



DC COMMISSION ON THE ARTS & HUMANITIES

REQUEST FOR QUALIFICATIONS FY 2022 MARION BARRY JR. LEGACY MURAL PROJECT

The District of Columbia Commission on the Arts and Humanities is seeking qualified artists or design professionals to design, fabricate and install the Marion Barry Legacy Mural, interactive kiosks and/or display cases, as well as final placement of the 8 ft. plaster model of the Mayor Marion Barry Statue (to be supplied) in the lobby of the recently dedicated Mayor Marion S. Barry Jr. Building located at 441 4th Street, NW, Washington, DC, which is the largest office building in the District Government portfolio. Selected artists will be awarded grant funds to be used for design and fabrication, installation of interactive kiosks and/or display cases.



RFQ Release: March 31, 2022
Submission Deadline: **May 27, 2022, 9:00 p.m. (EDT)**
Number of Awards: TBD
Award Amount: Up to \$250,000

Prospective applicants should read through this Request for Qualifications (RFQ) in its entirety prior to submitting an application.

Project Manager Staff Contact:

Lauren Dugas Glover | Lauren.Glover@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 MARION BARRY JR. LEGACY MURAL PROJECT
Applicants may submit one (1) grant application to this program

OVERVIEW

This project is a partnership between District of Columbia Commission on the Arts and Humanities (CAH) and District of Columbia Department of General Services (DGS), in collaboration with the Marion Barry Jr. Legacy Foundation, which is a 501 (c) (3) entity serving to protect, preserve, and promote the legacy and contributions of Marion Barry, Jr.

The mural must capture the salient moments in the life of the late Mayor Marion Barry, Jr. and convey the story of his contributions to the transformation of the City of Washington, DC. It can be digitally created, painted, or mixed media, and can include any combination of still photographs, original art, and digital displays.

In addition to the mural, the Artist will be required to design, fabricate, and install one or more kiosks and other encased exhibits linked to the mural and to provide a dynamic, interactive learning experience. (See Addendum B Elevation and Floor Plan) The accompanying kiosk(s) and other exhibits must be designed to amplify the life story depicted in the mural and give context (names/location/ dates) to key events. In addition, the displayed items, and exhibits will incorporate Q-R codes, RFID tags, Bar codes, or any other means to digitally engage the viewer and share more pertinent information.

Applications will be reviewed and evaluated based on the ability to artistically capture the salient moments in the life of the late Mayor Marion Barry, Jr. and convey the story of his contributions to the transformation of the City of Washington, DC.

Selection Process include the following steps:

- Three finalists will be selected from the qualifications round to submit design concepts.
- Finalists will submit written proposals and will be provided an opportunity to present their design concept to the advisory panel.
- One artists/artist team will be selected to implement the design.

PROJECT BACKGROUND

Exhibit Composition Elements

The events which should inform the design of the exhibit space are as follows:

- Marion Barry, Jr. was born March 6, 1936, Itta Bena Mississippi
- 1965 – Moved to Washington and Led DC SNCC Chapter
- 1966— "Free DC Movement" Supporting District Home Rule
- 1967—Co-Founded Pride, Inc.
- 1971—Elected DC School Board President
- 1975-1979 — Barry Elected as Member At Large of DC's First City Council o Barry co-sponsored legislation which vastly expanded the Office on Aging staff and budget.
- 1975—Theodore Hagans selected Chief Developer, Fort Lincoln New Town

- 1978-1982—Barry’s First Term as Mayor (Barry sworn in by Justice Thurgood Marshall.) o Created the Minority Business Opportunity Commission Construction began on the Old DC Convention Center, 1980
- Convention Center opened on December 10, 1982, o Launched Summer Youth Employment Program o Fought for Completion of Green Line to Connect Ward 8 o Start of Construction on the Washington Harbour Project
- 1982-1986—Marion Barry’s Second Term as Mayor o Wall Street (Entry of DC into the Bond Market) o Brought Black Entertainment Television (BET)/Cablevision to DC o Dedication - Frank D. Reeves Municipal Center, September 27, 1986, o Construction began on Chinatown Friendship Archway in June 1986, Dedication of the Archway in November 1986
- 1986-1990—Barry’s Third Term as Mayor o Completion of the Washington Harbour Project on the Georgetown Waterfront.
- January 18, 1990—Arrest
- 1993-1995 – Elected Councilmember, Ward 8
- 1995-1999—Barry’s Fourth Term as Mayor o MCI Arena Groundbreaking -October 19, 1995, o MCI Arena Opened – December 2, 1997
- 2001— Opening of the Southeast Tennis and Learning Center
- 2005-2014— Councilmember, Ward 8 o Opening of the Town Hall Education Arts Recreation Campus (THEARC) o Publication of Autobiography, *Mayor for Life*
- March 3, 2018— Unveiling of the Marion Barry Statute at the John A. Wilson Building
- November 12, 2020 – Dedication of the Mayor Marion S. Barry Jr. Building

SITE LOCATION

Lobby of the Marion S. Barry Jr. Building, 441 4th Street, NW to include the lobby wall for a mural to replace the existing Triptych artworks which measure 90" x 150"; 72" x 210"; 90" x 150", as well as complementary interactive kiosks and/or display cases, and final placement of the 8 ft. plaster model of the Mayor Marion Barry Statue.

The mural must be attached to the existing marble cladding with load bearing of no more than 150lb/sf inclusive of artwork, framing and hanging supports and sized within the available wall space between the pillars as noted below:

The artwork to be at least 6’ Away From Floor (AFF), with the following size parameters of the artwork: 26’x11’; 6’-AFF; 2’2”-Below Finished Ceiling; 2’ from each column

The interactive kiosks and/or display cases, and final placement of the 8 ft. plaster model of the Mayor Marion Barry Statue will be placed on the floor of the lobby and require no hanging support. The floor slab load must not exceed 100lb/sf.

Please refer to [Addendum B Barry Building Elevation and Floor Plan](#) for specifications.

PROJECT GOALS

The Marion Barry Jr. Legacy Mural Project must capture the salient moments in the life of the late Mayor Marion Barry, Jr. and convey the story of his contributions to the transformation of the City of Washington, DC.



PROJECT SCHEDULE

Date	Activity & Deliverables
March 31	Marion Barry Jr. Legacy Mural Project RFQ launched
May 27	Application submission deadline
June	Advisory Selection Panel convenes selects finalists
On or about June 20	Applicants notified Finalists invited to prepare written design proposals
August 1	Finalists submit written proposals
August	Finalists present applications to Advisory Selection Panel
On or about Oct 1	Winning proposal announced/applicant notified
October 2022-February 2023	Fabrication
February, 2023	Mural and other project elements installed
March, 2023	Mural dedication and celebration

GRANT ELIGIBILITY AND RESTRICTIONS

Artists/artist teams. An Artist Team is defined to include artists and designers. Artist Teams must identify a Lead Artist, who will be actively engaged in the design, facilitation, and installation of the project. Artist Team members may reside outside the District.

Individuals may apply having met the following eligibility requirements at the time of application:

- Artist/Lead Artist must be aged 18 or older.
- Artist/Lead Artist must either be legal residents of the District of Columbia or a legal resident within a 50-mile radius of Washington, DC (i.e., Maryland or Virginia) as listed on government-issued identification or tax returns. The address provided on all application materials must match exactly the address provided on the submitted IRS W-9 form. Post office boxes are not allowable as a primary address.
- Maintain primary residency during the entire funding period (October 1, 2021, to September 30, 2022).
- Artist/Lead Artist is a practicing artist or design practitioner with demonstrated design, fabrication and installation experience with large-scale interior mural, multi-media project development such as digital media production and display systems design. A team of experienced arts professionals must support elements of the project.
- Artist/Lead Artist is in good standing with CAH demonstrated by the applicant's

complete or non-delinquent reporting due to CAH from any prior CAH funded program as of 4 pm on Friday, October 15, 2021. Applicants in poor standing are ineligible to apply and therefore, receive any additional grant award (in any category of grant funding) from CAH in FY 2022.

- Abstain from any use of a secondary party that acts on its behalf (“fiscal agent”) in the performance and execution of financial duties.

Applicant Restrictions (not eligible):

- Individuals that require “fiscal agents”
- Non-profit organizations
- For-profit (commercial) entities
- Private foundations
- Political organizations
- Foreign governments
- Colleges or universities
- State and Federal Government agencies, including Public Schools

APPLICATION REVIEW AND SELECTION PROCESS

CAH selects arts, humanities, subject matter experts, and/or other professionals independent of CAH, such as project partners, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content based on the established grant program review criteria. According to the grant program, panelists participate in a group review of CAH grant applications to discuss and comment on the merits and deficiencies of applications and finalize their application-related scores in the presence of CAH staff and Commissioner Conveners.

CAH staff, Commissioner Conveners, and panelists remain impartial in their review of CAH grant applications. CAH ensures that all involved recuse themselves from the review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). CAH makes the final determination regarding artist selection.

CAH's grant application evaluation process considers general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act of 1965, as amended (P.L; 89-209, 20 U.S.C. 951 *et seq*). For more information regarding the grant review process, please contact Lauren Dugas Glover, Public Art Manager, at Lauren.Glover@dc.gov.

APPLICATION REVIEW AND SELECTION CRITERIA

All applications will be vetted for:

- Submittal of all required application materials as outlined in this RFQ.
- Originality: creativity and uniqueness demonstrated in previous projects.
- Quality and artisanship exhibited by past work.

- Demonstrated experience with large-scale interior mural works, multi-media, and display production.

Evaluation Criteria

Artistic Content – 40 %

- The applicant's work samples, and support materials demonstrate high standards of artistic excellence as an interior, large scale muralists/designer, multi-media and display designer demonstrating high quality, innovation, and creativity (15 points).
- Applicant has experience with site-specific, large-scale indoor murals, multi-media and display designer and uses personnel with demonstrated arts expertise (such as arts administrator or professional artists) to plan and implement artistic content. The Artist's portfolio of work is feasible for this project (15 points).
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project goals (10 points).

Community Engagement and Impact – 30%

- Applicant demonstrates sensitivity to the cultural, ethnic, and economic, background of the participants and the residents of the District of Columbia (10 points).
- Applicant demonstrates substantive experience working with community representatives and stakeholders (10 points).
- Applicant demonstrates in previous projects how the meaning, content, and themes of the artwork impacts the intended audience with consideration of culture, age, physical ability, languages spoken, or environment (10 points).

Capacity and Sustainability – 15 %

- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and financial status to implement the proposed project (5 points).
- The applicant has experience in producing similar public art projects and demonstrates the capacity to administer the project and has appropriate financial monitoring systems in place to track expenditures (5 points).
- The applicant's budget information is detailed, accurate, feasible, and directly related to the project. All items are eligible expenses (5 points).

Opportunity and Equity – 15%

- The applicant demonstrates how the project could provide shared learning opportunities that facilitate a greater participation in public art, represents the community and aims to promote a welcoming and inclusive environment (10 points).
- The applicant demonstrates from previous work evidence of intentionality engaging a diverse audience based on culture, age, physical ability, or languages spoken in planning and implementation (5 points).

Successful Applications

- Submit all required documents.
- Previous work samples illustrate artistic excellence in large-scale interior mural, multi-media project development, including digital media production and display systems design.
- Consider how the applicant's qualifications connect to the project goals.

GRANT APPLICATION PROCESS

1. Read the [Guide to Grants](#).
2. Read the RFQ guidelines.
3. Determine eligibility.
4. Go to [Apply for Grants](#) and select [Grant Application Portal](#) to register as user. (Note: For previous applicants to reset a user password, select "Forgot your password?")
5. Upon registration, applicants select the FY22 Marion Barry Jr. Legacy Mural Project.
6. Complete the application questions and narrative data.
7. Upload all required documents, supplementary material, and work samples.
8. Double-check the application for thoroughness, clarity, and typographical errors.
9. Submit the application by 9 pm ET on the grant program's deadline date.
10. Ensure receipt of the grant submission confirmation e-mail (auto generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 9 pm EDT, May 27, 2022.** A confirmation email generates automatically upon submission of the application in the portal. Technical issues or failure to receive a confirmation e-mail should be immediately brought to the attention of CAH staff. Incomplete or late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email, or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at 202-724-5613 or travis.marcus@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same project, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five

(5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

The grant period is from October 1, 2021, to September 30, 2022. Grant funds may not be used for activities that occur outside of this grant period.

REQUIRED APPLICATION MATERIALS

Please prepare and submit the following documents to your application online:

1. **Current CV/Resume** of artist or Artist Team, two (2) page maximum.
2. **Artist statement** that describes your (or Artist Team's) understanding of the project, experience with large-scale interior mural work, multi-media production and display. (maximum of 500 words). Include discussion about one (1) – two (2) completed projects that demonstrate relevant experience.
3. **Proposed timeline** for development of requested items.
4. **Project Budget/Grant Request not to exceed \$250,000.**
5. **Five (5) to ten (10) images of previous relevant/public art work** including murals, information kiosk and digital media submitted as high-quality JPG files. Image files are uploaded to the Media Viewer on the application portal.
 - a. Do not use gifs, tiffs, or other image formats.
 - b. If an Artist Team, samples of artist teams' work must be submitted identifying their samples.
 - c. Please do not embed images into PowerPoint or PDF documents.
6. **Image Identification List** of previous public art work corresponding to the submitted images within application.
 - a. If an Artist Team, please differentiate to clearly define each artist/s' work samples and team member's/artist's role in that project.
 - b. Please provide project budget for work samples
 - **Identification List Example:**
 - Artist Name
 - Title, Date
 - Medium
 - Size - Dimensions
 - Location
 - Project Budget
 - Role on project
7. **List of at least two (2) Professional References.** Please include name, address, phone number and email address for each reference or upload written references
8. **All CAH Compliance Documents:** Applicants must submit the following Compliance Documents (templates and instructions are here: <https://dcarts.dc.gov/node/408702>)
 - **Certificate of Clean Hands** dated within 30 days of application
 - **Statement of Certification** signed and dated at the time of application
 - **IRS Form W-9 (version Oct-2018)** for the applicant dated and signed within 30

days of application

- **Individual Demographic Overview Form** for artist and each artist team member. Completion and submission of this form will have no impact on funding decisions. Responses are used for statistical and diversity inclusion purposes only and will not be seen by the grant review panel.

Submission Deadline – Completed applications must be received and uploaded to the grants portal by 9 pm (ET) on **May 27, 2022. Failure to submit mandatory documents in the application will result in disqualification.**

TECHNICAL ASSISTANCE

CAH staff members in the Public Art Department are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. However, CAH staff members are available by appointment (up to thirty (30) minutes) to review application drafts on government business days from application release date through one (1) week prior to the grant application deadline. Applicants may contact CAH at (202) 724-5613 to schedule an application review meeting.

Look for online live chat information sessions about this grant on CAH's [website](#).

NOTIFICATION AND PAYMENT

CAH will notify applicants of this grant program as to the results of their application by TBD via (1) letter of conditional grant award, (2) letter of intention to award, (3) letter of ineligibility or (4) letter of denial.

For award recipients, the date of CAH grant award payment disbursement(s) is subject to the availability of funds and the processing of required documentation. CAH does not disburse grant award payments through its office. However, in collaboration with other District of Columbia government agencies, and in a timely manner, CAH processes the grant award payment requests for grantees.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

As an agency of the Government of the District of Columbia, CAH ensures that its grantmaking funds are expended in a fiscally responsible manner. CAH grant-related "allowable costs" are those costs that the District Government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of "Allowable Costs":

- Artist fee (not to exceed 20% of grant budget).
- Equipment, technological resources, materials, supplies, shipping, and services directly related to the fabrication of the design proposal.
- Liability Insurance.

- Engineering costs related to the project.
- Space rental.
- Fabrication and installation services.
- Travel or other expenses related to implementation of deliverables.
- Photographic and video documentation of the design proposal.

Examples of “Unallowable Costs”:

- Food and beverages.
- Sub-granting or re-granting of funds from CAH.
- Symposia or lectures.
- Prefabricated or pre-existing artworks.
- Project sustaining and /or maintaining equipment and/ or technology purchases post installation (projects must be self-sustaining).
- Tuition and scholarships.
- College tuition expenses.
- Funds that are provided to universities, service organizations, foreign governments, or District of Columbia government agencies, including DC Public Schools.
- Costs related to fundraisers and off-site special events.
- Travel or other expenses not directly related to executing the proposed project.

All expenses must be documented by the grantee within the budget of the grant agreement. The grant program manager reviews and approves all expenses before each invoice is processed for payment. Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating the cash expenses and a final report.

The grant period is from October 1, 2021 to September 30, 2022. CAH restricts a grantee’s grant-funded activity expenses that are beyond the grant period.

CONDITIONS OF FUNDING AND GRANT RESCINDMENT

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH’s RFQ guidelines, policies, or regulations, at any time. Fiscal Year 2022 grantees with unmet reporting obligations regarding previous CAH funding programs as of close of business on Friday, October 15, 2021, are ineligible to receive additional awards from CAH.

Grant Management and Rescindment

Grantee agrees to include a CAH logo and a credit line in all grant-related announcements and promotional material and that to make best efforts to publicly credit CAH’s support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval.
- Refuses to provide access to monitoring.
- Fails to comply with the terms of the grant award contract requirements.
- Fails to demonstrate adequate financial management and oversight of the project; and/or,
- Fails to properly publicly credit CAH's support of the funded project.

Citywide Clean Hands (CCH)

All grant award recipients must obtain a "Citywide Clean Hands Certification," from the District of Columbia's Office of Tax and Revenue at the time of application and prior to any grant award disbursement throughout the grant period. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862), which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes, or penalties. Applicants may visit the following site to obtain more information: <https://ocfocleanhands.dc.gov/cch/>.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include:

- Title VI of the Civil Rights Act of 1964 (which provides that grantees must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities, and services).
- Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination based on 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 based on 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).

Americans with Disabilities Act

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

COVID-19 Vaccination Requirement

The grantee(s) selected in response to this Request for Qualifications is/are required to comply with [Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees](#), dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

Inclusion, Diversity, Equity, and Access (I.D.E.A.)

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity, and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of "accessibility" by addressing financial, geographic, demographic, cultural, and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page 11). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>. Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH's goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.

INCLUSION

Inclusion authentically welcomes and intentionally brings traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation, etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, and anti-homophobic.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grantees are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) managed by the Office of the City Administrator, Grants Management Division. CAH has established standards for grantees to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders, and other requirements. This monitoring process may include site visits, evaluation of allowable costs, assessment of efforts to meet projected grant applicant benchmarks, and evidence of proof of expenditures.

All grantees are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

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 this RFQ application may be referred to CAH's Public Art Manager, Lauren Dugas Glover at Lauren.Glover@dc.gov.

ADDENDUM A: WORK SAMPLES AND SUPPORT MATERIALS

CAH values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on CAH's requirements and suggestions regarding content. Arts and humanities content and/or merit is one of several criteria on which an application is reviewed. Other criteria may include District Impact and Engagement, Financial Capacity, Management and Sustainability, and others as dictated within the program guidelines and review criteria.

The arts content and merit are primarily demonstrated to the advisory review panel through the applicant's:

Section 1 - Work sample(s)

Section 2 - Support material(s)

Section 3 - Résumé(s) of key personnel

Section 4 - General Suggestions from CAH staff (see below)

The work sample carries significant weight because it must contain the clearest depiction of the applicant's best work(s) of art. All applicants must submit work samples of public or demonstration of content of services provided from public artists.

To further assist the applicant in submitting strong artistic content with an application, general suggestions are provided below.

Section 1 - Work Samples

- Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.
- The guidelines on what to submit within a work sample submission depend on the grant application. Applicants must adhere to the work sample requirements below in order to be eligible for consideration.
- Work samples must be no more than four (4) years old from the date of submission. Submitting older work samples will render the application ineligible for funding consideration.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relate to the grant request. Support materials do not replace a work sample. It does, however, reinforce the quality of the applicant's arts and humanities disciplines.

Examples of support material include:

- Installation/Exhibition reviews
- Letters of recommendation

- Certificates, commendations, or awards
- Assessments or work evaluation

Section 3 - Resumes of Key Personnel

Advisory review panelists may determine the capacity and sustainability of the proposed project by reviewing the résumés of the key artists, administrators, and facilitators involved in the grant activity.

Section 4 - General Suggestions from CAH Staff

When creating and preparing work samples, support materials and résumés, CAH recommends that applicants consider the following:

- Applicant should test the functionality of viewing their work sample(s) in the application portal prior to final submission of their application. If the applicant cannot view a work sample, it is unlikely that panelists will be able to view it. For technical assistance, contact CAH with ample time to address the issue prior to the application deadline.
- Select recent, high-quality samples that relate as directly as possible to the application.
- Upload pictures as JPG files (less than 20MB) with a minimum resolution of 72 dpi.
- Exceeding the recommended number of work samples in an application may weaken the application.
- Carefully chosen work samples (pictures, renderings, etc.) tend to make the greatest impact and create a strong artistic impression.
- Submit an Image Identification List and label each work sample or document so that panelists can easily identify it.
- Including samples of similar completed projects help to illustrate the applicant's ability to execute the proposed project.
- Application materials should demonstrate the skill level of the artist(s) involved in the creation of artwork.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website link that is an essential part of the project.
- Provide all passwords or include any necessary information required to view your work sample, such as plug-ins or navigation paths (hyperlinks).
- Ensure that the website links or online materials are functional and accessible through, at minimum, September 30, 2022 (the grant funding period). An inoperative link to a website containing your work sample will negatively affect the application. CAH is not responsible for any material outside of the online grants portal.