



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021 FAB-R: Mortgage and Rent Relief Grant

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is soliciting applications from qualified arts and humanities organizations for its Fiscal Year 2021 Facilities and Buildings: Mortgage and Rent Relief (FAB-R) grant. Organizations may request up to \$40,000, depending upon eligibility. The number and dollar amount of grant awards are subject to CAH's availability of funds.

RFA Release: Monday, December 28, 2020 | 10:00 am Eastern

Submission Deadline: Friday, January 29, 2021 | 11:59 pm Eastern

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

Staff Contacts:

Benjamin Douglas, Grants Programs Manager | benjamin.douglas@dc.gov

Kevin Hasser, Grants Programs Manager | kevin.hasser@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.

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400, Washington, DC 20003
202-724-5613 | dcarts.dc.gov



DC COMMISSION ON THE ARTS & HUMANITIES

FY 2021 FAB: Mortgage & Rent Relief Grant Program

OVERVIEW

In accordance with the Arts and Humanities Capital Funding Emergency Amendment Act of 2020, the Commission on the Arts and Humanities (CAH) has established the FY21 FAB: Mortgage & Rent Relief (FAB-R) grant program to assist DC-based arts and humanities organizations with rent or mortgage expenses. Funding is being offered in response to the financial impacts related to COVID-19 to help ensure arts and humanities organizations remain in place, vibrant, and viable to open when safe to do so.

ELIGIBILITY REQUIREMENTS

All DC-based nonprofit arts and humanities organizations who meet all of the following requirements by the application deadline are encouraged to apply:

CAH General Eligibility:

- Be incorporated as a 501(c)(3) nonprofit, as shown by an IRS determination letter dated at least one year prior to the application deadline;
- Have a principal business office address in the District of Columbia
 - CAH will not allow post office boxes or addresses of board members or volunteers as evidence of business address. Addresses are subject to site visit);
- Register and comply with the regulatory requirements of pertinent government agencies, including: DC Department of Consumer and Regulatory Affairs (DCRA), DC Office of the Chief Financial Officer (OCFO), DC Department of Employment Services (DOES), and the US Internal Revenue Service (IRS).
- Be in “good standing” with CAH
 - Note: a CAH grantee that has failed to comply with any CAH mandates (e.g. grant reporting), may not be in “good standing” with CAH and is ineligible to receive additional funds. For questions, contact CAH staff on the cover page of this Request for Applications; and

FAB-R Program-Specific Eligibility:

- Have a primary mission focus in one or more of the disciplines of the arts or humanities, including: dance, design, folk and traditional arts, media and film, music, theater, or visual arts; languages and literature, philosophy, history, archeology, religion, and law—as evidenced on the organization’s most recently submitted IRS Form 990;

- Have a history of actively providing arts and humanities programs in the District of Columbia for at least one year prior to the deadline;
- Ensure at least fifty-one percent (51%) of the organization’s activities occur in the District of Columbia;
- Ensure at least fifty-one percent (51%) the organization’s previous year’s cash expenses and programming/services are devoted to the arts and humanities;
- Be applying for mortgage or rent of an eligible arts and humanities facility; and
- Have accepted less than \$200,000 in awards from CAH in FY21, and not more than \$60,000 from the FY21 Facilities and Buildings (traditional) grant program.

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

Applicants restricted from applying include:

- Individuals;
- 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.

REQUEST AMOUNTS, AWARD AMOUNTS, AND CASH MATCH

Applicants may request up to fifty percent (50%) of committed expenses only for rent, lease, or mortgage payments of eligible facilities during the grant period, up to \$40,000. No additional match is required.

Each successful applicant will be awarded their request amount, prorated by available funds; the number and amount of awards are subject to CAH’s availability of funds.

ALLOWABLE COSTS AND GRANT PERIOD

Allowable costs are those that the District Government and CAH have determined as valid expenditures. FY21 FAB: Mortgage and Rent Relief funds must be used by the grantee only for rent, mortgage, or lease payments, according to the following conditions:

- Eligible arts and humanities venues and facilities are those that are primarily used for the administration, training, management, production, presentation, or research of the arts or humanities and may include storage and warehouses, home offices, and venue rentals;

- “Committed expenses” are those for which an applicant has a binding obligation as demonstrated by lease, written agreement, or proof of expenditures for three months of allowable expenses paid in 2020;
- During the grant period, October 1, 2020 - September 30, 2021; and
- In the case of home-based organization offices, rent or mortgage payments may only be paid to the organization.

TECHNICAL ASSISTANCE

CAH staff members are available to assist through individual technical assistance and applicant workshops. Prospective applicants are encouraged to watch the FY21 FAB: Mortgage and Rent Relief applicant webinar, [available by clicking here](#).

On January 12, 2021, CAH staff will also host an open-format “live chat” for any potential applicants who may need technical support with the portal, or other aspects of the application. More information is available at dcarts.dc.gov/livechat.

For additional questions, please contact benjamin.douglas@dc.gov or kevin.hasser@dc.gov.

GRANT APPLICATION PROCESS

1. Read the RFA guidelines to determine eligibility
2. Go to the CAH [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 the grant program’s deadline date and time
8. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline

All applications must be submitted online by 11:59 pm Eastern on Friday, January 29, 2021.

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

CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. However, CAH will accept reasonable accommodation requests from applicants with disabilities to assist them in submitting grant applications via mail, email or hand-delivery. Request must be made in advance of the application due date by contacting Travis Marcus at 202-671-1354 or Travis.marcus@dc.gov, then await request approval.

NOTIFICATION AND PAYMENT

CAH will notify applicants on the results of their application on or about Friday, March 19, 2021 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

CAH strongly recommends applicants begin the process to secure the required documents in the steps below as soon as they have submitted their grant application:

1. Certification of "Citywide Clean Hands" (CCH) from the DC Office of Tax and Revenue. Applicants may visit [My Tax DC](#) for more information and obtain their CCH certificate;
2. Registration with the [Procurement Center of Excellence](#) (if a new applicant to CAH); and
3. Registration with the [Invoicing Vendor Portal](#) (if a new applicant to CAH).

The date of 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. 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](#).

CONDITIONS OF FUNDING AND REPORTING REQUIREMENTS

CAH reserves the right to withhold, reduce or rescind a grant award for non-compliance with grant guidelines, policies or regulations according to the terms and provisions of the grant agreement, or if the grantee exercises any of the following:

- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate oversight and management of the project; and/or
- Fails to properly publicly credit CAH's support.

Grantees shall submit a brief final report through the online grant portal by 4:00 pm Eastern, Friday, October 15, 2021.

Legal Compliance

Federal and District of Columbia law require grant applicants to comply with all applicable laws and regulations regarding non-discrimination. Those laws and regulations include: Title VI of the Civil Rights Act of 1964 (requiring grant recipients to ensure that people with limited English proficiency receive the assistance necessary to access 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).

FY 2021 FAB: Mortgage & Rent Relief Grant Program

APPLICATION CHECKLIST

In order to submit an application:

- Ensure your organization meets all eligibility requirements listed in this request for applications;
- Complete all required questions in the online application; and
- Attach the following mandatory documents to the online application: (forms available at <https://dcarts.dc.gov/page/managing-grant-awards>)
 - 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;
 - IRS 501(c)(3) Letter of Determination;
 - IRS Form 990 (most-recently submitted);
 - Supporting Material documenting the applicant's binding obligation to pay rent/mortgage for eligible facilities during the grant period;
 - Current organizational budget as approved by the board of directors; and
 - Statement of Certification, signed at the time of application.

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.