



District Department of Transportation

FY 2019

Open Streets Grant Request for Applications

March 2019



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR



**District Department of Transportation
Proposal for District of Columbia Government Fiscal Year 2019
Open Streets Grant Funding – Request for Applications**

The District Department of Transportation (DDOT) is the lead agency implementing Mayor Bowser’s Vision Zero initiative. Vision Zero seeks to achieve zero traffic fatalities and serious injuries in the District through better engineering of roadways, more effective education efforts, smarter use of data and safety analysis, and enforcing life-saving laws more effectively.

DDOT is requesting proposals from nonprofit and not for profit organizations located in the National Capital Region to use these funds to perform the necessary planning, coordination and other support to implement an open streets event.

PROPOSAL DEADLINE: The deadline for submitting proposals for Fiscal Year 2019 (“FY 2019”) projects is 5:30 p.m. EDT on April 19, 2019.

DURATION: The Open Streets grant awarded by DDOT for FY 2019 must be expended during the fiscal year, October 1, 2018 to September 30, 2019. Disbursement of funds for non-profit organizations will be on a reimbursement schedule and are allowed until a DDOT Notice to Proceed (NTP) is issued to the grant awardee.

WHO IS ELIGIBLE: Non-profit organizations in the Washington Metropolitan Area.

HOW TO APPLY: Applicants must complete the application below and submit to the District Department of Transportation:

District Department of Transportation
Attn: Open Streets Grant Application
c/o Jonathan D. Rogers
55 M St. SE, 5th Floor
Washington, DC 20003

Proposals can also be submitted via e-mail to vision.zero@dc.gov.



SELECTION/AWARD: The following criteria will be taken into consideration for the scoring and selection of proposals for the Open Streets grant:

- Is the applicant proficient in event planning and logistics, particularly in the realm of street closures/festivals and large-scale pedestrian and bicycle event planning?
- Does the applicant demonstrate experience in recruiting and managing large groups of volunteers? Does the applicant demonstrate experience locally and capacity that would allow for effective community engagement and outreach required for event planning?
- Does the applicant demonstrate expertise in marketing for and promotion of special events in the National Capital Region?
- Does the applicant offer marketing, graphic design, and promotion capability to effectively generate awareness for the event? Does the applicant have demonstrated experience in developing programming or partnering with other entities to develop programming related to active transportation, health, and wellness?
- Is the applicant thoroughly familiar with District of Columbia Government active transportation, health and wellness, and sustainability landscape and policy goals?
- Does the proposal include clear deliverables with a realistic timeline and budget for each deliverable?
- Does the application address the Open Streets Concept described below.
- Successful applicants will establish relationships with District Agencies, non-profit groups, and other organizations that can provide programming that is free of charge to Open Streets participants.

DDOT reserves the right to contact applicant organizations to request additional information and/or clarification about submitted proposals.

OPEN STREETS CONCEPT

The Open Streets concept involves events or programs that periodically close streets to motor-vehicle traffic and open them to people for healthy activities suitable for all ages and abilities. The concept helps inspire people to think differently about their streets by encouraging physical activity, creating recreational opportunities, and fostering community building and education. The concept originated in Bogotá, Columbia in 1976 and has been replicated throughout cities around the world. In October 2018 Mayor Bowser's Vision Zero working group recommended Open Streets as a strategy to increase transportation safety and awareness.

PROPOSAL REQUIREMENTS

Proposals must include all of the elements listed below:

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Grantee Applicant Information:

Applications should identify the project lead and/or team and include the pertinent contact information including address, phone and email address.

Project Objectives & Goals:

Identify the goals and objectives the applicant hopes to accomplish in supporting the planning and implementation of the Open Streets event. Objectives are more specific short-term goals that must happen to achieve the overall project goal. Objectives should produce measurable deliverables at different points throughout the project's lifespan. Further, objectives should explain what is going to be accomplished and when it is expected to be accomplished. They should follow the SMART principle – S-Specific, M-Measurable, A-Action-oriented, R-Realistic, and T-Time-framed.

Project Activities/Action Plan:

Describe in detail the activities that will be undertaken and the steps proposed that will achieve the objectives. Include sufficient detail on the steps so that the evaluator clearly understands what will be done and when. Activities generally begin with words such as: conduct, provide, create, establish, train, and purchase. The proposed activity must either be a best practice or proven strategy supported by research or demonstration project. Activity must also have a clear defined timeline.

Applicant Qualifications:

The applicant should be able to demonstrate the expertise necessary to execute the project's goals, objectives, and action plan. This may include a satisfactory record of performing similar activities as detailed in the proposal or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. This grant should be supplementary to an organization's budget and not relied upon for annual operating costs.

The applicant should also demonstrate it has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all applicable commercial and governmental business requirements.

Performance Measures and Evaluation:

Each application must include an evaluation plan for each specific service provided. Evaluation plans must detail how a proposal will be measured and monitored to determine whether it is effective and include criteria designed to measure the proposals success.

Budget Narrative:

A budget narrative must be developed for each proposal. The proposal budget will include all allowable expenses needed to effectively implement the project. It must include specific information that indicates the type, and quantities of equipment to be purchased, as well as types of travel expected, and supplies needed. The budget detail must show any personnel costs, travel expenses, contract service expenses, equipment, other direct costs, and any program income the project may receive. Applicants will be scored on the adequacy and reasonableness of proposed estimates.

Program Income: It is strongly encouraged to indicate here whether any income received from the grant program will be directly reinvested back into the project (will stay with the program to help achieve

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future sustainability). Examples of program income might include fees for service, a grant project fund raiser, or donations made specifically to the grant project or program.

Matching Costs: The proposal budget may also indicate any matching funds anticipated to contribute to this project. Qualifying “soft” match might include non-reimbursed personnel expenses, volunteers, vehicle wear and tear, or agency equipment use; “hard” match might include payments made for office supply purchases, car seats, or radar guns (specifically used for the grant project), printing, postage, travel, etc.

GRANTEE TASKS

Grantee tasks include:

- Event planning and management – Serve as the primary event planner and coordinator, with support from DDOT staff, for the Open Streets event. Develop a schedule of critical path items with DDOT support to ensure success of the event. Serve as a logistics point of contact for the event.
- Programming – Develop and implement a programming master plan consistent with the mission of Open Streets, possibly to include organized cycling rides, bicycle instruction/lessons, school “traffic gardens,” exercise classes, etc. A minimum of ten (10) programming events are required during the event.
- Marketing and promotion – Develop marketing materials and communication strategy to manage the public outreach and advertising aspects related to the Open Streets event. Create and distribute electronic or print promotions of the event and ensure maximum and equitable distribution across the District. Execute communications strategy, with support from DDOT and in partnership with other District agencies and organizations.
- Event day support and execution – Recruit and manage volunteers needed for event day. Manage all event day activities with DDOT staff and volunteer support. Event day activities will be developed collaboratively with DDOT staff. Retain and manage all vendors. Ensure on-time event set-up and break-down.

As this is an inaugural event that will potentially be replicated in the future, all activities and exercises should be developed so the event can be duplicated in the future, if desired.



FISCAL MANAGEMENT AND AUDIT SECTION

Funding: Funds are to be expended only for the purposes and activities approved in a selected grant application. DDOT reserves the right to disburse grant funding in installments to ensure performance and expenditure of funds is meeting program expectations. Regular reporting to DDOT will be required on a monthly basis to document use of grant funds.

Purchases: Property, supplies, or services must be purchased in compliance with District or local regulations.

Income: Any income received by the grantee with respect to the conduct of this project (sale of publications, registration fees, sale or lease of materials, service charges, etc.) shall be accounted for and this income shall be applied to project purposes or to the reduction of project costs.

Audits: All entities that receive a grant should expect to be audited in connection with the close-out of that grant.

GRANTEE BEHAVIOR & POLICIES

Nondiscrimination: No person shall be excluded from participation or benefit or this grant on the basis of race, color, sex, age, disability, religion, national origin, or any other protected trait under the DC Human Rights Act.

Drug Free Work Place: Grantees must comply with provisions of the Drug-Free Workplace Act of 1988, as amended.

Liability: The grantee must agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Political Activity: No funds, materials, property, or services provided as a result of this agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

Lobbying: No funds under this grant may be used to pay a lobbyist, donate to a political candidate, oppose a political candidate, or produce materials aimed solely at influencing legislation. A direct request from a legislator or local official for factual information may be answered.

REPORTING AND PROJECT RECORDS SECTIONS

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Reports:

DDOT may require progress reports during the lifetime of a grant and will require a final report at the conclusion of a grant.

- **Final Report/Performance Report** – Final reports from grantees are due to DDOT no later than **November 1**, for activities funded in the previous fiscal year. Final reports must include copies of publications, training reports, and any statistical data generated during grant execution. Final reports should address the following:
 - Quantitative and qualitative impact analysis. Compare accomplishments to the original grant objectives.
 - Grant completion costs as compared to the proposal estimates.
 - Describe any unanticipated issues or problems which affected the grant implementation.
 - Third-party performance, if applicable. Include a copy of any consultant reports with the final report.
 - A complete accounting of the grant proceeds, expenditures and identifying any remaining grant balance.

Monitoring:

DDOT will monitor all grantees. Monitoring may involve observation, interviews, collecting and reviewing reports, documents, and data, etc. Monitoring efforts are intended to determine generally the grantee’s level of compliance with District requirements and specifically whether the grantee’s operational, financial and management systems and practices are adequate to account for program funds in accordance with District requirements.

Project Records:

A complete record of this project must be retained by the grantee for three (3) full years after the end of the project period. If any audit is in progress at the three (3) year mark, the record shall be retained until completion of the audit. This record must include accounting records of all costs incurred on this project, including supplies, services, travel, personnel, and capital equipment (defined as costing more than \$5,000 and a life or more than 1 year), time reports for personnel working on this project, copies of reports submitted to DDOT, and all project applications and adjustments.

REPORTING AND PROJECT RECORDS SECTIONS

Grant Award Schedule

- Grant Application Open: March 22, 2019.
- Proposals Due: April 19, 2019, no later than 5:30 PM EDT.
- Notification of Grant Awards: Early May, 2019.
- Selected grantees will be required to enter into a grant agreement with DDOT.



GRANT APPLICATION FORM

All applications are required to submit a Grant Application with all the requirements and signatures included in Sections 1, 2, and 3. Failure to comply will result in your application being disregarded. Applications are due on April 19, 2019 to DDOT either by mail or e-mail to vision.zero@dc.gov. Late applications will not be considered. To mail an application, please use the following address:

District Department of Transportation
Attn: Open Streets Grant Application
c/o Jonathan D. Rogers
55 M St. SE, 5th Floor
Washington, DC 20003



Open Streets FY2019 Grant Application

District Department of Transportation
Planning and Sustainability Division
55 M St, SE, 5th Floor, Washington, DC 20003
PHONE 202.671.3022

SECTION 1—APPLICATION FORM

| APPLICANT INFORMATION: | | | |
|---------------------------------|------|-------------------------|----------|
| Name of Agency or Organization: | | Date Submitted: | |
| Mailing Address: | City | State | ZIP Code |
| Brief Project Description: | | Total Estimated Budget: | |

| APPLICANT OR AUTHORIZED OFFICER OF THE APPLICANT ORGANIZATION: | | |
|--|-----------|-------|
| NAME/TITLE: | SIGNATURE | |
| TELEPHONE: | EMAIL: | DATE: |

| DESIGNATED PROJECT DIRECTOR (may be the same as the applicant or authorized officer): | | |
|---|-----------|-------|
| NAME/TITLE: | SIGNATURE | |
| TELEPHONE: | EMAIL: | DATE: |



Do Not Complete – For DDOT Use Only

| DDOT OFFICE APPROVAL | | |
|--|----------------------------|----------------|
| DDOT Open Streets Grant Application Received by: | | Date Received: |
| Applicant Selected as Grant Recipient? (Y/N) | Total Amount Requested: | Award Date: |
| Vision Zero Grant Coordinator: Jonathan M. Rogers | Tel: (202) 741-5960 | Signature: |



SECTION 2—KEY ELEMENTS

The following seven (7) key elements must be included in the application. Applicants should refer to the proposal criteria discussed earlier in the application packet for guidance. Adherence to criteria will improve the likelihood of an applicant’s success. Applicants are free to present the key elements in any way they choose.

1 .Project Time Period: _____

2. Project Objectives & Goals

4. Project Activities/Action Plan

Please explain in detail the anticipated project activities/action plans. Show logical sequence of events that will take place to achieve the goals; include anticipated dates of completion.

Project Action Plan (Sample)

Objectives:

| Activities | Project Schedule Start/End | | | | | |
|------------|----------------------------|-----|------|------|-----|------|
| | April | May | June | July | Aug | Sept |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

5. Applicant Qualifications



6. Performance Measurements & Evaluation

7. Budget Narrative

Summarize your project’s budget (sample below).

| BUDGET SUMMARY | TOTAL PROJECT COST |
|------------------------------|--------------------|
| SALARIES AND WAGES | \$ |
| SALARIES AND FRINGE BENEFITS | \$ |
| TRAVEL AND SUBSISTENCE | \$ |
| CONTRACTUAL SERVICES | \$ |
| EQUIPMENT | \$ |
| OTHER DIRECT COSTS | \$ |
| TOTAL | \$ |

SECTION 3—REQUIRED ATTACHMENTS

GRANT APPLICANT TERMS AND CONDITIONS (See Attachment A)

Grantee applicants are required to become familiar with the contents of the Terms and Conditions; because failure to do so will not excuse nonperformance or noncompliance once a grant has been awarded. A signed Applicant Terms & Conditions agreement must be submitted as a part of the application.

STATEMENT OF CERTIFICATION (See Attachment B)

Grantee applicants are required to become familiar with the contents of the Grant Application Statement of Certification; because failure to do so will not excuse nonperformance or noncompliance once a grant has been awarded. A signed Statement of Certification agreement is required as a part of the application.

Copy of 501(c)(3) IRS Determination or Affirmation Letter

Grantee applicants are required to prove their status as a non-profit organization (a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code). Information on obtaining an IRS affirmation letter is available here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>



Clean Hands Certification

Grantee applicants are required to provide a “Clean Hands” certification from the District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue. District of Columbia Law (D. C. Code § 47-2862) stipulates that individuals and businesses are to be denied city goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. A clean hands certificate can be obtained online at: <https://ocfocleanhands.dc.gov/CCH/> or by contacting the Office of Tax and Revenue at (202) 727-4829. The Office of Tax and Revenue is located at 1101 4th Street, SW, Suite 270 West, Washington, DC 20024.

DC Business License

Grantee applicants are required to provide a valid basic business license from the Department of Consumer and Regulatory Affairs (DCRA). In order to operate legally in the District of Columbia, all businesses must be licensed. The DCRA Business License Center is located at 1100 4th Street, SW, 2nd Floor, Washington, DC 20024. Grantee applicants may also apply for a business license online at: <https://dcra.dc.gov/service/about-business-licensing>

W-9 Form

Grantee applicants must provide a completed form W-9 (Rev. December 2017) from the Department of the Treasury Internal Revenue Service, available online at: <https://www.irs.gov/forms-pubs/about-form-w9>

New Master Supplier Registration

Grantee applicants are required to provide the following information:

Vendor Name (Legal Name):

Vendor Number (I + Tax ID):

Phone Number (including area codes and extensions):

General E-mail Address:

Website Address:

W9 Tax ID Number:

CBE? CBE Number:

Contact Name:

Contact E-mail Address:

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Project Title: _____

ATTACHMENT A

Applicant: _____

**Open Streets Grant
APPLICANT TERMS AND CONDITIONS**

- Funding for this award is contingent on continued funding from the grantor. The Request for Applications (RFA) does not commit District Department of Transportation (DDOT) to make an award.
- The District Department of Transportation (DDOT) reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. DDOT shall notify the applicant if it rejects that applicant's proposal. DDOT may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
- DDOT reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DDOT shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- DDOT 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.
- DDOT 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.
- DDOT shall provide the citations to the statute and implementing regulations that authorize the 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; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by DDOT; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the 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.



I agree and understand these Terms and Conditions as a grantee applicant or an authorized officer of the applicant organization, and I understand that the District Department of Transportation will rely on these representations in awarding grant funds.

Signature of Grant Applicant or Authorized Officer of
the Applicant Organization

Printed Name

Date



Project Title: _____

ATTACHMENT B

Applicant: _____

**Open Streets Grant
STATEMENT OF CERTIFICATION**

- The individuals, by name, title, address, and phone number who are authorized to negotiate with the District Department of Transportation (DDOT) on behalf of the organization;
- That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 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;
- That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- That, if required by DDOT, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant, or the ability to obtain them;

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- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments
- That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act; and
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

I sign these Certifications based on personal knowledge, after appropriate inquiry, and I understand that the District Department of Transportation will rely on these representations in awarding grant funds.

Signature of Grant Applicant or Authorized Officer of
the Applicant Organization

Printed Name

Date