



GRANT TO IMPROVE FEDERAL PARKLAND IN THE DISTRICT
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: May 4, 2018

Submission Deadline: June 1, 2018

***Please note that all applications must be submitted electronically.
Incomplete applications or those submitted after the deadline will not be accepted.***

Submission Details: Please submit your complete application (including any attachments) via email only to the point of contact listed below.

Point of Contact: Edward Giefer, Grants Manager
(202) 442-7600
edward.giefer@dc.gov

Availability of RFA: Download from OP's website, planning.dc.gov



I. Introduction

The Office of Planning (OP) invites the submission of applications for a grant to improve federal parkland in the District of Columbia.

The purpose of this grant is to support the improvement of federal park land in the District. Grant funds will support one or more highly-rated projects that meet the eligible funding uses.

II. Eligible Funding Uses

Funds can be used for improvements to federal parkland in the District of Columbia. The use of funds includes, but is not limited to, infrastructure or facilities improvements, upgrades, or repairs.

III. Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Property acquisition or lease
- Organizational overhead
- Food
- Organizational capacity building
- Transportation
- Debt service

OP reserves the right to review and approve or disapprove of fund uses.

IV. Service Area

OP will make at least one award to qualified applicants that are eligible to improve federal parkland in the District of Columbia.

V. Eligible Applicants

Applicants must demonstrate that they:

1. Have a partnership arrangement with the National Park Service (NPS) to support improvements on federal park land in the District.
2. Are a registered District-based business or organization in “Good Standing” with the DC Department of Consumer and Regulatory Affairs (DCRA), the DC Office of Tax and Revenue (OTR), the DC Department of Employment Services (DOES), and the federal Internal Revenue Service (IRS).
3. Can provide proof of property and liability insurance (an insurance quote is permitted for new businesses) compliant with the requirements set forth in the grant application, or an explanation for why insurance is not necessary.

VI. Grant Disbursement

OP has a total of \$200,000 in grant funds. OP will make at least one grant.

The period of performance for this grant will be from the date of grant execution through September 30, 2018.

VII. Application Review & Awards

To ensure fair assessment of grant applications, OP will convene a review panel to evaluate applications on their eligibility and suitability. The review panel will consist of neutral, qualified individuals who will review and score applications and submit recommendations for grant awards to the OP director. The OP director will have final say over awards.

VIII. Submission Guidelines

All applications must be submitted via email only to the point of contact listed in Section XIII below. Please submit all applications and attachments in PDF format.

Applications must be submitted via email no later than **Friday, June 1, 2018 at 3:00 pm.**

All applications will be recorded upon receipt. Applications received after the deadline will not be considered or forwarded to the review panel for consideration. Unless requested by OP, any additions or deletions to an application will not be accepted after the specified deadline. OP is not responsible for unreadable, incomplete, and/or out of order submissions.

IX. Contact for this grant

Edward Giefer, Grants Administrator
Office of Planning
(202) 442-7600
edward.giefer@dc.gov

X. Terms and Conditions

This RFA does not commit OP to make a grant award.

OP reserves the right to accept or deny any or all applications if OP determines it is in the best interest of the Government of the District of Columbia to do so. OP shall notify the applicant if it rejects their application. OP reserves the right to suspend or terminate an outstanding RFA.

OP reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind this RFA.

OP 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.

OP may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities and/or proposed federal parkland are appropriate for the project proposed.

OP may enter into negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

OP shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by OP; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

XI. Scoring Criteria

Once an application has been screened for basic eligibility, projects will be evaluated on the following criteria:

- Capacity of the applicant and team, including experience on similar projects
- Financial and regulatory feasibility of the project
- Any matching funds that would complement the grant funds
- Expected positive impact to the federal parkland
- Community or other expressed support

Upon approval of an application or applications by OP, OP will issue a grant agreement to the winning applicant or applicants explaining the terms and conditions of the grant. The grant agreement must be signed and returned within ten days of the date of the grant agreement or the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, the project can begin.

XII. Certifications and Assurances

- A. Insurance Requirements. The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).
1. GENERAL REQUIREMENTS. The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. 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 Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

- a. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.
 - b. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - c. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.
 - d. Employer's Liability Insurance. The grantee shall provide 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.
2. DURATION. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.
 3. LIABILITY. These are the minimum insurance requirements established by the District of Columbia. HOWEVER, THE MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.
 4. GRANTEE'S PROPERTY. The grantee and sub-grantees 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 District of Columbia.

5. MEASURE OF PAYMENT. The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.
6. NOTIFICATION. The grantee shall immediately provide OP with written notice if its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to OP.
7. CERTIFICATES OF INSURANCE. Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Edward Giefer
Office of Planning
1100 4th St SW, Suite E650
Washington, DC 20024
edward.giefer@dc.gov

- B. Nondiscrimination in the Delivery of Services. In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving OP funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace Act of 1988; and • District of Columbia Human Rights Act of 1977 and DC Language Access Act of 2004.

XIII. Grant Application

A. Application submittal

The application must be submitted via email only, in PDF format, to edward.giefer@dc.gov. The email message should be marked "Application in Response to Federal Parklands RFA". Hard-copy applications will not be accepted.

Application documents shall be typed in a 12-point font, single space, and all pages must be numbered and labeled with the applicant's name.

B. Application Content

1. Cover letter (1 page)
2. Narrative describing demonstrated experience and/or interest in the selected federal property and in implementing similar projects and managing similar grants and/or processes (max 3 pages, including similar project examples)
3. Narrative describing the problem and improvement proposed, the justification for it, and the proposed plan of action (max 3 pages)
4. Discussion of the budget, including how grant funds and any matching funds would be spent (amounts and uses)
5. A proposed timeline for the project, assuming a July 2018 project start date
6. A proposed timeline for payments, if the project requires a significant or full payment upfront
7. 3-5 images of existing conditions
8. Schematic/s and plans describing proposed improvement/s
9. Resumes of key staff (up to five resumes) outlining experience similar to the proposed project and any connection/interest in the federal parkland identified for improvement (max 10 pages)
10. A current signed W-9 Form, obtainable from [irs.gov](https://www.irs.gov)
11. [Please note that OP will require each *selected grantee* to complete the “Master Supplier Information Collection Template,” attached below, to gather grantee information including business license number, DUNS number, and ownership type.]
12. Written approval of the project from the National Park Service (NPS) or discussion of the applicant’s plan to obtain that approval before starting work
13. Potential applicants must review and comply with the full list of terms, conditions, and requirements listed in Section 7.2 (“Specific RFA Provisions”) of the Citywide Grants Manual and Sourcebook (Sourcebook) available at <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>, and **submit all required information as directed by the Sourcebook as part of this application**, including:
 - A. A **written statement**, the truth of which is sworn or attested to by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:
 - i. been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or
 - ii. been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

- B. A **Statement of Certification** as required by Section 7.2 of the Sourcebook.
<https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>

The applicant may include supplemental application appendices to be used as supporting documentation. Appendices may not total more than ten additional pages. Supplemental application appendices may include, for example:

- Letters of endorsement
- Reviews or press coverage of previous projects undertaken by applicant and/or team

XIV. Reporting Requirements

For grants awarded, grantees shall:

- A. Provide a final report summarizing the project and improvements
- B. Provide monthly progress reports to OP that include programmatic and financial updates
- C. Participate in periodic project management meetings with OP

In all cases, grantees shall provide electronic files in their original, editable formats (e.g., Microsoft Word, Adobe InDesign) in addition to static formats intended primarily for distribution (e.g., Adobe Portable Document Format, or .pdf).

***District of Columbia Government
Master Supplier Information Collection Template***

Vendor Name (Legal Name): _____

Vendor Number (I + Tax ID): 1 _____

Phone Number (including area codes and extensions): _____

General E-mail Address: _____

Website Address: _____

W9 Tax ID Number: _____

CBE?: Yes ☐ No ☐ CBE Number: _____ (DC-Certified Business Enterprise. Choose matching items for **Supplier/Ownership** Types).

Contact Name: _____

Contact E-Mail Address: _____

Supplier/Vendor Type: _____

Ownership Type: _____

Supplier/Vendor Type

1=DC Employee	4=Local Government	7=Other
2=Federal Agency	5=Vendor-Business	8=CBE
3=State Agency	6=Vendor=Individual	

Ownership Type

A=State Corporation	I=Individual Recipient	R=Foreign
C=Professional Corp.	L=CBE	S=Sole Ownership
E=State Employee	M=Medical Corporation	T=Partnership
F=Financial Institution	O=Out of State Corporation	U=Non-Profit
G=Government Entity	P=Professional Association	

ALL ITEMS IN THIS AREA MUST BE COMPLETED

DUN & Bradstreet No. (DUNS): _____

(To apply for your DUNS number call 1-866-705-5711 Required for all Email and Fax Purchase Order forwarding requests.)

ANID Number:

(Please register at supplier.ariba.com; This is a required field.)

Do you want the purchase order forwarded by e-mail or fax? Email ☐ Fax ☐

(Please choose only one; We do not support the ARIBA Online option.)

Ordering E-Mail Address (Send Purchase Orders): _____

Ordering Fax Number (Send Purchase Orders): _____

Does the Vendor Accept Purchase Cards: Yes ☐ No ☐

ALL ITEMS IN THIS AREA MUST BE COMPLETED

DUN & Bradstreet No. (DUNS): _____

(To apply for your DUNS number call 1-866-705-5711 Required for all Email and Fax Purchase Order forwarding requests.)

ANID Number:

(Please register at supplier.ariba.com; This is a required field.)

Do you want the purchase order forwarded by e-mail or fax? Email ☐ Fax ☐

(Please choose only one; We do not support the ARIBA Online option.)

Ordering E-Mail Address (Send Purchase Orders): _____

Ordering Fax Number (Send Purchase Orders): _____

Does the Vendor Accept Purchase Cards: Yes ☐ No ☐