



**FY24 DC Family Fun Destinations (DCFFD)**

**REQUEST FOR APPLICATIONS (RFA)**

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

**RFA ID #:** DMPED –FY24 – DCFFD

**Information Session:** Please refer to <https://dmped.dc.gov/service/grant-opportunities>

**Submission Deadline:** Friday, March 15, 2024 at 5:00 pm (ET).

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

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

**I. Introduction**

The Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) invites the submission of applications from qualified organizations for the FY24 DC Family Fun Destinations Program (“DC Family Fun Destinations Program” or “Program”). The purpose of the Program is to promote the development of permanent or semi-permanent family-friendly Projects (hereinafter defined) in the District of Columbia



(“**District**”).

The Program will provide grants for the purpose of creating or enhancing public spaces, exhibits, or activities that will attract families to the District’s Central Business District. The Program will incentivize the development or enhancement of permanent or semi-permanent attractions that will drive foot traffic, offer a new experience to the surrounding neighborhood, and create economic impact (“**Project**”). The term “attraction” means an indoor or outdoor facility or space that is open to the public for cultural, recreational, or entertainment uses. Example Projects include community-gathering spaces, performance or creative space, outdoor game or music infrastructure, public art, activities for children and families (e.g., a children’s garden, play equipment, etc.), and immersive, interactive, or virtual reality experiences.

DMPED will award up to **\$3,692,485.89** total in grants to be disbursed to successful applicants of the Program.

The Program will be funded pursuant to the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Act of 2012, effective September 12, 2012 (D.C. Law 19-168; D.C. Official Code § 1-328.04(x)), and the “American Rescue Plan Act of 2021”, effective March 11, 2021 (Public Law No: 117-2) (as may be amended or extended, “**ARPA**”). The Program is supported by the Economic Development Administration State Tourism Grant Program.

## **II. General Requirements**

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

- Licensed business in Good Standing with the 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). Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant’s period of performance.
- Provide proof of property and liability insurance compliant with the requirements set forth in **Section XV** of this RFA.
- 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 teams’ entities (see **Section IX**).

## **III. Eligible Applicants and Program Requirements**

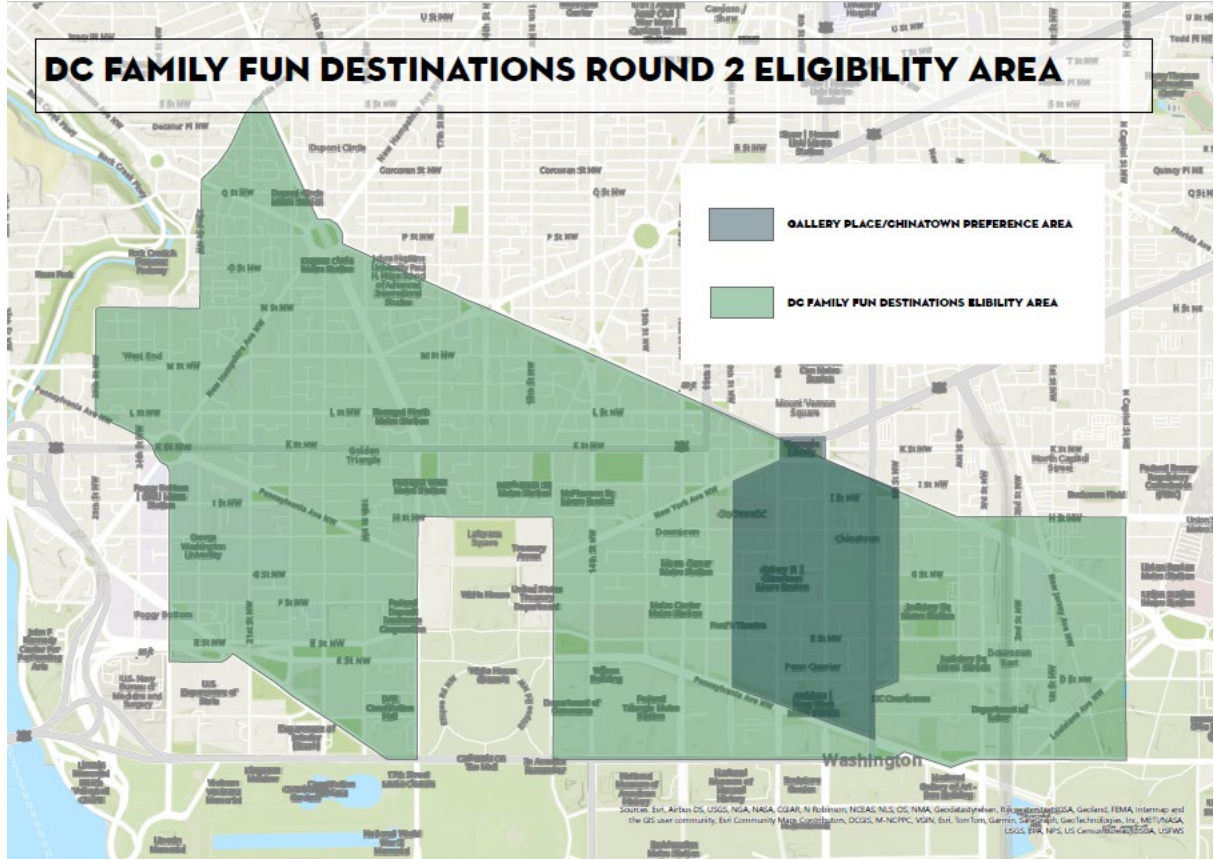


Eligible applicants and proposed Programming must meet the following Program requirements to be considered for a grant:

- Projects must be active for a minimum of 90 consecutive days (excluding days the Project site is closed in observance of holidays, for inclement weather, or as part of normal operating hours) (“**Minimum Activation Period**”) at each Project site, with a preference for permanent attractions.
- Applicants should demonstrate how Projects will be appealing and accessible to children and families.
- Projects must be complete and open to the public no later than September 30, 2025, with preference for Projects that can open less than 12 months after award of grant funds.
- Applications for Projects intended to be permanent must include a plan for long-term financial sustainability and maintenance.
- Applications should demonstrate community support for the proposed Projects via a letter of support from their Advisory Neighborhood Commission (ANC) Single Member District (SMD).
- Projects must abide by all District laws and regulations.
- Applicants should demonstrate site control of the Project site (See Scoring Criteria for additional detail).
- Applicant must have an active federal UEI (unique entity identification which is tied to the SAM registration (System of Award Management)).
- Eligible applicants must be non-profit organizations or associations, including:
  - Creative/cultural, community or faith-based nonprofit organizations; or
  - Organizations with placemaking and/or community development experience

Individuals and for-profit entities are not eligible to receive grants. No grant funds expended by the eligible applicants may be used to subsidize or defray the operating costs of for-profit businesses. However, eligible applicants may partner with for-profit business entities, schools, or other non-profit organizations on the development of the Projects.

Projects must be located in the eligible geography (“**Eligible Geography**”), with a preference for projects located in the Gallery Place/Chinatown neighborhood, as illustrated on the map below and the online mapping tool. To check if a proposed Project falls within the Eligible Geography, enter the address on the online mapping available here <https://dcgis.maps.arcgis.com/apps/instant/lookup/index.html?appid=2cfc1508fccf480b968d8845906305fd>



#### IV. Eligible Funding Uses

Grant funds may be used to support the following Project costs:

- Rental or lease payments if the rental / lease agreement is held in the name of the eligible applicant
- Design and construction services, including architectural and engineering services, new construction or renovation costs, and tenant improvement
- Improvement of accessibility services
- Leasing of equipment (vehicles, audiovisual equipment, etc.)
- Personnel costs directly related to the implementation of the Project
- Purchase of permanent event amenities/fixed assets (ex. permanent staging, etc.)
- Marketing and promotion of the Project (up to 30% of award can be used for this) – including discounts on entrance fees for the Project’s target age groups

#### V. Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Acquisition/Purchase of real property



- Acquisition/Purchase of vehicles
- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Organizational overhead
- Food and beverage
- Organizational capacity building
- Debt service
- General operating expenses or developers' fees
- To subsidize or defray the operating costs of for-profit businesses

## VI. 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 or financial audit.

## VII. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF 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.

Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should consider submitting applications no later than **one 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.

**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: [Support@grantvantage.com](mailto:Support@grantvantage.com).

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

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 ([Support@grantvantage.com](mailto:Support@grantvantage.com)) prior to 1- hour of Submission Deadline.
- Closing application during the submission process while the “Processing” indicator is still active.

## VIII. 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.

### A. Project Description – 20 pts.

Applicants should describe and fully explain the Project being proposed in a project summary which includes the following items:

- Location of the proposed or existing Project indicating it is within the Eligible Geography. Preference will be given to Projects located in the Gallery Place/Chinatown neighborhood.
- Applicant must exhibit site control of the Project property. For the purposes of this RFA, site control means the applicant has either obtained an enforceable right to use a parcel of land or an indoor space for the purpose of the Project for the life of the Project. This right must be given formally in writing. Verbal permission is not sufficient. Applicant must exhibit site control of the Project site through one of the



following forms:

- Contract of Sale
  - Executed Letter of Intent
  - Deed
  - Executed contract or lease with the property owner
  - Cooperative management agreement
  - Permit to use public space from the District or federal agency with authority to permit use of the Project site
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- A concise description of the Project site and the immediate surrounding areas.
  - A detailed summary of the Project, including intended compatibility with surrounding uses and length of activation. Projects must be active for the Minimum Activation Period at each Project site. Preference will be given to Projects intended to be permanent.
  - Explain how the proposed Project will attract families to the Eligible Geography, drive foot traffic, offer a new experience to the surrounding neighborhood, and create economic impact.
  - Scope of work that details the use of the requested grant funds.

**B. Capacity of the Applicant Team – 15 pts.**

Applicants shall provide a list and description of the Project team, including the primary applicant entity (non-profit organization) and, if applicable, other relevant entities (financial partners, operation/maintenance partners, tenants, contractors, etc. as applicable) Information should include a brief history of each organization and its principals.

Applicants shall provide information that explains the relationship among team members, their respective roles and contributions to the Project, and the overall management of the team.

Applicants shall provide an organizational chart of the applicant team showing key personnel from the primary or partner entities who will be working on the Project and a brief bio for each person outlining relevant experience.

The primary applicant entity must submit documentation (See additional detail in **Section IX.D**) demonstrating its status as a non-profit organization (ie: articles of incorporation, certificate of good standing, and signed by-laws) and that it falls into one of the following categories:

- Creative/cultural, community, or faith-based nonprofit organizations; or
- organizations with placemaking and/or community development experience



**C. Budget and Timeline - 20 pts.**

Applicants must submit:

- Timeline of Project development and activation, demonstrating that Project will be complete and open to the public no later than September 30, 2025.
- Budget of the Project, including:
  - Sources and Uses: All sources and uses for the Project, including existing committed and projected funds from other sources that will be dedicated to the Project and the requested amount of grant funds.
  - Grant Match: Grant funds can make up no more than 50% of Project costs. Applicant must submit plan and timeline for meeting award match (minimum of 50% of Project costs), if matching funds have not been committed by the Submission Deadline. Full grant award will not be disbursed until there is evidence of matching funds. Partial disbursements may be permitted, not to exceed 50% of committed matching funds. Evidence of matching funds may include donations or grants specifically dedicated to the Project, existing financial resources from the Applicant, and/or projections for ticket revenue from the Project.
- Plan for long-term financial sustainability and maintenance of the Project.
- Total support/incentives received from the District of Columbia in the past three (3) years: list year, agency/entity, grant/funding program, amount awarded, and purpose for support/incentive.
- Description of any District or federal approval processes that have been completed or must be completed before Project is open to the public (e.g. inspections, permitting, public approvals, etc.)
- Description of applicable direct and indirect cost rates.
- For construction projects, if selected for award, applicants 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>
- If selected for award, Applicants 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.





- The Program is funded wholly or partially by federal funding sources, and applicants must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package submission.

**D. Estimated Economic Impact– 20 pts.**

Discuss and quantify, as best as possible, the economic impacts of the proposed Project, including the following:

- Description of Project’s anticipated duration (permanent attraction vs. limited activation for Minimum Activation Period or longer).
- Estimated number of regular visitors and resulting impacts on foot traffic to/revenues of surrounding businesses.
- Commercial real estate vacancy reduction (if applicable).
- The number of direct jobs that will be created or retained, delineating between temporary jobs (e.g., construction) and permanent jobs, and a description of:
  - 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.). Include a description of which jobs created will provide opportunities for training and advancement (particularly for low-skilled workers).
  - The extent to which the jobs created or retained will be targeted and/or available to 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 term unemployed, persons with prior justice system involvement, persons currently or previously experiencing homelessness, persons with mental health needs, and/or persons with a history of substance use).

**E. Appeal and Accessibility to Families - 15 pts.**

Applicants must submit an explanation of how the proposed Project will be appealing and accessible to children and families, including the applicant’s target ages for programming and any evidence of the success and appeal of similar Projects in the District or elsewhere.



Include a description of entrance fees that will be charged, if applicable, and how these fees will not create a barrier to participation for a wide range of District families. Preference will be given to Projects that offer free activities or entrance fee incentives to District residents (e.g. DC public or charter school students receive free admission).

**F. Responsiveness to Community Needs - 10 pts.**

Applications must submit a statement describing how the proposed Project addresses the needs of the surrounding community and what community engagement or other research has been conducted to ascertain the community's desire for the Project. Applicants should submit a letter of support from their ANC SMD. Preference will be given Projects that provide a new use for the neighborhood or that occupy vacant commercial space.

**IX. Checklist for Applications**

**A.** Verify that the application form is prepared on 8 ½ by 11-inch page format, using 11 – or -12- point Arial, Calibri, or Times New Roman type.

**B.** Applications must be submitted electronically to DMPED through GrantVantage.

**C.** Application shall include the requested information below:

- Applicant contact information
- Applicant entity information
- Project Description and Narrative for FY24 DC Family Fun Destinations application:
  - Project Description
  - Capacity of the Applicant Team
  - Budget and Timeline
  - Estimated Economic Impact
  - Appeal and Accessibility to Families
  - Responsiveness to Community Needs

**D.** Each application must also include each of the following required attachments where applicable, completed by the *Primary Applicant Entity*, and that any applications submitted without pertinent attachments will not be considered for award:

- Attachment A: Basic Business License (DLCP, formerly DCRA)
- Attachment B: Clean Hands Certificate from the District Office of Tax and Revenue (OTR)
- Attachment C: Most recent audited annual financials (2022 or later)
- Attachment D: Certificate of Good Standing (DLCP, formerly DCRA)



- Attachment E: OTR Tax Certification Affidavit
- Attachment F: Articles of Incorporation
- Attachment G: Signed By-laws
- Attachment H: Evidence of Site Control
- Attachment I: Organization Chart of Applicant Team
- Attachment J: Sources and Uses
- Attachment K: ANC Letter of Support
- Attachment L: Statement of Financial Position (last 3 years: 2023, 2022, 2021)
- Attachment M: Landlord Affidavit
- Attachment N: Debarment Affidavit
- Attachment O: Arrest and Convictions Statement
- Attachment P: Equal Employment Opportunity (EEO) Statement
- Attachment Q: Ethics and Accountability Statement
- Attachment R: Statement of Certification
- Attachment S: SAM.gov Entity Registration
- Attachment T: Form W9
- Attachment U: IRS Tax Exemption Affirmation Letter

## X. Application Review

The application review for DC Family Fun Destinations will occur in three (3) phases.

### 1. Phase 1: Prequalification Period

During the prequalification period, applicants must successfully submit all the required Project information and documents listed in **Section IX(C)** and **Section IX(D)**. 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 application review panel phase. An application will not be qualified for the review panel if:

- 1) The application is received after the Submission Deadline;
- 2) The application package is not complete;
- 3) The Project synopsis/description fails to address the Program priorities; or
- 4) The application or Project do not fall within the scope this RFA.

### 2. Phase 2: Application Review Panel

Applicants that are qualified in Phase 1 will receive notice to present their proposals at an assigned date and time to a technical review committee comprising of District government



representatives. Presentations will be held virtually using Microsoft Teams and applicants will be provided document templates for their presentation. 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 VIII** and make a recommendation for award.

### 3. Phase 3: Award

Based on the recommendations from the technical review panel, the resources available, and the goals of the Program, DMPED will make the final funding decision. **The final funding decision cannot be contested or appealed.**

Upon approval of an application by DMPED, DMPED will submit a sub-award plan to EDA for approval. Upon approval from EDA, a grant agreement will be provided to the applicant explaining the terms and conditions of the grant, including the Standard Term Conditions and Specific Award Conditions from the EDA State Tourism Grant.

## **XI. Total Allocation for Grants and Amount of Award**

The total allocation for this Program is \$3,692,485.89. It is anticipated that grant awards will range from \$250,000.00 up to \$2,000,000.00.

## **XII. Anticipated Announcement and Conditional Award Notification**

Anticipated time for processing applications is forty-five (45) days after the Submission Deadline.

DMPED will send a conditional award letter to eligible applicants, detailing the conditions of the grant award and requesting the following supplemental documentation.

1. Proof of Insurance – See **Section XV**.
2. Automated Clearing House (ACH) Form – 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 an ACH Form that includes the signature of an authorized representative from their financial institution.
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. 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.*).
5. 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.
6. 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.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within five (5) business days of the response letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** may be deemed ineligible to receive grant funds and the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

### **XIII. Terms and Conditions**

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind this RFA.

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



DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the grant agreement (including requirements of The Nonprofit Fair Compensation Act of 2020 (NFCA), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01)); reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

The source of the original grant award is federal, therefore the selected grantee(s) agree/s will comply with 2 CFR 200 *et seq.*, including the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance").

Applicants selected for a grant award must comply with the Department of Commerce's Standard Terms and Conditions and the EDA's Specific Award Conditions for the Tourism Grant.

#### **XIV. Taxability of Grant Funds**

Receipt of grant funds may be considered taxable income to the grant recipients. Grant recipients should consult their tax advisor regarding tax income and tax liability concerns.

#### **XV. Insurance**

##### Insurance Requirements for Applicants

Prior to the award of grant funds, applicants must show proof of all insurance coverage required by law and by the Program, as determined by DMPED. Successful applicants shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified by DMPED in the grant agreement and any general liability and other insurance, consistent with District law. Successful applicants are responsible for adhering to the insurance requirements as set forth in the grant agreement.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
Office of the Deputy Mayor for Planning and Economic Development



Insurance documents required to be submitted to DMPED prior to the award of grant funds include:

1. A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
2. Endorsements for each of these policies - except for Worker's Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured for liability arising out of performance of the award; and
3. A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors and subcontractors from each of the applicant's insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.