PROGRAM OVERVIEW
<u>SECTION 1. GENERAL INFORMATION</u>

1.1 Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that support and preserve affordable housing and promote neighborhood revitalization for the benefit of low- and moderate-income households. As part of this effort, DHCD works in partnership with community based non-profit organizations to revitalize the neighborhoods that they serve.

The District of Columbia Department of Housing and Community Development (DHCD or "the Department"), through its Residential and Community Services Division, administers the Small Business Assistance Program. As part of its Neighborhood Based Activities, DHCD uses funds to partner with community-based non-profits to deliver small business support services in targeted commercial corridors. Applicants for the Small Business Technical Assistance Program should use this application process to evidence their quality and capacity as an organization and to demonstrate the potential impact of their proposed projects and activities.

1.2 Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from community based non-profit organizations for the Small Business Technical Assistance Program to conduct technical assistance and small business support activities in targeted commercial corridors of the District. The Department defines the goals of this program as identifying qualified organizations that will:

- Provide customized small business technical assistance (training or guidance) to small businesses in low-to-moderate areas of the District.
- Advocate for small businesses priorities in local revitalization efforts, through collective business support activities.
- Support the Department's effort to market business support and technical assistance services made available by DHCD funds.

The technical assistance and business support services provided by non-profits through this program are intended to empower start-ups and established businesses for the purpose of revitalizing targeted commercial corridors. Additionally, services are intended to attract and retain new businesses, and create and retain jobs in those corridors. An applicant should be able to demonstrate that it has strong project management and administrative capacity and a proven track record of delivering timely and professional quality services like those sought

through this RFA. All applicants will be required to submit a marketing and outreach plan, work plan, and budget for the technical assistance and business support services to be provided.

1.3 Award Period

Approved projects or activities under the Small Business Technical Assistance Program should be ready to start on October 1, 2021. Work plans and budgets are anticipated to be approved for a period of twelve months, with an option to extend the agreement for up to two additional one-year periods, subject to the availability of funds. The Department intends to obligate all funds necessary for the award period from FY 2022 funds.

1.4 Award and Amounts

DHCD will evaluate each applicant's work plan and budget for adequate fiscal capability to provide the services indicated. Grant award notifications will be made on or about August 7, 2021. There is no prescribed award amount for any service, or for any specific grant.

SECTION 2. APPLICANT QUALIFICATIONS

2.1 Eligible Organizations

DHCD is seeking applications from qualified non-profit organizations with a history of serving the residents of the District of Columbia through the projects and activities outlined in this document. DHCD encourages applications that reflect the concerns of the diverse populations and cultures that exist throughout the District of Columbia's communities.

2.2 Organizational Capacity

A successful applicant has the staff and board resources available to provide effective business support and technical assistance in the indicated targeted commercial corridors (see Section 3.3). The applicant's overall administrative capacity, as it relates to all requirements of project or activity management, will be closely examined. Applicants will be evaluated on the basis of financial stability; management capacity; community support; staff qualifications; ability to partner with appropriate organizations to recruit participants and/or provide services; ability to provide excellent customer service; ability to track productivity and report results; and demonstrated understanding of all issues involved in performing all activities required under Community Development Block Grant (CDBG) guidelines.

Applicants are encouraged to seek additional funding to support their organization's SBTA initiatives and are also encouraged to submit documents which may demonstrate any funds raised for SBTA initiatives, such as budget reports or award letters.

Organizations selected for funding must:
- Submit timely monthly requisitions for disbursement according to defined program requirements;
- Utilize systems for assessing the quality of services provided with grant funding according to program requirements; which must be approved by the Department; and
- Produce reports from a well-developed performance data tracking system regarding service accomplishments, along with analysis of client progress.

2.3 Governing Body Membership

A successful applicant must demonstrate that its board or other governing body:

- Is broadly representative of the neighborhood or area being served, including low- and moderate-income residents of the District;
- Possesses skills and/or experience related to community development, and/or neighborhood revitalization; and
- Possesses the legal, business administration, and management skills required to oversee a significant activity in partnership with the District government.

All grantees must meet the following Federal requirement: The majority of the grantee organization's governing body membership (at least 51%) must be from among the following categories: (1) low- and moderate-income residents of the indicated target area; (2) owners or senior officers of private establishments and other institutions located in and serving the indicated target area; and/or 3) representatives of indicated target area's neighborhood organizations with a track record of serving low- and moderate-income residents.

2.4 Evidence Based Performance management

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities they serve; provide evidence of previous accomplishments; and reveal how their efforts will effect measurable positive change. Proposed projects or activities must result in measurable, quantifiable outcomes for the residents of the indicated target area as noted in Section 3.3. Successful applicants must be able to track and provide detailed client portfolio data, including client demographics (specifically client addresses).

2.5 Partnerships

Successful applicants must have the capacity to leverage resources from financial and other private and public entities. Therefore, demonstrated working relationships with key stakeholders – including banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc. - are

essential qualifications for successful applicants. Applicants are encouraged to formalize these relationships and submit documentation to support those relationships, such as Memoranda of Understanding (MOUs) or Letters of Intent.

2.6 Threshold Applicant Requirements

In addition to demonstrating capacity to carry out activities and projects, a successful applicant must meet the following eligibility requirements:

- The applicant must be a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service;
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA);
- The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans);
- The applicant must have written conflict of interest policies and procedures governing employees and board members regarding the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of conflict of interest declarations executed by each employee and board member; and
- Nondiscrimination in the Delivery of Services.

The applicant must comply with federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:

1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)–Provides that no person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)–Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely, by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...".
5) All federal and local laws and regulations which offer consumer protections from prohibited

lending practices; also, the District of Columbia's Lending Revisions Act of 2002 (14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."

PROGRAM REQUIREMENTS & PRIORITIES

SECTION 3. PROGRAM REQUIREMENTS & PRIORITIES

The services in this RFA will be conducted through grant agreements which may use federal Community Development Block Grant (CDBG) funds or some local funds. The Department will provide a full informational briefing to the awarded grantees about the ongoing administrative and programmatic requirements of the designated grant funding source. Whether grants awarded under this RFA are funded locally or with Federal funds, all grants will be managed to the standards and requirements of federally funded grant agreements which are outlined in the next sub-sections.

3.1 Grant beneficiaries

Established Federal regulations contain national objectives that require that the beneficiaries of all CDBG-funded activities must be at least 51% low- and moderate-income persons or households through an activity of area-wide benefit (all residents of the service area). The Federal requirement is that the households of the entire target area for any CDBG eligible activity classified as low/moderate income by way of area benefit must be at least 51% low-moderate income. If the service area for a proposed activity extends beyond the CDBG eligible census tracts, the applicant must demonstrate through survey data that the selected service area is at least 51% low/moderate income. Applicants are required to track client demographics, specifically their business addresses as part of their program and performance metrics.

a. Geographic Distribution of Services

The Department's decision to select one, or more, grantees to provide business support and technical assistance services will be influenced by the potential geographical distribution of service among the qualified applications received. Applicants are free to designate their own proposed service areas in the District based on the organization's by-laws, Board policies, etc. However, the Department reserves the right to designate, or not designate, any service areas it deems appropriate or necessary in making awards, and in negotiating grant terms. In reviewing the applicant pool, the Department's priority will be to ensure that quality business support and technical assistance is provided to as many CDBG eligible areas and neglected commercial corridors in the District of Columbia as possible.

b. Serving individuals with limited English proficiency

Applicants must demonstrate capability to effectively serve and communicate with the various non-English speaking and special needs populations in the District. This means that marketing and outreach and relevant programmatic materials must be made available in various languages and media, based on the needs of those populations. The applicant must demonstrate its intent and capability to comply with the District's Language Access Law in providing business technical assistance and support. In addition, applicants must demonstrate the availability of appropriate staffing to ensure compliance with the District's Language Access Law.

3.2 Target Areas and Commercial Corridors

The Department is working in conjunction with the Great Streets initiative, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will consider proposals that demonstrate synergy with initiatives and resources from the Great Streets initiative. Commercial corridors in the District which have been identified as part of the Great Streets initiative are listed below.

However, the Department will accept applications from non-profit organizations seeking to revitalize low/moderate income commercial corridors and areas which are not listed below. Applicants are advised to visit the Great Streets website https://greatstreets.dc.gov/ for the most up-to-date list of corridors, below is the most current list as of the publication date of this RFA. The Great Streets corridors are as follows:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE and SE (Bladensburg Road to Southern Avenue)
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
Minnesota Avenue NE and SE (Good Hope Road to Sheriff Road)
Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)
Rhode Island Avenue, NE (North Capitol Street to Eastern Avenue)
North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)
Kennedy Street, NW (North Capitol Street to Georgia Avenue)
Martin Luther King, Jr. Avenue, SE (St. Elizabeth's East/Congress Heights)

3.3 Marketing, Outreach, & Recruitment

All applicants must submit a detailed marketing and outreach plan for the business support services which will be provided. An agreed-upon plan will be an element of the grant agreement budget and work plan. In addition, all grantees must provide general marketing and outreach for DHCD programs. Marketing and outreach provided by the grantee must be

coordinated with any DHCD marketing and outreach efforts. The marketing and outreach effort expected by grantees awarded under this RFA is pivotal to the success and impact of all programs and services. All grantees must provide continuous and consistent marketing and outreach for approved services and programs with the objective of achieving maximum public awareness of DHCD business support and assistance services. Because DHCD's target population for this assistance is diverse, grantees must utilize a wide range of marketing tools. Grantees are responsible for distributing DHCD program materials for this program at community forums, public events and meetings. Marketing and outreach may include, but is not limited to: websites, email blasts, blogs, listservs, social media platforms, Hope Hotline, flyers, door-to-door visits, community meetings, use of cable television (Channel 16), and public service announcements.

a. Government coordinated outreach events

Grantees must participate, as required by DHCD, in public activities and events related to neighborhood revitalization. In any distributed print or electronic materials, grantees must always acknowledge such activities as programs of the Department of Housing and Community Development. All such materials must be approved by DHCD prior to distribution.

b. Coordination with Other Revitalization Efforts

Applicants for this funding should present activities which complement but are not redundant to other neighborhood revitalization activities being conducted by the District government. Strong consideration will be given to business support activities that can be demonstrated to augment current and future key initiatives of the Office of the Deputy Mayor for Planning and Economic Development https://dmped.dc.gov/, the Department of Housing and Community Development www.dhcd.dc.gov, and the Department of Small and Local Business Development www.dslbd.dc.gov

3.4 Expected program elements

Applicants must articulate basic program operations or elements when describing the proposed grant activities:

- Community assessment: gather data on indicated target area, assess business support and technical assistance needs to plan client services to be offered.
- Client intake: recruit and screen clients to assess their needs for services. Applicants may screen potential clients by conducting introductory orientations, intake assessments etc.
- Client services: collective business support activities, one-on-one technical assistance, group training, business incubation or co-working space and tracking client progress through services.

- Performance management: monitor program and client outcomes, monitor grant expenditures, develop and launch comprehensive marketing and outreach campaigns. DHCD primarily uses a Quarterly Data and Performance (QDAP) report to track grant outcomes and grant monitoring site visits to track grant regulation compliance.

3.5 Expected program outcomes and performance measurement

The Department expects that awardees would work to identify bankable businesses and demonstrate capacity to provide them with long-term coaching and support to ensure their consistent growth and job creation. Proposed business support and technical assistance activities should produce readily observable outcomes that positively impact the community. Approved business support activities should focus on adding value and increasing a business's capacity, instead of just providing a service.

Additionally, DHCD expects that applicants should be able to demonstrate a pathway for bankable businesses to access capital. Finally, applicants are encouraged to review the metrics that DHCD uses to track technical assistance and business support, such as:

- The number of small businesses assisted through SBTA (see DHCD's Annual Action Plan for 2020)
  https://dhcd.dc.gov/sites/default/files/dc/sites/dhcd/page_content/attachments/Final%20HUD%20FY2019%20DHCD%20FY2020%20Annual%20action%20plan%20formatted_0.pdf
- The number of jobs created or sustained as a result of SBTA (see DHCD's Key Performance Indicators)
  https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/DHCD20.pdf

Applicants are expected to describe their goals for the grant and how they might align with DHCD's mission (described in Section 1) and describe how they will assess their grant activities through tracking relevant data on their finances, activities and services in relation to program goals. Applicants should describe how they will track client demographics such as small business addresses, per the federal requirements of CDBG funding. In instances, where an applicant proposes an activity that is not specified in this RFA or that does not readily align to metrics DHCD currently uses, they should propose metrics and methods for tracking data to assess performance.

3.6 Threshold Activity Requirements

In addition to demonstrating the ability to meet the programmatic requirements described above, any project or activity receiving funding under this RFA must meet the following threshold requirements:

- All funded activities must comply with all applicable Federal and District laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

  (1) D.C. Law 3-76: District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et. seq. states in part, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

  (2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 et seq.) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

  (3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the agreement.

- Any activity receiving funding under this RFA must comply with all applicable Federal and District laws and regulations concerning lead-based paint remediation as applicable to property acquired with program assistance, including the relevant federal and local regulations at: 24 CFR Part 35 et. seq.; and DCMR Title 20, Chapter 8, Sec. 806 (1998).

- Applicants and potential applicants are notified that all submissions related to this Request for Applications process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 et seq after the date of award.

- The provisions of Section 3 of the Housing and Development Act of 1968, as amended, pertaining to economic opportunities for low and very low-income persons. 24 CFR Part 135.

- In accordance with the District's Green Building Design Act of 2006, any proposed project of 10,000 square feet or more for which public financing constitutes 15% or more of development costs, must meet green building standards. Generally, small business support activities will not involve a "substantial renovation" of a property, so the activities will not be required to meet green building standards. However, the Department will give due consideration to any grant application which incorporates these standards into its proposed activities.

- Vendors (grantees) are required to register on the vendor portal prior to submitting an invoice https://vendorportal.dc.gov.

- CDBG sub-recipients (grantees) receiving federal grant funds are subject to the audit requirement outlined in OMB Circular A-133. Grantees receiving $750,000 and above in CDBG funds will need to complete and submit an A-133 federal audit during any one fiscal year. Grantees receiving under $750,000 in CDBG funds are required to submit an independent financial audit, conducted by an auditing firm or Certified Public Accountant. The audit must be conducted after the agreement is closed out for each fiscal year of the agreement period. DHCD will provide some funding for the completion of the audit which is commensurate with the complexity of the audit, and/or which assists in meeting any local or Federal requirements.

SMALL BUSINESS TECHNICAL ASSISTANCE (SBTA)

SECTION 4. SMALL BUSINESS SUPPORT & TECHNICAL ASSISTANCE

Small business support improves the overall economic viability of neighborhood commercial corridors by spurring new private investment and increasing business attraction and retention. Subsequently, this activity creates and retains jobs. The effect of this activity spreads into a commercial corridor's nearby residential areas and may benefit adjacent commercial districts. In this section, the Department provides guidance on collective small business support and technical assistance grant activities. The Department will NOT provide funding to support direct loans or financial assistance to businesses through this program. The Department expects applicants to execute one or more of the following grant activity priorities:

- To support business activities that ensure the competitiveness of existing small businesses in target areas or commercial corridors.
- To provide customized small business technical assistance to entrepreneurs or existing small businesses.
- To assist new and existing businesses in targeted commercial corridors pursuing Great Streets funding https://greatstreets.dc.gov/

4.1 Business Support

Applicants should describe business support activities, such as forming business alliances, business corridor promotion, mass marketing, volume discount efforts and collective space management. Applicants are also expected to describe proposed business support activities and outcomes in their proposed work plan and budget.

4.2 Technical Assistance

To execute the customized technical assistance within the federal requirements for CDBG funding, the Department proposes a menu of services for technical assistance. The Department conceptualizes technical assistance as the provision of guidance or training to small businesses to increase their capacity to operate and grow in the District's competitive environment.

DHCD expects that trainings or guidance would be customized to the needs of the business and may be delivered via one-on-one (individualized TA via contract or counseling staff or a business mentor) or group training settings (curriculum based trainings where participants are understood to have the same informational needs). DHCD expects applicants to describe the curriculum or plan for the training or guidance, which at minimum may include training goals, topics to be covered, and timeline.

Of particular weight and consideration for FY22 will be the identification of, outreach to and tailored assistance for small businesses recovering from the impact the Coronavirus.

a. Menu of Services

Small Business Technical Assistance (SBTA) is vital in stabilizing commercial nodes, neighborhood retail and overall economic development. Applicants will provide their approach for designing and providing tailored technical assistance based on the lifecycle or stages (Start, Grow, Expand and Transition) of an operating a small business. Applicants are expected to incorporate items from the technical assistance menu into their work plan. In instances where applicants propose technical assistance activities that do not align with the menu below, they should describe what assistance will be provided, the curriculum for the assistance (if applicable), and the methods for tracking the performance of the activity relative to program goals.

Stage 1: Start-ups and entrepreneurs

1A: Design roadmap for SBTA services provided by your organization
1B: Navigating the District's business regulatory landscape
1C: Business plan development or equivalent alternative tool
1D: Provide in depth industry sectoral expertise (food, construction, healthcare, hospitality, etc.)

Stage 2: Growing businesses

2A: Securing required Federal and District licenses or certifications
2B: Identify, Secure and Manage contracts (Government/Private)
2C: Marketing and Branding (traditional, online, social media etc.)
2D: Product or Service development and pricing
2E: Co-working space or incubation

2F: Information Technology (Point of Sales, Inventory, Systems)
2G: Real Estate Acquisition and Management (Purchases/Rentals)
2H: Human Resources Training or Management guidance
In developing DHCD's definition of business life cycles, the Department considered a number of resources from the U.S. Small Business Administration, the Association for Enterprise Opportunity, the Coalition for Non-Profit Housing and Economic Development, Prosperity Now, Aspen Institute, and the Community Action Partnership.

Stage 3: Expanding businesses seeking capital

3A: Credit Building (financial literacy, understanding and awareness, monitoring, building, dispute resolution and management)
3B: Financial Management (budgeting, forecasting, accounting, payment receivables management and tax preparation)
3C: Financing (loans, grants, equity, debt, valuation, Great Streets applications)
3D: Business expansion, Franchising (Pros & Cons, Regulations, Finance)

Stage4: Transitioning businesses adapting to changes or closing

4A: Planning for business succession, selling, or closing due to changing ownership or market needs.
4B: Navigating District or Federal Government process for selling/closing a business

SECTION 5. SELECTION PROCESS

5. Review Panel

The review panel for this RFA is composed of qualified, professional individuals who have been selected for their unique experiences in the community, in public service, in commercial development, and in neighborhood revitalization. When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores of the application. The Department and review panel will determine together minimum thresholds for each proposed project or activity for each which must be met for an applicant to be awarded funding. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

5.4 Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the Director of the Department of Housing and Community Development. After reviewing the recommendations of the review panel and any other information considered

relevant, the Director for DHCD will determine the award funds to the designated grantees. The Agency Director is not required to award grants based on the applications received, and reserves the authority to re-advertise for services and activities discussed in this Request for Applications.

5.5 Post-Selection

Any applicant that is approved for funding must enter into a grant agreement with DHCD for implementation of the funded activity or project. This grant agreement will include provisions that will ensure compliance with federal and/or District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, successful applicants will meet with DHCD staff to negotiate the specific activities and projects that will be conducted under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become elements of the grant agreement.

Upon execution of the agreement, which is anticipated to be October 1, 2021 the organization will become eligible to receive disbursement of funds under the grant agreement.
In accordance with federal and District requirements, DHCD will conduct periodic evaluations of each awarded organization's use of grant funds. The areas of review will include financial management, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, each organization will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

SECTION 6. APPLICATION INSTRUCTIONS

6.1 Format
The application must be completed via ZoomGrants https://www.zoomgrants.com. It has five key parts:
• Application Summary
• Application Questions
• Budget
• Tables
• Documents
Applicants are asked to appropriately name files that are uploaded through the google form. For example required attachment files, should be named as follows: "Organization Name Required Attachments"
DHCD is not responsible for malfunctions with the google form platform. For questions about completing and submitting the application via the google form, please contact the NBAP program at nba.rfa@dc.gov

6.2 Technical Requirements

This Request for Applications RFA) will be available on the DHCD website at https://www.dhcd.dc.gov on or about July 12, 2021. This RFA will only be available on the DHCD website via ZoomGrants. To use ZoomGrants to submit applications, you'll need a computer, internet access, and a valid email address. Don't have an email address? It's easy to sign up for a free one on services such as Gmail and Yahoo. Learn more:

• Setting Up Your Applicant Account and Creating Applications https://help.zoomgrants.com/index.php/zgu/setting-up-your-account-and-creating-applications/• I am a grant writer or represent multiple organizations or people. How can I use ZoomGrants? https://help.zoomgrants.com/index.php/zgu/zg-for-grantwriters/• How do I change or reset the email address or password on an applicant account? https://help.zoomgrants.com/index.php/zgu/how-do-i-change-or-reset-the-email-address-or-password-on-an-applicant-account/• How can I invite another user to work on my application or add someone else to our account? https://help.zoomgrants.com/index.php/zgu/invite-collaborators/

6.3 What Devices Can I Use?

You can access ZoomGrants via any internet-enabled device, including computers, tablets, and phones. A printer may also be handy if you'd like to print saved PDF copies of your application and any post-decision reports or invoices that you are required to submit (if applicable). Depending on the specific requirements set up in each opportunity, you may also need access to a scanner. Click the Contact Admin tab in the application if you need additional information about the particulars of an application.

6.4 What Browser Do I Need?

ZoomGrants can be accessed using recent versions of nearly any browser, including Firefox, Safari, Chrome, Opera, and Internet Explorer. For the best experience, please use the most recent version of the browser you choose. (You can download the latest version of those browsers by visiting their websites or by going to https://browsehappy.com/

6.5 Application Process

Once you have created your ZoomGrants account, you can use it to create and submit applications on behalf of your organization (or yourself, as applicable) to any organization that uses ZoomGrants to capture applications. If your application is approved and the organization has requested invoices or reports, you'll use the same account to log in to submit those components, and the same account can be used to submit applications year after year. Learn more:

• Setting Up Your Applicant Account and Creating Applications https://help.zoomgrants.com/index.php/zgu/setting-up-your-account-and-creating-

applications/• I am a grant writer or represent multiple organizations or people. How can I use ZoomGrants? https://help.zoomgrants.com/index.php/zgu/zg-for-grantwriters/• How do I change or reset the email address or password on an applicant account? https://help.zoomgrants.com/index.php/zgu/how-do-i-change-or-reset-the-email-address-or-password-on-an-applicant-account/• How can I invite another user to work on my application or add someone else to our account? https://help.zoomgrants.com/index.php/zgu/invite-collaborators/• Why can't I complete the other tabs of my application? https://help.zoomgrants.com/index.php/zgu/why-cant-i-complete-the-other-tabs-of-my-application/

6.6 How Do I Save My Application?

ZoomGrants will save your progress automatically via an auto-save feature that triggers as soon as you click outside of a field. For example, if you're finished with a text response and you mouse into the next text box, you'll see a brief flash of a saving screen. Learn more about the auto-save feature here: How does the auto-save feature work? The 'Saving' screen is still flashing. How can I be sure my application is saved? http://help.zoomgrants.com/index.php/zgu/how-do-i-save-my-application/

6.7 Can I Invite Others to Work on My Application?

You sure can! If you share your login credentials with other folks, they can also log into your account and work on your application(s) directly and can even use your account to submit them.

You can also invite other users to work on the application(s) as collaborators, which will give them the ability to contribute data to the application while you retain the ability to submit the completed application. If your application is selected and the organization is requesting invoices or reports, you can update your collaborator's access or add new collaborators to work on those specific components, as well.

If two users are working in the same question at the same time, the last person to auto-save their answer by clicking outside the box will overwrite anything that has been saved by others previously. Be sure to check with your colleagues and use the Refresh Page button often during the process to see the latest version of the application and ensure that you aren't overwriting one another's data.

Whether you're sharing your account or inviting collaborators, we recommend that, when working on the application at the same time, each user works in a different section or in different questions to avoid accidental overwriting. Learn more:

• How can I invite another user to work on my application or add someone else to our account? http://help.zoomgrants.com/index.php/zgu/invite-collaborators/

• I am a grantwriter or represent multiple organizations or people. How can I use ZoomGrants?
http://help.zoomgrants.com/index.php/zgu/zg-for-grantwriters/

6.8 Application Submission

Application owners will have a Submit button in their application. (Collaborators cannot submit applications.) Click that button to initiate the check for completion. If the check doesn't find any blank required questions or document requests, you'll be able to enter your initials to confirm agreement with the terms, then click the Submit button again to submit your application.

The application will be available to the receiving organization immediately. Verify that your application was submitted, and you are done. Learn more:

• Collaborators: I can't find a Submit button. How do I submit an application?
http://help.zoomgrants.com/index.php/zgu/i-cant-find-a-submit-button-how-do-i-submit-an-application/
• How can I verify that my application was submitted?
Once you click the Submit button to submit your application, the system will check your questions and the required document request slots to ensure that they are complete. If you've skipped any displayed questions or neglected to upload a file in any request marked "required", the system will list those items in red at the top of the application. Complete those items, click the Refresh Page button to refresh the page, then try to submit again.
http://help.zoomgrants.com/index.php/zgu/how-can-i-verify-that-my-application-was-submitted/

6.9 Required Attachments

The following attachments are required and to be the completed form and can be found in the Library Tab section:

1 Organizational Chart noting key personnel
2 Staff Resumes
3 Board Resumes
4 Partnership Memorandum Of Understanding (MOUs) if applicable
5 Articles of Incorporation and Bylaws
6 Assurances (RFA Attachment A)
7 Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
8 Two Original Receipts (RFA Attachment C)
9 Equal Opportunity Certification (RFA Attachment D)
10 Section 504 Certification Form (RFA Attachment E)
11 Affirmative Marketing Plan (RFA Attachment F)

12 Federal tax-exempt status determination letter
13 Certificate of Good Standing from DCRA (obtained within the past three months)
14 Evidence of attempt to Obtain Required Insurance
Questions related to Attachments D, E, and F may be directed to Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Applicants may obtain the Certificate of Good Standing from the Department of Consumer and Regulatory Affairs (DCRA) by visiting online portal at https://corponline.dcra.dc.gov/Account.aspx/LogOn?ReturnUrl=%2f.
For any questions, please call Corporations division at 202-442-4432 or send email to dcracs@dc.gov attention: "Corporations division".

6.10 Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, their questions to the contact person listed below on or before July 25, 2021. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

For further information, please contact:
Edward Davis
Program Manager, NBAP
Department of Housing and Community Development
1800 Martin Luther King, Jr. Avenue, SE 3rd Floor
Washington, DC 20020
202-442-7233
nba.rfa@dc.gov

6.11 Resources

For more information about the Department of Housing and Community Development, please visit: https://www.nba.rfa@dc.gov
Information regarding federal regulations which apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: https://www.hud.gov/program_offices/comm_planning
Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: https://www.whitehouse.gov/wp-content/uploads/2017/11/Circular-110.pdf and
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A122/a122_2004.pdf
Circular A-133, which details federal audit requirements, is available from the US Office of Management and Budget:
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133.pdf
Information on green building can be found at the U.S. Green Building Counsel:
https://www.usgbc.org/

Information on DC's Small Business Policies can be found at the Coalition for Nonprofit Housing and Economic Development's Small Business Policy Project. Consider the Small Business Policy Project Progress Report: Implementation of Recommendations: https://www.dropbox.com/s/8xq6nun0dtony8y/2016%20Progress%20Report%20Small%20Business%20Policy%20Project%202-15-17%20final.pdf?dl=0
Information on assessing the performance of Small Business Assistance Programs can be found at the U.S. Small Business Administration. Consider the May 2017 publication, Building Smarter Data for Evaluating Business Assistance Programs- A Guide for Practitioners: https://www.sba.gov/sites/default/files/aboutsbaarticle/Building_Smarter_Data1.pdf
Information on business life cycles can be found at the U.S. Small Business Administration. Consider the Start your business in 10 steps Guide: https://www.sba.gov/business-guide/10-steps-start-your-business/

6.12 Application Submission Date and Time

Applications are due no later than 11:59 p.m. on July 26, 2021. All applications will be recorded upon receipt. Applications submitted at or after 12:01 a.m., July 27, 2021 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

1.1 Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq.,(Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.