

**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**FY 23 Commemorative Works Technical Assistance Program**  
**(Updated 3-15-23 New Q&A in Red)**

**ROLE OF PUBLIC ARTIST AND GRANT DETAIL**

**Q:** How many artists and other professionals as well as sites are part of this program

**A:** Three (3) design concepts will be developed for four (4) unique sites (one each) in Wards 4, 5, 7, and 8:

- Four (4) public artists experienced in large-scale design, fabrication, and installation will be assigned to one of the sites.
- One architectural/landscape architectural consultant (Architectural Consultant) will provide services for each site.
- One (1) community engagement specialist consultant will facilitate community engagement meetings for all four sites
- Four (4) Community organization partners, one for each site, will work with the Public Artists and OP Architectural Consultant.

**Q:** How will the Public Artists interact with community?

**A:** The Public Artists and the Architectural Consultant will work with the OP community engagement specialists and community organizational partners to gather input on the site and commemorative subject. There will be at least three community engagement meetings for each site to support community-driven concept designs. These concept designs will be presented to the Commemorative Works Committee and other related federal and District entities requiring approval under the Commemorative Works Committee Act.

**Q:** Will there be an artist per each of the four wards?

**A:** One artist will be assigned to a site in each ward. That artist will work with the design contractor and the community to create the public art vision for that site.

**Q:** How much is the grant?

**A:** Per the grant guideline posted on CAH website, \$30,000 will be awarded to each selected Public Artist.

**Q:** Is there a limit to the allowable artist fees? Is it limited to 20%? Is it for each member of the team?

**A:** Artist fee is customarily 20%. There is one Artist fee. Artist personnel is a separate cost.

**Q:** If I have sub-contractors, does everyone need to live in DC? Do I list everyone in this application?

**A:** Per the guidelines, artist team members must meet all eligibility requirements. The Artist Team is considered the lead professional public artists providing the artistic direction for the project/grant.

**Q:** Is insurance for the individual artist or for the project?

**A:** If selected, the general liability insurance is for the grantee (and team members, if applicable) working on the project. Additional specifics will be provided at time of award.

**Q:** Do we need to submit one W9, or one for each sub-contractor?

**A:** The W-9 is for the applicant in whose name the award would be made and along with payment. The information on the W-9 must match all of documents including the grant application, Certificate of Clean Hands (name, address and last 4 of TAXID number), and Statement of Certification (name, address, TAXID)

## **ROLE OF OP ARCHITECTURAL DESIGN CONSULTANT**

**Q:** What is the scope of the architectural design consultant?

**A:** The architectural design consultant, retained by DC Office of Planning, will perform work in the areas of landscape architecture, including design and project management services, site analysis for each of the 4 sites in Wards 4, 5, 7, and 8; preparing presentation drawings that can be used for submission to various review and approval bodies and presentations to community stakeholders; work with public artist to create a vision board and three design concepts for commemoration work honoring a specific subject in a specific location.

**Q:** Have the architectural consultants been selected?

**A:** The Office of Planning is in the process of soliciting proposals for a consultant that will provide design services for the Technical Assistance Program. It is anticipated that the consultant will be under contract by April 2023.

**Q:** Will engineering costs be included in this grant, or part of the architectural consulting fees?

**A:** Engineering costs will be assumed by the Office of Planning Contractor who will be part of the Conceptual Design Team

## **COMMUNITY ENGAGEMENT**

**Q:** Who facilitates the community engagement?

**A:** A community engagement contractor with OP will facilitate community engagement activities.

## **CONCEPT DETAILS AND IMPLEMENTATION**

- Q:** What about permits? Who is responsible for understanding those requirements?
- A:** CAH and OP will work with the CDT to facilitate reviews by District agencies that may require design approvals and permits
- Q:** When will the concepts be constructed and installed?
- A:** The first step is concept design approvals. Following that the planning for the activation of design concepts will depend on funding.
- Q:** Will the public artist who created a public art design be engaged to fabricate and install the work in the approved design concept?
- A:** That artist will be given the right of first refusal to be part of the site construction and activation team.