

**DC Office of Planning**  
**Request for Applications (RFA)**  
**“Crossing the Street: Building DC’s Inclusive Future through Creative Placemaking”**  
**Additional Questions and Answers on the RFA (updated)**

**Questions received by email and responses**

**Q: ‘Applicants may form teams.’ To clarify, can the ‘team’ consist of an organization and additional collaborators who are not employed by the organization?**

**A:** Yes, the RFA allows for team collaboration. For example, an organization can apply and include in their application a team that includes other collaborators, organizations or individuals, outside of the applicant organization. Please see Sections III.A and V.B.

**Q. Does an applying organization with 501(c)(3) status need to be registered in DC?**

**A.** An organization does not need to be registered or based in DC. However, as noted in Section V.B.v of the RFA, an applicant has an opportunity to receive additional points in the evaluation process if the lead applicant and/or collaborating organizations are DC-based.

**Q. Can individual curators apply or is the RFA only open to organizations?**

**A.** As noted in Section III.A., the RFA is open to all professional organizations rather than individuals. However, applicants may form teams, and we encourage individual curators to consider collaborating with a partner organization that would be the applicant. In considering partnering/teaming, applicants are reminded to review the full range of services and activities to be carried out by each grantee detailed under Section I.C of the RFA as well as the scoring criteria described in Section V.B that will be used by the evaluation panel in reviewing applications and determining the ability of the applicant to manage and implement a project.

**Q. Does an organization need to be a registered non-profit with 501(c)(3) status in order to apply?**

**A.** It is not required that an organization have 501(c)(3) status in order to be eligible and apply.

**Q. We would like more clarification regarding the 10% cap on indirect costs (facilities and administrative costs). Does this cap include project management, project monitoring and crafting the final report?**

**A.** Project management, project monitoring and reporting, as well as the final report are not considered indirect costs and are therefore not part of the cap on indirect costs. Indirect costs are those facilities and administrative costs incurred for a common or joint purpose and therefore cannot be identified readily and specifically with a particular sponsored project or instructional activity or other institutional activity (“direct costs”). This grant opportunity is capping indirect costs at 10%, and this cap will be referenced in any project agreements.

**Q. Under this grant, there will be non-tangible expenses such as conceptualization and design as well as tangible costs such as construction and operation of the placemaking project. Is there a maximum ratio between the design and execution categories?**

A. The allocation of resources between Phase I (project concept development) and Phase II (project implementation) will be determined at a later stage, and OP will need to approve this allocation as stated in Section II.C of the RFA.

**Q: If an applicant applies and is selected as a curator, but none of the projects on the table proposed by OP are do-able or interesting or relatable to the curator, is there a process to withdraw from the project if an agreeable or compromised project cannot be decided on between the curator and OP?**

A. Either party (grantee or OP) may terminate the agreement.

**Q. On page 4 of the RFA, it states “A minimum of two DC-based artists.. are required to participate in each creative placemaking project..” There are many artists who work primarily in DC but live in each VA or MD. Can they be eligible as DC-based artists to be included in the team?**

A. If you are referring to the services and activities to be carried out by each grantee (Section I.C of the RFA), this will be addressed with each selected grantee in the grant agreement and as part of the discussions related to a specific project (as a reminder, this RFA is not asking for proposals on specific projects). If you are referring to the application process, preference will given to teams (i.e. the lead applicant and or/collaborating organizations) that are located in the District of Columbia (see Sections III.A. and V.B.v.).

**Q. On page 4 of the RFA, it states the creative placemaking project should not replicate or greatly resemble previous or current projects undertaken in the District.” To clarify, could we apply with a concept that we have prototyped previously (on a much smaller scale, with different personnel, different community engagement, or a different theme) outside the District?**

A. The RFA is not seeking actual project proposals or concepts. Projects will be identified and defined after curators are selected as part of Phase 1 (project concept development). However, there are sections in your application response where you can refer to previous projects as well as conceptual project development and implementation approaches. Please see the first round Q & A released previously and posted on OP’s website <http://planning.dc.gov/page/temporary-urbanism-initiative> for more information that pertains to this question.

**Q: In the narrative, can an applicant use diagrams to describe the approach?**

A: In order to evaluate all applicants on the same basis, a narrative-based response is required. If desired, a diagram can supplement the narrative response to illustrate it.

**Q: In reference to complying with Section 7.2 of the Citywide Grants Manual and Sourcebook – and specifically the Statement of Certification – if a non-US applicant has a US-based fiscal sponsor, should the sponsor submit the information on behalf of the non-US applicant?**

A: Yes, the fiscal sponsor can submit the information.

**Q. Section 7.2 requests information that needs to be released by attorneys; it seems that providing the materials requested at the time of the application might be difficult for a larger organization to accomplish prior to January 11<sup>th</sup>.**

A. In this situation, the applicant should provide a note with an explanation as to the unique circumstances that did not allow the applicant to fully comply with specific components of Section 7.2. Please note that it is expected that any organization selected to receive a grant under this RFA will fully comply with all provisions of the grant, including Section 7.2.

**Q. Regarding Section 7.2 of the Citywide Grants Manual and Sourcebook, it states "That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR." Does this apply to a non-DC based organization, and if so, how do we obtain the District of Columbia certification?**

A. Applicants are expected to comply with all provisions of Section 7.2. In terms of the statement of certification specifically, DC-based as well as non-DC based organizations can find information on obtaining a 'clean hands' certificate at the following link: <http://otr.cfo.dc.gov/page/new-online-clean-hands-application>. If an applicant has an issue with obtaining a clean hands certificate in time for submittal as part of its 'Crossing the Street' application, the applicant should provide a note with an explanation as to the unique circumstances that did not allow the applicant to fully comply with specific components of Section 7.2. It is expected that any organization that receives a grant under this RFA will fully comply with all provisions of the grant, including Section 7.2.

**Q. On p. 7 of the RFP, it mentions that as part of the application packet, you must submit: "3-5 images of exhibits/creative placemaking projects along with curatorial statements/themes from each exhibit." Are there specific guidelines or requirements for these images and statements? If an organization has not curated a visual art exhibit, but have done a number of community-based projects that worked towards creative placemaking goals, with end products such as video recordings of public performances, published books of student art, etc., would materials such as these be appropriate to submit?**

A. We are flexible as to the format of the images/work submitted as well as the range/types of exhibits and creative placemaking projects referenced. If appropriate/relevant, an applicant could also include in the application links to any video recordings posted online.

**Q. If a representative / organization was unable to attend the Pre-Application Conference, can they still apply for the grant?**

A. Yes, an organization may apply for the grant whether or not a representative attended the pre-application conference.

**Q. What qualifies as a "locally" based organization? For example, does the applicant need to have a DC mailing address? If it's a global organization with chapters around the world but has a DC chapter, would this be considered local?**

A. An organization with its only location in DC or its headquarters in DC would qualify as locally-based.

**Q. We would like to include a partner/key staff person (section vi.) on the proposal who has already agreed to partner with another organization that is also submitting an application. Do partners/key staff persons have to be exclusive to one organization or may they be submitted as partners/key staff on more than one application?**

A. A partner does not have to be exclusive and can be submitted as a partner on more than one application.