



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

FY24 Resilient Food System Infrastructure Fund Administrator

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: **March 15, 2024**

RFA ID #: **FY24 - RFSI**

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

Submission Deadline: **April 15, 2024; 5:00 p.m.**

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

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.

DMPED Point of Contact: **(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

Table of Contents

I.	Overview	3
II.	Source of Funds; Grant Funding	4
III.	General Requirements.....	4
IV.	Applicant Qualifications	4
V.	Scope of Professional Services Required	6
VI.	Submission Guidelines.....	10
VII.	Application Review	10
VIII.	Scoring Criteria.....	11
IX.	Anticipated Announcement and Award Notification.....	13
X.	Terms and Conditions	14
XI.	Point of Contact	15
XII.	Checklist for Applications	15
XIII.	Grant Disbursement and Period of Performance.....	16
XIV.	Taxability of Grant Funds	16
XV.	Insurance.....	16

I. Overview

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) is soliciting grant applications from qualified Community Development Financial Institutions (“**CDFIs**”) and/or Community Based Non-Profit Organizations (“**CBOs**”) to serve as the Program Administrator (“**Program Administrator**”) for the Resilient Food System Infrastructure Fund (the “**Fund**”). The Program Administrator will implement the United States Department of Agriculture (“**USDA**”) [Resilient Food System Infrastructure Grant Program \(“**RFSI Program**”\)](#) on behalf of DMPED in accordance with the District’s approved State plan.

The purpose of the Fund is to support and administer coordinated initiatives to build resilience across the middle-of-the-food-supply-chain and strengthen local and regional food systems by creating new revenue streams for District businesses. These activities will support locally-owned small and medium food businesses by aiding them in navigating licensing and government contracts, and increasing the District’s capacity for food processing, cold and dry storage, food aggregation hubs and associated services, and shared commercial kitchen space. To achieve this goal, the Fund will provide catalytic grants and targeted technical assistance to emerging and existing locally owned middle-of-the-food-supply-chain businesses, with a preference for projects that generate opportunities and high-quality jobs for residents.

This Fund is especially necessary in the District, where food system infrastructure has been identified as critical. In 2023 a District partner for the Nourish DC Fund, Capital Impact Partners, ran a \$430,000 grant program to support cold storage infrastructure and received \$12.6 million in requests. Prior District studies, including the Food Economy Study¹, have identified leakage, due to a lack of co-packing and co-manufacturing facilities and high rental prices, to Virginia and Maryland, as businesses grow and generate greater revenue and jobs. Additionally, there are several distributors in the District focused on aggregating products from local growers who identified a need for investment in space to expand their distribution to institutional buyers and individual customers. Currently, these businesses are seeking space to build facilities or operate from mobile locations. The lack of these facilities inhibits the growth of District food businesses and nonprofits and limits their ability to combat food waste and increase local food access.

DMPED invites applications from Program Administrators with expertise in investing in small and medium food businesses and success in strengthening local food systems. Applications should show that the Program Administrator is capable of structuring, administering, funding, and managing a fund in Washington, DC. The application should also describe the Program Administrator’s experience with supporting federal grant programs.

DMPED intends to select the applicant that provides the best solution for the residents of the District. DMPED reserves the right to amend this RFA, reject any or all of the applications, or any part thereof, submitted in response to this RFA, and waive any irregularities or informalities, if such action is deemed to be in the best interest of the District. DMPED reserves the right to request additional information from any applicant, and to award negotiated contracts to one or more Applicants.

This RFA is not intended, and shall not be construed to commit, DMPED and/or the District to pay any costs incurred in connection with any proposal or to procure or contract with any

¹ <https://dcfoodpolicycouncilorg.files.wordpress.com/2019/09/food-economy-study.pdf>

organization. DMPED will only award funds to firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or any other status protected by District and federal laws.

II. Source of Funds; Grant Funding

DMPED has entered into a Cooperative Agreement with the USDA to receive funds under the RFSI Program. Subject to the approval of the District's State Plan by USDA, it is anticipated that DMPED will receive up to \$2,000,000 in RFSI funding. Pending receipt of such funds, it is planned that DMPED will disburse these funds to the Program Administrator in quarterly tranches, for a total of up to \$2,000,000. Up to 10% of the grant funds may be used for administrative costs by the Program Administrator. The remainder of funds shall be deployed in the form of competitive grants for middle-of-the-supply-chain infrastructure activities and equipment to eligible entities.

III. General Requirements

- Each application shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
- All proposals must be delivered via the GrantVantage online portal on or before **Monday, April 15, 2024, at 5:00 p.m. (EST)**. Proposals received after the above date and time will not be considered.
- Requests for clarification of this RFA must be written and submitted to Sandra Villarreal, Grants Manager, via email at dmped.grants@dc.gov, **no later than 5:00 p.m. (EST) on Friday, March 29, 2024**. A list of questions and answers will be posted on the DMPED website by 5:00 p.m. on Tuesday, April 2, 2024. No communications of any kind will be binding against DMPED and/or the District, except for the formal written responses to any request for clarification.
- No application will be accepted from, nor any agreement awarded to, any Applicant that is in arrears upon any debt or in default of any obligation owed to the District. Additionally, no agreement will be awarded to any Applicant that has failed to satisfactorily perform pursuant to any prior agreement with the District.
- All applicants must disclose the name, title, and department of any employee or officer who was an employee or officer of the District within the 12 months immediately prior to the application.
- All applicants must provide a list of at least three references from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
- All applicants must provide a list of all prime contractors and subcontractors that their organization does business with related to the service in this RFA.

IV. Applicant Qualifications

Eligible applicants include qualified CDFIs and/or CBOs, that meet the requirements below.

DMPED will accept applications that propose partnerships, coalitions, or subcontracting relationships with other CDFI or CBO partners that meet the different components required for successful implementation of the Fund.

1. Commitment and Experience in Investing in Small and Medium Businesses in Communities that Have Experienced Historic Disinvestment

Applicants should have a significant history of investing in small and medium businesses located in and owned by members of communities that have experienced historic disinvestment, preferably in the District of Columbia and with Cooperatives, Farmers and Food Producers, and Socially Disadvantaged Businesses. Applicants should be able to show commitment and experience in community engagement and racial equity-informed decision-making for other Funds they have administered.

Applicants should also be able to demonstrate an understanding of other District grants and resources for small businesses, including the DMPED Great Streets Program, Neighborhood Prosperity Fund, Nourish DC, as well as Department of Housing and Community Development (DHCD), Department of Small and Local Business Development (DSLBD), and Department of Insurance, Securities, and Banking (DISB) programs.

2. Commitment and Experience in Supporting Food Businesses and Improving Local/Regional Food Systems Infrastructure

Applicants should have a significant history of investing in food businesses that improve the local food system by providing middle-of-the-supply-chain supports, community access and ownership opportunities, and high-quality jobs, either in the District or nationally. Specifically, DMPED encourages responses from applicants that desire to serve the residents of the District and can be responsive to the priorities of District businesses for improving the food system infrastructure through: (1) increasing processing capacity and shared commercial kitchen space access; (2) increasing cold and dry storage space; (3) support for the development of food aggregation hubs and associated services; (4) technical assistance for navigating food business licensing and District government procurement contracts; and (5) support for activities that will expand food access in Food Access Fund Priority Areas² of the District. Applicants should be able to show a plan for understanding the food-related infrastructure and technical support needed by businesses and will leverage the Fund to meet those key needs.

3. Fund Management Experience

Program Administrators must be able to demonstrate how they created and managed successful federal and/or local grant funds in the District of Columbia and other jurisdictions. The applicant should also demonstrate a strong record of success in its lending activities, evidenced by a high rate of loan repayment, completion of funded projects, and a low rate of defaults and foreclosures.

4. Organizational Capacity

Applicants must be ready to proceed as soon as practicable with the implementation of the Fund, with the first funding awards and/or technical assistance services going to grantees within six (6) months. They should demonstrate that they have the staff and resources available to plan, market, develop, and administer the Fund. The applicants should demonstrate overall administrative capacity including financial stability, management capacity, staff qualifications, ability to track and report results, and demonstrate a substantial record of providing technical assistance and loans

² <https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=cbe9fd4048c541c69d79ce313b5028ba>

to grantees.

5. Governance

Applicants should demonstrate that their Board or other governing body has the skills and experience related to community development, small business development, food systems enhancements, and supply chain infrastructure and possesses the fund management, legal, business administration, and management skills required to oversee the Fund in partnership with the District.

V. Scope of Professional Services Required

A. Introduction

DMPED seeks competitive applications for a Program Administrator for the Resilient Food Systems Infrastructure Fund. As described above, the purpose of the Fund is to support the need for systems-changing solutions that increase the distribution of small farmers and local food producers, increase processing capacity and kitchen access for food businesses, expand cold storage, and create infrastructure or tools for aggregation and intermediate food processing. To achieve this goal, the Fund will provide grants and targeted technical assistance to food businesses to build out the middle-of-the-supply-chain and increase their access to distribution channels and institutional and government contracts.

DMPED has allocated \$2,000,000 for this Fund starting in the District's Fiscal Year 2024. A single award of up to \$2,000,000 will be made to one organization, paid in quarterly tranches, pending approval of the District's State Plan by USDA and DMPED's receipt of RFSI funds from USDA. There should be no expectation that funds will be available from the District in the future to replenish the Fund.

In addition, the submission of an application shall be prima facie evidence that the applicant has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

B. Program Information

The Fund will be a public-private partnership between the District government and the Program Administrator, structured as follows. The selected Program Administrator will work with DMPED to write a complete scope of work after the selection process is finalized. Final approval of Fund grantees is subject to DMPED and USDA review.

Program Administrator Funding

Up to \$140,000 of the award amount may be used for indirect costs, including administrative costs. A further \$60,000 may be used for outreach and engagement activities related to program administration.

Fund Terms and Structure

- Grants may be awarded to eligible businesses for infrastructure projects or for equipment only (defined below).
- The federal minimum award amount for infrastructure grants is \$100,000.

- The federal award range for equipment-only grants is \$10,000 - \$100,000.
- Infrastructure grant recipients are required to contribute 50% of the total proposed project cost as a match to the funding. Historically underserved farmers and ranchers, or other small businesses that qualify under federal [Small Business Administration categories](#), are required to contribute at a reduced matching rate of 25%. In-kind contributions are acceptable for matching purposes if they are not being used to satisfy the match requirements of another federal grant agreement.
- Equipment grants do not require a matching component.
- All grantees must fulfill the USDA RFSI program requirements to be eligible for the program in addition to District government requirements.
- Funds will be used for program administration, grants for Eligible Projects (defined below), and technical assistance for eligible businesses.

Eligible Activities

DMPED is requesting that the Fund finance the activities outlined below:

- Provide grants to businesses operating in the middle-of-the-food-supply-chain which are owned by District residents and District entrepreneurs.
- Provide technical assistance to small and medium food businesses owned by District residents and District entrepreneurs on topics such as business planning, supply chain management, navigating licensing, and other needs as identified by DMPED and its partner agencies.

Eligible Businesses

Businesses and organizations that are eligible for funding must be domestically owned, based in the District, and fall under one of the following categories:

- Agricultural producers or processors, or groups of agricultural producers and processors.
- Nonprofit organizations operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products.
- For-profit entities operating middle-of-the-supply-chain activities such as processing, aggregation, or distribution of targeted agricultural products, whose activities are primarily focused for the benefit of local and regional producers, and that meet the eligibility requirements for the SBA small business size standards.
- Tribal governments operating middle-of-the-supply-chain activities.
- Institutions such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or investing in equipment that will benefit multiple producers middle-of-the-supply-chain activities.

Eligible Projects

DMPED anticipates that the following types of activities would be eligible for the grants and technical assistance disbursed by the Fund (not an exhaustive list). For all of these activities, for-profit, non-profit, or social enterprises are eligible business structures:

- Expanding processing capacities, including adding product types, increasing production volumes, and supporting new wholesale/retail product lines;
- Modernizing equipment or facilities through upgrades, repairs, or retooling; (e.g., adapting product lines for institutional procurement or adding parallel processing capacity);
- Purchase and installation of specialized equipment, such as processing components, sorting equipment, packing and labeling equipment, or delivery vehicles;

- Modernizing manufacturing, tracking, storage, and information technology systems;
- Enhancing worker safety through adoption of new technologies or investment in equipment or facility improvements;
- Construction of a new facility;
- Increasing packaging and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- Increasing storage space, including cold storage;
- Modernize equipment or facilities to ensure food safety, including associated Hazard, Analysis, and Critical Control Points (HACCP) consultation, plan development and employee training; and
- Training on the use of all equipment purchased under the grant and associated new processes.

Ineligible Projects

- The Fund will not be used for the following activities: Acquiring real property (including land purchases), or any interest therein.
- Projects focused on meat and poultry processing, wild-caught seafood, exclusively animal feed and forage products, fiber, landscaping products, tobacco, or dietary supplements.
- Activities that have received a federal award from another federal award program.
- Claim expenses that have been or will be reimbursed under any federal, state, or local government funding.
- Projects which have already received funding from another federal grant or subaward programs may not receive funding for the same activities through an Infrastructure Grant. However, they may build on prior funding activities.

Role of the District Inter-Agency Board

The District government will develop an interagency board of advisors for the Fund (“**District Board**”), including but not limited to representatives from DMPED, the Office of Planning (OP), and DSLBD. The District Board will be coordinated by a DMPED employee who will serve as the primary liaison to the Program Administrator.

The District Board will meet regularly with the Program Administrator and will play an ongoing role in advising the Program Administrator on Fund priorities, administration, and evaluation, described in more detail below, with more details to be determined in the final scope of work. The District Board will not have veto power over the Program Administrator’s investment and grant selection decisions.

Role of the Program Administrator

This Fund will be administered by a Program Administrator with experience in food sector investments and a mission of supporting economic opportunity and racial equity in the food sector for marginalized communities.

The Program Administrator will be responsible for:

- Developing the eligibility criteria, program evaluation metrics, and community engagement strategy for the Fund, in close collaboration with DMPED and support from the District Board and in accordance with the USDA Program Scope and Requirements³;

³ <https://www.ams.usda.gov/services/grants/rfsi>

- Sourcing the businesses who will benefit from the Fund through targeted communications and outreach;
- Collaborating, partnering, and subcontracting with other CDFIs and CBOs, as needed, to successfully implement the Fund;
- Developing a grant application, in collaboration with DMPED, reviewing grant applications, and making award recommendations
- Disbursing funds to selected awardees;
- Monitoring performance of the selected awardees and ensuring compliance with DMPED and USDA requirements
- Developing a technical assistance plan; and
- Providing quarterly reports to DMPED on progress towards meeting the Fund program evaluation metrics including:
 - Fiscal, economic, and opportunity impacts to the food system (see subsection C program Evaluation);
 - Number of grant applications, number of awards, dollar amount of grants awarded, scope of work for each grant awarded, and demographic information of grantees as requested by DMPED, and
- Providing other reports as required by DMPED and the USDA.

C. Program Evaluation

The Program Administrator and DMPED will finalize program evaluation metrics when developing the final scope of work. Initial measures include the following:

- Number of stakeholders that received direct technical assistance e.g., business planning, strategic planning, introductions, etc., including:
 - Farmers/producers,
 - Grant recipients,
 - Food businesses, and
 - Food access organizations operating in Wards 5, 7, and 8.
- Number of stakeholders reached through Fund-related events (webinars, conferences, trainings, etc.);
- Number of jobs created by Fund-supported businesses;
- Number of supply chain connections made between farmers, processors, aggregators, retailer, and/or distributors;
- Number of businesses retained and/or created in the District;
- Amount of new or increase sales of agricultural products based on the above connections created;
- Percentage of Fund-supported businesses that are supporting food access programs including SNAP and WIC;
- Percentage of Fund-supported businesses that operate with cooperative business models, to align with the District's Economic Strategy;
- Percentage of Fund-supported businesses with District residents constituting 50% or more of employees;
- Percentage of Fund-support businesses providing on-the-job training and/or other professional development for employees, to align with the District's Make Food Work strategy; and
- New tax revenue created for the District.

The Program Administrator may also recommend additional measures.

VI. 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.

All electronic applications must be submitted no later than April 15, 2024, at 5:00 p.m. EST. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified 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.

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.

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 the 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

VII. Application Review

A. 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 closing date;
- 2) The application package is not complete (see requirements in Section XVI);
- 3) The application narrative fails to address the program priorities; and,
- 4) The application does not fall within the scope of this RFA.

B. Independent Review Panel

This is a competitive grant. To ensure a 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 priority areas set forth in this RFA. The panel members will review screened applications and submit scoring, ranking and comments to DMPED.

C. Final Review

Based on the independent review panel recommendations, the Mayor's budget priorities, the resources available, 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 independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

VIII. Scoring Criteria

The application must provide sufficient information for DMPED to make a determination of the merit of the applications.

Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application's score. 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.

DMPED will accept applications that propose partnerships, coalitions, or subcontracting relationships with other CDFI or CBO partners that meet the different components required for successful implementation of the Fund. Applications for partnerships or coalitions of organizations can show that, as a whole, they meet the necessary elements, even if each individual organization represented does not meet all of the required elements.

Commitment and Experience in Investing in Small and Medium Businesses in Communities that Have Experienced Historic Disinvestment (25 points)

- Describe any investments and technical assistance programs that you have managed for small businesses located in and owned by members of communities that have experienced historic disinvestment;

- Describe any experience conducting community engagement and applying a racial equity lens on investment decisions for funds invested into the communities described above. This should include the extent of the community engagement, a number of residents reached, and the process for creating accountability rather than one-time information gathering.
- Describe how this program under your management will complement and not duplicate other District grants and resources for small businesses, including the DMPED Great Streets Program and Neighborhood Prosperity Fund, as well as DHCD, and DISB programs. Describe how you see these programs working together as a continuum of resources for businesses across different stages.

Commitment and Experience in Supporting Food Businesses and Improving Local/Regional Food Systems Infrastructure (25 points)

- Describe any investments in food businesses that improve the local food system infrastructure by providing middle-of-the-supply-chain supports, community access and ownership opportunities, and high-quality jobs, either in the District of Columbia or nationally.
- Describe your experience with food processing and manufacturing, shared commercial kitchen space, cold and dry storage facilities, development of food aggregation hubs and related agricultural services, technical assistance for food businesses, and investment in areas of low food access.
- Describe any experience engaging residents in communities where you are investing to understand their priorities related to the local food system, community ownership opportunities, job creation, or other priorities.
- Describe how you would seek to understand the food-related infrastructure and technical support needed by businesses served by the Fund and use this information to meet those key needs.

Fund Management Experience (20 points)

- Describe any Federal and local government and/or private small business grants or loan funds that you have managed nationally or within the District of Columbia in the past three years. Include a summary of the type of fund, activities, geographic area served, total amount of funds disbursed, average disbursement timeframe, and management team and human capital assigned to the fund's operations.
- Describe any experience in developing web-based, proprietary platforms for small business grant or loan applications.
- Include resumes for organizational leadership and key staff expected to support the Fund.
- Include three names of individuals who can provide a recommendation regarding prior fund management.

Organizational Capacity and Governance (15 points)

- Provide a narrative summary of the specialized experience and technical competence of the staff to be assigned to the project with respect to the Fund management.

- Describe how your Board or other governing body has the skills and experience related to community engagement, small business development, and/or food systems enhancements relevant for administering this Fund.
- Address how you will manage to meet the goals articulated by DMPED, including a work plan and budget.
- Provide a narrative summary regarding the process for implementing the Fund, including how you will build a revolving fund that is sustainable beyond the first year, how you will promote & source the businesses supported by the Fund, and how you will identify the programming offered through the Fund.
- Provide a narrative summary of the technological systems and resources that will be available and utilized for the application review process and funds disbursement.
- Provide a description of the organization's experience and capacity to manage federal grants, including meeting reporting and compliance requirements.

Financial Viability (15 points)

- Provide a narrative and attach audited annual financial statements for the past three years and an audited quarterly report as of September 30, 2023 to document the applicant's current financial standing and track record of financial health.

IX. Anticipated Announcement and Award Notification

The anticipated time for processing applications is 45 days after the date of application close and may be extended based on the number of applications.

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 Article **XV**.
2. Automated Clearing House (ACH) Form – Approved awardees will receive a disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved 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 - Applicants are required to sign an Equal Employment Opportunity (EEO) Statement with the District's Office of Human Rights.
4. Grant Agreement - Applicants are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the Applicant's receipt of the applicable grant funds.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 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.

X. 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.

DMPED reserves the right to issue addenda and/or amendments subsequent to 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 into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from 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 and payment provisions identifying how the grantee will be paid for performing 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.

XI. Point of Contact

Sandra Villarreal,
Grants Manager
Phone: (202) 727-6365
Email: dmped.grants@dc.gov

XII. Checklist for Applications

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.

- The application is submitted electronically to DMPED through GrantVantage.
- The application includes the requested information below:
 - Information about the applicant organization and key contact info
 - Narrative response for the FY24 Regional Food System Infrastructure Fund, including:
 - Applicant Introduction
 - Commitment and Experience in Investing in Small and Medium Businesses in Communities that Have Experienced Historic Disinvestment
 - Commitment and Experience in Supporting Food Businesses and Improving Local Food Systems Infrastructure
 - Fund Management Experience
 - Organizational Capacity and Governance
 - Financial Viability

Each grant application must include each of the following required attachments, completed by the Applicant, and that any grant application submitted without ALL these required attachments will not be considered for the award:

- The following attachments.
 - Attachment A – Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
 - Attachment B – Organizational chart
 - Attachment C – Board resumes
 - Attachment D – Staff resumes
 - Attachment E – Tax-exempt status determination letter, as applicable
 - Attachment F – List of all prime contractors and subcontractors that their organization does business with related to the service in this RFA
 - Attachment G – Certificate of Clean Hands from the DC Office of Tax and Revenue (current within the last six months)
 - Attachment H – Evidence of Good Standing from DLCP (current within the last 6 months)
 - Attachment I – Audited Financial statements and reports for the last three years

- Attachment J – Copy of Basic Business License
- Attachment K – Conflict of Interest Policy and Statements
- The following completed forms (A through E can be provided after the application as described in Section X)
 - Appendix A – EEO Policy Commitment Package
 - Appendix B – Debarment Affidavit
 - Appendix C – Certificate of Insurance
 - Appendix D – IRS W-9 Form
 - Appendix E – ACH Enrollment Form
 - Appendix F – Arrest and Conviction Statement
 - Appendix G – Copy of your System for Award Management (SAM.gov) number; if you do not have one, you will be required to register, obtain, and maintain one before or within 30 days of the award and throughout the period of performance
 - Appendix H – Copy of you Data Universal Numbering System (DUNS) number; if you do not have one, you will be required to register, obtain, and maintain one before or within 30 days of the award and throughout the period of performance

XIII. Grant Disbursement and Period of Performance

DMPED expects to award one grant for a maximum amount of \$2,000,000.00.

The Period of Performance under the Grant Agreement shall extend through September 30, 2027, unless earlier terminated. Notwithstanding the foregoing, the District’s financial obligations and period of performance will extend through four years after the execution of the grant agreement.

Grant funding will be disbursed to the grantee based on the award amount provided expenditures are allowable expenses and the grantee adheres to the disbursement process.

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

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

A. GENERAL REQUIREMENTS. The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Administrator (GA) giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required

Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the GA.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Grantee and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this grant, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured. The additional insured status under the Grantee's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the GA in writing. All of the Grantee's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, and a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or its equivalent) to The Government of the District of Columbia

- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
- e) Defense costs shall be in addition to and not erode the limits of liability

2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Grantee shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Defense costs shall be in addition to and not erode the limits of liability
- e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent)

3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to the GA of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
- c) Where applicable, include Jones Act Coverage for seamen or crew members on an “if any” basis.

4. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Grantee’s operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Grantee on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.
5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the GA of commercial umbrella or excess liability insurance with minimum limits of \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Grantee for work under this agreement shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Grantee. In either instance, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

E. DURATION. The Grantee shall carry all required insurance until all grant work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this grant and two years for non-construction related grants.

F. LIABILITY. These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this grant.

G. CONTRACTOR'S PROPERTY. Grantee and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.

H. MEASURE OF PAYMENT. The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.

I. NOTIFICATION. The Grantee shall ensure that all policies provide that the GA shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no long complying with the above requirements. The Grantee shall provide the GA with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the GA with an updated Certificate of Insurance should its insurance coverages renew during the grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Grantee at least 30 days' notice of the change. Grantee must comply, at your expense, and deliver to the GA evidence of compliance before the change becomes effective.

- J. **CERTIFICATES OF INSURANCE.** The Grantee must send to GA, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding grant number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

**And mailed to the attention of:
Office of the Deputy Mayor for Planning and Economic Development
Contracts, Procurement and Grants (Certificates of Insurance)
1015 Half Street, SE, 9th Floor, Washington, DC 20003
(202) 727-6365
Dmped.grants@dc.gov**

- The GA may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the grant, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the GA prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the GA on an annual basis as the coverage is renewed (or replaced).
- K. **DISCLOSURE OF INFORMATION.** The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this grant.
- L. **CARRIER RATINGS.** All Grantee's and its subcontractors' insurance required in connection with this grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. **WARRANTIES.** When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). GA should collect, review for accuracy, and maintain all warranties for goods and services.