



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021 COLOR THE CURB GRANT CURB EXTENSION PUBLIC ART PROJECT

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH), in partnership with the District Department of Transportation (DDOT), requests grant applications from qualified artists and artist teams for their Fiscal Year 2021 Color the Curb Grant Program (CTC). Up to five (5) awards may be made under this Request for Applications (RFA).

RFA Release: Monday, June 28, 2021
Submission Deadline: Friday, July 23, 2021, 11:59 pm ET
Finalist Notification: On or about August 6, 2021

Applicants may submit one (1) Color the Curb application; award amount is \$7500 per grant.

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 these guidelines in their entirety before submitting an application.

Staff Contact: Lauren Wilson, Public Art Grant Program Specialist | lauren.wilson@dc.gov

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 2021 COLOR THE CURB

Applicants may submit one (1) application per grant cycle.

OVERVIEW

This joint agency project is part of DDOT's Arts in the Right-of-Way program and funds artist designs that transform intersections into works of art that increase the safety and visibility of pedestrians while adding visual interest to the area. CAH and DDOT seek local artists and design professionals with prior surface painting experience to design and install ground murals at five unique intersections in the District.

About the Arts in the Right-of-Way Program (DDOT)

The Arts in the Right-of-Way (AROW) program facilitates art in the public right-of-way, which is owned and maintained by the District Department of Transportation (DDOT). Examples of AROW projects include various forms of art on public amenities and facilities such as bike racks, utility boxes, and pedestrian areas. AROW projects can be implemented directly by DDOT or by eligible non-DDOT entities via a public space permit. For more information: <https://ddot.dc.gov/page/arts-right-way>

GRANT PROGRAM GOALS

- Elevate the importance of safe intersections for pedestrians, cyclists, and motorists
- Celebrate the culture, spirit, and history of the District
- Create a public canvas that features the artwork of District artists and/or graphic designers

CALENDAR OF KEY DATES

RFA/Call to Artists Released	Monday, June 28, 2021
Grant Submission Portal Open	Monday, June 28, 2021
Submission Deadline	Friday, July 23, 2021, at 11:59 pm ET
Panelist Convening to Recommend Finalists	July 24–August 2, 2021
Notifications Made to Applicants	On or about Friday, August 13, 2021
Work with DDOT to Finalize Design	August 2021
Granting Funding Disbursements	August 2021
Fabrication and Installation	September 1–25, 2021

PROJECT SPECIFICATIONS

Finished curb extensions will celebrate the history, culture, and spirit of the District. Selected artists/artist teams will be assigned to one intersection. Applicants may submit concept designs for a specific intersection, but CAH and DDOT will make the final pairings. The intersections are (view [map](#)):

- 6th Street NW & O Street NW – this is a larger intersection and two applicants will be selected
- 15th Street NW & Swann Street NW
- R Street NW & 9th Street NW
- Clifton Street NW & 11th Street NW

The project assumes the artwork will cover 1200 square feet per intersection. Find examples of previously executed curb extension projects by visiting <https://nnwiii-dcgis.hub.arcgis.com/> and clicking "Recommendations."

DDOT will provide the following to the selected artists/artist teams:

- Guidance about modifying artwork designs to fit the technical specifications of the intersection.
- Technical assistance and guidance for pre-install site prep, installation, and finalizing/sealing the painted designs on asphalt
- Provide guidance for artists through the public space permitting process, including waiving fees and reviewing artwork.
- Provide closed roadway space at the locations for installation of artwork.

Artists/Artist Teams are responsible for the following:

- All artist fees and costs associated with design, materials and supplies, equipment rental, fabrication, site preparation, mural protective coating
 - Site preparation, insurance, and installation
 - Surface preparation, including power wash and degrease.
 - Paint (primer and colors), materials/supplies for painting, and installation
 - Surface sealant material and installation
- General Liability Insurance
- Completing the project by September 25, 2021.

Design Requirements

- Artwork design should reflect the District's culture, spirit, and/or history in a way that is appropriate for the location.
- Artwork design takes into consideration the limitations, challenges, and opportunities connected to painting on asphalt.
- Per DDOT specifications:
 - Artwork design cannot include any form of advertisement or copyright-protected images
 - Artwork design shall not include speech of any kind.
 - Artwork design can include QR codes that provide additional information but cannot include any form of advertisement or copyright-protected images.
- DDOT holds the right to deny or request a modification to the design.

Existing Design Preferences

In previous public meetings, hosted by DDOT, attendees expressed the following preferences for surface mural designs. (Access the full meeting notes [here](#).)

- What elements do you wish to see in a surface mural?
 - Bright geometric designs 38%
 - Nature-inspired 30%
 - People 14%
 - Places (buildings, architecture, etc.) 18%

Materials Specifications

Selected artists will be expected to prep the site for installation including degreasing with power wash and priming the surface; painting the asphalt with acrylic or latex paint suitable for outdoor use; applying a waterproof clear-seal, low gloss sealer suitable for textured surfaces. Selected artists will be required to submit materials to DDOT for approval before purchasing supplies.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity, and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. 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 its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should 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 (see page 11). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>. Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.

INCLUSION

Inclusion authentically welcomes and intentionally brings traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation, etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming,

services, and other opportunities.

ELIGIBILITY REQUIREMENTS

This Request for Designs is for residents of the District of Columbia. Applicants who meet the following eligibility requirements at the time of application may apply.

Individual Artists or Artist Teams must (at the time of application):

- Be 18 years of age or older;
- Be a legal District of Columbia resident for at least one (1) year prior to the application deadline, and must intend to maintain primary residency in the District during the entire funding period (October 1, 2020, to September 30, 2021);
- 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 permanent address;
- Be in good standing with CAH and DDOT;
- Demonstrate experience or interest in working with community members to create public art; and
- Demonstrate experience working with exterior murals and/or surface painting.

Artist Teams must identify a lead artist. Teams may only consist of two (2) artists, with both artists meeting all eligibility requirements listed above at the time of application.

Applicants restricted from applying include:

- Artist Teams with artists who reside outside of the District;
- Individuals that require "fiscal agents";
- Organizational entities, including, but not limited to non-profit or tax-exempt organizations; for-profit (commercial) businesses, ventures, or joint ventures; private foundations; political organizations; colleges or universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools and charter schools.

ALLOWABLE COSTS

As an agency of the Government of the District of Columbia, CAH must ensure that all grant funds are expended in a fiscally responsible manner. CAH grant-related "allowable costs" are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) are, but not necessarily limited to:

- Artist Fees (up to 20% of the project budget)
- Materials and supplies
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel and transportation directly related to project implementation
- Copyright registration fees

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 other than as noted above (see "Examples of Allowable Expenses" above)

TECHNICAL ASSISTANCE

CAH staff is available for technical application assistance and are available to review draft applications for thirty (30) minute appointments on government business days up to one (1) week before the grant application deadline. Staff members do not write applications for applicants.

To schedule an individual technical assistance meeting, please contact Lauren Wilson, CAH Public Art Grant Program Specialist, at lauren.wilson@dc.gov. Please note that CAH requests the applicant to prepare and deliver their complete draft application (by email) proposal along with any questions in advance of scheduling a meeting for assistance.

SUBMISSION PROCESS

1. Review the Color the Curb guidelines and ensure eligibility.
2. Visit www.dcartz.dc.gov, navigate the "Grants" menu, and select the "Grant Application Portal" to register in CAH's grant portal. Use the "Sign Up Today" link. If already registered in the portal, use the "Login" link to access your account.
3. Once registered, select "My Open Applications." Then click on "New Application" on the right side of the screen select "Color the Curb" Program from the program list.
4. Complete the application's narrative questions and data sections.
5. Upload required documents and design(s) file(s)
6. Double-check the application for accuracy, clarity, and typographical errors
7. Submit the application by 11:59 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 11:59 pm ET on Friday, July 23, 2021.**

- **Staff is available for technical assistance until 4:30 pm ET on the grant program's deadline date.**
- A confirmation email generates automatically upon submission of the application.
- 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 Travis Marcus at travis.marcus@dc.gov and await request approval.

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.

APPLICATION REVIEW CRITERIA

All Color the Curb applications will be scored according to the following three categories:

Artistic Content and Capability – 60%

- Proposed artwork design exhibits high-quality artistry, innovation, and creativity. (20 points)
- Proposed artwork design considers the dynamics of the site and provides aesthetic quality through thoughtful design connected to the District's history, culture, and/or spirit. (20 points)
- Applicant demonstrates experience working with painting exterior murals and/or surface painting projects. (20 points)

Capacity, Budget, and Sustainability – 20%

- Applicant is equipped with expertise in managing a visual arts installation project and demonstrates a capacity to successfully manage the workflow and funds with financial monitoring systems throughout the project's funding period. (10 points)
- Applicant's budget information is detailed, credible, feasible, directly relates to the grant request, and is reasonable to support the project's overall scope and implementation. (10 points)

Community Engagement and Impact – 20%

- Applicant shows evidence of experience with or interest in working with communities on site-specific art interventions. (10points)
- Applicant demonstrates an ability to adapt to shifts in design concepts and final products based on feedback from stakeholders, including funding agencies and community members. (10 points)

APPLICATION REVIEW PROCESS

CAH selects arts, humanities, subject matter experts, and/or other 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. According to the grant program, panelists participate in a group review of CAH grant applications 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 Conveners.

CAH staff, Commissioner Conveners, and panelists remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from the review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest).

CAH's grant application evaluation process considers 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 of 1965, as amended (P.L; 89-209, 20 U.S.C. 951 *et seq*) . For more information regarding the grant review process, please contact Color the Curb Grant Manager, Lauren Wilson, at lauren.wilson@dc.gov.

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about August 13, 2021, via (1) letter of intent to award, (2) letter of ineligibility, or (3) 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 August 13, 2021. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, CAH processes the grant award payment requests for grantees in a timely manner.

Applicants must ensure that all compliance materials are uploaded, and that all organizational data is current in the online portal before submitting an invoice.

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 2021 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Friday, October 15, 2021, will be ineligible to receive further funding from CAH.

Payments are made directly to the grant recipient. Principals and fiscal agents of any kind are prohibited. In collaboration with other District of Columbia government agencies, CAH processes the payment request of its grant recipients in a timely manner. CAH does not create or distribute payments through its offices or staff. Grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation.

Final Reports

At the end of the grant period, the award recipient must submit a CAH Budget Form. All grant awardees are responsible for demonstrating and documenting expenditures for the full (100%) grant amount.

If the grant requires a cash match, award recipients must also demonstrate and document expenditures for 100% of the matched amount. Awardees who submitted proposals as individuals are not required to demonstrate matching funds. Grant recipients who do not submit complete Final Reports are ineligible for further CAH funding. The Commission on Arts and Humanities Budget Form can be retrieved from www.dcartarts.dc.gov, click on the Grants tab, and selecting "Managing Grant Award."

Final reports completed with supporting documentation must be submitted to the Grant Application Portal. Where applicable, grant recipients may access Report Forms and instructions through the Managing Grant Awards page on CAH's website.

Grant Management and Rescindment

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.

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.
- 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 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 support of the organization's scope of work.

Citywide Clean Hands (CCH)

All applicants must obtain a clean hands certification to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. Certification may be obtained by registering with the DC Office of Tax and Revenue using the following link: [My Tax DC](#).

Certificate of Liability Insurance

Grant recipients are required to procure and maintain general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work. The District of Columbia must be named as the certificate holder and a special coverage request made to list CAH as an additional insured.

Site Selection

Site selections are based on locations identified by DDOT's [Near Northwest III Safety and Mobility Study](#).

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).

Americans with Disabilities Act

CAH is committed to ensuring that all grant recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protections 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

Selected Artists/Artists Teams will enter into an agreement requiring the inclusion of CAH's logo and DDOT's Arts in the Right-of-Way logo (or a credit line) in grant-related announcements and promotional (or informational) materials and will agree to make best efforts to credit CAH and DDOT's support in any public event that is held, and that is related to the funding of the project.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients 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 grant recipients 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 by its staff to assure compliance with all applicable District of Columbia statutes, regulations, orders, and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

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.

CAH STAFF CONTACT

Requests for more information regarding the Color the Curb public art program, clarification about eligibility requirements, design submissions, the application process, or program-specific questions can be referred to CAH Public Art Grant Program Specialist Lauren Wilson at lauren.wilson@dc.gov.

APPLICATION CHECKLIST

The following is a checklist of all mandatory and supplementary documents that applicants are required to submit with the FY21 Color the Curb application. All documents must be uploaded through CAH's online grant portal by the application deadline. These documents should accompany the required

narrative questions in the grant portal. Visit www.dcartz.dc.gov and click on the "Grants" tab, then select "Grantee Resources" to obtain the "Compliance Documents" listed below.

Mandatory Documents/Files

1. **Artist(s)/designer(s) Résumé/CV:** Up to two (2) pages demonstrating artist's experience of community engagement, previous experience creating large-scale work, and showing a history of artistic merit demonstrated in a strong portfolio of past work.
2. **Design(s):** Applicants may submit up to two (2) proposed designs as JPG files at minimum 72 dpi, less than 20MB or PDF files.
 - a. Artwork design(s) submitted with the application should be an image file that represents the applicant's overall concept.
 - b. The artwork design(s) should not be to the specifications of the planned curb extensions in a given intersection. DDOT will provide guidance to the selected artists about modifying artwork designs to fit the technical specifications of the intersectionSee more examples: <https://nnwiii-dcgis.hub.arcgis.com>, click Recommendations, and scroll down to "Art Designs" to see examples of planned installations, including themes.
3. **Budget:** The grant award amounts (i.e., budget) for each location identified on page 3 is \$7,500.

Compliance Documents

Applicants must submit the following five (5) Compliance Documents (templates and instructions may be found here: <https://dcarts.dc.gov/node/408702>)

1. **Certificate of Clean Hands** dated within 90 days of application
2. **Statement of Certification** dated at the time of application
3. **IRS Form W-9 (version Oct-2018)** for the applicant dated within 90 days of application
4. **Artwork Relationship and Copyrights Warranty Form**
5. **List of Insurance Carriers and Policies** to certify an applicant's current general liability insurance carrier and coverage status.

Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline. Incomplete or late applications or applications that do not follow the instructions and guidelines may be deemed ineligible for review and funding.

An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility or funding. Technical issues or failure to receive a confirmation email must be brought to the attention of CAH staff prior to the application deadline.

General Suggestions

- Test the functionality of viewing image files in the application portal before the final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it.
- Use the Help/Support button in the grants portal for technical issues with the site with ample time to address the issue prior to the application deadline.
- Upload pictures as JPG files (less than 20MB, minimum resolution of 72 dpi).