

**FY 2020 CAH-NEA  
CORONAVIRUS AID, RELIEF, & ECONOMIC SECURITY ACT  
GRANT PROGRAM  
REQUEST FOR APPLICATIONS**

The DC Commission on the Arts and Humanities (CAH), in partnership with the National Endowment for the Arts (NEA), is soliciting applications from qualified arts, humanities, arts education, service organizations, and individual artists and humanities practitioners for its Fiscal Year 2020 CAH-NEA Coronavirus Aid, Relief, and Economic Security (CARES) Act grant program. Award amounts vary.

**RFA Release:** Monday | May 11, 2020

**Submission Deadline:** Friday | May 15, 2020 | 4:00 pm

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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**The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.**

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# **FY 2020 CAH-NEA CORONAVIRUS AID, RELIEF, & ECONOMIC SECURITY ACT GRANT PROGRAM**

**Applicants may submit one (1) CAH-NEA CARES Act grant application  
per fiscal year cycle**

## **OVERVIEW**

The National Endowment of the Arts (NEA) and the DC Commission on the Arts and Humanities (CAH) recognize that the non-profit arts industry and artists are vitally important components of America's economy. As part of the recently enacted Coronavirus Aid, Relief, and Economic Security (CARES) Act, Congress allocated \$75 million to the NEA to provide emergency relief grants to America's nonprofit arts sector. A portion of this appropriation has been issued to CAH and other State Arts Agencies, to sub-grant to eligible arts and humanities organizations whose organizational budgets have been adversely impacted by COVID-19, and to individual artists and humanities practitioners whose projects and income have also been adversely impacted by COVID-19.

## **GRANT PROGRAM GOAL**

These funds will be disbursed through one-time grants with the intention of helping save jobs in the arts sector and keeping the doors open of the many organizations that add value to America's economy and to the creative life of the District of Columbia. As the State Arts Agency for the District, CAH is a partner with the NEA to achieve these goals.

## **ELIGIBILITY REQUIREMENTS**

### **ORGANIZATIONS**

Eligible non-profits are defined as DC-based arts, humanities, and arts education organizations whose primary mission focus is in one or more of the following areas: dance, design, folk and traditional arts, fiction and non-fiction writing, media arts, music, theatre, or visual arts. The mission, as submitted on the organization's most recent IRS Form 990, must include the word(s) arts, humanities, and/or an arts or humanities discipline. Organizational applicants must be FY 2020 CAH grantees.

Prior to submitting applications, organizational applicants must meet all of the following eligibility requirements:

- Be incorporated as a nonprofit with a federally-designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a "Domestic" entity (that is, an entity that was incorporated in the District) or a "Foreign" entity (that is, an entity that was incorporated in another state);

- Have total cash expenses of no more than \$250,000, as reported on the most recently submitted, IRS Form 990;
- Have more than 51% of both the organization’s previous year’s cash expenses and programming/services devoted to the arts and humanities and/or arts education;
- Ensure that at least fifty-one percent (51%) of the organization’s activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia personnel and programming;
- Register and comply with the regulatory requirements of the following agencies:
  1. District of Columbia Department of Consumer and Regulatory Affairs’ (DCRA) – Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
  2. District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
  3. District of Columbia Department of Employment Services (DOES); and
  4. United States Internal Revenue Service (IRS).
- Be in “good standing” with CAH. Note: a CAH grant applicant who has failed, as of May 11, 2020, to comply with any applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2020); and
- Have a principal business office address that is located in the District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).

Organizational applicants restricted from applying include:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Public charter schools and Parent Teacher Organizations/Associations;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act; and
- Organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools;

## **INDIVIDUALS**

Eligible applicants must be artists or humanities practitioners who are DC residents and whose core work in their field of specialty must contribute to the arts and/or humanities landscape of the city. Applicants must be able to demonstrate that their work has been significantly impacted by COVID-19, and as a result, they have lost income to sustain themselves and their work.

Prior to submitting applications, individual applicants must meet all of the following eligibility requirements:

- Be legal District of Columbia residents for at least one (1) year prior to the application deadline and must maintain residency during the entire grant period (proof of residency is required);
- Be artists, arts professionals and/or humanities practitioners (e.g., presenters, producers and educators), aged 18 or older;
- Have a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes may not be used as a primary address;
- If an applicant is a current or previous grantee, they must be in “good standing” with CAH. Note: a CAH grant applicant that has failed, as of May 11, 2020, to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2020); and
- Must not use fiscal agents.

Grants are competitive. Applications will be reviewed in the order in which they are received. Each successful organizational applicant will receive an award in the amount of \$3,000. Successful individual artists/humanities practitioners will receive an award in the amount of \$2,500. The number of awards is subject to CAH’s availability of funds and must be spent within CAH’s Fiscal Year 2020 (FY 2020) i.e. Award notification date through September 30, 2020.

### **ALLOWABLE COSTS**

In accordance with NEA requirements, CAH-NEA CARES Act grant funds must be used by the recipient for **salaries, fees for artists and other contractual personnel, and facilities costs (e.g., rent, utilities, etc.) only.**

### **APPLICATION REQUIREMENTS**

Organizational and individual applicants shall, in their respective grant applications:

1. Provide a brief overview of the adverse impact COVID-19 has had on their programs/projects and associated income streams; and
2. Provide documentation that supports the adverse impact COVID-19 has had on their programs/projects and associated income streams.

### **TECHNICAL ASSISTANCE**

#### **For Organizational Applicants**

Contact any of the following grant managers:

David Markey | [david.markey@dc.gov](mailto:david.markey@dc.gov)

Kerry Kaleba | [kerry.kaleba@dc.gov](mailto:kerry.kaleba@dc.gov)

Travis Marcus | [travis.marcus@dc.gov](mailto:travis.marcus@dc.gov)

## For Individual Applicants

Contact any of the following grant managers:

Benjamin Douglas | [benjamin.douglas@dc.gov](mailto:benjamin.douglas@dc.gov)

Kamanzi Kalisa | [kamanzi.kalisa@dc.gov](mailto:kamanzi.kalisa@dc.gov)

Khalid Randolph | [khalid.randolph@dc.gov](mailto:khalid.randolph@dc.gov)

Robert Nunez | [robert.nunez@dc.gov](mailto:robert.nunez@dc.gov)

Ron Humbertson | [ron.humbertson@dc.gov](mailto:ron.humbertson@dc.gov)

Sarah Gordon | [sarah.gordon2@dc.gov](mailto:sarah.gordon2@dc.gov)

## GRANT APPLICATION PROCESS

1. Read the RFA guidelines and determine eligibility.
2. Go to [Grant Application Portal](#) to register as a user.
3. Upon registration, select the desired grant program(s).
4. Complete the application questions.
5. Upload required documents and supplementary materials.
6. Double-check the application for thoroughness, clarity and typographical errors.
7. Submit the application by 4:00 PM ET on the grant program's deadline date.
8. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 4:00 PM ET on Friday, May 15, 2020.** Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. 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 in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact David Markey at 202-671-1354 or [david.markey@dc.gov](mailto:david.markey@dc.gov) and await request approval.

**CAH's grant application process is competitive and subject to the availability of funds. 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 or confirmation of funding.**

## NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about Thursday, May 28, 2020 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial. **All awardees must submit the following paperwork to CAH by no later than 4:00 PM ET on Friday, June 5, 2020 in order to secure their award. CAH strongly recommends applicants**

**begin the process and secure the required documents in steps #2 - #4 below as soon as they have submitted their grant application:**

1. Signed and dated grant agreement (issued at the time of award notification);
2. Certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue. 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 and to secure their CCH certificate; [My Tax DC](#);
3. Proof of registration with the Procurement Center of Excellence; [Procurement Center of Excellence](#) (if a new applicant to CAH); and
4. Proof of registration with the DC Vendor Portal; [Invoicing Vendor Portal](#) (if a new applicant to CAH).

For award recipients, the date of CAH grant award payment disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award payments directly through its office, but does so in collaboration with other District of Columbia government agencies, CAH processes grant award payment requests for grantees in a timely manner. 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 available from the Procurement Center of Excellence. More details may be found on CAH’s website at [Managing Grant Awards](#).

**Applicants must ensure that all compliance materials are uploaded and that all organizational/individual data is current.**

**CONDITIONS OF FUNDING, REPORTING REQUIREMENTS,  
AND GRANT CANCELLATIONS**

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2020 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, May 11, 2020 are ineligible to receive additional awards from CAH. Each grantee will be required to submit to CAH a brief Final Report through its online portal by October 16, 2020.

**Grant Management and Rescindment**

Grantee agrees that it will include CAH and NEA logos 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.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Refuses to provide access for 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 and NEA's support of the organization's scope of work.

### **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 grant recipients 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).

### **RISK MANAGEMENT**

All grant recipients 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.



# FY 2020 CAH-NEA CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT GRANT PROGRAM

## APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the CAH-NEA CARES Act grant application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Visit [www.dcartts.dc.gov](http://www.dcartts.dc.gov), click on the grants tab, select "Managing Grant Award" to obtain the OPGS Compliance Documents.

### Mandatory Documents

#### Organizations:

- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The organization's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission;
- **Arrest and Conviction Statement** (located on CAH's website);
- **Statement of Certification** (located on CAH's website);
- **Profit and Loss (P&L) Statement** from most recently completed fiscal quarter and (P&L) statement for the same quarter in 2019; and
- **IRS Form 990** (most recently completed fiscal year).

#### Individuals:

- **Signed IRS Form W-9** (Note: Post office boxes are prohibited. The individual's address MUST match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission;
- **Resume** (Individuals): This may be substituted for a list of projects completed by the applicant within the last three (3) years;
- **Arrest and Conviction Statement** (located on CAH's website);
- **Statement of Certification** (located on CAH's website); and
- **Support Documents:** At least two (2) proofs of project cancellation or significant delay/adjustment e.g. cancellation email/letter from an arts organization, venue, school administrator; cancelled contract, etc.