



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

FY23 DC Family Fun Destinations (DCFFD)

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, April 28, 2023

RFA ID #: DMPED –FY23 – DCFFD

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

Submission Deadline: Friday, June 2, 2023 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 **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. 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.

Point of Contact: DMPED Grants Team Phone: (202) 727-8111
E-mail: dmped.grants@dc.gov

Availability: Download the application from the following websites:

- Office of Partnership and Grants - opgs.dc.gov
- Office of the Deputy Mayor for Planning and Economic Development - 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 FY23 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 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 or other nearby commercial corridors. 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 **\$7,543,844.00** 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 also 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 XII**).

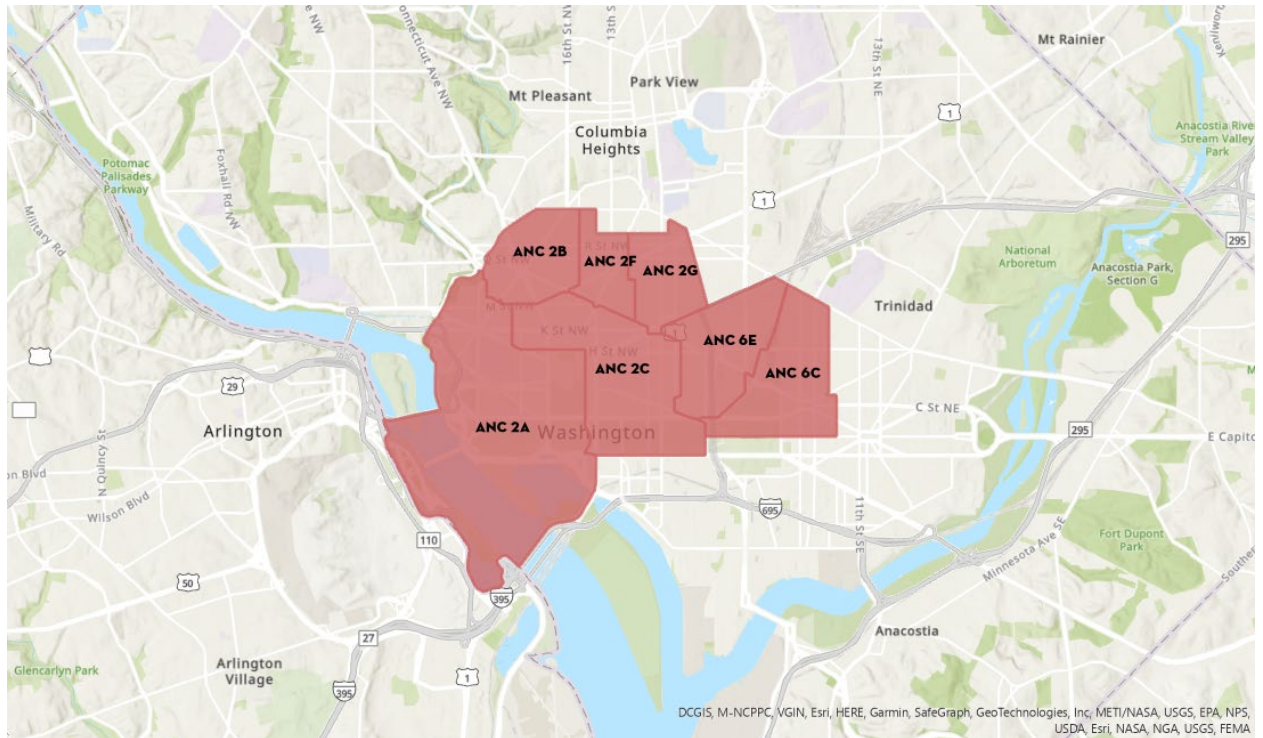
III. Eligible Applicants and Program Requirements

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 days, 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;
 - Organizations with placemaking and/or community development experience;
 - or
 - Institutions of higher education or a consortium of institutions of higher education.

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**”) as defined by the following ANC SMDs: ANC 2A, ANC 2B, ANC 2C, ANC 2F, ANC 2G, ANC 6C, and ANC 6E. Preference will be given to applicant entities headquartered within the Eligible Geography.



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.)
- Purchase of permanent event amenities/fixed assets (ex. permanent staging, etc.)
- Marketing and promotion (up to 30% of award can be used for this) – including discounts on entrance fees for target 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

- 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 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: Support@grantvantage.com.

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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 (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. To check if a proposed Project falls within the Eligible Geography, enter the address on this map: <https://arcg.is/119e4j>
- 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 for the purpose of the Project facility for the life of the Project facility. 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
- A concise description of the site and the immediate surrounding areas where applicant is proposing to locate the Project.
- A detailed summary of the Project, including intended compatibility with surrounding uses and length of activation. 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 – 20 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;
- organizations with placemaking and/or community development experience; or
- institutions of higher education or a consortium of institutions of higher education.

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 funds from private sources and 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 not already committed. Full grant award will not be disbursed until there is evidence of private matching funds. Partial disbursements may be permitted.
- Plan for long-term financial sustainability and maintenance.

- 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 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.

D. Estimated Economic Impact– 20 pts.

Discuss and quantify, as best as possible, the economic impacts of the proposed Projects, including some or all of the following:

- Description of Project's anticipated duration (permanent attraction vs. limited activation for 90 days or more)
- 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.). Also, discuss the extent to 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 - 10 pts.

Applicants must submit a statement demonstrating how the proposed Project will be appealing and accessible to children and families. 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 should 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. Applicant should submit a letter of support from their ANC SMD. Preference will be given Projects that provide a new use for the neighborhood.

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
 - Narrative for FY23 DC Family Fun Destinations application (See **Subsection D** of this Section for required attachments):
 - Project Description
 - Capacity of the Applicant Team (see details below)
 - Budget and Timeline
 - Estimated Economic Impact
 - Appeal and Accessibility to Families Responsiveness to Community Needs

D. Each application must 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)
- Attachment B: Clean Hands Certificate from the District Office of Tax and Revenue (OTR)
- Attachment C: Most recent audited annual financials (2021 or later)
- Attachment D: Certificate of Good Standing (DLCP)
- 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: 2022, 2021, 2020)

X. Application Review

1. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. 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 Project synopsis/description fails to address the Program priorities; or
- 4) The application does not fall within the scope this RFA.

2. Internal Review Panel

Approved applications will be reviewed by an internal review panel that will submit scoring, ranking, and comments to DMPED.

3. Final Review

Based on an internal review panel of recommendations, 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. (See **Section XII** for more detail).

XI. Total Allocation for Grants and Amount of Award

The total allocation for this Program is \$7,543,844.00. Grant awards will range between \$250,000.00 up to \$3,000,000.00.

XII. Anticipated Announcement and Award Notification

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

DMPED will send a response letter to eligible applicants, informing them of their status in the review process 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. EEO Policy Statement – Selected awardees are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. 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.
5. Ethics and Accountability Statement – Selected awardees may be required to sign an affidavit which attests to an absence of any prohibited contributions or solicitations for contributions.
6. Statement regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults – 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.
7. Certified Business Enterprises – 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.).

8. 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.

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** will 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, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; 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.

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 grantee. Grantees 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. Insurance requirements for each applicant will be determined by DMPED prior to the award of grant funds. 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.

Insurance Requirements for Grantees

The grantee 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. The grantee shall maintain general liability insurance and any other insurance, consistent with District law. The grantee is responsible for adhering to the insurance requirements as set forth in the grant agreement.