



**FY23 Reimagine Downtown Action Plan & Engagement Program**

**REQUEST FOR APPLICATIONS (RFA)**

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**Release Date of RFA: Friday, February 17th, 2023**

**RFA ID #: DMPED – FY23 - RDAPEP**

**Submission Deadline: Tuesday, March 21st, 2023 at 5:00pm**

*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.*

**Submission Details:** Online submissions only. Please submit your complete application (including attachments) through the Grant Vantage portal 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 - [communityaffairs.dc.gov](http://communityaffairs.dc.gov)
- Office of the Deputy Mayor for Planning and Economic Development - [dmped.dc.gov](http://dmped.dc.gov)

## I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) invites the submission of applications from qualified not-for profit organizations for the FY23 Reimagine Downtown Action Plan & Engagement Program (the “**Program**”) pursuant to D.C. Official Code §2-1225.21(d) which supports grants “in furtherance of the economic development goals or activities of the District.” DMPED intends to provide grant funding to support the two elements of the Program: (1) the creation and implementation of a downtown stakeholder engagement program (“**Engagement Program**”); and (2) the development of an action plan to reimagine the District’s downtown as a more vibrant, mixed-use destination for residents, workers, tourists and businesses (“**Reimagine Downtown Action Plan**”).

The grant will provide funding for expert analysis, targeted stakeholder engagements, and a set of targeted initiatives that can represent a detailed roadmap for downtown reimagination programming to be set forth in the Reimagine Downtown Action Plan. As part of the development and establishment of the Reimagine Downtown Action Plan, the grant will also provide funding to support the Engagement Program, where the successful applicant will conduct targeted stakeholder engagement activities with downtown stakeholders that will be part of the Reimagine Downtown Action Plan.

The successful applicant shall develop the Reimagine Downtown Action Plan and the Engagement Program by building directly off the baseline analysis of the District’s five-year Comprehensive Economic Development Strategy (“**CEDS**” or “**Comeback Plan**”), released in 2023. The Comeback Plan is a tool for identifying challenges and opportunities, setting goals and priorities, guiding action and investments, and aligning stakeholders to achieve a shared vision for the District. To view the Comeback Plan, go to [comeback.dc.gov](https://comeback.dc.gov).

DMPED will award up to **\$200,000.00** total in grants to be disbursed to the successful applicant of the grant for the 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 XVI of this RFA.

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.

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) prior to 1- hour of Submission Deadline.
- Closing application during the submission process while the “Processing” indicator is still active.

### **III. Eligible Applicants**

Eligible applicants must meet the following eligibility requirements:

- a. Be located within the downtown eligibility area (“**Downtown Eligibility Area**”) (for eligibility area, see: [Downtown RDAPEP EligibilityArea.png](#));
- b. Be a not-for-profit organization;
- c. Have a history of working with downtown stakeholders (i.e., resident, businesses, visitors);
- d. Promote public-private partnerships in the Downtown Eligibility Area;
- e. Work to enhance the downtown experience for a variety of stakeholders;
- f. Work to retain and attract businesses in the Downtown Eligibility Area;
- g. Directly or indirectly represent stakeholders in the Downtown Eligibility Area;
- h. Have previously created plans or initiatives contributing towards the District’s success in the Downtown Eligibility Area; and
- i. Have previously conducted research and analysis for downtown stakeholders.

### **IV. Eligible Funding Uses**

Grantee may use grant funds only for allowable Program expenditures, as set forth in the grant agreement. Grant funds will be provided upon award of the grant and in advance of work performed.

### **V. 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.

## VI. 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.

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

## VII. 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:

- a) The application is received after the Submission Deadline;
- b) The application package is not complete;
- c) The application fails to address the Program priorities; or
- d) The application does not fall within the scope this RFA.

### 2. Internal Review Panel

This is a competitive grant. To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priorities set forth in this RFA. The panel members will review screened applications and submit scoring, ranking, and comments to DMPED's grants team.

### 3. Final Review

Based on the 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 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.**

## 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 proposal.

### A. Engagement Program Capabilities (50%)

Applicants must provide a description of the Engagement Program, including their proposed method of stakeholder engagement, draft listing of stakeholders, topic areas, and proposed schedule of performance for development and implementing the Engagement Program, along with the following information:

- Engagement Program specifics:
  - Moderator(s) for Engagement Program
  - Type of engagement
    - Interviews, focus groups, surveys, etc.
  - Setting (virtual discussion, in person, forum, etc.)
  - Number of engagements
  - Engagement schedule
- Outreach Strategies:
  - Outreach strategies for participation in the Engagement Program (including strategies for reaching downtown stakeholders, attaining a representative sample of audiences, and engaging participants with diverse backgrounds.
- Experience:
  - Summary of prior experience conducting stakeholder engagement.

### B. Creation of a Reimagine Downtown Action Plan (50%)

Applicants must provide the following information regarding the proposed schedule of performance and proposed plan for developing the Reimagine Downtown Action Plan:

- Create achievable goals for synthesizing data from Engagement Program, Comeback Plan, and relevant downtown data.
- Establish a timeline of key milestones for creating the Reimagine Downtown Action Plan, including:
  - Developing key themes of the Reimagine Downtown Action Plan
  - Milestones for creating Reimagine Downtown Action Plan drafts
  - Scheduling and attaining feedback on drafts
  - Presentations to relevant stakeholders
  - Final Reimagine Downtown Action Plan
  - Appropriate dissemination and publication strategy
- Establish strategic alignments with relevant elements of the District's Comeback Plan.
- Proposed data collection and analysis methodology to be used in the development of the Reimagine Downtown Action Plan.

<b>Scoring Criteria Points</b>	
<b>Engagement Program Capabilities</b>	
Presents an achievable method of gathering downtown stakeholder input on downtown goals and initiatives including draft engagement schedule, type of engagements, key stakeholders, outreach and recruitment strategies.	20
Presents an engaging way to educate stakeholders on the 2023-2027 Comeback Plan.	10
Plan to incorporate stakeholder input into the final Reimagine Downtown Action Plan.	10
Replicable methodology for engagement and planning after grant completion.	10
<b>Creation of a Reimagine Downtown Action Plan</b>	
Clear overview of how economic strategy and stakeholder engagements will inform Reimagine Downtown Action Plan.	10
Proposes data collection and data collection methodology that will support the establishment of the Reimagine Downtown Action Plan.	10
Presents a reasonable budget for the Program.	5
Demonstrates experience working in the District's downtown.	5
Establishes clear strategies to align with relevant elements of the District's Comeback Plan	10
Outlines approach for the establishment of the Reimagine Downtown Action Plan based on achievable method of completing the plan, utilizing input from the Engagement Program, data collection, and analysis.	10
<b>TOTAL</b>	<b>100</b>

**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:
  - Cover page with the contact information for the applicant
  - Name of organization
  - Key contact
  - Mailing address
  - Telephone

- Email

**D.** The following completed forms are required prior to grant award and can be provided after the application submission, as described in Section XI:

- Appendix A – Proof of Insurance
- Appendix B – ACH Enrollment Form
- Appendix C – EEO Policy Commitment Package
- Appendix D – Grant Agreement
- Appendix E – Ethics and Accountability Statement
- Appendix F – Arrest and Conviction Statement
- Appendix G – Statement of Certification
- Appendix H – Debarment Affidavit

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

- Attachment A – Basic Business License
- Attachment B – Clean Hands Certificate from the District Office of Tax and Revenue
- Attachment C – Annual Financial Statements for the past three years
- Attachment D – Employee Roster and Job Creation Chart
- Attachment E – Certificate of Insurance
- Attachment F – OTR Tax Certification Affidavit
- Attachment G – Project Description and Budget
- Attachment H – Certificate of Good Standing from DLCP.

## **X. Total Allocation for Grants**

The total allocation for this Program is \$200,000.00

## **XI. 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 XVI.
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.

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.

## **XII. Terms and Conditions**

Funding for this grant is contingent upon continued appropriations to DMPED. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if it is determined to be 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 RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA. DMPED reserves the right to request additional information from any applicant.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. Applicants agree that all costs incurred in developing the application for this grant Program 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 an applicant's facilities are appropriate for the services intended.

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

DMPED shall provide the citations to the statute and implementing regulations that authorize any grant or subgrant under the grant agreement; 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 laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who



change vendors during the period of performance prior to submission and approval by DMPED.

### **XIII. Point of Contact**

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

### **XIV. Grant Disbursement**

DMPED expects to award one grant under this Program. The grant award will be a maximum of \$200,000.00.

The period of performance of each grant will be the date of grant execution and shall remain in effect through September 30, 2023. The District's period of agreement and financial obligation for the grant will be from the date of execution through September 30, 2023.

Grant funding will be disbursed to the grantee based on award amount following execution of a grant agreement.

Grantees must submit invoices electronically through the vendor portal: <https://vendorportal.dc.gov>. Grantees are required to register on the vendor portal prior to submitting an invoice.

### **XV. 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.

### **XVI. 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.