



DC COMMISSION ON THE ARTS & HUMANITIES

**REQUEST FOR APPLICATIONS
FY 2023 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 2023 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: Monday, November 28, 2022
Submission Deadline: Tuesday, December 20, 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 2023 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 2023 (October 1, 2022 to September 30, 2023).

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;
- Maintain the principal business office (including 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): Department of Licensing and Consumer Protection (DLCP), 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 and consistently 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 public activities occur in the District of Columbia.
- Apply for rent or mortgage of an eligible DC-based arts and humanities facility, supported by a current executed lease agreement, proof of current organizational mortgage

payments, and/or a current countersigned letter of intent from the mortgage holder or landlord; and

- Have accepted no more than \$100,000 from the FY23 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 2023, 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 DC-based facilities 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.
- Expenses and programming must occur during the grant period, October 1, 2022 - September 30, 2023;
- Funds must be used for “committed expenses”-those expenses for which an applicant has a binding obligation as substantiated by an eligible mortgage, lease, or rental agreement.
- Utilities and production expenses are **not** eligible for the FAB-R program.

- Rent or mortgage payments must be paid only by the applicant organization.

All reported expenses must be verifiable and CAH staff may seek verification from a third party at any time during or after the grant period. If applicant circumstances change or expenses are not verifiable, CAH may reduce or withhold award funding

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
Wednesday, November 30, 2022	12:00pm - 1:30pm	FY23 FAB applicant workshop***
Saturday, December 3, 2022	10:00am – 11:30am	FY23 FAB applicant workshop
Wednesday, December 7, 2022	4:00pm - 5:30pm	FY23 FAB applicant workshop
Friday, December 9, 2022	2:00pm - 3:00pm	LiveChat virtual application assistance
Friday, December 16, 2022	2:00pm - 3:00pm	LiveChat virtual application assistance

*** This workshop will be recorded and posted to the CAH 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 Tuesday, December 20, 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 Monday, February 6, 2023 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. Registration with the [Procurement Center of Excellence](#) (if a new applicant to CAH); and
2. 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.

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 20, 2023.

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).

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 2023 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>)
 - Clean Hands Certificate:
(Dated within 30 days of application submission)
 - Certificate of Insurance:
(Required: Current certificate of general liability insurance)
 - IRS 501(c)(3) Letter of Determination:
(Signed and scanned upload required)
 - IRS Form 990:
(Required: From the most recently completed submission)
 - Lease or Mortgage Document
(Required: Valid, current, fully-executed lease or mortgage document, detailing the applicant organization's binding "committed expenses" for eligible facilities during the grant period. Please highlight relevant terms, amounts, expiration dates, and identify payor/payee)
 - Organizational Budget:
(Required: The applicant organization's current fiscal year budget, as approved by the board of directors)
 - Statement of Certification:
(<http://dcarts.dc.gov/page/managing-grant-awards>)
(Program-specific, signed and dated upload required)
 - Support Material:
(Optional: Additional financial details demonstrating programmatic activity during the current grant cycle and/or programmatic activity within the last six months of the previous fiscal year i.e. April 2022 through September 2022)
 - W-9:
(Signed upload required. The applicant's address MUST match addresses in the grants portal, the DC Government's PASS system, and the DC Vendor Portal. The

W9 must be the October 2018 form and must be dated at the time of application submission)

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.