



## **Fiscal Year 2024 Request for Applications Business Microline of Credit Provider Grant**

Interest Forms open June 5, 2024 through June 12, 2024 at 2:00 pm ET  
Eligible Applicants will be invited to apply for this competitive opportunity.

How to use this document to guide your application process:

This Request for Applications (“RFA”) is the full set of instructions for the application process. **Applicants are encouraged to read this entire document before submitting an application.** This RFA outlines the following important sections:

- 1. Objective**—What DSLBD seeks to accomplish through the grant
- 2. Online Application & Deadlines**—Where and when applicants must apply
- 3. Eligibility & Documentation**—Which entities are eligible and the required paperwork
- 4. Restrictions on Allowable Uses of Funds**—How the funds can and cannot be spent
- 5. Narrative & Budget Questions**—The competitive application
- 6. Scoring & Scoring Criteria**—How the review committee will score the application
- 7. Selection Process**—How DSLBD decides to make grant awards
- 8. Award Information**—What happens if you are awarded a grant
- 9. Important Legal Disclaimers**—Additional legal information and DSLBD’s reservation of rights

### **1. Objective**

The District of Columbia (“**DC,**” **D.C.,**” or “**District**”) Department of Small and Local Business Development (“**DSLBD**” or “**Department**”) is excited to announce that it will be soliciting applications for the Fiscal Year (“**FY**”) **2024 Business Microline of Credit Providers Grant.** DSLBD intends to award grants in varying amounts between \$100,000

to \$500,000 from the total \$500,000 available to qualified institutional applicants in support of the small and local business community.

### **A. Structure of Available Grant Awards**

DSLBD anticipates making 1-3 grants to DC-based Community Development Finance Institutions (“**CDFIs**”) or Certified Business Enterprise (“**CBE**”) that are certified local lending institutions (collectively “**Financial Partners**”) to provide microlines of credit (\$5,000 to \$10,000) and larger lines of credit (\$10,000 to \$25,000) to DC-based businesses that meet the following criteria:

1. Have 25 or fewer employees;
2. Are facing barriers accessing lines of credit with traditional funders; and
3. Offer a variety of business services, including but not limited to food products and services.

### **B. Two Funding Pools for Proposed Financial Products under Lines of Credit Awards**

Two funding pools will be available to fund proposed financial products under lines of credit awards (the “Program”):

1. **Food Waste Innovation Lines of Credit** for DC-based food entrepreneurs pursuing “food waste innovation projects,” which includes, without limitation, composting, storage updates, menu redesign, donation, resale of edible foods infrastructure, etc.; and
2. **General Business Lines of Credit** for DC-based businesses seeking to use lines of credit to fund business operations and activities, which includes, without limitation, contract bridge financing, purchase order fulfillment, manufacturing products to vend or fulfill a purchase order, securing staff, equipment and supplies to meet customer demand, or building-out or upgrading commercial space for a vending truck/stand.

### **C. Alternate Financial Products May Be Considered**

DSLBD will consider alternate financial products if an awarded Financial Partner finds during Program implementation that: a) there are not enough qualified businesses interested in lines of credit as a funding product, or b) underwriting criteria must be adjusted to make the line of credit product more equitably accessible to interested applicants. The order of preference for alternate funding products is as follows:

1. **Loan-loss reserve for lines of credit**, if this potential solution would help mitigate the risk of awarding a line of credit to a qualified business that may not meet standard underwriting criteria. For example, if a qualified business' credit score is 50-100 points the Financial Partner's minimum standard score requirement or a similar allowance as proposed by the applicant;
2. **Term loans** to qualified businesses within the funding pools referenced above; and
3. **Loan loss reserve for term loans.**

DSLBD will only consider a Grantee's alternate funding product upon a showing that the Financial Partner has reasonably attempted to engage and educate prospective applicants on the availability of a line of credit product(s) within the two original funding pools. Grantee's alternate funding product requests will not be considered before August 1, 2024.

#### **D. Administrative Costs**

A portion of the awarded grant funds may be used for administration to help lenders to successfully operate the proposed financial products. Lines of credit must be fully issued by September 15, 2024 (i.e., the recipient business has funds in their business bank account). For details on allowed and disallowed costs, see *Section 4: Restrictions on Allowable Uses of Funds*.

DSLBD will support awarded applicants by advertising the availability of lines of credit products made available through this grant opportunity. Additionally, DSLBD would also assist in advertising scheduled information sessions intended to educate prospective applicants about business lines of credit as a financing option.

## **2. Online Application & Deadlines**

The application will be in two parts with separate applications and deadlines for each part:

Part #1: The Expression of Interest Form will open on **June 5, 2024** and are due by **June 12, 2024**, at 2 p.m. ET (no exceptions). DSLBD may offer a corrections window for clarifications or corrections of information provided in the Expression of Interest Application.

Part #2: The Competitive Application will be open for a period of five (5) business days. Applicants who previously expressed interest and were deemed eligible are invited to submit an application for this grant opportunity.

### **A. Part #1 Expression of Interest Link and System**

Qualified applicants may express interest through the online application portal here: <https://survey.alchemer.com/s3/7859006/Business-Microline-of-Credit-Service-Provider-Grant-FY2024> by the **Part #1 submission deadline of June 12, 2024, at 2:00 pm ET.**

If an applicant submits multiple Expression of Interest Forms, DSLBD will only consider the last submitted application and automatically reject prior applications submitted by the same entity.

To be deemed eligible, all required documentation must be submitted in the online system by June 12, 2024, at 2:00 pm ET. Interested parties that fail to meet the eligibility requirements by this deadline will be disqualified from submitting a competitive application.

**The last date to ask eligibility questions with a guaranteed response before the final deadline is the close of business the day before the deadline (2:00 pm. ET on June 12, 2024).**

### **B. Part #2: Competitive Application Link and System**

DSLBD will send a link to the Competitive Application to eligible applicants. Eligible applicants will have a 5-business day window to access, complete, and submit their Competitive Application.

Only complete Competitive Applications from applicants deemed to be eligible and submitted through the announced application portal will be accepted and scored.

All application materials must be entered or uploaded using the application system. No competitive application materials will be accepted outside of the application systems or after the grant's final deadline.

**The application window and final deadline for the Competitive Application will be announced when eligible applicants receive an invitation to apply.**

## **3. Eligibility & Checklist**

Applicants must meet following criteria to apply for this grant opportunity:

- DC-based entity
- Organized as a for-profit or nonprofit business
- Compliant with applicable District laws
- Listed as a CDFI on US Treasury Department’s CDFI Fund website or is a CBE lender

In addition to the above requirements, applicants must meet the eligibility criteria and provide the required documentation outlined in *Section C: Required Documents and Attestations for Eligibility*.

Required documentation must demonstrate:

- Active DC Business Licensure(s) required for the type of goods/services provided;
- Good Standing with the Department of Licensing and Consumer Protection (“DLCP”) Corporations;
- Compliance with DC tax and licensing laws as demonstrated by a compliant Clean Hands Certificate;
- Federal employee identification number (“EIN”);
- CDFIs must hold a certification from the US Treasury CDFI Fund. Non-CDFI lenders must be CBE lenders with NIGP codes for direct lending on file with the DSLBD Certification division.

The individual completing the application attestations on behalf of the applicant must be:

- The majority business owner(s) of the applicant for-profit CBE or the Executive Director of the nonprofit entity; and
- a legally authorized signatory.

*Authorized members or authorized employees of the business and third-party support/consultants may be added to the application but cannot attest on behalf of an applicant.*

### **A. Additional Eligibility Documentation Required if Awarded**

If awarded, additional documentation will be required, as outlined in *Section 8: Award Information*.

## B. Failure to Demonstrate Eligibility

Expression of Interest Forms from entities that do not meet eligibility requirements will not be invited to apply for a DSLBD Business to Business Grant (i.e., the Competitive Application process). All documents and attestations provided for consideration of eligibility must be submitted through the online eligibility application system. False information and attestations submitted to DSLBD may result in forfeiture of the grant award and other penalties, as appropriate.

**Applicants interested in applying for a DSLBD Business to Business Grant MUST submit the required Eligibility Documents and Attestations outlined below in the application by the eligibility application deadline and meet the status criteria.**

## C. Required Documents and Attestations for Eligibility

Required Items	Description
1. Corporate Registration File Number for Active DC Corporation	The Corporation must be active (not expired, rescinded, or revoked), and it can be verified at <a href="https://corponline.dkra.dc.gov">https://corponline.dkra.dc.gov</a> .
2. Active DC Business License Number	The principal office must be located in the District and searchable in the DLCP Business License Look Up ( <a href="https://scout.dkra.dc.gov">https://scout.dkra.dc.gov</a> ), or uploaded to provide proof of alternative licensure if DLCP basic business licensing is not required for the business type. Additionally, if the type of good/service provided by the entity requires an additional license from a regulatory entity, that documentation must be provided as well.
3. Office of Tax & Revenue Compliant “Clean Hands” Certificate issued on or after June 1, 2024	Applicants can check their Clean Hands status and generate a notice of compliance (if compliant) for free at <a href="https://otr.cfo.dc.gov/page/certificate-clean-hands">https://otr.cfo.dc.gov/page/certificate-clean-hands</a> . Applicants must download a Clean Hands Certificate to upload with their application. DSLBD will confirm the validity of the certificate through <a href="https://mytax.dc.gov">https://mytax.dc.gov</a> .
4. Employment Identification Number	Available for free at <a href="https://www.irs.gov">IRS.gov</a> . The last four digits of the EIN must match the digits displayed on the “Clean Hands” document.

<p>5. Proof of active Community Development Financial Institution (CDFI) certification OR proof of active Certified Business Enterprise (CBEs) certification and related NIGP codes for loan administration.</p>	<p>DC-based CDFI status will be verified against the US Treasury CDFI Fund’s listing at <a href="https://www.cdfifund.gov/programs-training/certification/cdfi">https://www.cdfifund.gov/programs-training/certification/cdfi</a>. CBE status will be verified against the DSLBD CBE database at <a href="https://dslbd.dc.gov/service/find-certified-companies">https://dslbd.dc.gov/service/find-certified-companies</a>.</p>
<p>6. Required Eligibility Attestations</p>	<p>The business owner and/or nonprofit Executive Director must attest to the truth of each of the statements below. If an attestation is demonstrably false or not made by the majority owner/Executive Director, eligibility will be denied.</p> <ul style="list-style-type: none"> <li>A. Applicant providing attestations is the 51% or more majority owner (for-profit) and/or Executive Director (nonprofit) of the applicant entity.</li> <li>B. Entity is headquartered in Washington, DC, with its principal office located in the District.</li> <li>C. Applicant entity (for-profit) meets the definition of a small business as outlined in DC Official Code § 2–218.32.</li> <li>D. Applicant entity is compliant with DC Official Code § 1–328.15, Eligibility requirements for receiving grants.</li> <li>E. Entity has properly reported on all grants from the District government in the past two (2) years.</li> <li>F. Applicant entity is current on all District and federal taxes and unemployment insurance payments.</li> <li>G. Applicant entity is not debarred or proposed for debarment as a result of any actions by the District of Columbia Contract Appeals Board, the Office of</li> </ul>

	<p>Contracting and Procurement, or any other District contract regulating agency.</p> <p>H. If awarded, the applicant entity agrees to indemnify, defend, and hold harmless the government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person, and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.</p>
<p>7. Required Programmatic Attestations</p>	<p>The business owner and/or nonprofit Executive Director must attest to the truth of each of the statements below. If an attestation is demonstrably false or not made by the majority owner/Executive Director, eligibility will be denied.</p> <p>A. Entity has sufficient infrastructure and capacity to accept a microline of credit award, funded between \$100,000-\$500,000, with the ability to deploy lines of credit to eligible borrowers in compliance with this grant opportunity by September 30, 2024.</p> <p>B. Entity has capacity to offer micro-lines of credit specifically related to food businesses with Food Waste Innovation projects, or the entity declines that portion of funding and confirms understanding the maximum possible award amount would be \$200,000.</p>



	<p>C. Entity has capacity to service distinct risk tiers of microlines of credit between \$5,000 and \$25,000, with lower amounts available to borrowers in the 500-600 credit score range, or the entity acknowledges that their maximum possible award amount would be \$100,000.</p> <p>D. Entity understands that DSLBD’s intent is for grantees to make a good faith effort to issue micro-lines of credit, and that DSLBD will only accept alternate funding proposals from grantees after sufficient attempts to issue micro-lines of credit to qualified applicants has been made.</p>
--	--

The above checklist covers ALL required documentation used to determine an applicant’s eligibility at the Expression of Interest stage (Part #1). Applications that do not contain complete and verifiable documents, information, and attestations in the application system by the final eligibility deadline **will not be eligible to apply to the Competitive Application (Part #2).**

#### **4. Restrictions on Allowable Uses of Funds**

DSLBD Business Microline of Credit Provider Grants funds have allowed uses and disallowed uses. All expenses funded by the grant must occur during the “Period of Performance,” which is the effective date of the grant agreement through September 30, 2024.

The proposed use of funds must be acceptable to DSLBD and will be outlined in individual grant agreements.

##### **A. Allowed Uses**

The funds may be used for any of the following:

1. Direct capital for use within the micro-line of credit product (or alternate financial products if approved by DSLBD) for at least seventy-five percent (75%) of all awarded funds.

Direct administrative costs for operation of the microline of credit product offering. Within the direct administrative costs, application of the non-profit indirect rate as a percentage of direct administrative costs.

2. Other costs proposed by the applicant and accepted by DSLBD in its sole discretion.

## **B. Disallowed Uses**

The funds shall not be used for any of the following:

1. Financing existing debt, including payment of taxes owed.
2. Expenses incurred outside of the Period of Performance.
3. Expenses that are reimbursed by a different grant from the District government.
4. Personal use or other uses not related to the purposes identified in the grant.
5. Unauthorized personnel/labor costs for staff and board members board member has a controlling interest that have not been approved in advance by DSLBD.
6. Direct purchase of Food (except food while attending professional development conferences outside the Washington, DC metropolitan area). This prohibition does not apply to the deployment of grant funds to food-related businesses under the Food Waste Innovation Lines of Credit funding pool or a subgrant made to such businesses under an approved alternate financial product.
7. Direct purchase of Alcohol or alcohol-related paraphernalia (e.g., wine glasses, mixers, and beer taps).
8. Payments to a professional fundraiser to raise funds for the grantee.
9. Donations or charitable giving to nonprofit organizations.
10. Vehicle purchase.
11. Real estate purchase.
12. Lobbying the government of the District of Columbia.
13. Lawsuits against the government of the District of Columbia.
14. Any activity, goods, services, or products deemed illegal by the government of the District of Columbia.

15. Any activity, goods, services, or products deemed ineligible by DSLBD in its sole discretion.
16. Expenses incurred without prior DSLBD approval.

DSLBD will review proof of fund expenditures against approved cost categories in an awarded grant and will disallow costs that do not comply with the requirements. Funds are only approved during periods in which an awarded grantee maintains required insurance coverage.

## 5. Narrative & Budget Questions of the Application

The competitive application is divided into six (6) sections, which correspond directly to the scoring criteria listed in *Section 6: Scoring & Scoring Criteria*. A single document should be uploaded for the main proposal, and additional optional documents may be added as appendices or separate attachments. The proposal should adhere to the page limits and cover the following, in this specific order with headers to match each section.

### Explain Proposed Service Provision (No Points) (Page limit one (1) page.)

1. **Product Pools.** Indicate whether the application is proposing to offer microlines of credit for *Food Waste Innovation Lines of Credit*, *General Business Lines of Credit*, or both product pools.
2. **Summary.** Provide a short introductory overview or summary of the proposal highlighting key aspects.
3. **Terms.** Provide proposed terms for an award of the proposed microline of credit product(s). Terms should include, but are not limited to, award amount range in dollars, interest rate, award duration in months, any costs charged to applicants or borrowers (e.g., application fee, origination fee), any excluded types of businesses, any excluded uses of line of credit funds, and any other term.
4. **Partners.** Identify any proposed partners or subcontractors external to the applicant entity and the proposed relationship of the partner or subcontractor. Subcontractors must be CBEs. If there are no CBEs available to perform the work, the applicant's subcontracting plan must be pre-approved by DSLBD through the proposal and award process.

### A. Justify the proposed costs as cost-effective overall and impactful in meeting the goals of the service area. (15 points) (Page limit three (3) pages.)

1. **Chart.** Include a budget chart with line items that include the allowable costs in *Section 4: Restrictions on Allowable Uses of Funds*.

2. **Narrative.** Summarize the budget proposal as a narrative. The narrative must align with the itemized costs listed in the budget tab of the application. Include a description of the per-unit basis for the budget proposal for line items.
3. **Allowable.** Explain how the proposed cost categories are reasonable for the proposed activities and align with the allowable costs in *Section 4: Restrictions on Allowable Uses of Funds*.
4. **Impact.** Explain how the proposed budget items are cost-effective, impactful, and a responsible use of government funds.
5. **Scalability.** Explain how the budget and program are scalable if awarded more funds or less funds than the amount proposed for award amounts between \$100,000 and \$500,000.

**B. Explain how the proposal meets the outlined goals of the identified program area(s) and is realistic in the projected timelines and project goals. (15 points) (Page limit 3 pages.)**

1. **Workplan.** Provide a detailed work plan outlining each major activity of the proposal.
2. **Deliverables.** Provide a list of proposed deliverables and a timeline to deliver each deliverable.
3. **Timeline.** Explain the capacity of your business or organization to complete all the proposed tasks, submit all deliverables, and expend the budget by September 30, 2024, or earlier.
4. **Scalability.** If awarded a lesser amount than proposed, please share which portion(s) of your proposal you would prioritize for funding and why. Discuss scalability up or down.

**C. Explain past performance in the area of support proposed. (10 points) (Page limit 3 pages.)**

1. **Key Personnel.** Explain who will be directly operating the proposed project and their relevant experience and credentials. If a DC-based subcontractor or partner, detail that relationship. Resumes may be optionally included in an appendix but are not required. Appendix items are not counted towards the page limit.
2. **Subcontractor Experience.** If subcontracting, detail the subcontracting plan and verify the specific subcontracting plan is 100% Certified Business Enterprises unless there are no CBEs available to perform the work. If there are no CBEs to perform the work, describe efforts to identify and engage CBEs.
3. **Past Performance.** Detail related past performance of your organization and any subcontractors for related projects.

**D. Explain how the proposed services will be targeted to equitably support businesses grow their DC-based businesses. (10 points) (Page limit 1 page.)**

1. **Targeted Support.** Explain how the proposed project will benefit DC-based entrepreneurs and small businesses with 25 or fewer employees.
2. **Business Growth.** Explain how this service will directly impact the businesses' ability to operate successful businesses in the District.
3. **Equitable Support.** Explain how this project supports micro, resident-owned, and disadvantaged DC-based businesses with a focus on broadening equitable access to entrepreneurial success, including accessibility considerations as outlined in Section 9G of this document.

**E. Additional Appendices (No points) (Page limit ten (10) pages)**

1. Applicants may submit resumes for each of the key personnel identified in the proposal. (Optional)
2. Applicants may submit a slide deck of no more than 5 slides to help demonstrate their full proposal. (Optional)
3. Applicants may choose to add additional graphics or screen shots within the appendices. (Optional)

**6. Scoring Criteria**

The following criteria will be used to evaluate eligible applications. Applicants are encouraged to review their submissions against these scoring criteria before submitting a final application.

**A. Summary of the overall proposal. (No points, required)**

Confirm that the proposed subcontracting is no more than 49% of the total budgeted proposal for administrative costs and that the proposed subcontractors are CBEs.

**B. Are the proposed budget line items cost-effective overall and impactful in meeting the goals of the service area? (15 points, 5 points per question)**

1. Do the cost categories align with the narrative proposal, and is the proposal scalable to different funding amounts?
2. Are the proposed costs reasonable for the proposed services and in alignment with the allowable costs as outlined in the RFA?

3. Are the proposed costs specifically cost-effective, impactful, and a responsible use of Government funds?

**C. Does the proposal meet the outlined goals of the identified program area(s), and is it realistic in the projected timelines and project goals? (15 points, 5 points per question)**

1. Does the proposal contain a detailed work plan and deliverable proposals with projected timelines that are scalable, realistic, and connected to the proposed service area requirements?
2. Do the work plan and deliverable requirements meet the stated goals of the proposed service area?
3. Did the proposal demonstrate that the project team has the capacity to complete all the proposed tasks, submit all deliverables, and expend the budget by September 30, 2024, or earlier?

**D. Do the providers and any proposed subcontractors have past performance in the area of the support proposed? (10 points, 5 points per question).**

1. Including submitted resumes, do the individual providers proposed to conduct the work have relevant experience and expertise for the proposed tasks?
2. Including capability statements, if provided, does the business or organization have direct or closely related past performance for the proposed service area?

**E. Are the proposed services targeted to support businesses within the named programs(s) to grow their DC-based businesses? (10 points)**

1. Will the proposed activity directly support participants who are DC-based businesses with 25 or fewer employees, including businesses facing barriers accessing lines of credit with traditional funders, operate and growth their District business?
2. If the application is for the Food Waste Innovation Lines of Credit funding pool, will the proposed activity directly support participants who are for DC-based food entrepreneurs pursuing “food waste innovation projects,” which include, but are not limited to: composting; storage updates; menu redesign; donation; and resale of edible foods infrastructure; etc.
3. Does the proposal demonstrate specific support for micro, resident-owned, and disadvantaged DC-based businesses with a focus on broadening equitable access

to entrepreneurial success, including accessibility considerations as outlined in Subsection G of *Section 9: Important Legal Disclaimers*?

## **7. Selection Process**

DSLBD will select grant recipients through a competitive application process. Applications that fail to meet the technical submission requirements may be rejected. A review panel composed of a combination of agency partners, members of the public, and DC government employees will review eligible applications received by the submission deadline using the above criteria.

DSLBD's Program Team will assess panel reviewers' recommendations and report them to the Director of DSLBD, who will make the final determination of grant awards.

## **8. Award Information**

### **A. Grant Award Notification**

DSLBD anticipates reviewing and awarding grants by July 2024 and anticipates sending Notice of Grant Award ("NOGA") emails to selected applicants or awardees around July 1-15, 2024.

DSLBD will notify all applicants who were not selected to receive a grant award no later than one week after the initial notification is sent to selected applicants.

### **B. Pre-Award Finalization and Insurance**

Notice of Grant Award emails will include any contingencies, additional requirements, and processes for finalizing budgets, budget categories, deliverables, and scopes of work. DSLBD may negotiate any required adjustments or changes with awardees from the proposal to the final award.

Awardees will be required to submit relevant proof of insurance. At a minimum, awardees will need to provide proof of commercial general liability insurance, cyber security insurance, and, if applicable, workers' compensation, automotive insurance, and other insurance requirements, as applicable.

Nonprofit awardees will also need to provide copies of their most recent Form 990 (filed with the federal government) and a board roster.

Awardees will also need to provide additional financial management documentation, including their lending policies and procedures, financial audit, a balance sheet, and the past three (3) years of local and federal tax returns. Additional documentation

requirements may apply. Awards to previous DSLBD grantees may be contingent upon the completion of previous grant reporting. Grant awards may be forfeited if the grant agreement is not executed within 15 days after a Notice of Grant Award is received by an awardee, and the cause for such delay is due to the awardee's inability to meet the post-award requirements for any reason.

Awardees must maintain eligibility and good standing from the time of award through the Period of Performance. Eligibility status is based on compliance with items outlined in *Section 3: Eligibility & Documentation*, as well as additional requirements outlined in this section.

### **C. Formal Grant Agreement**

Selected applicants must sign an individual grant agreement with DSLBD after meeting all contingency and pre-award requirements. DSLBD anticipates executing grant agreements during summer 2024.

### **D. Additional Survey Assessment**

DSLBD anticipates further survey assessment of awardees following the finalization of grant agreements to support program evaluation.

### **E. Regular Grantee Coordination with Grant Contact**

DSLBD will assign a point of contact for the grant who will serve as the Grant Coordinator. Grantees should anticipate regular communication with the DSLBD Grant Coordinator for purposes of the grant.

### **D. Grant Reporting**

The grant agreement will require additional documentation and reporting during and following the grant period using a reporting system(s) stipulated by DSLBD. The required documentation and reporting will include the reporting on use of funds in accordance with approved budget and expenditures within the cost categories outlined under the grant with appropriate documentation (receipts and similar proof of expenditures made). Failure to submit documentation of proper expenditures may result in a demand for the return of any and all funds that have not been properly expended or accounted for. Required reporting will also include demonstration and data for grant activities and deliverables required under the grant.



Grantees are required to submit interim reporting and prepare a final report by October 30, 2024, providing proof of appropriate expenses and detailing the impact of the grant, as outlined in the individual grant agreement.

### **E. Disbursement (Payment)**

Terms of disbursement shall be determined after applicants are selected but may include the collection of additional documentation such as an IRS W-9, additional proof of insurance, registration in District payment systems, and ACH payment documentation. Disbursement schedules will be outlined within the grant agreement. The government of the District of Columbia pays all approved invoices within 30 days of receipt of invoice. **This 30-day timeline starts after an executed grant agreement is in place, a recipient is fully registered to receive payment via the District’s payment systems or selected 3<sup>rd</sup> party payment systems, a purchase order number has been successfully created, and the grantee successfully submits an eligible invoice in the required system.**

### **F. Modifications**

Additional or modified information may be required as part of a final grant agreement. An awardee that cannot provide these and other requested materials by the date outlined in the Notice of Grant Award, may be disqualified, and DSLBD may award the grant to another applicant.

## **9. Important Legal Disclaimers**

This section includes the reservations that DSLBD makes in releasing this RFA.

### **A. Contingent**

Funding for this award is contingent on sufficient funding from the government of the District of Columbia. The RFA does not commit DSLBD to make an award.

### **B. Application Acceptance**

Following the closing of the application deadline(s), DSLBD will not review applications that do not comply with all instructions in the RFA. The Department reserves the right to accept or deny any or all applications if the Department determines it is in the best interest of the District to do so. The Department may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.

Applications must be made through the online portal. DSLBD will not accept applications submitted via hand delivery, email, mail, or courier service. DSLBD will not review late submissions or incomplete applications.

### **C. Notice of Funding Availability**

DSLBD published the Notice of Funding Availability (“NOFA”) in the DC Register on May 3, 2024, and the OPGS Funding Alert. The NOFA is available at <http://dslbd.dc.gov/>.

### **D. Conflicts**

In the event of a conflict between the terms and conditions of the grant application and any applicable federal or local law or regulation, or any ambiguity related thereto, the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

### **E. Costs of Applications**

Neither DSLBD nor the government of the District of Columbia shall be liable for any costs incurred by an applicant in the preparation of any grant applications for a Microline of Credit Grant. All costs incurred in developing and preparing any grant application shall be the applicant’s sole responsibility.

### **F. Ownership of Content**

DSLBD is considered an owner of any content developed for technical assistance purposes and paid through a DSLBD grant award. As such, DSLBD may retain and reuse written or recorded materials and concepts at a future time.

### **G. Accessibility**

Assistance provisions should be accessible to attendees of all literacy levels, which includes providing content at an 8<sup>th</sup> grade reading level and definitions of industry terms.

In-person classes or workshops will be held at ADA-compliant locations.

Business attendees may request language access accommodations through email or registration for activities funded through this grant. Requests for language and American Sign Language (“ASL”) interpretation must be forwarded immediately to the DSLBD Grant Coordinator. If requests are made at least ten (10) business days prior

to the activity start date, DSLBD will arrange for language and ASL interpretation services for business owners who confirm their participation and need.

## **H. Reservation of Rights**

1. DSLBD reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments in the online application portal. Applicants are responsible to review and adhere to any RFA addenda or amendments.
2. DSLBD may suspend or terminate an outstanding RFA pursuant to any other applicable local, state, or federal regulation or requirement.
3. DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.
4. DSLBD serves as its own reference in evaluating applications. Grant decisions may reflect applicants' performance in managing previous grants.
5. DSLBD may enter into negotiations with an awardee and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations.