EDA's Environmental Narrative Template, which can be found at the bottom of: <https://www.eda.gov/funding/programs>, and must also provide electronic copies of any documents prepared to satisfy state environmental review requirements and any available phase I or phase II environmental site assessment reports.

#### IV. Scoring Criteria:

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for DMPED to make a determination of merit of the Project proposal.

<b>Business Overview (15 point (pts))</b>	<ol style="list-style-type: none"><li>1. <i>Brief business summary and background</i></li><li>2. <i>Team members' background - describing the relevant experience and qualifications of the organization and team members to carry out this specific proposal.</i></li></ol> <p>The Applicant shall provide the status of the primary entities (developers, tenants, etc.), whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association or joint venture.</p> <ol style="list-style-type: none"><li>1. <b>Development Partners</b> Identify all development partners for the Project. Please identify (a) the decision-making individual for the entity and, if different, (b) the day-to-day lead individual who will be available to respond to questions or requests for additional information.</li><li>2. <b>Tenant Partners</b> If applicable, identify any proposed tenant(s) for the Project.</li><li>3. <b>Financial Partners:</b> If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.</li><li>4. <b>Design Team:</b> If applicable, identify any architects, engineers, consultants, included as part of the proposed team.</li><li>5. <b>Other relevant team members:</b> If applicable, please identify.<ul style="list-style-type: none"><li>▪ Executive summary</li><li>▪ Team member Template</li></ul></li></ol>
<b>Project Overview (20 pts)</b>	<p>The applicant should propose a specific project with an approach that clearly demonstrates innovation, creativity, cost-efficiency, and a strong likelihood of achieving the desired outcome and describe the project with a project summary which includes the following items.</p> <p>Note: A project must be completed within 18 months and include specific goals and budget. A business that submits a general operating budget will not be considered.</p>

	<p>Description of the proposed project and market feasibility</p> <ol style="list-style-type: none"> <li>1. A concise description of the site and the immediate surrounding areas</li> <li>2. A detailed summary of the project and its immediate funding gap</li> <li>3. A precise statement of key conclusions reached by a data-backed external analysis/publications and a statement of opinion of market feasibility, including the estimate of the long-term performance of the project, given commercial, compatibility with surrounding uses, the appropriateness of the project's locations, including (where applicable) unit sizes, number of units, commercial square footage and usage, number of housing units and zoning recommended.</li> </ol> <p>Explanation of specific work requirements from beginning to end including a concept of operations that clearly describes the process, method, model upon which the project will meet outputs, outcomes, goals, and program objectives and timeline.</p> <p>Applicant must submit an independent third-party analysis with a focused assessment of the project. The analysis must have been acquired at Applicant's own cost. The applicant can choose to hire a third party to conduct the analysis or can find a relevant and reputable existing publication or analysis. DMPED will not consider any application without the third-party analysis attached</p>
<b>Financial Viability (10 pts)</b>	<ol style="list-style-type: none"> <li>1. Sources and Uses of Funds Template</li> </ol>
<b>Proposed Job Creation and Economic Benefits (25 pts)</b>	<ol style="list-style-type: none"> <li>1. Description of the businesses hiring practices and goals through this project</li> <li>2. Whether or not the jobs provide living wages (e.g., the minimum hourly wage necessary for an individual to meet basic needs, including housing, nutrition, daily living expenses and other incidentals such as clothing, for an extended period of time) and/or employment benefits (e.g., health insurance, retirement benefits, employee stock ownership, etc.). Also, discuss the extent to which jobs created will provide opportunities for training and advancement (particularly for low-skilled workers).</li> <li>3. The extent to which the jobs created or retained will be targeted and/or available to Returning Citizens, people with disabilities, low-income Persons, residents of low-income communities, people with lower levels of education, and people who face other barriers to employment (e.g., longer</li> </ol>

	<p>term unemployed, persons with prior justice system involvement, person currently or previously experiencing homelessness, persons with mental health needs, and/or persons with a history of substance use)</p> <ol style="list-style-type: none"> <li>4. The Applicant's proposed tenant mix and leasing plan.</li> <li>5. Describe the efforts to ensure that tenant- businesses, specifically locally owned businesses, minority-owned or minority- controlled, and non-profit organizations focused on workforce development or entrepreneurship program focused on manufacturing and will be able to have long-term operations from the proposed project site. <ul style="list-style-type: none"> <li>▪ Job Creation Chart</li> <li>▪ Economic Impact Template</li> </ul> </li> </ol>
<b>Corridor Impact (30 pts)</b>	<p>This funding aims to increase foot-traffic or activation in a retail priority area to positively enhance the neighborhood and community.</p> <ol style="list-style-type: none"> <li>1. Applicants must demonstrate: How does this business serves its community (letter of support)</li> <li>2. Applicant must submit LOIs/ Executed Commitments to Lease with local businesses looking to scale.</li> <li>3. Discuss and quantify, as best as possible, the applicant's proposed tenant mix and leasing plan.</li> </ol> <p>Describe the efforts to ensure that tenant- businesses, specifically locally owned businesses, Minority-owned or Minority-controlled, and non- profit organizations, will receive rent reductions, abatements, amenities and/or be able to purchase their properties.</p> <p>For mixed used projects, quantify (e.g., number of units, percent of affordable units) and describe the extent to which the Applicant's project provides housing opportunities for Low-income Persons or residents of Low-Income Communities and the extent to which housing will be offered in areas of high housing need including communities with high concentrations of vacancies or foreclosures.</p> <p>Quantify (e.g., amount of reduced energy or water use, amount of reduced energy costs by end users, etc.) and describe how the project will remediate environmental contamination (including addressing environmental health in Low Income Communities);</p>

	meet Leadership in Energy & Environmental Design (LEED) certification or similar green building standards, and/or directly support the production or distribution of renewable energy resources (e.g., solar, wind, etc.).
<b>Total</b>	<b>100 pts</b>

## V. Anticipated Number of Awards:

DMPED anticipates making between 2 and 6 awards ranging from \$300,000 up to \$2,700,000. Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. DMPED will award up to **\$2,700,000** total in grants to be disbursed to successful applicants. The minimum request per application is **\$300,000**.

For additional eligibility requirements and exclusions, please review the Request for Application (RFA) which will be posted at <http://dmped.dc.gov> by **Monday, February 5, 2024**.

**Final Determination of Award:** Anticipated timing for processing applications is 45 days after the date the RFA closes.

**Period of Performance:** Effective date of grant agreement through September 30, 2025

**Grant Information Sessions:** DMPED will host an in-person grant conference on **Monday, February 5, 2024**, followed by virtual information sessions. Once confirmed, details about the information sessions will be posted on the Great Streets website at [www.greatstreets.dc.gov](http://www.greatstreets.dc.gov).

**Deadline for Electronic Submission:** Applicants must submit a completed online pre-application to DMPED via the Grant Vantage system <https://dmped.dc.gov/service/grant-opportunities> no later than 5:00 PM/ET on **Friday, March 29, 2024**.