



DC COMMISSION ON THE ARTS & HUMANITIES

FY23 Facilities & Buildings- Mortgage and Rent Relief (FAB-R) Grant Applicant Workshop

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Today's Facilities and Buildings Program Workshop Agenda

- Introduction to CAH and Mission
- Overview of FAB-R Guidelines, Eligibility, Restrictions
- Creating an Application
- Application Review Criteria
- Notifications & Awards Disbursement
- Performance Monitoring
- Q & A

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DCCAH Agency Mission

The **Mission** of the DC Commission on the Arts and Humanities (CAH) is to provide grants, programs and educational activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors may experience the rich culture of our city.

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Mid-Cycle Application Deadlines

Launch Date	Program	Closing Date
Nov 4, 2022	FY23 Color the Curb: School Safety	Dec. 2, 2022
Nov 28, 2022	FY23 Facilities and Buildings- Relief	Dec 20, 2022

@ 10pm eastern

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FAB-R Description and Goals

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.

Interested organizations **DO NOT** need to own their facility in order to apply.

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FAB-R Deadline and Amounts

Applications must be submitted via the application portal by:
Tuesday, December 20th, 2022 at 10pm ET

Maximum request amount: \$30,000

- Up to 100% of rent/mortgage expenses for eligible facilities between 10/1/2022 and 9/30/2023

Awards announced by: Monday, February 6, 2023

Award amount: up to \$30,000

No match is required

All eligible organizations are encouraged to apply.

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General Eligibility Criteria

Organizations may apply if they meet all the following eligibility requirements:

- 501(c)3 for one year (prior to application due date)
- The principal business office (and address) in DC
- Primary mission in the arts and humanities
- 51% of org's public activities are in DC
- In compliance with DC and federal agencies, including CAH
- Arts/Humanities programs in DC for at least one year before deadline
- Applying for mortgage or rent of an eligible facility

Ineligibility

INELIGIBLE entities include:

- Individuals
- For-profit organizations
- Private clubs
- Colleges or universities
- Foreign governments
- Charter schools
- Organizations requiring fiscal agents
- Organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act
- Other DC government agencies, including DC Public Schools
- FY23 FAB-T grantees awarded greater than \$100,000

Definitions/Clarification

Eligible Facility

- Primarily used for the administration, training, management, production, presentation, or research of the arts or humanities.
Samples could include:
- Museums
- Theatres
- Classroom space
- Art Galleries
- Art Studios
- Administrative Offices
- Rented Venues
- Storage Facilities
- Production Shops
- **Ineligible: Home offices**
- **Ineligible: Development/fundraising events**

Definitions/Clarification

Committed Expenses

- A binding obligation for expense. Could include:
 - Rent
 - Mortgage
 - Lease-mandated facilities improvements
 - Lease-mandated rent equivalents
- Committed expenses do not include:
 - Utilities
 - Production Equipment
 - Parking
 - Non-lease-mandated building improvements and purchases

This list is not exhaustive

Definitions/Clarification

Committed Expenses

- A binding obligation for expense. Can be proven by:
 - Rental agreement
 - Active with an expiration date. Indicating landlord and payee, the frequency of the rent, and the amount of rent.
 - Mortgage + Proofs of payment
 - Active with an expiration date. Indicating mortgage holder and payee, the frequency of mortgage payments, and the amount of payment. Proofs of payment (check or auto withdrawals) to corroborate active mortgage.

Definitions/Clarification

Committed Expenses

- Organizations that do not have a current rent or mortgage, but may still have rent or mortgage-like expenses. Examples:
 - Organizations with event expenses at rented venues
 - Festivals or other seasonal operations
- Can be proven by:
 - A countersigned letter of intent from the landlord
 - Must answer eligibility criteria:
 - DC-based; eligible term; cost clarity; landlord identity; applicant as occupant; arts/humanities space.

Definitions/Clarification

Committed Expenses

- 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 an organization does not have a negotiated indirect cost rate, that grantee may assign 10% of all direct costs in its award to indirect costs.
- The applicant may include these indirect costs in the budget calculation and identify the basis for the calculation in supporting materials.

Definitions/Clarification

Committed Expenses

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 the applicant may be deemed ineligible, or may have award funding reduced or withheld.

All Expenses must be paid by the applicant. Otherwise, expenses will not be reimbursable.

ALL expenses must be proved and reported on by October 20, 2023 or be deemed noncompliant.

Frequently Asked Questions

- Will this opportunity prevent me from applying for GOS or other grants?
- Is this the buildings grant? Can I apply for a building or roof?
- I received this funding last year. Can I apply again?
- There are only ten months' rent left in the fiscal year. How much can I apply for?
- I rent a storage space in Virginia. Is that eligible?
- Are utilities an eligible expenses?
- Is parking an eligible expense?
- My lease is lapsed. Can I apply?
- I have a rental agreement activating later this year. Can I apply?
- I will rent a space for an event later this year, but don't have the space agreement yet. Can I apply?
- Our lease situation is weird.

Creating an Application

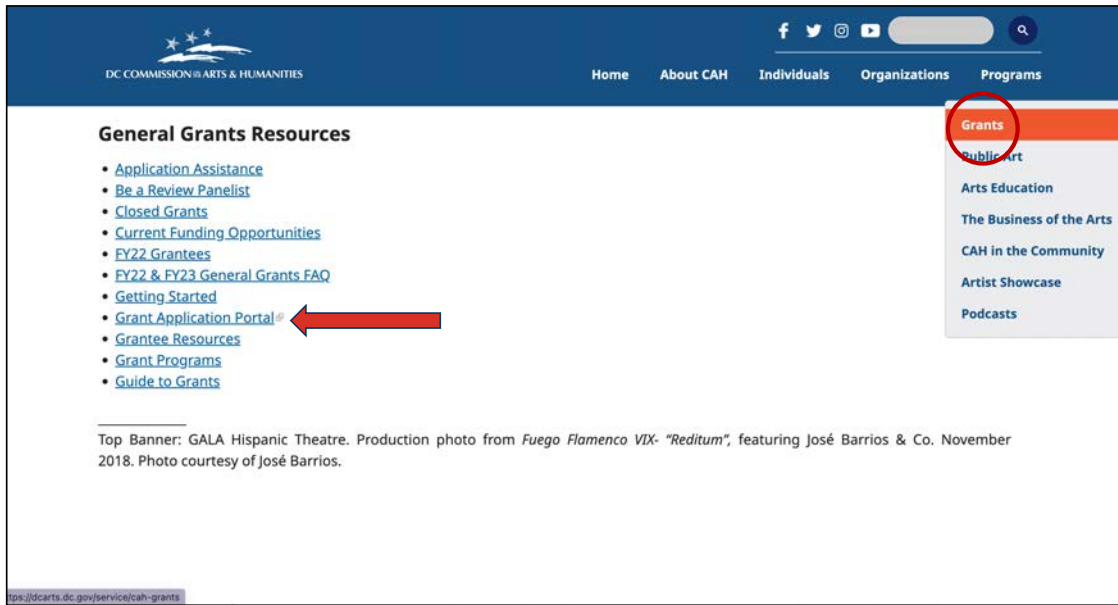
Application Process

- CAH uses an online grant application portal, accessible from the CAH website: dcarts.dc.gov
- All applicants must submit applications online by:
 - **Tuesday, December 20th, 2022 10:00 PM Eastern Time**
- CAH will not accept mailed, emailed or hand-delivered copies of grant applications or components of an application such as a W-9, work sample or emailed PDF of support material.

Application Process

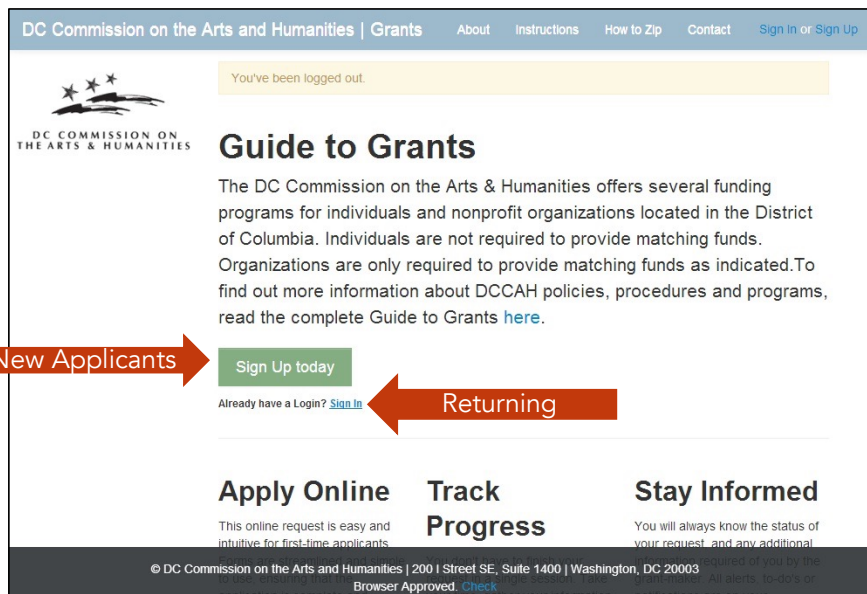
1. Read the guidelines to determine eligibility
2. Determine which of your currently planned costs are eligible
3. Gather supporting material demonstrating a binding obligation to pay for eligible facilities during the grant period
4. Log-in or register at the CAH grants portal
5. Select the FY23 FAB-R Mortgage & Rent Relief grant program
6. Complete the application questions and fields
7. Upload required documents; submit by the deadline
8. Ensure receipt of email confirming application submission

NEW-ish WEBSITE (dcarts.dc.gov)



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Grant Portal



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Grant Portal

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DC COMMISSION ON THE ARTS & HUMANITIES

- My Open Applications**
- My Closed Applications
- My Media Library
- My Document Library
- My Awards

Your Applications

Ready to begin?
You currently do not have any open applications. Please click the button to begin a new application.

New Application

Organizations

- Bob's Theatre**

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Grant Portal

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New Request | Select Grant Program

Currently Open Programs

(Select the appropriate button to begin an application)

- Color the Curb: School Safety **Preview**
- Facilities and Buildings - Relief** **Preview**

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Grant Portal

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Your Applications

Note: You have already started an application. If you would like to start a new application, please click here [New Application](#)

Organizations

Click on Organization to view/edit

- Bob's Theatre

Below you will find a list of your currently in progress applications. You do not have to complete your applications in a single session, but may return here at any time to continue working on them.

Note: The colleague functions allow you to invite a person to work with you on the same application. Hover over the options for further instructions.

Requests

Open Requests 1-1 of 1

Action	Colleagues	Request	Organization	Amount Requested	Workflow Status	Date Submitted	Items Needed
Edit Del View Add New Add Existing	Kevin Hassler	Relief	Bob's Theatre		Draft		N/A

Submitted applications cannot be edited.

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Work Sample & Uploads

Not applicable:

- Statement Describing the Content of the Work Sample
- Media Viewer uploads and work samples
- Both of these are required for all paneled and project-based grants. FAB-R is not paneled.

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Required Uploads

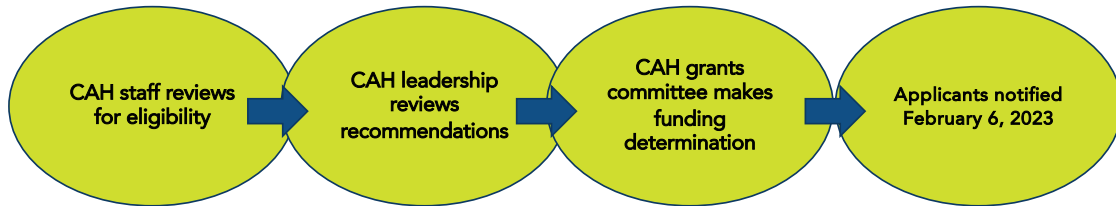
Required for all FAB-R applications:

- Certificate of Clean Hands
- Certificate of Liability Insurance
- IRS 501c3 Letter of Determination
- IRS Form 990 (most recently submitted)
- Copy of deed, lease, or MOU demonstrating terms of space usage
- Statement of Certification (must reference the FAB-R program)
- Current organizational budget, approved by board of directors
- Supporting material:
 - Documents to assist CAH's verification of expenses and/or applicant's arts and humanities work.
 - Recent rent or mortgage payments
 - Documentation of arts and humanities work
- IRS Form W-9 (October 2018 version)

Please upload as unified PDFs

Reviews and Awards

Review Process



Successful applicants will be awarded request amount prorated by available funds, up to \$30,000

Certificate of Clean Hands

Required at time of application:

- Operated by the Office of Taxation and Revenue and the Office of the Chief Financial Officer
- Create an account and secure your clean hands certificate via [My Tax DC](#).
- This is a new system. Apply early and read through the guidelines carefully posted on their website.
- Keep your most recent DC tax information at hand when applying.
- If locked out of the system, try accessing from a different browser. If still inaccessible, contact us.

Preparing for Your Award

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Notification and Award Disbursement

- Applicants will be notified via email on or about February 6, 2023
- This notification may consist of a grant package, letter of ineligibility, or letter of denial.
- The original copy of the grant agreement and all associated documents must be completed and returned to CAH via the grant portal
- All awards will occur through www.vendorportal.dc.gov
- **If seeking direct deposit, all applicants should pursue Direct Deposit registration at the time of application.**

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Performance Monitoring

- All grant recipients are subject to monitoring requirements.
- All activities funded by CAH will be monitored by staff through:
 - Interim reports for awards \geq \$12,500 due in April, 2023
 - Site visits (including performances and presentations)
 - Email correspondence and phone calls.
- All FY23 grantees must complete a final report by October 14, 2023

Questions?

Kevin Hasser, kevin.hasser@dc.gov (202-213-8848)

Office Hours

Monday-Friday, 9:00am to 5:30pm
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Washington, DC 20003
dcarts.dc.gov

Phone: (202) 724-5613

Request for applications, grants portal, and documents available at:
dcarts.dc.gov/service/grants