



## DOWNTOWN IMPROVEMENT DISTRICT 2019 Matching Grant Program Request for Proposals

Downtown Dallas, Inc. (DDI) is a private, nonprofit organization funded through voluntary membership dues, assessment revenue from the Downtown Improvement District (DID), and contracts with the City of Dallas for specific projects and programs.

The DID was created by DDI in June of 1992 to fund important supplemental services and visible improvements to our city center. In 2001, 2005, and 2013, the DID was voted by property owners to be renewed, and has since embarked upon additional initiatives to make Downtown Dallas clean, safe, and fun for the entire community. The DID has been renewed through 2020.

As part of the approved capital improvements program in the 2019 DID budget, DDI is soliciting proposals for projects to improve public spaces throughout Downtown. If selected, proposed projects will receive a matching grant reimbursement from DDI in an amount up to \$25,000.

### **General Information**

DDI is seeking proposals for projects that will enhance the appearance, safety, and functional quality of public spaces throughout Downtown. Projects should address the “transformative strategies” found in [Chapter 4 \(“Transformative Strategies”\)](#) of the 2017 *360 Plan*, a City Council-adopted policy document that guides future development and investment in Downtown; access the plan at [www.downtowndallas360.com](http://www.downtowndallas360.com). Projects must demonstrate public benefit and must result in tangible, permanent improvements. The following project types will qualify for the 2019 Matching Grant Program:

- *Security Project*: the project will improve public security, help deter crime, and enhance the perception of public safety
- *Pedestrian Enhancement Project*: the project will increase pedestrian safety and comfort in the public right-of-way
- *Appearance Project*: the project will improve the outward appearance of a building or public space

*All proposed projects must occur within the DID boundaries (see attached map).*

All proposed projects must be planned, constructed, and completed by the applicant. DDI is not responsible for the completion of any proposed projects awarded matching grant funds.

If all or part of the proposed project is to be constructed on private property, the applicant must have the signed approval of the owner or owner's agent or specific evidence that such approval has been granted prior to the award of grant funds. Projects on public property may be submitted without formal approval of the relevant public agency, but the potential of obtaining such approval will be considered by DDI.

All applicants will be required to indemnify DDI and the City of Dallas against all claims. In addition, liability insurance for the applicant, landlord, and contractors (as appropriate) will be required for proposed

construction projects. A Certificate of Liability Insurance must be submitted to DDI listing DDI and the City of Dallas as additional insured entities prior to the disbursement of grant funds.

DDI is committed to meeting the City of Dallas Good Faith Effort Plan, in which qualified minority- and women-owned business enterprises (M/WBEs) are involved, to the greatest extent possible, in construction or professional services contracts. Project proposals should strive to include up to 25 percent participation from certified M/WBEs in the City of Dallas.

DDI will accept multiple proposals per year from each qualified applicant. However, the grand total of grant funding an applicant can receive each year will be no more than \$25,000.

### **Design Requirements**

Proposed projects must be consistent with the design guidelines found in the [Urban Design Guidelines](#) of the *360 Plan*. Before commencing construction, projects may be required to undergo a design review with the City of Dallas and DDI.

### **Compliance with Laws and Regulations**

Proposed projects should comply with all federal, state, and local laws, ordinances, rules, and regulations. The applicant shall obtain all required local, state, and federal permits prior to commencing construction. DDI is not responsible for obtaining any required permits for the proposed project.

### **Grant Awards**

Grant funds awarded by DDI will be less than or equal to 50 percent of all costs related to the proposed project in an amount not to exceed \$25,000. Costs covered by the grant include the actual costs of supplies, materials, construction, labor, and associated taxes. DDI reserves the right to modify grant award amounts to meet program budget requirements; therefore, applicants may be offered an amount less than the total requested funds.

Projects must be completed no later than six months after the execution of the Grant Fulfillment Agreement. Extensions may be permitted for projects determined to be incomplete by the appropriate deadline. An amendment to the Grant Fulfillment Agreement must be signed by the applicant and DDI in order for an extension period to be granted; the extension period will be determined on a case-by-case basis.

Projects judged to have been substantially complete before January 1, 2019, will not be considered for this grant cycle.

Grant recipients will be required to display signage at the project site to denote DDI's financial contribution to the project. Signage will be provided by DDI.

Once the project has been completed, and the applicant has submitted all required documentation, DDI will reimburse the applicant with its mutually-agreed upon share of grant funds.

## **Application Requirements**

To be considered for an award, applicants must complete the application form, limiting responses to the space provided, except where additional materials are specifically requested. Complete proposals must contain all information and materials requested in the Proposal Contents Checklist (see below). Incomplete proposals will not be considered. Proposals will be reviewed for required documentation upon submittal; it is recommended that each proposal be submitted prior to the deadline to ensure that it is complete and will be accepted.

Proposals for the 2019 Matching Grants Program must be submitted by **March 29, 2019**.

Proposals must be emailed (preferred) to [browning@downtowndallas.com](mailto:browning@downtowndallas.com) or sent to:

Downtown Dallas, Inc.  
Attn: Jacob Browning, Urban Planning Manager  
Bank of America Plaza  
901 Main Street, Suite 7100  
Dallas, Texas 75202

## **Proposal Contents Checklist**

- ✓ Complete 2019 Matching Grants Program Application
- ✓ Map of proposed project location
- ✓ Signed approval from the owner (or agent) of property upon which the project will be constructed (if applicable)
- ✓ Certificate of Liability Insurance
- ✓ Budget Summary (to include job estimates or quotes, if available)
- ✓ Copies of acquired permits and/or approvals (if applicable)
- ✓ Color photographs of the project area
- ✓ Schematic drawings of proposed project

## **Approval Process**

All proposals will be submitted to the DDI Capital Improvements Committee for review and final approval of grant award recipients. No Committee member with a vested interest in a proposal will be allowed to participate in discussions or votes concerning that proposal.

The Capital Improvements Committee will review all qualified proposals and make a final decision regarding grant recipients within one month of the application deadline. The Capital Improvements Committee reserves the right to reject any or all proposals or to approve only a portion of the requested funds.

## **Finalizing the Grant**

Following grant approval, individual grant awards are considered pending until the applicant and DDI sign a Grant Fulfillment Agreement. The Agreement will describe the project, the project budget, and the amount

of funding awarded by DDI. Upon execution of the Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

For more information regarding the 2019 Matching Grants Program, contact Jacob Browning at (214) 744-1270 or [browning@downtowndallas.com](mailto:browning@downtowndallas.com).

