

NEW YORK CITY

INVITATION TO APPLY

NEA MAYORS' INSTITUTE ON CITY DESIGN 25TH ANNIVERSARY INITIATIVE

I. Mayors' Institute on City Design

The Mayors' Institute on City Design ("MICD") is a partnership program of the National Endowment for the Arts ("NEA"), the American Architectural Foundation and the U.S. Conference of Mayors. Since 1986, the MICD has helped transform communities through design by preparing mayors to be the chief urban designers of their cities. The MICD achieves its mission by organizing sessions where mayors engage leading design experts to find solutions to the most critical urban design challenges.

The 46th session of the MICD will be held in New York City (the "City") from April 14-16th 2010.

II. NEA Initiative

To build on the accomplishments of the MICD over its 25 year history, the NEA has announced the NEA Mayors' Institute on City Design 25th Anniversary Initiative (the "NEA Initiative"), which will award a limited number of grants to showcase and celebrate the goals of the MICD. The NEA plans to support a variety of diverse projects, which may include planning, design and arts engagement activities.

Eligible applicants for the NEA Initiative are:

- (i) local governments that have participated in the MICD in the past 25 years, including cities committed to participating or hosting in 2010; or
- (ii) a state or local public entity or nonprofit tax-exempt 501(c)(3) organization that is designated to apply on behalf of a local government that meets the requirements above.

Each eligible local government is limited to one proposal, and may apply on behalf of itself or select a designee to apply on its behalf.

Applications for government and non-government applicants can be found by clicking the links in Section VII of this Invitation to Apply.

III. Proposals

The Office of the Mayor is seeking proposals from eligible City agencies, other public entities and nonprofit tax-exempt 501(c)(3) organizations providing services in the City of New York, for projects eligible for funding through the NEA Initiative. One proposal will be selected as the City's submission to the NEA Initiative.

Each proposal must include:

- (i) Signed Cover Sheet and Attestation as set forth on the attached Application Part I
- (ii) Statement of Interest as set forth on the attached Application Part II

For non-government entities, an Organizational Information statement (included in Application Part II) is also required.

The NEA Initiative will award grants ranging from \$25,000 to \$250,000, and all grants require a nonfederal match of at least 1-to-1. As such, each proposal submitted to the City must designate a grant request in one of the following categories: \$25,000, \$50,000, \$100,000, \$200,000 or \$250,000, and specify the source(s) of the nonfederal match for the project.

Each organization submitting a proposal must meet the Eligibility Requirements as further described in the attached Appendix.

For projects involving multiple organizations, one organization that meets the eligibility requirements must act as the official applicant, submit the proposal and assume full responsibility. The Statement of Interest should indicate all organizations involved and which is acting as the official applicant.

IV. Projects

Proposals may be for a project in any of the following three categories:

Planning

- The planning of arts districts.
- The mapping of cultural assets and related developmental potential.
- The promotion of the arts and artists as integral components of community life and essential to community planning.
- The exploration of innovative approaches that maximize the economic growth of a community's creative sector.

Design

- The promotion of design and the arts to enhance livability and as central components for the development and enhancement of new or existing public spaces - such as parks, public buildings, libraries, memorials, streets - through architecture, streetscapes, pedestrian bridges, neighborhood gateways, and sustainable parks and landscapes.
- Design competitions or charettes (design workshops) for arts or cultural vitality projects.
- The revitalization of neighborhoods that focuses on preserving the historic value and heritage of existing buildings and/or the adaptive reuse of structures to be used as cultural facilities or for mixed use purposes (i.e., for cultural facilities and other entities). This includes affordable housing for artists and others, artist studios or live/work space, and entrepreneurial new creative sector business development.

Arts Engagement

- The transformation of community sites into public spaces for cultural activities.
- Projects which contribute to cultural vitality and a sense of place such as innovative community engagement projects, including festivals, community-wide celebrations, outdoor exhibitions, and learning opportunities; and the commissioning of temporary and/or permanent site-specific public art such as murals and sculptures, sculpture gardens, and waterfront art walks.
- New media or technology projects that connect citizens to cultural activities or engage them in participating in city planning or design projects.

NEA support of a project may start anytime between July 1 and December 31, 2010, with the grant period not expected to exceed one year. All phases of a project -- planning, development, design, and implementation -- are eligible for support. Applicants generally should limit their projects to a single phase. NOTE: **The construction, purchase, or renovation of facilities will not be eligible.**

Major activities of the proposed project must take place in the City of New York.

V. City Review and Selection

Each proposal submitted to the City will be reviewed by a selection committee comprised of representatives from the Office of the Mayor.

The selected proposal, if any, will be one which, in the City's sole determination, is submitted by an eligible government or non-government entity, is responsive to this Invitation to Apply, presents a project of the highest quality and feasibility, and is in the best interests of the City. Additional evaluation criteria will include organizational capacity, experience of the applicant, and the public benefit of the proposed project.

In the event the proposal of a non-City entity is selected, such non-City entity may be subject to the City's internal VENDEX or other background clearance review.

VI. Submission

To be considered, Application Parts I and II must be submitted to the City by **March 8, 2010**. Interested applicants should submit five (5) sets of the proposal to the address below.

Office of the Mayor
Attn: Jenny Ruvolo
City Hall, 2nd Floor
New York, New York 10007

Proposals may be mailed or hand delivered, but must be received by 5pm on March 8, 2010. Facsimile and email transmissions are not acceptable.

VII. Application Materials and Additional Information

Government Entities download the following materials:

[Application Part I Government](#)
[Application Part II Guidelines Government](#)
[Application Part II Template Government](#)

Non-Government Entities download the following materials:

[Application Part I NonGovernment](#)
[Application Part II Guidelines NonGovernment](#)
[Application Part II Template NonGovernment](#)

For additional information on the NEA Initiative, please go to www.nea.gov/news/news10/micd.html
For additional information on the MICD, please go to www.micd.org.

APPENDIX

ELIGIBILITY REQUIREMENTS

Eligibility Requirements

To be eligible, the applicant organization must:

- For an organization that is designated by the local government to apply on its behalf, have a three-year history of programming prior to the application deadline.
- Meet the Arts Endowment's "[Legal Requirements](#)," including nonprofit, tax-exempt status, as detailed in the FY 2011 Grants for Arts Projects guidelines and set forth below, at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- **Are tax-exempt.** Organizations qualifying for this status must meet the following criteria:
 1. No part of net earnings may benefit a private stockholder or individual.
 2. Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.

For further information, go to the [Internal Revenue Service's \(IRS\) Web site](#).

- **Compensate all professional performers and related or supporting professional personnel on Arts Endowment-supported projects at no less than the prevailing minimum compensation.** (This requirement is in accordance with regulations that have been issued by the Secretary of Labor in [part 505 of Title 29 of the Code of Federal Regulations](#). Part 505 does not provide information on specific compensation levels.)
- **Assure that no part of any Arts Endowment-supported project will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees involved.**
- **Comply with the federal requirements that are outlined in the "Assurance of Compliance" below.**

Assurance of Compliance

By signing the application form, the Applicant certifies that it is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance. The Applicant further certifies that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of Arts

Endowment funds to comply with these requirements. The Arts Endowment may conduct a review of your organization to ensure that it is in compliance. If the Arts Endowment determines that a grantee has failed to comply with these statutes, it may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement.

1. **Nondiscrimination Statutes**

The Applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.).
- On the basis of sex, in any education program or activity, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.).

For further information and copies of the nondiscrimination regulations identified above, contact the Arts Endowment's Office of Civil Rights at 202/682-5454 or 202/682-5695 Voice/T.T.Y. For inquiries about limited English proficiency, please go to <http://www.lep.gov>, the FOIA Reading Room, or contact the Office of General Counsel at ogc@arts.gov or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (2 C.F.R. pt. 3254) in which the Applicant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.
3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that it is not delinquent in the repayment of any federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
4. **Labor Standards** (29 C.F.R. pt 505). The applicant certifies that, if awarded a grant, it will comply with the labor standards set out in **Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities**.
5. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154) requires grantee organizations, within 30 days of receiving a grant, to make a continuing, good faith effort to maintain a drug-free workplace through implementation of the following:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of the prohibition. (For the purposes of this Act, alcohol is not considered a controlled substance.) The grantee shall give a copy of the statement to each employee who will be involved in grant-supported activities and notify those employees that they are expected to abide by the statement. For the purposes of this law, "employees" include consultants and temporary personnel (but not volunteers), who are directly engaged in work under the grant and who are on the grantee's payroll. The grantee should maintain on file the address of each site where work is performed under the grant.
 - Establish a drug-free awareness program that will inform employees about the dangers of drug abuse in the workplace, the grantee's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that might be imposed for workplace drug abuse violations. Employees should be informed that any conviction for a violation of a criminal drug statute that occurs in the workplace must be reported to the employer, in writing, no later than five calendar days after such a conviction. The grantee, in turn, must notify the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of receiving such notice from its employee. The grantee's notice to the Arts Endowment must include the convicted individual's position title and the number(s) of each affected grant.
 - Within 30 calendar days of receiving notice of an employee's criminal drug conviction a grantee should take appropriate personnel action against the convicted employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that has been approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
6. **The Native American Graves Protection and Repatriation Act of 1990** (25 U.S.C. 3001 et seq.) which applies to any organization which controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.