

FY2022 GRANTS Post-Award Orientation

October 4, 2021

A brief rundown of the required documents

Individuals

- Grant Agreement
 - Attachment A
 - Attachment B
 - Attachment C: BUDGET
- W-9- October 2018
 - FOR YOURSELF
 - Needs your SSN NOT your EIN
- Statement of Certification
- Clean Hands

Organizations

- Grant Agreement
 - Attachment A
 - Attachment B
 - Attachment C: BUDGET
- W-9- October 2018
- Statement of Certification
- Clean Hands
- Insurance
- EEOE (Awards over \$100K)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COMMISSION ON THE ARTS AND HUMANITIES

Grant Number: [REDACTED]
Grant Amount: [REDACTED]

FY21 Grant Agreement

This Grant Agreement ("Agreement") is made by and between the District of Columbia ("District"), a municipal corporation, acting by and through its Commission on the Arts and Humanities ("CAH") and [REDACTED] ("Grantee") (hereinafter referred to, individually, as a "Party" and, collectively, as the "Parties"). This Agreement is entered into on the date on which CAH's Executive Director signs the Agreement ("Effective Date"). Grantee's address is [REDACTED].

CAH administers the Facilities and Buildings (Organization) program, under which it provides grants in accordance with the Commission on Arts and Humanities Act of 1975, D.C. Law 1-22. Grantee provided to CAH a proposal for a grant-related art project (which includes a related proposed budget) (i.e., Grantee's "Proposal") that Grantee proposes to begin on the Agreement's Effective Date and end, in accordance with the provisions of this Agreement, by no later than the end of the day on September 30, 2021 ("Grant Period"). CAH approved Grantee's Proposal and related budget, as detailed in this Agreement's Attachment A ("Approved Proposal"). Grantee's above-referenced Attachment A and Proposal are both attached hereto and incorporated herein by reference. CAH awards the above-referenced Grant Amount to the Grantee under the terms and conditions of this Agreement.

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Term.** Unless earlier terminated pursuant to the provisions of this Agreement, this Agreement begins on the date on which it is signed by CAH's Executive Director ("Effective Date") and ends when CAH approves Grantee's below-referenced Final Report, as defined below ("Term").
2. **Grantee's Obligations.** During the Term, Grantee shall:
 - a. Acknowledge CAH as funder of the grant award that is the subject of this Agreement ("Grant"), by including in its advertisement, promotions, programs, collateral and/or publicity related to the Grant, including print, web, radio and television, CAH's logo and/or the following language: "This project was supported by the DC Commission on the Arts and Humanities. Grantee shall obtain a current CAH logo and usage guidelines by visiting the "Managing Grant Awards" sub-tab of the "Grants" tab found (at www.subset.co.dc.gov). CAH's logo/acknowledgement shall only be used by Grantee in relation to the specific project that is supported by the above-numbered Grant Award during the Term of this Agreement. For general operating support grant awards (Arts and Humanities Fellowship Program and Service Organization categories), Grantee shall include CAH's logo and an explicit acknowledgement of CAH above-numbered Grant Award, when publicly engaging in any Grant-related activities (except activities prohibited by the Grant), projects, advertisement, promotions, programs, collateral and/or publicity (including print, web, radio and television) throughout the Term of this Agreement.
 - b. Participate in all meetings that CAH calls related to this Agreement, provide to CAH all required reports, cooperate fully when CAH seeks to monitor or evaluate Grantee's performance under this Agreement, and participate in related CAH-organized site visits with CAH staff.

On your Grant Agreement:

- Signature
- Date
- SSN/EIN
- DUNS



ATTACHMENT A

CAH-APPROVED REVISIONS TO SUBMITTED PROPOSAL

Grantees should include any adjustments to scope, timeline, and budget that are anticipated since the application was submitted.

ATTACHMENT B
SCHEDULE II

Document Type:	Provide the following Required Documents to CAH:	No Later Than:	CAH will pay to Grantee the following portion of the Grant Amount:	On or before:
Grant Agreement: All grant agreements are processed through the Government of the District of Columbia's vendor payment systems, which require approvals from multiple agencies and personnel before being finalized.	As listed in conditional award email.	2/12/2021	N/A	All grant agreements will be processed within thirty (30) calendar days of receipt. Failure to submit a complete agreement package <u>will result</u> in delayed processing and delayed payment. Failure to provide prompt and accurate information such as current address, tax ID #, FY20 reports <u>will result</u> in delayed processing and delayed payment.
Invoice #1: Once the Grant Agreement is fully processed, CAH will request an invoice from Grantee to process Grantee's first payment.	1) Invoice Grantee's completed and signed invoice should be submitted through the DC Vendor Portal.	Within 7 days of request from CAH staff	100% for grants \$10,000 or less 50% for grants over \$10,000	All invoices will be processed within thirty (30) calendar days of receipt. NOTE: Failure to submit a correct and complete invoice WITHIN seven (7) calendar DAYS of request <u>will result</u> in delayed processing and delayed payment.
Invoice #2: For grants over \$10,000.	1) Interim or (where applicable) Final Report Budget Form 2) Proof of Expenditures This must include Grant Amount <u>and</u> (where applicable) Match expenditures. 3) Invoice Grantee's completed and signed invoice.	6/25/2021	Remaining 50% (see above)	Review and approval of completed Interim report forms and proof of expenditures totaling 50% or more of Grant Amount plus 50% or more of the match.
Grant Project Completion Deadline The Parties agree that Grantee will complete, by no later than September 30, 2021, the project that is the subject of this Grant Agreement.	1) Grantee's written confirmation to CAH that Grantee has, in accordance with the provisions of this Grant Agreement, completed the project that is the subject of this Grant Agreement ("Written Confirmation").	Grantee shall submit to CAH Written Confirmation no later than October 15, 2021.	N/A	1) Grant Project Completion: September 30, 2021. 2) Grantee's submission to CAH of its Written Confirmation via e-mail: October 15, 2021.
Conclusion – Final Report	1) Final Report Budget Form 2) Proof of Expenditures This must include Grant Amount <u>and</u> (where applicable) Match expenditures.	10/15/2021	N/A	N/A

Revised Budget					
1					
2					
3	Grantee				
4	Grant #				
5	Grant Amount				
6					
Interim Expense Sub-Totals			CAH	Match	
8	Administrative Personnel				
9	Arts & Humanities Personnel				
10	Fabrication and Installation				
11	Marketing Expenses				
12	Materials Supplies & Equipment				
13	Mortgage or Rent & Utilities				
14	Other (explain in notes column)				
15	Travel & Transportation				
16	Totals:				\$0.00
17					
Final Expense Sub-Totals			CAH	Match	
19	Administrative Personnel				
20	Arts & Humanities Personnel				
21	Fabrication and Installation				
22	Marketing Expenses				
23	Materials Supplies & Equipment				
24	Mortgage or Rent & Utilities				
25	Other (explain in notes column)				
26	Travel & Transportation				
27	Totals:				\$0.00
28					
29	Grantee Name				
30	Signature				
31	Date				
32					
33					
34					

Summary	
Interim Report Total Expenses:	\$ -
Final Report Total Expenses:	\$ -
Total Expenses:	\$ -
Difference Between Expenses and Award Amount:	\$ -

The Revised Budget Form is available online, or directly from your grant manager.

Tab 1   Tab 2

Form W-9
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester, Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check **only one** of the following seven boxes.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate

Limited liability company. Enter the tax classification (S-C corporation, S-S corporation, P-Partnership) ▶

Other see instructions ▶

4 Exemptions (codes apply only to certain entities; see instructions on page 3).
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number to Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/omv9.

Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-1 (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (cancelled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 DC COMMISSION ON THE ARTS AND HUMANITIES

STATEMENT OF CERTIFICATION

As the duly authorized officer of [NAME], a [] 501(c)(3) NON-PROFIT ORGANIZATION or [] INDIVIDUAL ("Applicant"), with an address of [ADDRESS], an applicant for Grant Program/RFA [GRANT PROGRAM] of the DC Commission on the Arts and Humanities ("DCCA"), I hereby swear and attest as follows, under the penalty of perjury:

1) That the following individual(s) are authorized to negotiate with DCCA on behalf of the Applicant:

Name: [NAME]

Title: [TITLE]

Address: [ADDRESS]

Phone: [PHONE]

Email: [EMAIL]

2) Applicant has, and will continue to have if the Applicant is awarded the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;

3) Applicant keeps, and will continue to keep if the Applicant is awarded the grant, all of Applicant's fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are and will continue to be accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

INSURANCE

CAH requires all organizational grantees maintain general liability insurance of at least \$1,000,000 per occurrence. All individuals with project-based grants must also secure insurance.

In the **Description of Operations** box, make sure your insurer includes the following language:

- “The Government of the District of Columbia and its officers, employees, agents, and volunteers are named as Additional Insured.”
- The CAH seeks a written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors.

In the **Certificate Holder** box, ask your insurer to include the following:

DC Commission on the Arts and Humanities
200 I St SE
Washington, DC 20003

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 1/8/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
My Brokerage
1 Broker Lane
Brookersville CA 13345
My Production Company
100 Masserell Avenue
EstesPark CA 13354

COMPANY Mrs. Professional Broker
PHONE (818)555-1212 FAX (818)555-1212
EMAIL mabroker@mybroker.com
ADDRESS Mybroker@mybroker.com
INSURER POWERFOLLOWS CO 22201

COVERAGE CERTIFICATE NUMBER (4-15) REVISION NUMBER

CLASS	TYPE OF COVERAGE	POLICY NUMBER	START DATE	END DATE	COVERAGE LIMITS
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY BLAMELESS <input checked="" type="checkbox"/> OCCUR	94431001	3/1/2014	3/1/2015	AGENCY FEES/EXPENSE \$ 2,000,000 BODILY INJURY \$ Excluded PROPERTY DAMAGE \$ Excluded MEDICAL EXPENSE \$ 10,000 PERSONAL & AD INJURY \$ 2,000,000 GENERAL AGGRIEVE \$ 2,000,000 PRODUCTS/COMPOUND \$ Excluded
B	VEHICLE LIABILITY ALL OWNED ALL RENTED ALL HIREN ALL NON-OWNED ALL NON-RENTED ALL NON-HIREN	94431001	3/1/2014	3/1/2015	OWNERS/LESSEE \$ 2,000,000 BODILY INJURY \$ Excluded PROPERTY DAMAGE \$ Excluded MEDICAL EXPENSE \$ 10,000 PERSONAL & AD INJURY \$ 2,000,000 GENERAL AGGRIEVE \$ 2,000,000 PRODUCTS/COMPOUND \$ Excluded
C	EMPLOYERS LIABILITY EMPLOYERS LIABILITY EMPLOYERS LIABILITY EMPLOYERS LIABILITY EMPLOYERS LIABILITY	94431001	3/1/2014	3/1/2015	AGENCY FEES/EXPENSE \$ 2,000,000 BODILY INJURY \$ Excluded PROPERTY DAMAGE \$ Excluded MEDICAL EXPENSE \$ 10,000 PERSONAL & AD INJURY \$ 2,000,000 GENERAL AGGRIEVE \$ 2,000,000 PRODUCTS/COMPOUND \$ Excluded
D	EQUIPMENT OWNED / RENTED	94431001	3/1/2014	3/1/2015	AGENCY FEES/EXPENSE \$ 2,000,000 BODILY INJURY \$ Excluded PROPERTY DAMAGE \$ Excluded MEDICAL EXPENSE \$ 10,000 PERSONAL & AD INJURY \$ 2,000,000 GENERAL AGGRIEVE \$ 2,000,000 PRODUCTS/COMPOUND \$ Excluded

Certificate holder is included as Additional Insured for Liability but only as respects to claims arising out of the negligence of the Named Insured. Certificate holder is named as Loss Payee as respects owned/leased equipment s/o vehicles.

Description of Operations

CERTIFICATE HOLDER Digital Film Studios LLC
11400 Shelton Street, Unit B/C/D
Sun Valley, CA 91352
Certificate Holder

CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Signature: Sample Only - Not Valid
Printer Name: Broker Name

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FAQS

If nothing has changed since you submitted your application do you still need to fill out Attachment A?

Yes! All grantees must submit Attachment A (Revisions to Proposal). For Fellows, or awards where no changes occur, you can simply state that the funds will be used as proposed, or that funds will be used to support work as an Arts/Humanities Practitioner.

If you have any questions about changes to your programs, please contact your grant manger.

I/We submitted most of these documents with our application. Do we need to submit them again?

As long as documents are still valid, no. Your Grant Manager will be in touch to verify or solicit any additional paperwork that might be needed.

The line about W-9s says 2018- should that be 2021 again?

The most recent W-9 revision is from October 2018 (you'll see this in the top left hand corner). We will need a dated signature from 2021, within 180 days of the routing process.

What is the grantee number to put in the budget form?

You will find your grantee number in the top right hand corner of your Grant Agreement.

The Budget Form was not part of my grant agreement. Where do I get a blank budget form.

A copy of the form should be available in the grants portal once you accept your award, but a blank copy is available on our website at: <https://dcarts.dc.gov/node/417322>

Where do I submit Attachment A?

This should be submitted with your full Grant Agreement in the grants portal. If you have already uploaded the agreement, you may send Attachment A directly to your grant manager, or submit it to your documents library in the portal.

Is there sample language we can use?

Fellows (AHFP): Funding will be used to support my work as an Arts/Humanities Practitioner

GOS: Funds will be used for General Operating Support

Project-based grants: Funds will be used as presented in proposal. OR: An outline of changes

Should budget changes in Attachment A be a copy of the full, new budget (updated), or just a listing of the changes and refer over to the updated budget document?

The budget changes can be detailed in the revised budget document. Please include any programming changes (i.e. Staffing, audience impact, materials)

Where can we see our application again? It's been many months and I may need to refresh my memory.

All your past applications should be in the portal you used to apply, and will use to accept your award.

I cannot type into Attachment A. Is it okay to handwrite my answer?

That's just fine! As long as we can read it.

Does the entire grant agreement need to be scanned and sent back, or just the attachments?

Please scan the entire grant agreement, including the attachments. If you have already submitted your grant agreement you can send the attachments directly to your grant manager, or add them to your Documents Library.

For Fellows- do we leave the interim expense blank?

Yes! You can use the Final Expense column for the full amount of funding.

Should the Budget Form include only the amount covered by CAH, or the total project budget if using multiple funding sources?

Please use just the CAH award amount for this submission.

Can you clarify the difference between the CAH and Match columns for individuals?

There is no match required for Individual awards (Fellowship/Projects, Events, or Festivals). Please use the CAH column only.

For awards over \$12,500 should we split the interim and final expenses 50/50 even if all/most of the expenses are actually incurred towards the end of the grant period?

Yes- please split 50/50 regardless of when the expenses may occur. When you report you can apply the funds when necessary.

Are the requirements/forms for reporting available on your website, so that we can be preparing our reporting documentation

The most important thing is to hold on to that budget form! We'll use the second tab for the interim and final report.

For individual, do I put my name under Grantee as well as Grantee Name?

Yes

I can't find the URL for the grant portal. Is it on your website?

A direct link is here: <https://jlweb.co/prod1/portal/portal.jsp?c=4193775&p=6947885&g=6947905>

You can find a lot of our resources and additional forms starting here:

<https://dcarts.dc.gov/service/cah-grants>

The budget form is an Excel document and asks for a signature. Is it okay to print the document, and upload as a scan, or do we have to submit as Excel document?

For the budget form we can accept a typed signature line.

Which grantees require liability insurance?

All organizations and projects.

How do we know if we are a Fellow/East of the River project/etc?

The name of the grant will be on your grant agreement. Very important to double check your paperwork! If you have multiple awards you'll want to track those separately.

On General Liability Insurance- do we include the language about the written waiver in the Description of Operations box, or is that a separate form?

Yes, in the Description of Operations section

Where will we find the insurance language?

Your grant manager can provide that.

We will need to have our insurer change/add CAH as a certificate holder?

Yes- this should be an easy addition when you call your provider.

Do we need to provide a copy of that Certificate of Insurance to CAH?

Yes- we require a cover page, like the one shown in the presentation.

Are e-signatures acceptable?

Yes! We cannot accept a typed or signature-like font on the grant agreement or W9, but a digital signature is acceptable.

Do the dates we put on these documents for these signature matter?

Your W-9 will need to be dated within 180 days of routing. Otherwise the dates should be as close to submission as possible.

EEOE was mentioned as a requirement for some organizations. Will we be told if that's required for us?

Yes. This will only impact some organizations, and your grant manager will be in touch with you regarding that form.

To be clear- Grant Managers will be reaching out to each grantee with what needs to be re/submitted?

Yes- as we work through processing we will be reaching out. You can submit your grant agreement and budget form now, and we will follow up.

Will we need to submit another Clean Hands if we sent on with the application?

No- CAH staff will handle your Clean Hands. If we run into an error we will be in touch.

What is the deadline for all the paperwork?

Please submit your grant agreement and budget by October 15, 2021.

I saw part of the grant agreement requests we use the CAH logos on our materials. How do we find these?

Our logos are available on our website: <https://dcarts.dc.gov/page/cah-logos>

You may use them on promotional materials for projects, your website, and wherever else is appropriate.