



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

FY24 Walter Reed Retail Opportunity Grant

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: **Monday, February 5, 2024**

RFA ID #: **DMPED – FY24-01 WRROG**

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

Submission Deadline: **Friday, March 8, 2024, at 5:00 p.m. (ET).**

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

SECTION 1. GENERAL INFORMATION

1.1 Introduction and Purpose of Grant

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) invites the submission of applications (“**Applications**”) from qualified organizations for the Fiscal Year 2024 Retail Opportunity Grant (ROG) pursuant to D.C. Official Code § 2-1227.05 (“**Program**”). The Program incentivizes the continued diversity of retailers and retail options on the former Walter Reed Army Medical Center campus and in the Brightwood Park, Shepard Park, and Takoma neighborhoods.

The grants under the Program will help provide gap financing for projects that help further diversify retail offerings in support of job creation and economic development at the campus. The Program will encourage existing and new neighborhood-based retail businesses that seek access to capital to build out a new retail space, improve their place of business, and/or support their on-going operations. Successful applicants to this RFA will demonstrate the ways in which they add to the diversity of already-announced retailers on the campus, whether through the type of business offering, local headquarters, or for other reasons as explained by the applicant. The grant is intended to provide an additional source of funds that adds the last needed spur to get a retailer open and successful on the campus.

1.2 Source of Funds; Grant Funding

The Program will be funded through the Walter Reed Reinvestment Fund pursuant to D.C. Official Code § 2-1227.05, the purpose of which is to support job creation and economic development at the Walter Reed Redevelopment Site (as defined in D.C. Official Code § 2-1227.01(17)).

The total amount of funding available is \$500,000.00. The minimum application request is \$50,000.00. DMPED anticipates making one or more awards under the Program, depending on the external and internal review panel recommendations, the resources available, and the goals of the Program.

1.3 Competition for a Grant Award

This RFA is competitive. Each applicant must demonstrate its ability to carry out the activities for the grant for which it applies. A review panel will evaluate the Applications according to the stated list of criteria in the proposal description. The proposal(s) with the highest score will be awarded grant(s) under the Program.

Specifically, grant awards will be made based on eligibility, the extent to which the proposal fits within the scope and available funding of the Program, strength of the application, and the organization’s capacity to achieve the Program’s goals.

1.4 Conflicts between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District

or federal law or regulation, the applicable legal provision shall control.

1.5 Period of Performance

Successful applicants must expend all grant funds on operational expenses or commence construction on retail buildout of their space by September 30, 2025. The District's financial obligation for any grants awarded for the Program is from the date of execution of the grant agreement through September 30, 2024.

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

1.6 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, site visits, data collection, or other methods set forth in a grant agreement. At any point, the grant is subject to a performance or financial audit.

1.7 Invoice Submission

Invoices must be submitted electronically through the vendor portal: <https://vendorportal.dc.gov>. Successful applicants are required to register on the vendor portal prior to submitting an invoice.

SECTION 2. ELIGIBILITY

2.1 General Eligibility 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) (formerly DCRA), 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 6.1 of this RFA.
- Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults of any of the applicant teams' entities (see Section 5.2 of this RFA).

2.2 Eligible Applicants and Program Requirements

Eligible applicants and proposals shall be from retail and service-oriented business owners headquartered in the District who have signed a contract of sale, a lease, or a Letter of Intent to occupy a retail space on the former Walter Reed campus (specifically the 66-acre parcel that was purchased by the District of Columbia in 2016) (the “Program Campus”). A diagram of the Program Campus can be seen below:



Businesses that hold a Tavern license and permits issued by Alcohol Beverage and Cannabis Administration (ABCA) may also be eligible if they have the ability to prove via tax returns that primary revenue is not from alcohol sales. Applicants will be ineligible if they own or operate more than two existing locations of the retail or service-oriented business.

2.3 Eligible Funding Uses

Grant funds may be used to support the following costs:

- Architectural and engineering
- Construction costs
- Tenant improvements
- Historic preservation build-out
- Purchase/lease of equipment

SECTION 3. SUBMISSION OF APPLICATION

3.1 Submission Guidelines

- A. 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.

- B. 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 incomplete Applications or 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 Application submissions.
- C. 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.
- D. **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.
- E. 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 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.

3.2 Contents of Application

Applications must include the elements for each section outlined below 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 applicant's proposal.

A. Proposal Summary

Provide a brief one paragraph summary that explains the proposal and funding amount requested.

B. Proposal Description

The description should include detail on the following:

- Location of the proposed or existing retail space indicating it is within the Program Campus.
- Applicant must exhibit site control of the retail space through one of the following forms:
 - Contract of Sale
 - Executed Letter of Intent
 - Executed lease with the property owner
- Description of the applicant's business and the services or products that will be offered at the retail space
- Description of the business plan
- Evidence that the applicant meets the eligibility criteria as described in Section 2.2
 - If the applicant is a tavern license holder, 3 years of tax returns should be included to demonstrate that primary revenue is not from alcohol sales.

C. Applicant Team

1. Organization

Describe the applicant organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the Program goals. To provide further information, the applicant can reference its website or attach an organizational brochure or resumes.

2. Key personnel

Identify the key team members of the applicant and provide brief biographies or their resumes outlining relevant experience and an organizational chart. Applicants should also provide information that explains the relationship among team members, their respective roles and contributions to the proposal, and the overall management of the team. Provide general contractor information, if grant funds are to be used for tenant buildout.

3. Past performance on District Grants/Contracts

Identify District agencies from which the applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

D. Budget and Timeline

Applications shall include detailed information about the applicant's financials and a schedule of performance to show that the proposal is financially viable and that the applicant has:

- (1) the capacity to complete the tenant build out; and/or
- (2) the capacity to operate on the Program Campus.

For applicants who are already open and operating on the Program Campus, applicants should provide:

- Anticipated annual operating expenses;
- Projected annual revenue for the Program location;
- Demonstration that the applicant will be able to continue paying occupancy costs for the term of its occupancy at the Program location.

For applicants who are seeking grant funds to build out a tenant space, applicants should provide:

- Total construction budget at the Program location;
- Budget for the use of all grant funds;
- All sources and uses of funding to complete the build-out of, and ramp-up of operations at, the Program location; and
- Schedule of performance for construction, installation of all equipment and finishes, and opening of Program location with a final completion date no later than September 30, 2025.

E. Suitability of the Application for Program Goals

The applicant should provide a statement to explain how the applicant would provide a benefit to the Program Campus.

- Does the applicant provide a retail type not already on the Program Campus?
- Is the applicant locally headquartered?
- Is the retail business minority-owned?

The statement should include a statement to explain why the grant funding is being sought.

- Is the grant serving as gap financing that cannot be found from other sources?
- Does the grant allow the applicant to put down needed deposits for tenant build out that would accelerate the buildout period, thus ensuring an earlier opening

date?

F. Supporting Documentation

In addition to any documentation required by Subsections A-F of this Section, Applications must include each of the following required attachments for the applicant. Any Applications submitted without the below attachments will not be considered for award:

- Attachment A: Basic Business License (DLCP, formerly DCRA)
- Attachment B: Certificate of Clean Hands from the District Office of Tax and Revenue (OTR)
- Attachment C: Organizational Chart of Applicant
- Attachment D: Copy of 3 most recent years of income statements and balance sheets. If the applicant cannot provide this information, a managing member's statements must be provided.
- Attachment E: Certificate of Good Standing (DLCP, formerly DCRA)
- Attachment F: OTR Tax Certification Affidavit
- Attachment G: IRS W-9 Tax Form
- Attachment H: Statement of Certification
- Attachment I: Copy of the signed agreement or instrument evidencing site control of the retail space.

SECTION 4. SCORING CRITERIA AND APPLICATION REVIEW

4.1 Scoring Criteria

Applications will be evaluated based on the scoring 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.

4.2 Scoring Criteria Points

Scoring Criteria	Points
Proposal Summary	10
Proposal Description	25
Applicant Team	20
Budget and Timeline	25
Suitability of the Application for Program Goals	15
Supporting Documentation	5
Total	100

4.3 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 Submission Deadline;
2. The Application package is not complete;
3. The Application fails to address the Program requirements; or
4. The Application does not fall within the scope of this RFA.

B. Internal Review Panel

To ensure fair assessment of 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.

C. 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.**

SECTION 5. ANTICIPATED ANNOUNCEMENT AND CONDITIONAL AWARD REQUIREMENTS

5.1 Anticipated Announcement.

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.

5.2 Conditional Award

Successful applicants will receive a conditional award letter from DMPED detailing the conditions of the award and requesting additional supplemental documentation. Some of the

additional supplemental documentation is detailed in Section 6 of this RFA.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within five (5) business days of the conditional award letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

SECTION 6. ADDITIONAL TERMS AND CONDITIONS

6.1 Insurance Requirements for Successful Applicants

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

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.

6.2 Certified Business Enterprise Participation Requirements

If applicable, selected awardees will be required to execute a Certified Business Enterprise Utilization and Participation Agreement, by and between awardee and the Department of Small and Local Business Department, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, et seq.).

6.3 Hiring of District Residents Requirements

If applicable, selected awardees will be required to execute a First Source Agreement between awardee and Department of Employment Services, governing certain obligations of awardee

pursuant to the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 *et seq.*) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265.

6.4 Living and Prevailing Wages

In accordance with D.C. Official Code §2-220.01, awardees of grants in an amount of \$100,000 or more are required to pay affiliated employees no less than the current living wage rate.

To the extent a selected awardee uses grant funds for construction or renovation at the Program location, the selected awardee will be required to comply with the provisions of the Davis-Bacon Act, 40 U.S.C. §§ 3141 *et seq.*, and the regulations promulgated therewith, as applicable.

6.5 Evidence of All Financing Sought

Selected awardees will be required to demonstrate that they have sought out and secured and/or obtained other sources of financing that the grant funds will be supporting as a condition to a grant award.

6.6 Evidence of Final Site Control Received

If a selected awardee provided only a negotiated but not executed lease or an executed LOI as part of its application, the executed lease needs to be provided to DMPED to confirm that full site control of the Program location is received as a condition to a grant award. If a sales contract was provided during the application process, a selected awardee must provide a copy of the recorded deed conveying the Program location to the selected awardee as a condition to a grant award.

6.7 Taxability of Grant Funds

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

6.8 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.