



**FY21 Great Streets Small Business Retail Administration Grant
REQUEST FOR APPLICATIONS (RFA)**

Release Date of RFA: Friday, August 21, 2020

RFA ID #: DMPED – FY21GSADM

Submission Deadline: Tuesday, September 15, 2020 at 12:00 pm (DST).

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted. Incomplete applications or those submitted after the deadline will not be accepted.

Submission Details: Online submissions only. Please submit your complete application (including attachments) through the Blackbaud portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: dmped.dc.gov.

Point of Contact: DMPED Grants Team
Phone: (202) 727-6365
E-mail: dmped.grants@dc.gov

Availability: Download the application from the following websites:

- Office of Partnership and Grants - opgs.dc.gov
- Office of the Deputy Mayor for Planning and Economic Development - dmped.dc.gov
- Great Streets - greatstreets.dc.gov

Table of Contents

I.	Introduction	4
II.	Available Funding	5
III.	Great Street Corridors (Retail Priority Areas)	5
IV.	General Requirements	5
V.	Eligible Applicants	6
VI.	Applicant Qualifications	6
VII.	Scope of Professional Services Required	7
VIII.	Submission Guidelines	8
IX.	Application Review	9
X.	External Reviewer	9
XI.	Scoring Criteria	9
XII.	Anticipated Announcement & Award Notification	10
XIII.	Total Allocation for Grants	11
XIV.	Amount of Award	11
XV.	Terms and Conditions	11
XVI.	Point of Contact	12
XVII.	Required Appendices and Attachments	12
XVIII.	Grant Disbursement	13
XIX.	Taxability of Grant Funds	13
XX.	Certifications and Assurances	13

APPENDIXES

- Appendix A – EEO Policy Commitment Package
- Appendix B – Debarment Affidavit
- Appendix C – Certificate of Insurance
- Appendix D – IRS W-9 Form
- Appendix E – ACH Enrollment Form
- Appendix F – Arrest and Conviction Statement

ATTACHMENTS

- Attachment A – Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
- Attachment B – Organizational chart
- Attachment C – Board resumes
- Attachment D – Staff resumes
- Attachment E – Tax-exempt status determination letter, as applicable
- Attachment F – Certification by the DC Department of Consumer and Regulatory Affairs (DCRA) to do business in the District of Columbia
- Attachment G – Certificate of Clean Hands from the DC Office of Tax and Revenue (current within the last six months)
- Attachment H – Evidence of Good Standing from DCRA (current within the last 6 months)
- Attachment I – Audited Financial statements and reports for the last three years
- Attachment J – Copy of Basic Business License
- Attachment K – Conflict of Interest Policy and Statements

Checklist for Applications

FY21 Great Streets Small Business Retail Administration Grant

Verify that the application form is prepared on 8 ½ by 11-inch page format, using 11 – or -12-point Arial, Calibri, or Times New Romans type.

- The application is submitted electronically to DMPED through Blackbaud.
- The application includes only the requested information below:
 - Cover page with the Contact Information for the RFA Applicant
 - Name of Organization
 - Key Contact
 - Mailing Address
 - Telephone
 - Email
- Narrative response for the FY21 Great Streets Small Business Retail Administration Grant Fund - Organizational Capacity, Fund Management Experience, and Applicant's Financial Viability
 - Applicant Introduction
 - Experience serving local and neighborhood-based small businesses in the District of Columbia
 - Organizational Capacity
 - Fund Management Experience
 - Financial Viability
 - List of at least three references from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
 - List of all prime contractors and subcontractors that their organization does business with related to the service in this RFA
- The following attachments.
 - Attachment A – Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
 - Attachment B – Organizational chart
 - Attachment C – Board resumes
 - Attachment D – Staff resumes
 - Attachment E – Tax-exempt status determination letter, as applicable
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I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) is soliciting grant applications from qualified Community Development Financial Institutions (“**CDFIs**”) and/or Community Based Non-Profit Organizations (“**CBOs**”) to provide grant application review, award recommendations, funds disbursement, and grant management for the FY21 Great Streets Small Business Retail Administration Grant (the “**Grant**”).

The purpose of the Great Streets Initiative is to transform certain designated emerging commercial corridors into thriving, walkable, shoppable and inviting neighborhood experiences. The Great Streets Initiative does this by supporting existing businesses, attracting new businesses, increasing the District’s tax base, and creating new job opportunities for District residents.

The Great Streets program grows the District’s local small business economy and bolster neighborhoods with inadequate access to retail opportunities. DMPED seeks to invest in 13 retail priority areas, “Great Streets Corridors,” with the goal of creating livable, walkable, shoppable, community-serving retail experiences across all eight wards. The Grant encourages existing and new neighborhood-based retail-oriented businesses which seek access to capital to improve their place of business, re-imaging their service approach by expanding services, and/or to fill a need in an underserved retail priority area.

The Grant has identified the following funding priorities.

1. Applicant must have as a primary focus of its activities the provision of financial services for small businesses in the District of Columbia, including:
 - a) Track record and volume of small business lending in the District of Columbia and more specifically, designated Great Streets corridors;
 - b) Successful performance under previous program grants; and,
 - c) Institutional capacity for grant application review, grantee award recommendations, funds disbursement and grant management.
2. Applicant will have an existing infrastructure, including staff capacity, existing policies and procedures, and software and systems, necessary to administer the Grant.
3. Applicant must have a cost or fee structure for program administration costs that will allow the Grant capital base to remain intact.

DMPED intends to select the Applicant that provides the best solution for the residents of the District of Columbia. DMPED reserves the right to amend this RFA, reject any or all of the applications, or any part thereof, submitted in response to this RFA, and reserves the right to waive any irregularities or informalities, if such action is deemed to be in the best interest of the

District. DMPED reserves the right to request additional information from any Applicant, and to award negotiated contracts to one or more Applicants.

This RFA is not intended and shall not be construed to commit DMPED and/or the District to pay any costs incurred in connection with any proposal or to procure or contract with any organization. DMPED will only award funds to firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by District and Federal laws.

II. Available Funding

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. DMPED will award up to \$85,000.00 in grant funds to support the application process and disbursement of grant funds to successful applicants of the Grant.

III. Great Street Corridors (Retail Priority Areas):

Grants are offered to small businesses located in the following Great Street Corridors:

- 7th Street NW
- 14th & U Streets NW (including Adams Morgan, Mt. Pleasant, and Columbia Heights)
- Connecticut Avenue NW
- Georgia Avenue NW
- H Street/Bladensburg Road NE
- Martin Luther King Jr. Avenue/South Capitol Street SE/SW
- Minnesota Avenue/Benning Road NE
- Nannie Helen Burroughs Avenue NE
- New York Avenue NE
- North Capitol Street NW/NE
- Pennsylvania Avenue SE
- Rhode Island Avenue NE
- Wisconsin Avenue NW

IV. General Requirements

- Each application shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
- All proposals must be delivered via Blackbaud on or before September 15, 2020 at 12:00 p.m. (DST). Proposals received after the above date and time will not be considered.
- Requests for clarification of this RFA must be written and submitted to Sandra

Villarreal, Grants Manager, via email at dmped.grants@dc.gov , **no later than 5:00 p.m. (DST) on Thursday, September 10, 2020**. A list of questions and answers will be posted on the DMPED website by 12:00 p.m. on Friday, September 11, 2020. No communications of any kind will be binding against DMPED and/or the District, except for the formal written responses to any request for clarification.

- No application will be accepted from nor any agreement awarded to any Applicant that is in arrears upon any debt or in default of any obligation owed to the District. Additionally, no agreement will be awarded to any Applicant that has failed to satisfactorily perform pursuant to any prior agreement with the District.
- All applicants must disclose the name, title, and department of any employee or officer who was an employee or officer of the District within the 12 months immediately prior to the application.
- All applicants must provide a list of at least three references from community partners, government agencies, collaborators, and/or an individual with knowledge of and experience with the specific services being offered.
- All applicants must provide a list of all prime contractors and subcontractors that their organization does business with related to the service in this RFA.

V. Eligible Applicants

Eligible applicants include for-profit corporations, or a non-profit/tax-exempt corporation as designated by the Internal Revenue Service. Applicant must have as a primary focus of its activities the provision of financial services for small businesses in the District of Columbia, including:

- Track record and volume of small business lending and/or grants
- Performance under previous program grants
- Institutional capacity

VI. Applicant Qualifications

- Applicant must have its office headquartered in the District of Columbia.
- Applicant must have a primary focus and significant history of activities for the provision of financial services for small businesses in the District.
- Applicant should be able to demonstrate how they created and/or managed successful public-private funds in the District of Columbia and/or other jurisdictions.
- Applicant should demonstrate a strong record of success in deploying capital prescribed guidelines and time parameters.
- Applicant must be ready to proceed immediately with the implementation of the Grant.
- Applicant should demonstrate that they have the staff, resources, and systems available to plan, market, and manage all back-office responsibilities, including grant application review, grant award recommendations, funds disbursement, and grants management.
- Applicant should demonstrate that its Board or other governing body has the skills

and/or experience related community development, small business development, and/or neighborhood revitalization and possesses the fund management, legal, business administration, and management skills required to oversee the fund in partnership with the District.

VII. Scope of Professional Services Required

A. Introduction

The Office of the Deputy Mayor for Planning and Economic Development seeks competitive proposals for grant administration services for the FY21 Great Streets Small Business Retail Grant.

As stated, the purpose of the Great Streets Small Business Retail Grant is to support existing small businesses, attract new businesses, increase the District's tax base, create new job opportunities for District residents, and transform designated emerging commercial corridors into thriving and inviting neighborhood centers. DMPED, through a separate competitive process, will solicit grant applications from qualified small business owners who wish to improve their place of business.

There should be no expectation that funds will be available from the District in the future to replenish the Grant and all grant fund assets will remain the property of District of Columbia.

In addition, the submission of an application shall be prima facie evidence that the Applicant has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

B. Program Information

Since 2006, Great Streets has grown into a multi-year program that has supported hundreds of small businesses in 13 corridors throughout the district. DMPED fosters economic development on the Great Streets corridors by investing in small business development via the Great Streets Small Business Retail Grants, which are competitive grants up to \$50,000 for qualified small business owners who wish to improve their place of business.

C. Projected Outcomes

Performance Measures that will be used to capture information related to program success include:

- Number of applications reviewed
- Timeliness of application review and award recommendation
- Number of grants made to brick-and-mortar small businesses located in a designated Great Street corridor;

- Average grant fund deployment time frame
- Total amount of grant funds accessed

D. Agency Experience and Qualifications

The successful applicant will:

- Have a high-level understanding and expertise in governing these types of small business-related support funds, and a detailed knowledge of best practices, policies, and procedures for fund administration, application review, and funding.
- An existing infrastructure, including staff capacity, existing policies and procedures, and software and systems, necessary to administer this program.
- Have two or more years of experience administering either a small business grant and/or revolving loan program,
- Preferably be a qualified United States Department of Treasury certified CDFI.

E. Key Areas of Responsibility

The applicant will be responsible for the following:

- Screen prospective small business applicants in accordance with the criteria established by DMPED
- Offer application and grant award recommendations
- Administer grant disbursements

VIII. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF format. Any other formats will deem the submission incomplete.

All electronic applications must be submitted no later than Tuesday, September 15, 2020 at 12:00 p.m./DST. All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues.

IX. Application Review

A. Initial Screening

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
- 2) The application package is not complete (see requirements in Section XVI);
- 3) The application narrative fails to address the program priorities; and,
- 4) The application does not fall within the scope this RFA.

B. Independent Review Panel

Approved applications will be reviewed by external independent review panel that will submit scoring, ranking and comments to DMPED.

C. Final Review

Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, the goal of achieving a balance as to communities served, and the goals of the program, DMPED will make the final funding decision. The Great Streets Director and DMPED leadership will submit recommendations to the Deputy Mayor for Planning and Economic Development for final approval after taking into consideration the external independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

X. External Reviewer

Upon receiving the applications from DMPED, the third-party reviewer will review, analyze, evaluate, and score each application.

XI. Scoring Criteria

The application must provide sufficient information for DMPED to make a determination of merit of the applications.

Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

Applications will be evaluated based on the following criteria outlined below. Failure to demonstrate how the proposed services meets these criteria may reduce the application's score.

Organizational Capacity (40%)

- Provide a narrative summary of the specialized experience and technical competence of the staff to be assigned to the project with respect to the FY21 Great Streets Small Business Retail grant management.
- Address how Applicant will manage to meet the goals articulated by DMPED and the Great Streets Initiative, including a work plan and budget. (There is no prescribed award amount for any service or any specific grant).
- Provide a narrative summary regarding the process, including timing, for the application system set-up, application review, grant award recommendations, and fund disbursement.
- Provide a narrative summary of the technological systems and resources that will be available and utilized for the application review process and funds disbursement.

Fund Management Experience (35%)

- Describe any government and/or private small business grants or loan funds that you have managed nationally and within the District of Columbia in the past three years. Include a summary of the type of fund, activities, geographic area served, total amount of funds disbursed, average disbursement timeframe, and management team and human capital assigned to the fund's operations.
- Describe any experience in developing web-based, proprietary platforms for small business grant or loan applications.
- Include resumes for organizational leadership and key staff expected to support the Resiliency Fund.

Include three names of individuals who can provide a recommendation regarding prior fund management.

Financial Viability (25%)

- Provide a narrative and attach audited annual financial statement for the past three years and audited quarterly report as of June 30, 2020 to document the applicant's current financial standing and track record of financial health.

XII. Anticipated Announcement and Award Notification

Anticipated time for processing applications is five (5) to ten (10) days after date of application close. DMPED anticipates notification of awards on or before October 1, 2020.

DMPED will send a Response Letter to eligible applicants, informing them of their status in the review process and requesting the following supplemental documentation.

1. Proof of Insurance – See Article **XVIII**.

2. Automated Clearing House (ACH) Form – Approved awardees will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved awardees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement - Applicants will receive, and are required to sign, an agreement setting forth the terms and obligations that will serve as conditions for Applicant's receipt of the applicable grant funds.

In order to remain eligible for this grant, all supplemental documentation must be submitted to DMPED within 3 business days of the Response Letter. An applicant that cannot provide these materials **WITHIN 3 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

XIII. Total Allocation for Grants

The total allocation for the grant is \$85,000.00.

XIV. Amount of Award

Up to \$85,000.00 may be awarded to a grantee. **Grants funds are considered taxable income for any applicant which pays income taxes.**

XV. Terms and Conditions

Funding for this grant is contingent upon continued appropriations to the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an RFA.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other

revision of the applicant’s proposal that may result from negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

DMPED reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by DMPED.

XVI. Point of Contact

DMPED Grants Team
Phone: (202) 727-7673
Email: dmped.grants@dc.gov

XVII. Required Appendices and Attachments

Each grant application must include each of the following required attachments, completed by the Applicant, and that any grant application submitted without ALL these required attachments will not be considered for the award:

APPENDICES

- Appendix A – EEO Policy Commitment Package
- Appendix B – Debarment Affidavit
- Appendix C – Certificate of Insurance
- Appendix D – IRS W-9 Form
- Appendix E – ACH Enrollment Form
- Appendix F – Arrest and Conviction Statement

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7. Attachment G – Certificate of Clean Hands from the DC Office of Tax and Revenue

- (current within the last six months)
8. Attachment H – Evidence of Good Standing from DCRA (current within the last 6 months)
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XVIII. Grant Disbursement

DMPED expects to award one grant under for a maximum amount of \$85,000.00.

The period of performance of each grant will be from date of grant execution and shall remain in effect through September 30, 2021. The District’s period of agreement and financial obligation for the grant will be from the date of execution through September 30, 2021.

Grant funding will be disbursed to the grantee based on award amount provided expenditures are allowable expenses and grantee adheres to the disbursement process.

Vendors (grantees) must submit invoices electronically through the vendor portal: <https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice.

XIX. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grantee. Grantees should consult their tax advisor regarding tax income and tax liability concerns.

XX. Certifications and Assurances

Insurance Requirements for Applicants

The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement.

Insurance Requirements for Grantees

The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, DMPED’s Contracting Officer. All insurance shall be written with financially responsible companies

authorized to do business in the District of Columbia and have an A.M. Best Company rating of A- VIII or higher.

The grantee shall require all its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. In the event of non-payment of premium, the grantee shall provide the Contracting Officer with written notification within ten (10) calendar days.

1. Commercial General Liability Insurance

The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits, \$2,000,000 aggregate, Bodily Injury and Property Damage including, but not limited to: premises operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; and, contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.

2. Automobile Liability Insurance

The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance

The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.

4. Employer's Liability Insurance

The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

Duration - The grantee shall carry all required insurance until all work performed under the grant is accepted by the District and shall carry the required General Liability, any required Professional Liability, and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.

Liability - These are the minimum insurance requirements established by the District of Columbia. However, the minimum insurance requirements provided above will not in any way limit the grantee's liability under the grant.

Grantee's Property - The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

Measure of Payment - The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all the costs of insurance and bonds in the grant price.

Notification - The grantee shall immediately provide the Director of Contracts, Procurement and Grants with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Director of Contracts, Procurement and Grants.

Certificates of Insurance - Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of the Deputy Mayor for Planning and Economic Development
Attention: Contracts, Procurement and Grants (Certificates of Insurance)
Email: dmped.grants@dc.gov

Nondiscrimination in the Delivery of Services - In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving DMPED funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to The Americans with Disabilities Act of 1990, The Hatch Act, Chap. 314, The Occupational Safety and Health Act of 1970, Lobbying Disclosure Act, Drug Free Workplace Act of 1988, District of Columbia Human Rights Act of 1977 and the DC Language Access Act of 2004.