



DC COMMISSION ON THE ARTS & HUMANITIES

REQUEST FOR APPLICATIONS FY 2022 FACILITIES AND BUILDINGS: MORTGAGE AND RENT RELIEF GRANT

The DC Commission on the Arts and Humanities (CAH) requests applications from qualified arts and humanities organizations for its Fiscal Year 2022 Facilities and Buildings: Mortgage and Rent Relief (FAB-R) grant. Eligible organizations may request up to \$30,000, depending upon allowable expenses. The number and amounts of grant awards are subject to CAH's availability of funds.

RFA Release:	Friday, February 4, 2022
Submission Deadline:	Friday, March 4, 2022 10:00 pm ET
Number of Awards:	Multiple
Amount of Awards:	Up to \$30,000

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

Staff Contact:

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.

CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22, D.C. Official Code § 39-204).

Government of the District of Columbia
Commission on the Arts and Humanities
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FY 2022 FACILITIES AND BUILDINGS: MORTGAGE AND RENT RELIEF GRANT

Applicants may submit one (1) grant application to this program per fiscal year cycle

OVERVIEW

The Facilities and Buildings: Mortgage and Rent Relief (FAB-R) grant program assists with rent or mortgage expenses of qualified DC-based arts and humanities organizations. Offered in response to the ongoing impact of the COVID-19 pandemic, the FAB-R program aids organization stability and readiness to reopen when safe to do so. Grant award funds must be spent within CAH's Fiscal Year 2022 (October 1, 2021 to September 30, 2022).

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 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 (but not limited to): 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 may be ineligible to receive additional funds.

FAB-R Specific Eligibility:

- Have a primary mission focus in at least one discipline of the arts or humanities, including: dance, design, folk and traditional arts, media and film, music, theater, 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 application deadline;
- Ensure at least fifty-one percent (51%) of the organization's activities occur in the District of Columbia.
- Apply for rent or mortgage of an eligible DC-based arts and humanities facility; and
- Have accepted no more than \$100,000 from the FY22 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 one hundred percent (100%) of committed expenses for rent or mortgage payments of eligible facilities during CAH’s Fiscal Year 2022, up to \$30,000.

No additional match is required.

Each successful and eligible applicant will be awarded their request amount, prorated by available funds.

ALLOWABLE COSTS AND GRANT PERIOD

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

- Eligible facilities are those that are primarily used for the administration, training, management, production, presentation, or research of the arts or humanities;
 - Examples could include: theatres, studio spaces, galleries, administrative offices, venue rentals, storage facilities, etc.
 - Home offices are ineligible for this grant program.
- Must occur during the grant period, October 1, 2021 - September 30, 2022;
- Must be for “committed expenses”- those for which an applicant has a binding obligation as substantiated by mortgage, lease, or proof of expenditures for at least three months of allowable expenses paid in between January 1, 2021 and the date of the application submission;
 - Examples could include: mortgage payments, rent payments, lease-mandated facility improvements, etc.
 - Utilities expenses are not eligible for the FAB-R program.
- Rent or mortgage payments must be paid only by the applicant organization.

TECHNICAL ASSISTANCE

CAH staff members are available to assist through individual technical assistance. Workshops and consultations with CAH grants staff will be available according to the following:

Day and Date	Time	Topic
Tuesday, February 8, 2021	12:00pm - 1:30pm	FY22 FAB applicant workshop***
Friday, February 11, 2022	2:30pm - 3:30pm	LiveChat virtual application assistance
Friday, February 18, 2022	2:30pm - 3:30pm	LiveChat virtual application assistance
Friday, February 25, 2022	2:30pm - 3:30pm	LiveChat virtual application assistance
Friday, March 4, 2022	2:30pm - 3:30pm	LiveChat virtual application assistance

*** This workshop will be recorded and posted to the DCCAH website for applicant use.

Event registration is available at <https://dcarts.dc.gov/page/live-chat-dccah-grants-specialist>. More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under [Grant Writing Assistance](#), or by emailing kevin.hasser@dc.gov.

GRANT APPLICATION PROCESS

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

All applications must be submitted online by 10:00 pm ET on Friday, March 4, 2022.

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. Requests 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 Thursday, April 14, 2022 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 award disbursements is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award installment directly through its office. To expedite grant award fund delivery, 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 awarded over \$12,500 may be required to submit a brief interim report on a date to be determined. All grantees shall submit a brief final report through the online grant portal by 11:59 pm ET, Friday, October 21, 2022.

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).

COVID-19 Compliance

According to Section III of District of Columbia Mayor's Order 2021-099 (issued August 10, 2021), grant applicants must ensure that their employees, agents and sub-contractors who conduct their work under the Grant Agreement have been either: (a) fully vaccinated against COVID-19; or (b) granted, by the Grantee or contractor, a Vaccination Certification exemption under the aforementioned Order, and are: (i) undergoing weekly COVID-19 testing; (ii) only reporting to the workplace when such test result is negative, and (iii) wearing masks while working. The above-referenced Mayor's Order is linked here:

<https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=N112383>

Grantee shall be responsible for ensuring compliance with the above-referenced mandates, and failure to ensure such compliance may result in adverse consequences up to and including grant noncompliance, grant award forfeiture, and/or future award ineligibility. Grantee shall, at the request of CAH, provide to the District government (through CAH) a certification of Grantee's compliance with the above-referenced vaccination certification requirements.

Applicants and grantees may impose stronger vaccination requirements on their employees, agents and sub-contractors, subject to applicable federal and local laws and regulations.

Nonprofit Fair Compensation Act of 2020

When making grant awards or contracts to non-profit organizations, the DC government will honor an unexpired federal Negotiated Indirect Cost Rate Agreement (NICRA) or a similar rate negotiated with another DC government agency in the last two years.

If a grantee organization does not have a negotiated indirect cost rate, that grantee may assign 10% of all direct costs in its award to indirect costs.

Alternatively, a grantee may elect to negotiate a new indirect cost rate with the DC government - or seek out an independent DC Certified Public Accountant to calculate an indirect cost rate using the Office of Management and Budget guidelines.

The applicant may include these indirect costs in the budget calculation and identify the basis for the calculation in supporting materials.

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 the FAB-R grant can be referred to CAH staff member, Kevin Hasser (kevin.hasser@dc.gov).

FY 2022 FAB: Mortgage & Rent Relief Grant Program

APPLICATION CHECKLIST

In order to submit an application:

- ☐ Ensure the applicant meets all eligibility requirements listed in the RFA;
- ☐ Complete all required questions in the online application; and
- ☐ Attach the following mandatory documents to the online application:
(CAH forms available at <https://dcarts.dc.gov/page/managing-grant-awards>)
 - ☐ **IRS Form W-9**
Note: 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. The W-9 must be dated at the time of application submission;
 - ☐ **IRS 501(c)(3) Letter of Determination;**
 - ☐ **Applicant's IRS Form 990** (most-recently submitted);
 - ☐ **Mandatory Supporting Material** documenting the applicant's binding "committed expenses" for eligible facilities during the grant period (refer to page 3);
 - ☐ Please attach a document itemizing and summarizing the expenses
 - ☐ Rent and mortgage documentation must be co-signed. Please **highlight** relevant terms, amounts, expiration dates, and identify payor/payee
 - ☐ **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.

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