



DC COMMISSION ON THE ARTS & HUMANITIES

CIVIC COMMISSION PUBLIC ART GRANT PROGRAM FY 2022 COOPER-GORDON PARK PUBLIC ART PROJECT

REQUEST FOR PROPOSALS

The DC Commission on the Arts and Humanities (CAH), in partnership with the District of Columbia Water and Sewer Authority (DC Water), the District Department of Parks and Recreation (DPR), and the Department of General Services (DGS), offers this call to artists for a Civic Commission Project.

CAH seeks District-based artists or artist teams experienced in designing and fabricating large-scale outdoor public art to design and fabricate a sculpture to be installed at Cooper-Gordon Park. One artist or artist team will be selected to design and fabricate a permanent public artwork for the Fiscal Year 2022 Cooper-Gordon Park Public Art Project (CGP). Grant funds may be used for design, materials, fabrication, personnel, and project management.

The finished artwork will be placed in the renovated Cooper-Gordon triangle park in the Shaw neighborhood of Washington, DC. One (1) award will be made under this Request for Proposals (RFP).

RFP Release: Friday, April 15, 2022, 4:00 PM ET

Submission Deadline: Monday, May 23, 2022, 9:00 PM ET

Finalist Notification: On or about June 30, 2022

Award Amount: Up to \$75,000

Applicants may submit one (1) Cooper-Gordon Park application. 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: Deirdre Darden, Public Art Coordinator, deirdre.darden@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
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TABLE OF CONTENTS

OVERVIEW.....	3
GRANT PROGRAM GOALS.....	3
CALENDAR OF KEY DATES	3
PROJECT SPECIFICATIONS	4
APPLICATION REVIEW CRITERIA.....	7
APPLICATION REVIEW AND SELECTION PROCESS	8
ELIGIBILITY REQUIREMENTS.....	8
ALLOWABLE COSTS.....	9
TECHNICAL ASSISTANCE.....	10
GRANT APPLICATION PROCESS	10
NOTIFICATION AND PAYMENT.....	11
CONDITIONS OF FUNDING AND GRANT RESCINDMENT	11
RISK MANAGEMENT AND PERFORMANCE MONITORING.....	14
CONTACT INFORMATION.....	14
APPLICATION CHECKLIST.....	14
ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS.....	17
ADDENDUM B: PROJECT SPECIFICATIONS	19

FY 2022 COOPER-GORDON PARK PUBLIC ART PROJECT
Applicants may submit one (1) application.

OVERVIEW

The DC Commission on the Arts and Humanities (CAH), in partnership with the District of Columbia Water and Sewer Authority (DC Water), and the District Department of Parks and Recreation (DPR), seeks proposals from qualified sculpture artists or sculpture artist teams for the design and fabrication of permanent outside public artwork for Cooper-Gordon Park Public Art Project (CGP). The finished sculpture will be placed in the renovated Cooper-Gordon triangle park located at 6th Street, R Street, and Rhode Island Avenue NW in the Shaw neighborhood of Washington, DC. The park is renovated as part of DC Water's [Northeast Boundary Tunnel Project](#).



Cooper Gordon Park restoration rendering looking north, (DC Water)“

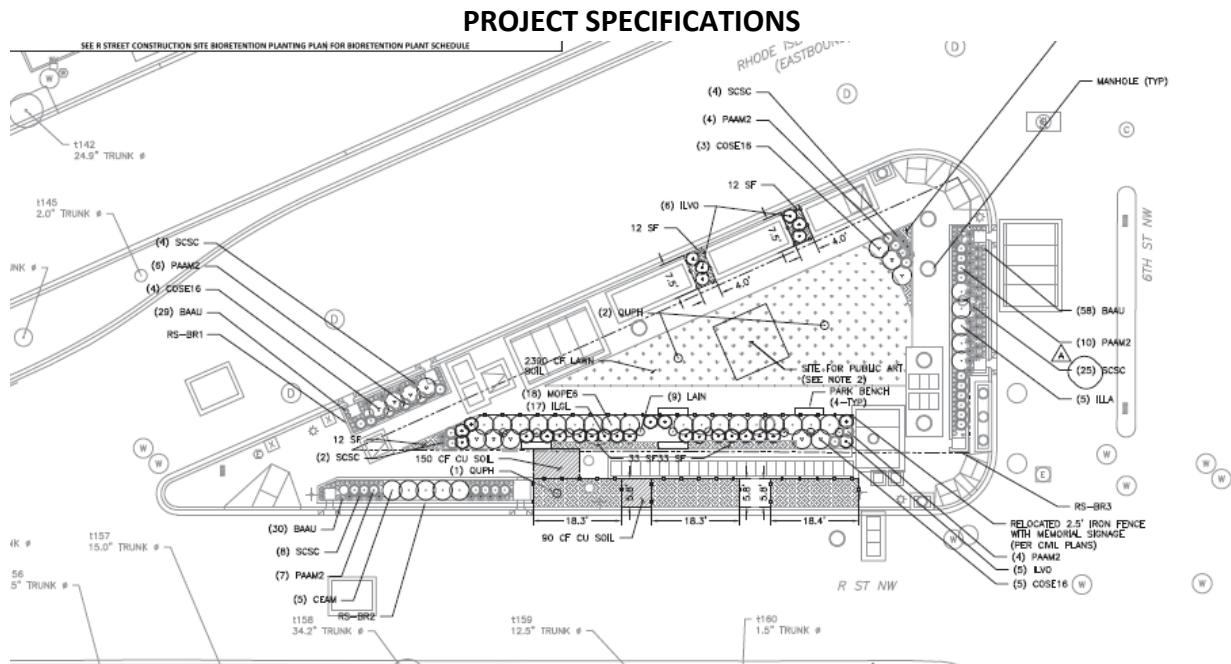
GRANT PROGRAM GOALS

- Activate the lawn area of the renovated Cooper-Gordon Park.
- Create a vibrant, inspirational, and welcoming design element for the lawn area of the park.
- Design a sculpture that connects to the individuals Cooper-Gordon Park is named after – Margaret Cooper and Lillian Gordon.
- Contribute to an inviting community space with engaging public art to promote communal activities and walkability in the neighborhood.
- Respond to the community's desire for an exterior artwork in the park that reflects their neighborhood.
- Foster an emotional connection with visitors by creating a distinct visual identity for the park that increases community ownership and investment.

CALENDAR OF KEY DATES

RFP/Call to Artists Released	Friday, April 15, 2022, at 4 PM ET
Submission Deadline	Monday, May 23, 2022, at 9 PM ET
Panelist Convening to Recommend Finalists	June 2022
Notifications Made to	On or about June 30, 2022

Applicants	
Finalized Design and Fabrication	June–September 2022
Deliver to DC Water	October 1, 2022



Design Requirements

The final sculpture (Art) shall be installed in Cooper/Gordon Park within the area and at the dimensions specified in **R Street Landscaping Plan** (above and Addendum B), which also depicts the proposed planting plan. The Art shall be located within the area designated on the R Street Landscaping Plan, labeled "space for public art," and shall be no larger than ten feet (10') wide, ten feet (10') long, and twenty-five feet (25') high. Review the **R Street Rendering** (Addendum B) document showing Cooper-Gordon Park's conceptual renderings finished landscaping and hardscaping elements.

Public Artwork Specifications

Due to safety and environmental concerns, applicants should adhere to the following when developing proposal(s):

- Artwork shall be no larger than ten feet (10') wide, ten feet (10') long, and twenty-five feet (25') high, and will be installed on a concrete pedestal:
 - DC Water shall design an unfinished concrete base (Base), no more than six inches above the ground surface. The planned size of the pedestal will not be larger than twelve feet in width or diameter as specified above.
 - The Base shall be designed by DC Water to withstand anticipated loads, including wind loads transmitted to the Base from the Art, assuming the Art does not

exceed the dimensions specified above.

- The weight exerted to the base structure by the Art, using the specified maximum dimensions above including shall not exceed wind loads, 0.5 tons per square foot.
- The selected artist will work with CAH and DC Water to coordinate the final dimensions and structural design of the Art to the base. The artist is responsible for designing and providing the materials needed to fasten the Sculpture to the base. The artist shall provide to DC Water, any special details, and requirements for fastening the Sculpture to the base.
- Artwork must be highly durable, sustainable, and low maintenance. It should demonstrate maintainability, sustained structural and surface soundness and resistance to vandalism and weathering.
 - Acceptable materials include stainless steel, concrete, and stone.
- Artwork must be able to withstand light cleaning using power washing and water spray from sprinkler system.
- Artwork must be fire resistant.
- Lighting components may be considered but must be low maintenance and energy efficient; artist must account for costs connected to art-related electrical conductors, electric meters and/or any other electrical components.
- No water features



"Cooper

restoration rendering looking east (DC Water)"

Gordon Park

BACKGROUND INFORMATION

Cooper-Gordon Park

In 2012 the small park at 6th and R Street NW was officially named the Margaret B. Cooper and Lillian A. Gordon Park. Both Cooper and Gordon had strong ties to the Shaw neighborhood. Cooper served as ANC commissioner for 15 years and Gordon was active

with the Friends of Kennedy Recreation Center. Some testimonials and biographic information follow:

Margaret B. Cooper

- Known as “Mother” Cooper and was honored by DC Council by having May 4th, 1996, as "Margaret B. 'Mother' Cooper Day".
- "Mother" Cooper was born in 1900, and attended the Lovejoy School, Garnett School, and Martha Washington Nursing School, after which she worked for many years for the George Washington Hospital as a nurse
- "Mother" Cooper served diligently as president of the East Central Civic Association for thirty-seven years and she also served as ANC Commissioner for 15 years
- "Mother" Cooper's steadfast dedication and love for the Shaw community, and its residents was an inspiration to all, and had expressed itself in thousands of ways, from encouraging the growth of the lovely gardens scattered through the neighborhood, to the rebirth of the Kennedy Playground

[THE FEISTY SWEETHEART OF SHAW - The Washington Post](#)

Lillian A. Gordon

- She was considered a pillar of the community and was often referred to as the "Mother of Shaw."
- Born in 1926. During the 1940s and 1950s, was a professional dancer. She worked with choreographer Cholly Atkins and shared a stage with Nat King Cole. She performed at many of the Shaw/U Street neighborhood's venues. Ms. Gordon was often called upon by reporters and filmmakers to share her memories of U Street.
- She was one of the founders of the Friends of Kennedy Playground.
- Ms. Gordon demonstrated that civic responsibility and activism can continue well into a person's golden years. She inspired many to "stand up and work towards a stronger community."

[Lillian Gordon - Lillian Gordon interview \(part 1 of 2\) | Dig DC \(dclibrary.org\)](#)

Shaw Neighborhood

To learn more about the Shaw neighborhood's history, the following resources are available: Cultural Tourism DC's [MidCity at the Crossroads: Shaw Heritage Trail pamphlet](#) and the District of Columbia Historic Preservation Office's [Shaw Historic District brochure](#).

Northeast Boundary Tunnel Project

DC Water is constructing the Northeast Boundary Tunnel (NEBT) to connect with the existing, century-old, combined sewer system, which will significantly mitigate sewer flooding while improving the water quality of the Anacostia River. The NEBT is the

largest component of the Clean Rivers Project and will start just south of RFK Stadium and extend north to Rhode Island Avenue and west to R Street NW. Learn more [here](#).

APPLICATION REVIEW CRITERIA

All Cooper-Gordon Park applications will be scored according to the following three categories:

Artistic Content and Capability 50%

- Proposed artwork exhibits high-quality workmanship, innovation, and creativity supported by the written concept. (10 points)
- The applicant's previous work samples demonstrate high standards of artistic excellence, high-quality workmanship, innovation, and creativity for sculptural work (10 points)
- Proposed artwork considers the dynamics of the site and provides aesthetic quality through innovation and thoughtful design. (10 points)
- The artwork is appropriate for placement on an urban pedestrian site, including the ability for the artwork to withstand public interaction and water from irrigation system. (10 points)
- The applicant has experience with large scale, site-specific public art projects with demonstrated expertise with fabrication and installation using proposed materials. (10 points)

Capacity, Budget, and Sustainability 30%

- The proposed project goals and production schedules are feasible. Artist has a proven track record to complete the work on time and within budget. The artist is equipped with art-making expertise and managing a visual arts design and fabrication sculpture project and demonstrates knowledge for installation processes. (10 points)
- The 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).
- Proposed artwork demonstrates maintainability, structural and surface soundness; project materials are resistant to vandalism, weathering, water from irrigation system, excessive maintenance, and repair costs (10 points)

Community Engagement and Impact 10%

- The artwork is responsive to the community, neighborhood, and site. The applicant demonstrates knowledge of the community where the project will be sited and shows evidence of a work that reflects the community and enhances the aesthetic quality of the proposed site (5 points)
- Applicant demonstrates how the artwork's meaning, content, and themes impact the intended audience with consideration of culture, age, physical ability, languages spoken, or environment. (5 points)

Opportunity and Equity – 10%

- The applicant demonstrates how the project could provide shared learning opportunities that facilitate a greater participation in public art, represents the community and aims to promote a welcoming and inclusive environment (5 points).

- The applicant demonstrates from previous work evidence of intentionality engaging a diverse audience based on culture, age, physical ability, or languages spoken in planning and implementation (5 points).

APPLICATION REVIEW AND SELECTION 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 reviewing 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 Deirdre Darden, Public Art Coordinator, deirdre.darden@dc.gov.

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 experienced artists or designers, over the age of 18 years.
- Artist/lead artist must either be legal residents of the District of Columbia or a legal resident within a 50-mile radius of Washington, DC (i.e., Maryland or Virginia) as listed on government-issued identification or 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 are not allowable as a primary address.
- Maintain residency in the District of Columbia during the entire funding period (October 1, 2021, to September 30, 2022).
- Be in good standing with CAH. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2021 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2022.
- Demonstrate at least 4-5 years' experience designing, fabrication, and installing exterior sculptural installation works; demonstrate at least 1 year experience in the proposed media/material.
- Artist Teams must identify a lead artist. All artists on the Team must meet all

eligibility requirements listed above at the time of application.

Applicants restricted from applying include:

- Artists or 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 to be valid expenditures in its sole discretion.

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

- Artist Fees (up to 20% of the project budget)
- Fabrication (if by the artist(s), separate from Artist fee)
- Fabrication costs
- Materials and supplies
- General Liability Insurance
- Engineering costs related to the project
- Space rental/storage
- Shipping
- Equipment Rentals
- Travel and transportation directly related to project implementation
- Copyright registration fees
- Plaque and dedication costs
- Photographic documentation and project implementation equipment purchases below or equal to \$500
- Contingency

Examples of Unallowable Costs:

- Prefabricated or pre-existing artworks
- Project sustaining and /or maintaining equipment and/ or technology purchases (projects must be self-sustaining)
- Food or beverage expenses
- Equipment purchases over five hundred US dollars (\$500)
- Capital expenses
- Sub-granting or re-granting of grant funds
- Debt reduction

- Tuition and scholarships, or award ceremonies
- College/University tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools or DC Public Charter Schools
- Costs related to special events, fundraisers, and lobbying
- Travel other than as noted above (see "Examples of Allowable Expenses" above)

All expenses must be documented by the grantee within the budget of the grant agreement. The grant program manager reviews and approves all expenses before each invoice 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 and a final report. The grant period is from October 1, 2021, to September 30, 2022. CAH restricts a grantee's grant-funded activity expenses that are beyond the grant period.

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.

Live Chat Dates:

Wednesday April 27, 10 – 11am

Tuesday May 17, 2 – 3pm

To schedule an individual technical assistance meeting, please contact Deirdre Darden, Public Art Coordinator, deirdre.darden@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.

GRANT APPLICATION PROCESS

1. Read the [Guide to Grants](#).
2. Read the RFQ guidelines.
3. Determine eligibility.
4. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user. (Note: For previous applicants to reset a user password, select "Forgot your password?")
5. Upon registration, select "My Open Applications." Then click on "New Application" on the right side of the screen and choose the desired grant program from the list.
6. Complete the application's narrative questions and data sections.
7. Upload required documents, supplementary material, and work samples
8. Double-check the application for accuracy, clarity, and typographical errors
9. Submit the application by 9 PM ET on the grant program's deadline date.
10. 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 9 PM ET on Monday, May 23, 2022.**

- 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.

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 scope of work, 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.

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application on or about May 30, 2022, 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 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.

CONDITIONS OF FUNDING AND GRANT RESCINDMENT

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 2022 grant recipients with unmet reporting obligations regarding any CAH funding program as of the close of business on Friday, October 15, 2021, will be ineligible to receive further funding from CAH.

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 material 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 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 those 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 based on 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 based on 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.

COVID-19 Compliance

The grantee(s) selected in response to this Request for Applications is/are required to comply with [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees](#), dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

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.

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](#) (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.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide to Grants](#). Specific questions about this RFQ application may be referred to Deirdre Darden, Public Art Coordinator, deirdre.darden@dc.gov.

APPLICATION CHECKLIST

The following is a checklist of all mandatory and supplementary documents that applicants are required to submit with the FY22 Cooper-Gordon Park 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.dcartts.dc.gov and click on the "Grants" tab, then select "Grantee Resources" to obtain the "Compliance Documents" listed below.

Mandatory Documents/File

1. **Artist(s)/designer(s) Résumé/CV:** Two (2) pages maximum.
 - a. Should demonstrate at least 4-5 years' experience designing, fabrication, and installing exterior sculptural installation works and at least 1 year experience in the proposed media/material.
2. **Artist Statement:** Maximum 250 words
3. **Design concept narrative** describing the work with a detailed explanation of how the 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/install the work. (Maximum of 500 words).
4. **Proposed Art/Design:** One design concept illustrating the proposed design for the designated lawn area of Cooper-Gordon Park based on provided dimensions. Submit a JPG file at a minimum of 72 dpi, less than 20MB, or PDF files.
5. **Budget:** Provide a detailed Budget Outline spreadsheet that breaks down project costs. Applicants are encouraged to provide quotes for any outside contracting or fabrication needs during the project.
6. **Work sample(s):** Five (5) to ten (10) images of previous relevant artwork submitting high-quality JPG files (do not use gifs, tiffs, or other image formats), uploaded to the Media Viewer in the application. See Addendum A for further guidance. If submitting as an 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 artwork corresponding to submitted images within application. If an artist team, please identify those participating artist/s' work samples.
8. **Professional References:** List of at least three (3). Please include name, address, phone number and email address for each reference.
9. **All CAH Compliance Documents:** Applicants must submit the following five (5) Compliance Documents (templates and instructions are here: <https://dcarts.dc.gov/node/408702>)
 - **Certificate of Clean Hands** dated within 30 days of application
 - **Statement of Certification** dated at the time of application
 - **IRS Form W-9 (version Oct-2018)** for the applicant dated within 30 days of application
 - **Artwork Relationship and Copyrights Warranty Form**
 - **List of Insurance Carriers and Policies** to certify an applicant's current general liability insurance carrier and coverage status.
 - **Individual Demographic Overview Form** for artists and each artist team member. Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel.

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).

ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content. Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria may include District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit are primarily demonstrated to the advisory review panel through the applicant's:

Section 1 - Work sample(s)

Section 2 - Support material(s)

Section 3 - Résumé(s) of key personnel

Section 4 - General Suggestions from CAH staff (see below)

The work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public or demonstration of content of services provided from public artists.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided below.

Section 1 - Work Samples

- Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.
- The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.
- Work samples must be no more than four (4) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Exhibition reviews
- Letters of recommendation
- Certificates, commendations, or awards

- Assessments or work evaluation

Section 3 - Resumes of Key Personnel

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing their work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high-quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Advisory review panelists must review a work sample from all applicants. However, a review of all work samples of the same application is not compulsory for panelists.
- Label each work sample or document so that panelists can easily identify it.
- For project-based grants, such as PABC, including samples of similar completed projects help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website link that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2022 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.

ADDENDUM B: PROJECT SPECIFICATIONS



Figure 1 Cooper Gordon Park restoration rendering looking north, (DC Water)



Figure 2 Cooper Gordon Park restoration rendering looking east, (DC Water)

COOPER – GORDON LANDSCAPE PLAN

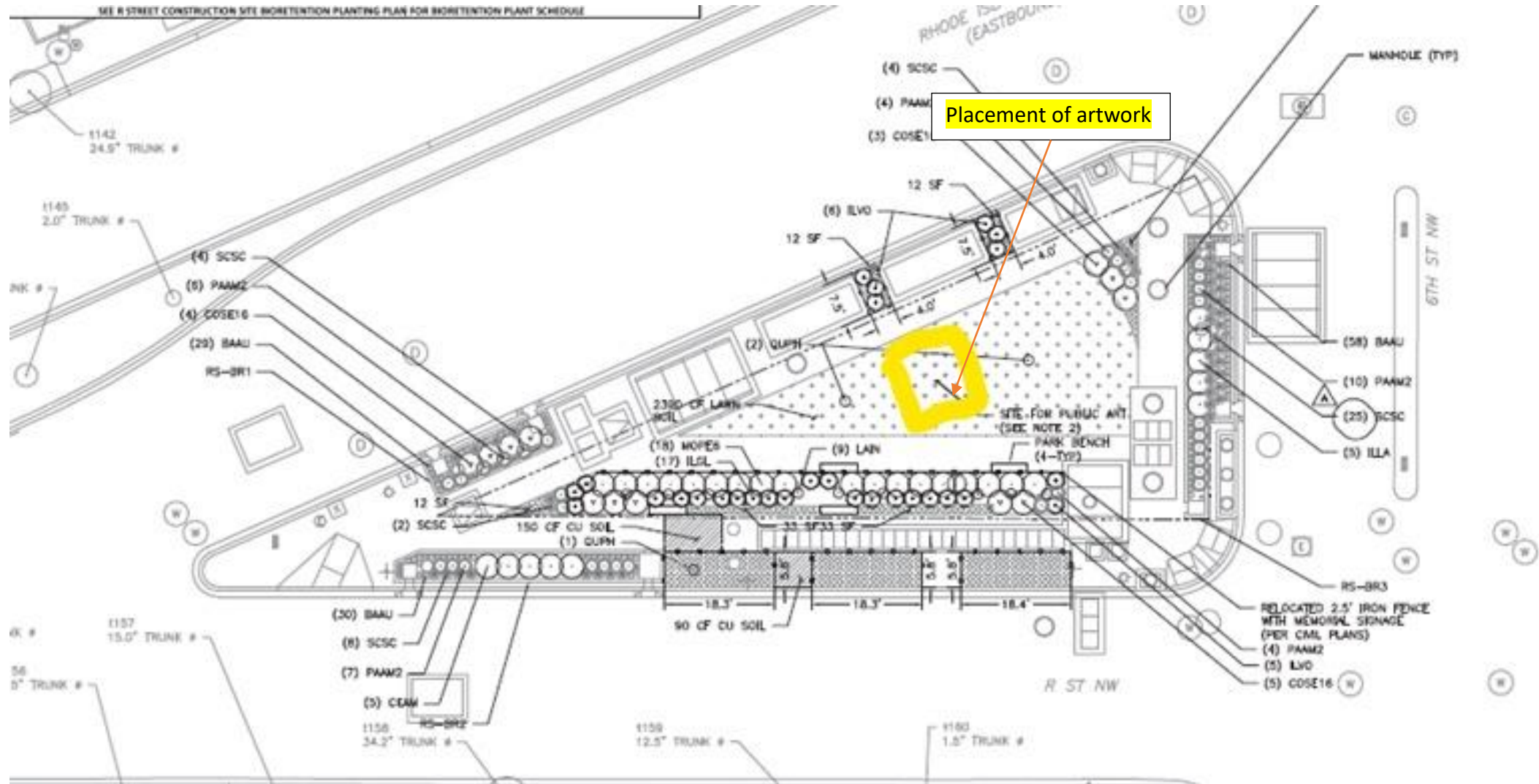


Figure 3 Cooper Gordon Park restoration blueprint, Public Art area highlighted yellow (DC Water)