



NOTICE: Applicants must read these guidelines completely for this Request for Applications (RFA) prior to submitting an application for this grant program. For questions or additional information, please contact the Commission on the Arts and Humanities (“CAH”).

Request for Proposals: Mural Designs

Department of Corrections Public Art Mural Project

FY 2018

DOC Mural Public Art Project

Mural in the common area of the Central Correctional Treatment Facility

| | |
|------------------------------|---|
| Release Date: | Friday, May 4, 2018 |
| Application Deadline: | Friday, May 25, 2018 at 4:00 pm ET |
| Grant Period: | October 1, 2018 to September 30, 2019 |
| Award Amount: | Up to \$25,000 (Maximum Award) |

Department of Corrections Mural Project Overview

The DC Commission on the Art and Humanities (CAH) is seeking professional mural proposals from local mural artists or artist teams to design, fabricate and install a permanent mural within the a common area at the Central Correctional Treatment facility at the DC Department of Corrections (DOC) to enhance the surroundings of this common area used by staff and detainees.

Project Overview and Goals

The mural is to encompass several bulkheads and partial walls. The intention is to enhance a common area at the Central Correctional Treatment facility at the DC Department of Corrections with a mural to achieve the following goals:

- Improve the experience and behavior of inmates and staff
- Create a humane environment where pretrial detainees and sentenced inmates are processed.
- Support DOC's goals to reduce recidivism
- Enhance the environment for detainees and staff by providing a less severe atmosphere
 - For staff – help with interaction with those just entering the system to support the mindset that this a stop-over on the way back home
 - For detainees – help with reducing their anxieties which could increase overall safety

Public Artwork Specifications

Applicants should adhere to the following when developing the design proposal:

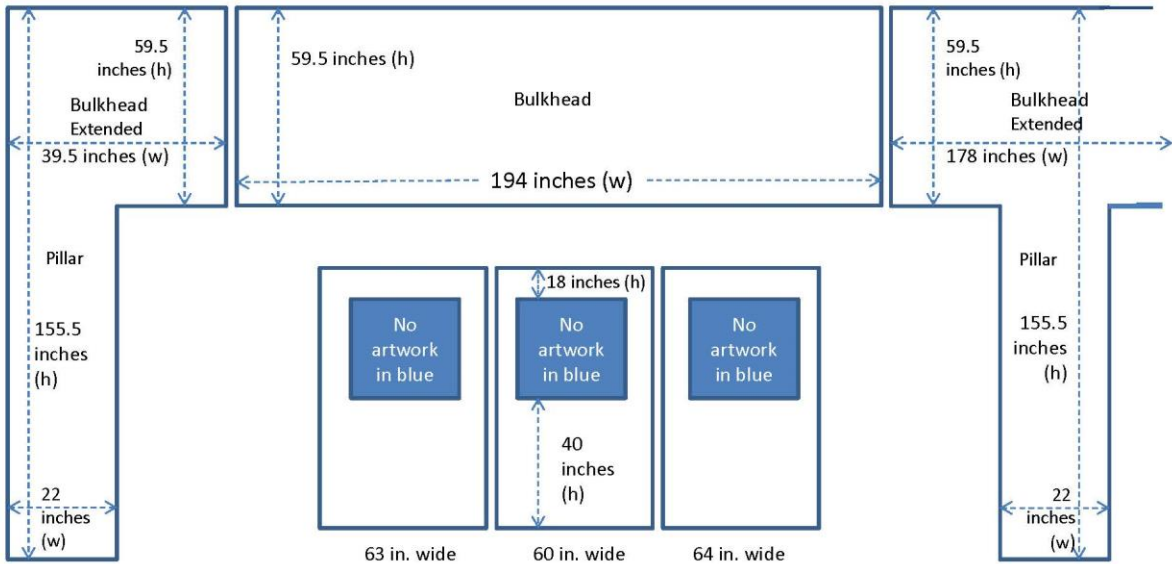
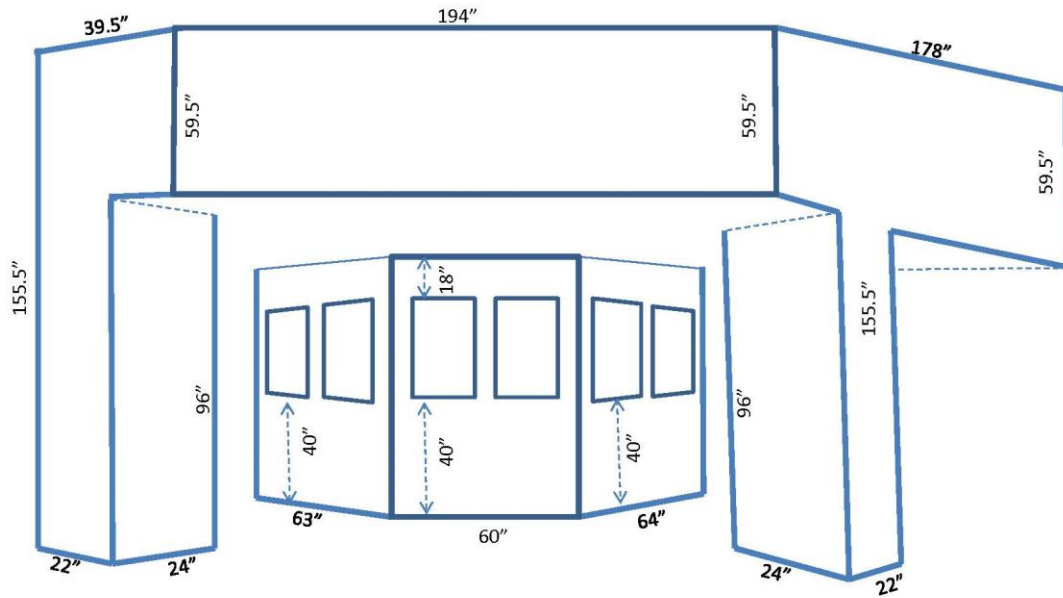
- Mural must be highly durable, sustainable and low maintenance.
- Mural must have a minimum five (5) year lifespan.
- Mural should demonstrate maintainability, sustained structural and surface soundness, and resistance to vandalism.
- Artwork should be able to withstand industrial cleaning solvents and materials.

Site Location & Artwork

The proposed artwork will be sited within the common area of the Central Correctional Treatment Facility at the DC Department of Corrections located at 1901 D Street, SE, Washington, DC. This common area serves as the Intake Unit at the facility where those entering the corrections system are provided with an opportunity to become aware of the range of services offered by the DOC and to learn about the steps through the court system, including meaningful opportunities for community integration provided by DOC. This unit also provides an option to access a range of health and mental health services to facilitate rehabilitation in support of reintegration.

Applicants are to submit preliminary design concepts illustrating use of the designated areas. The selected grantee will have an opportunity to visit the site to finalize the selected design. The final design is subject to approval by CAH and DOC. The project must be completed by September 30, 2018 See sketches and dimensions on page 3.

Mural Area



Budget

The design, artwork fabrication and installation budget is up to \$25,000 for this project. This budget include the artist design fees (no more than twenty percent (20%) of the project budget) with costs associated with design, fabrication, transportation, shipping, installation, insurance and photographic documentation of the artwork.

Selection Criteria

- Artist/artist team must respond to the goals and objectives of the project and must take into consideration the sensitive nature and location of the intended mural in its visual expression.
- The preliminary design concept fits within the space dimensions of the site as described and illustrated on page 3
- The artist or artist team leader is a practicing professional artist. If working as a team, elements of the project must be supported by a team of design and fabrication professionals.
- The artist or artist team has demonstrated artistic and design excellence through innovation and originality as evidenced in previous work.
- Art work should demonstrate maintainability, structural and surface soundness.
- Art work should be resistant to vandalism and excessive maintenance and repair costs.
- Work should be appropriate for placement in an urban correctional facility.
- Artist or artist team leader should have a proven track record to complete the work on time and within the budget.

Required Application Materials

Please prepare and submit the following documents to your application online:

1. Current **CV/Resume of artist or artist team**, two (2) page maximum.
2. **Artist statement** (maximum of 250 words).
3. **Preliminary design concept narrative** describing the concept with detailed explanation of how the preliminary design correlates to the project goals as defined in this request for proposals; specifics about the required materials and equipment; and, implementation timeline presented in terms of the hours, days, or weeks needed to prep and fabricate/paint the mural (maximum of 500 words).
4. **One design concept** illustrating the proposed design for the common space based on provided dimensions saved in a JPG or PDF file format.
5. **Detailed Budget Outline** providing a detailed breakdown of project costs. Applicants are encouraged to provide quotes for any outside contracting or fabrication needs during the project.
6. **Five (5) to ten (10) images of previous relevant/mural artwork** submitting high quality JPG files (do not use gifs, tiffs or other image formats). If as artist team, samples of artist teams' work should also be submitted identifying their samples. Please do not embed images into PowerPoint or PDF documents.
7. **Image Identification List** of previous relevant mural artwork corresponding to submitted images within application. If an artist team, please identify those participating artist/s' work samples.

8. List of at least three (3) **Professional References**. Please include name, address, phone number and email address for each reference.
9. All CAH compliance documents.
 - W-9 (Dated within 30 days of grant deadline)
 - Arrest and Conviction Statement
 - Statement of Certification (Dated at time of grant submission)
 - List of Insurance Carriers and Policies
 - Clean Hands Certificate (Dated within 30 days of grant deadline)

Submission Deadline- completed applications must be received and uploaded to the grants portal by 4:00 pm (ET) on Friday, May 25, 2018. Failure to submit mandatory documents in the application will result in disqualification.

Successful DOC Mural Applications

Successful DOC Mural Applications:

- Consider how the preliminary design connects to the project goals
- Illustrates the fits within the space dimensions as described on page 3
- Previous work samples illustrate artistic experience in mural and large scale fabrications

Grant Eligibility and Restrictions

Eligibility Requirements of Applicants:

Individuals may apply having met the following eligibility requirements at the time of application:

- Be a legal resident of the District of Columbia for at least one (1) year prior to the application;
- Be a practicing professional public art installation mural artist eighteen (18) years of age or older;
- Have a permanent District of Columbia land address, as listed on legal identification and tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes cannot be used as a demonstration of the applicant's primary address;
- Be in good standing with CAH, which is demonstrated by the applicant's complete or non-delinquent reporting due to CAH from any prior CAH funding program, as of 4:00 pm on Monday, October 16, 2017. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award from CAH in FY 2018; and,
- Abstain from any use of a secondary party that acts on its behalf ("fiscal agent") in the performance and execution of financial duties.

Applicant Restrictions (non-eligibility):

- Individuals that require “fiscal agents”;
- Non-District residents;
- Nonprofit organizations;
- For-profit (commercial) entities;
- Private foundations;
- Civic organizations;
- Political organizations;
- Colleges or universities;
- District of Columbia Government and Federal Government agencies, including DC Public Schools.

Allowable Costs and Funding Restrictions

As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are those costs that the District Government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs:

- Artist and Design Fees (no more than 20% of the project budget)
- Project-related materials
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel and transportation directly related to project implementation
- Copyright registration

Examples of Unallowable Costs:

- Sub-granting or re-granting of grant funds
- Tuition and scholarships
- Food or beverage expenses
- Capital expenses
- Equipment purchases over five-hundred US dollars (\$500.00)
- Costs related to special events, fundraisers, and lobbying
- Travel not directly related to executing services as outlined in the definition above

All expenses must be documented by the grantee within the grant agreement. The grant program manager reviews and approves all expenses before the grant agreement is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating the cash expenses in the interim and final reports.

The grant period is from October 1, 2018 to September 30, 2019. CAH restricts a grantee’s grant-funded activity expenses that are beyond the grant period.

Inclusion, Diversity, Equity, and Access

CAH believes that all District residents should be able to access arts and humanities experiences for their benefit. To facilitate this vision, CAH has adopted a cultural equity policy known as I.D.E.A. (inclusion, diversity, equity, access). By incorporating I.D.E.A. across grants programs, CAH seeks to help grantees develop programs that are inclusive of diverse populations and provide equitable accessibility to those populations.

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access.

For more information, see the Americans with Disabilities Act section of these RFA guidelines (Page 10, below) and the CAH Grants Glossary, located in the Guide to Grants.

Technical Assistance

CAH program staff members are available to assist applicants through technical assistance. Staff members do not write applications for applicants. Staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for assistance.

Grant Application Process

1. Read the FY 2018 [Guide to Grants](#)
2. Read the RFA guidelines (for the desired grant program) and determine eligibility
3. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user. (Note: To reset a user password, select “Forgot your password?”)
4. Upon registration, applicants select the desired grant program(s)
5. Complete the application questions, budget and budget narrative data
6. Upload all required documents, supplementary material and work samples
7. Double-check the application for thoroughness, clarity and typographical errors
8. Submit the application by 4:00 pm ET on the grant program’s deadline date.
9. Ensure receipt of grant submission confirmation e-mail (auto-generated by the online portal) by the application deadline.

CAH’s RFA guidelines for grants are available at www.dcarts.dc.gov. CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 pm ET, Friday, May 25, 2018. A confirmation email generates automatically upon submission of the application. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding.** CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

✓ **REMINDER:** The grant period is from October 1, 2018 to September 30, 2019. Grant funds may not be used for activities that occur outside of this grant period.

Application Review Process

Review Process and Panelist Duties

The scoring criteria of applications include the following:

1. Excellence and originality of design;
2. Degree to which artwork responds to the goals of the project with creativity and uniqueness; and
3. Overall design concept fit and presentation on the areas designated in the sketch detail on page 3.

CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria. Panelists assist in making funding recommendations for CAH and are to remain impartial in their review of CAH grant applications. CAH ensures that its panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists participate in a group review of CAH grant applications, according to their cohort, to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Convener, who are also required to remain impartial.

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

Notification and Payment of Grant Awards

CAH will notify applicants of this grant program as to the results of their application by Friday, June 29, 2018 via (1.) letter of conditional grant award, (2.) letter of intention to award, (3.) letter of ineligibility or (4.) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the payment disbursement process on or after October 1, 2018. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees. To expedite grant award payments, CAH advises grantees to register to receive a direct deposit for the grant award, by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form may be found on CAH's website at [Managing Grant Awards](#).

Conditions of Funding, Reporting Requirements and Grant Rescindment

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH's RFA guidelines, policies or regulations, at any time. FY 2018 grantees with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, October 1, 2017 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

Grantees will be required to submit to CAH an Interim Report and a Final Report regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia. The applicants' respective Interim and Final Reports to CAH must also include: (1) a financial report regarding the funded activity that clearly shows how the subject grant funds were used; (2) proof of expenditures and related locations date; (3) the numbers of people and communities served; (4) the number of schools served (if applicable); and (5) the numbers of local artists and youth engaged. Grantees who do not submit Final Reports are ineligible for further CAH funding.

All FY 2018 grantees must submit to CAH their respective grant-related Interim Reports by Monday, April 15, 2018, and their grant-related Final Reports by Tuesday, October 15, 2018. All of the above-referenced reports must be completed and submitted to CAH through its online portal. Grantees may access the Interim and Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

Grant Management and Rescindment

CAH has the right to withhold, reduce or rescind a grant award if the involved grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval;
- Refuses to provide access to monitoring;
- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or,
- Fails to properly publicly credit CAH's support of the funded project.

Citywide Clean Hands (CCH)

All grant award recipients must obtain a “Citywide Clean Hands Certification,” from the District of Columbia’s Office of Tax and Revenue at the time of application and prior to any grant award disbursement throughout the grant period. The CCH website application supports the “Clean Hands” Mandate (D. C. Code § 47-2862), which stipulates that individuals and businesses are to be denied District 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. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:

- Title VI of the Civil Rights Act of 1964 (which provides that grantees must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services);
- Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794);
- The DC Human Rights Act of 1977; and,
- The Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

Americans with Disabilities Act

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

Credit/Acknowledgment

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH’s support for the project in all related public events.

Risk Management and Performance Monitoring

All grantees are subject to risk assessments and monitoring requirements, as outlined in the District’s [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District’s Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grantees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants’ grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia’s statutes, regulations, orders and other requirements. This monitoring

process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

Contact Information

For more information regarding the project, or clarification about requirements, proposals, work sample submissions and any grant portal assistance, please contact the project manager below at the DC Commission on the Arts and Humanities.

Lauren Dugas Glover, Public Art Manager: Lauren.glover@dc.gov **202-724-5613**