

# FY19 Commercial Waste Compactor Demonstration Project Grant Request for Applications (RFA) Application Round 2

The Department of Small and Local Business Development (DSLBD), in partnership with the Mayor’s Office of Clean City (OCC), is soliciting applications from Eligible Applicants for the FY19 Commercial Waste Compactor Demonstration Project Grants the (“Program”) to install trash compactors that will have an impact on minimizing sanitation and rodent issues in the District’s commercial corridors. DSLBD plans to award grants up to \$80,000 (see page 3 for more details).

**Online Application Period**—January 25, 2019 through **April 1, 2019 at 12 p.m.** Complete expression of interest by March 22, 2019 at <http://bit.ly/CompactorGrantEOI>.

**Application Submission Deadlines**—There are two submission deadlines: **February 25, 2019 at 12pm** for early review and selection; and **April 1, 2019 at 12pm** if there are still funds available after the February 25<sup>th</sup> early submission review and selection. For more details, see page 6.

## Interested in applying or helping a business apply?

1. **Read RFA: Request for Application** (this document) that provides: an overview of the grant Program; eligibility requirements; and details about the application, selection, grant award and grant administration processes.
2. **Complete an Expression of Interest form** at <http://bit.ly/CompactorGrantEOI> by **March 22**.
3. **Need Translation?** ትርጉም ያስፈልግዎታል? ¿Necesita traducción? الترجمة؟ تحتاج Besoin de traduction? 需要翻译? Unahitaji tafsiri? 번역이 필요하십니까? Cần dịch? **(202) 727-3900**.

## Section 1: Funding Opportunity

### A. Program Objectives

This FY19 Commercial Waste Compactor Demonstration Project grant (the “Program”) aims to help businesses and multi-unit residential properties reduce the sanitation issues (loose trash, spills, trash containers that are not completely sealable) that can attract rodents and pollute runoff that enters DC’s waterways. The FY19 Program focuses on collaborative efforts to improve the public realm with a specific focus on sanitation conditions of commercial corridors by installing compactors. The Program supports the Mayor’s Sustainable DC Plan’s goals for climate and the environment (<http://www.sustainabledc.org>).

### B. Eligible Applicants

1. **Businesses** (commercial, for-profit entities), which are open, licensed and operating from a commercial space where the compactor will be installed and used, may submit an application for consideration. Home-based businesses or businesses operating from a residential space may not apply. Property or property managers may not apply; but they may help their business tenants apply (see page 3, Section D). Review Section 3 on pages 4-5 for all eligibility requirements that must be met.
2. **Multi-unit residential properties** (for-profit), which are open, licensed and operating in a commercial corridor may submit an application if they are part of a Multiple-Business Demonstration Project (see next section). Review Section 3 (pages 4-5) for all eligibility requirements that must be met.

### C. Eligible Demonstration Projects

A demonstration project comprises one or more Eligible Applicants (Section 1.B) that propose to install a commercial compactor(s) to reduce sanitation issues and rodent activity in a commercial corridor. The **compactor(s) must be installed at the location of the applicant's business** and used by the business.

#### Single-Business Demonstration Project:

- Only (1) Eligible Applicant that is a business will use the compactor(s). One online application is submitted.
- Multi-unit residential property may not apply for a single-business demonstration project. These entities must apply as part of a Multiple-Business Demonstration Project (see below).

#### Multiple-Business Demonstration Project:

Two (2) or more Eligible Applicants that are **adjacent or nearby** and **collaborate** their compactor efforts.

- **Project Participants** are Eligible Applicants on the project.
- **Adjacent or Nearby (Co-locating)**—“Adjacent” is directly next to each other. “Nearby” is sharing same alley or block but may not be adjacent.
- **Minimum Business Participation**—At least one (1) of the Project Participants must be a business. Projects with only multi-unit residential properties may not apply.
- **Individual Applications with Coordinate Responses on Tab 3**—Each Project Participant (business) shall submit its own application and meet the eligibility requirements (Section 3). Responses to Tab 3 of online application and Budget Detail (Tab 4) should be coordinated with other businesses on the project.
- **Coordination of Vendors and Installation Plan**—All Project Participants shall describe their coordinated efforts in their Installation Plan and upload in Tab 4 of application. Project Participants may also coordinate on vendors, eligible expenses and/or share a compactor (optional).

**Examples of Coordinating Compactor Use Efforts** include but are not limited to:

- *Co-locating Compactors*—Each business in a project buys/leases a compactor so that there would be 2 or more adjacent/nearby businesses using compactors
- *Sharing 1 compactor* (two or more businesses using 1 compactor)
- *Sharing 2 or more compactors* (for example: 1st compactor is used by both businesses for cardboard; 2nd compactor is used by both businesses for food waste)
- *Consolidating hauling services* to remove compacted waste

### **Multiple-Business Demonstration Projects are Encouraged!**

A contiguous stretch of space with compactors will have a greater impact on reducing sanitation issues and rodent activity than a single, isolated compactor. To encourage adjacent/nearby businesses to apply, DSLBD will allow Eligible Applicants on a Multiple-Business Demonstration Project to:

- **Earn extra points during scoring** (see page 6, Section 5).
- **Request higher grant award amount.** The maximum grant request for:
  - 1-business project is \$16,000 for the single business
  - 2-businesses on a project is \$36,000 which averages \$18,000 per business
  - 3-businesses on a project is \$57,000 which averages \$19,000 per business
  - 4-businesses on a project is \$80,000 which averages \$20,000 per business

**Interested in collaborating? Not sure if other nearby businesses are too? DSLBD can help!**

When you complete the *Expression of Interest* form at <http://bit.ly/CompactorGrantEOI> check “interested in collaborating.” DSLBD will connect you via email to any nearby businesses that also expressed interest.

#### D. Application Preparation Helpers

1. Who are they?—Eligible Applicants may obtain assistance from individuals, organizations or other entities to prepare an application or coordinate collaboration efforts with adjacent/nearby businesses for a Multiple-Business Demonstration Project. For example, staff, family, DC Main Street organizations, Business Improvement District (BID), a business’ landlord and property managers.
2. How to Give them Access—Once a business sets up their online application, it may use the Collaboration feature (bottom of the Cover Page tab) to give access to Application Preparation Helpers.
3. Who Must Submit—Even if Helpers are used, the Eligible Applicant (business owner) is the only one who may submit the online application and is solely responsible for the content and timely submission of their application.

#### E. Eligible Use of Funds

Grant funds may be used for the following types of expenses. DSLBD grant funds cannot be used for **any expenses incurred prior to the effective date** written in their executed Grant Agreement. If you are uncertain if an expense is eligible, please contact [dslbd@dc.gov](mailto:dslbd@dc.gov) for confirmation.

1. Purchase or lease commercial trash compactors that are completely sealed when closed (i.e., no gaps) and can be installed with 90 days of grant award.
2. Costs associated with installation of a commercial trash compactor such as electrical wiring to bring power to the compactor’s location, delivery fees, and pouring concrete pad.

### Section 2: Award Information

**A. Number of Awards** — DSLBD will award approximately 7-10 grants, depending on the number and type of projects selected. Maximum grant amount for a project is \$80,000.

# of adjacent businesses or multi-unit residential properties in a Demonstration Project	Total maximum grant award for the Demonstration Project	Average grant amount for each entity in the Demonstration Project
2*	\$36,000	\$18,000
3*	\$57,000	\$19,000
4 or more* ^	\$80,000+	\$20,000
1**	\$16,000	\$16,000

\* At least one (1) of the entities in an application must be a business.

^ If there are five (5) or more businesses interested in collaborating, please contact DSLBD [dslbd@dc.gov](mailto:dslbd@dc.gov).

\*\* Entity in a single-business project must be a business.

**B. Period of Performance** is from effective date of the Grant Agreement through January 2020. All grant funds must be spent and accounted for by September 30, 2019. DSLBD will ask for basic reporting (updates on impact) through December 2019. For details on what to expect after grant award and reporting, see Section 6 on pages 8–10.

#### C. Funding Restrictions

Grantees may only expend Grant funds on eligible costs (listed above) that are set forth in the executed Grant Agreement and incurred by the Grantee on or after the Effective Date. Unspent grant funds must be returned to DSLBD by August 23, 2019. Details on returned funds are on page 10, Section 6.F.

## Section 3: Eligibility Information

### A. Eligibility Overview

1. Each Applicant and its proposed project must demonstrate that it is eligible:
  - to receive public funds (requirement established by the OPGS Citywide Grants Manual at <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>); and
  - to participate in this Program (requirements established by DSLBD, published in this RFA).

### B. Eligibility Items Submitted with Online Application

1. Required eligibility items needed with online application are items D.1 through D.7 on page 5.
2. **Applicants are encouraged to check their status and correct any issues well before the application submission deadlines** since payments to Department of Consumer and Regulatory Affairs (DCRA) and Office of Tax and Revenue (OTR) may take some time to appear on their online systems. DSLBD uses these online systems to verify an applicant's DCRA and OTR compliance. Delayed posting of payments is not grounds for a submission extension or review exception.
3. Early Eligibility Review — DSLBD will provide a courtesy review of required eligibility items (page 5, items D.1 to D.7) on **February 19 and March 19**. Any applicants who have completed these items will receive an email within- 2 businesses days alerting them to any eligibility items for which they are not compliant as of those dates. Depending on the noncompliant issue, the Applicant may be able complete or correct any issues that affect their eligibility before the application deadline.

### C. Eligibility (Pre-Award) Items Needed after Notice of Selection

1. To reduce the amount of paperwork submitted with the online application, DSLBD will allow applicants to submit some required eligibility items later, after DSLBD has selected an applicant as a **Finalist** and emailed a **Notice of Selection**.
2. These required items, called **Pre-Award Items**, and are listed on page 5, items D.8 through D.15. For detailed description of each pre-award item, see page 8.
3. Submission and Review—Finalists must submit all Pre-Award items within approximately five (5) business days of accepting Notice of Selection. DSLBD will review the submission.
  - If all eligibility requirements **are met** → DSLBD will move the application to grant award
  - If eligibility requirements **are not met** or items **are not provided** within 5 business days → DSLBD may withdraw its Notice of Selection and offer award to another applicant (see page 7, Section 5.E).

~ Section continues on next page ~

## D. Eligibility Requirement Items 1–15

REQUIREMENT	WHAT TO SUBMIT in ONLINE APPLICATION
<b>DCRA COMPLIANCE CHECK</b> DCRA-issued Good Standing certificates are not needed. Do NOT purchase or submit.	
1. Active, valid <b>business license</b> issued by DCRA for Applicant business at the address of where the compactor will be installed. License must be maintained through the period of performance.	Enter <b>Business or Professional License number</b> in Tab 2 of online application form. Lookup at <a href="https://eservices.dcra.dc.gov/BBLV/Default.aspx">https://eservices.dcra.dc.gov/BBLV/Default.aspx</a> or <a href="https://dcra.dc.gov/professional-licensing">https://dcra.dc.gov/professional-licensing</a>
2. <b>For-profit corporation type</b> and <b>active</b> corporation <b>status</b> in DCRA Corp Online	Enter <b>Corporation File number</b> in Tab 2 Lookup at <a href="https://corponline.dcra.dc.gov">https://corponline.dcra.dc.gov</a>
<b>OTR COMPLIANCE CHECK</b> OTR-issued Clean Hands certificates are not needed. Do NOT purchase or submit.	
3. <b>Current will all taxes</b> as monitored by OTR and reported in the OTR’s Citywide Clean Hands Online verification System.	Enter in Tab 2 <b>Federal Employment Identification Number (FEIN)</b> that is registered with OTR. Obtain at <a href="https://www.irs.gov">https://www.irs.gov</a> . Register with OTR at <a href="https://otr.cfo.dc.gov/service/business-tax-service-center">https://otr.cfo.dc.gov/service/business-tax-service-center</a>
<b>PROJECT REQUIREMENTS</b>	
4. Demonstrate <b>site control</b> for each business in the application.	Upload in Tab 4 a <b>signed lease</b> current through December 2019 OR <b>signed deed</b> in the name of the applicant.
5. Submit an <b>Installation Plan</b> completed and signed by a vendor with a DCRA-issued license to provide related services e.g., General Contractor, Solid waste Collector.	Upload in Tab 4 the <b>Installation Plan</b> . Download plan form in Tab 4. Businesses sharing a compactor may submit the same plan form their shared vendor.
6. Submit complete <b>estimates for all expenses</b> from qualified vendors for <u>all</u> demonstration project expenses.	Upload in Tab 4 <b>Estimates</b> from all vendors.  Download the <i>Finding and Working with Vendors, CBEs &amp; Estimate Checklist</i> document in the online application (Library or Tab 4) to read <b>all requirements</b> for estimates and vendors.
7. Demonstrate <b>CBE spend</b> —at least 35% of grant funds will be spent with Certified Business Enterprises (CBEs) vendors (Section 6.B).	In Tab 3, enter <b>CBE spend amount</b> . In Tab 4, upload <b>Budget Detail &amp; CBE Spend form</b> and <b>Estimates</b> .  To find CBEs, read the <i>Finding and Working with Vendors</i> (Library or Tab 4).
REQUIREMENT (PRE-AWARD DOCUMENTS)	WHAT TO SUBMIT within 5 BUSINESS DAYS OF APPLICATION SELECTION NOTIFICATION
See page 8 for details on each item. 8. <b>Proof of General Liability Insurance</b> 9. <b>Separate Bank Account</b> just for grant funds 10. <b>ACH Vendor Payment Enrollment</b> form 11. <b>Master Supplier Information</b> form with DUNS 12. <b>Statement of Certification</b> 13. <b>Criminal Activity Statement</b> 14. <b>Business Financials</b> 15. Executed <b>Grant Agreement</b> .	Review <b>Pre-Award documents</b> templates and examples at <a href="http://bit.ly/CompactorGrantTutorials">http://bit.ly/CompactorGrantTutorials</a> .  Obtain free DUNS number, which may take 30 days, at <a href="http://www.dandb.com">www.dandb.com</a>

## Section 4: Application and Submission information

- A. Notice of Funding Availability**—DSLBD published the Notice of Funding Availability (NOFA) in the January 25, 2019 edition of the DC Register ([www.dcregs.dc.gov](http://www.dcregs.dc.gov)). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities> and in the OPGS Funding Alert.
- B. Starting an Application**—To start an application, please complete an Expression of Interest form at <http://bit.ly/CompactorGrantEOI>. DSLBD will then create an online application based on that initial information and email a link to the application with three (3) business days.
- C. Submitting an Application**—DSLBD will only review information requested in the online application and submitted by Applicants using the online application form. DSLBD will not accept applications submitted via hand delivery, postal mail, the cloud or courier service. DSLBD will not review information that it did not explicitly request in the application form.

**D. Application Submission Deadlines**—There are two submission deadlines:

1. Early Submission Deadline – **February 25, 2019 at 12pm** for March selection
2. Second and Final Submission Deadline—**April 1, 2019 at 12pm** for May selection **if there are still funds** available after the February 25<sup>th</sup> early submission review and selection.

- E. Late submissions and incomplete application will not be reviewed.** DSLBD will not issue an extension for technical issues, delay of DCRA or OTR updating an Applicant’s record on their agency web sites, missing, incomplete, or incorrect information, or documentation required in the application; or other reasons.
- F. Application Preparation Costs**—DSLBD designed the Program application, submission requirements, and various types of free guidance, so that **there should be no cost for a business to submit** an application. However, should an applicant incur costs, the applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility. DSLBD shall not be liable for any costs.

## Section 5: Application Review, Selection & Pre-Award

**A. Early Eligibility Review (Optional)**

On February 19 and March 19, 2019, DSLBD will conduct a courtesy early review of the eligibility requirement items (see page 5, Items D1 through D7) that applicants have submitted as of those dates. For more details, see page 4, Section 3.B.3.

**B. Review for Eligibility and Completeness**

DSLBD staff will conduct an Eligibility Review after each submission deadline to: 1) confirm that Applicants and their Demonstration Projects are eligible to apply and meet the requirements are detailed in Section 3 of this document; and 2) the application is complete -- all questions answered, all documents provided.

- If all eligibility requirements **are met**, all **questions answered**, and **complete documents** uploaded → DSLBD will forward application for scoring
- If one or more eligibility requirements **are not met** → DSLBD closes application for ineligibly
- If the application **missing any required items** → DSLBD closes application for incompleteness

**C. Panel Review and Selection Criteria**

DSLBD will select grant recipients through a competitive application process.

**1. Panel Review for Scoring**

DSLBD will forward eligible and complete applications to a review panel, which is composed of DC

Government employees. The Review Panel will use the selection criteria below to score applications and provide comments, which the DSLBD Director will take into consideration when selecting grant recipients.

## 2. Selection Criteria

- 1) Impact on sanitation or rodent activity (30 points)
- 2) Demonstration of collaboration among businesses including the number of businesses that are part of a Multiple-Business Demonstration Project (30 points)
- 3) Viability of the compactor implementation plan to achieve the desired outcome. Through a description of the implementation plan, including location, vendors and timelines and demonstration that the applicants, their installer(s) and hauler(s) have a sound methodology for addressing the issues outlined above. (40 points)
- 4) (optional) Additional Points Available for applicants that:
  - are part of a Demonstration Project with two (2) or more adjacent businesses (20 points)
  - Creativity and innovation in addressing rodent control and/or sanitation issues (20 points)

## 3. Feedback from DC Health and DPW

DC Health and Department of Public Work (DPW) staff, who work on sanitation and/or rodent issues, will review applications and provide feedback on location conditions and citations issued over the past 12 months to help DSLBD gauge the potential impact of compactor installation. The DSLBD Director will take this feedback into consideration when selecting grant recipients.

## 4. DSLBD Director Selection

The DSLBD Director will take into consideration the Selection Review Panel's scores, feedback from DC Health and DPW, and input from the Director of the Mayor's Office of Clean City (MOCC) before making the final determination of grant awards. DSLBD serves as its own reference in evaluating applications. Applicants' performance on previous DSLBD grants may be factored into grant decisions.

## D. Selection Notification & Acceptance

DSLBD will notify all applicants of its decision within three (3) weeks of the application submission deadline. Businesses that receive a Notice of Selection must email an acceptance/decline within three (3) business days. If a business accepts, they are considered a Finalist.

## E. Pre-Award Process

1. Grant Award occurs when DSLBD and a Selected Applicant executed a Grant Agreement. Before a grant award occurs, Finalists must provide Pre-award Documents listed in Eligibility Requirements, Section 3.D. Items D8 through D15, and described in detail below.
2. DSLBD will give Finalists approximately 5 business days to provide these documents after the accepting the Notice of Selection. **DSLBD reserves the right to withdraw an offer of grant award if the Selected Applicant does not submit their Pre-Award documents within the schedule** provided in the Notification of Selection email and/or the Applicant no longer meets the eligibility requirements outlined in Section V of this document.
3. For Multiple-Business Demonstration Projects, each business must provide Pre-Award documents for their own business.

## F. Pre- Award Documents

DSLBD will post Pre-Award document templates and examples at <http://bit.ly/CompactorGrantTutorials>.

1. **Proof of Insurance**—Selected Applicants must demonstrate that they are insured throughout the grant period of performance (grant agreement effective date through 12/31/2019) by providing proof

of insurance (insurance policy binders or cover pages) for General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization.

2. **IRS W-9 form** —Signed IRS form W-9 from the most recent tax year with a current date. The current W-9 form is available at <http://www.irs.gov>.
3. **Separate Bank Account** — Establish one to receive grant funds. Businesses in Multiple-Business Demonstration Projects may opt to share one bank account if each business owner has signatory authority for the account.
4. **ACH Vendor Payment Enrollment** with the separate bank account number to receive grant fund disbursement electronically.
5. **Master Supplier Information** form with DUNS to establish the business applicant as a “vendor” to receive grant funds.) – Please complete, sign and return via email.
6. **Statement of Certification** – Provide signed letter on business letter using language (attached) provide in the DC Government Citywide Grants manual at <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook/70-nofa-and-application-process> .
7. **Criminal Activity Statement** – Provide signed letter on business letter using language (attached) provide in the DC Government Citywide Grants manual at <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook/70-nofa-and-application-process>
8. **Financials**—Applicants must provide either A) audited financial statements OR B) unaudited financial statements plus copies of tax filings.

**Option #1: Audited Financial Statements**

- Submit certified financial statements, which were reviewed and certified by an independent CPA within the past two (2) years.
- The statements must include the auditor’s notes.

**OR**

**Option #2: Unaudited Financial Documents and IRS Documents**

If audited financial statements have never been prepared, applicants must submit the documents listed below.

- **Organization Budget**—Budget (expenses and income) for Organization’s current fiscal year
- **Income Statement (or Profit and Loss Statement)**—Income Statement which is no more than 1 year old
- **Balance Sheet**—Current Balance Sheet certified by an authorized representative of the organization
- **IRS filings and correspondence for 3 years**—IRS Filings and any correspondence for the last three (3) years before the date of the grant application.

9. **Executed Grant Agreement.** Applicants who complete an Expression of Interest form may view a sample copy of this agreement in advance.

## Section 6: Grant Administration Requirements

### A. Grantees

Finalists are considered Grantees when they complete and submit the Pre-Award documents and receive a duly-executed grant agreement signed by the DSLBD Director.

### B. Grant Agreement & Draft

Grantees must comply with the terms of the executed grant agreement, which include but are not limited to the information in this section. Prospective Applicants are encouraged to review all grant terms in the sample grant agreement at <http://bit.ly/CompactorGrantTutorials>.



### C. Grant Funds Disbursement and Managing Grant Funds

1. Grantees will receive their grant award in one lump sum per the disbursement schedule (Exhibit A of the Grant Agreement). This will enable Grantees to have grant funds on hand to pay for eligible, approved costs as they are incurred.
2. Grant funds must be held in separate bank account only used for this Program's grant funds
3. DC Government pays all invoices within thirty (30) days of receipt of invoice if the Grantee is current with all its reporting.
4. Grant fund disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the Program grant funds.
5. Grantee shall pay their vendors in installments or a single payment at the end of service delivery. Grantees and shall not pay any vendor in a single upfront payment before services are rendered.
6. Grantees must submit eligible receipts for all grant funds received.
7. By August 23, 2019, Grantees must return grant funds that are:
  - a. not expended on eligible costs by July 30, 2019; or
  - b. not documented by eligible receipts the August 10 monthly report (see next page, Section 6.F).

### D. Sub-contracting and CBE Utilization

1. Certified Business Enterprises (CBE) are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small and veteran-owned (Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Law 16-33; D.C. Official Code 2-218.01 et seq.).
2. Applicants must demonstrate that they will spend at least 35% of grant funds with a CBE, excluding any costs pre-approved by DSLBD in its sole discretion.
3. Applicants may locate CBE businesses by: a) searching the online CBE database at <https://dslbd.secure.force.com/public>; and b) reading the *Finding and Working with Vendors and CBEs* document in Library or Tab 4 of the online application form.
4. Generally, costs that may be excluded by DSLBD in its sole discretion include services in which there are no CBE companies to provide said services. A Grantee must provide a written request for prior approval of excludable costs. If awarded the Grant, the Organization must comply with the plan or be subject to a fine and/or being barred from entering into future grant agreements with DSLBD. If the Grantee subcontracts a portion of the Grant and fails to achieve this requirement, the Grantor may impose a fine not to exceed 10% of the total amount that should have been procured with CBEs as determined by the Grantor in its sole discretion or the amount of the shortfall between the amount that should have been expended with CBEs and the actual amount expended with CBEs, whichever is greater. In addition, failure to adhere to this requirement could result in the Grantee being prohibited from entering future grant agreements with Grantor.

### E. Reporting – Grantees will use an online reporting system through January 2020 to report:

1. Progress on implementing their compactor installation plan;
2. Photos of compactor installation and other images that convey use and impact of grant funds;
3. Information about impact of compactor (e.g., rodent activity, number of sanitation citations);
4. Provide receipts by August 10, 2019 for allowable expenses paid with grant funds. **Receipts are needed for all grant funds.** If eligible receipts total less than the disbursed grant award amount, Grantees must return the funds (see F. below); and
5. Expense reporting which comprises submitting expense justification documentation (receipts) **for all expenses** for which grant funds are used.

**F. Return of Funds**—By August 23, 2019, Grantees must return any unused or undocumented grant funds to DSLBD. This includes but is not limited to:

1. Unused grant funds as of July 30, 2019 (i.e., not expended, balance in grant bank account);
2. Grant funds used for ineligible costs based on DSLBD review of Grantee’s reports; and
3. Grant funds for which the Grantee has not submitted an eligible receipt by August 10, 2019.

## Section 7: Questions & Updates

Interested Applicants may ask questions at the following opportunities.

- A.** DSLBD will schedule a **Pre-Application Information Session(s)**. To receive updates on session dates and locations, please complete an form at <http://bit.ly/CompactorGrantEOI>
- B.** **All questions must be submitted in writing.** Email questions to [camille.nixon@dc.gov](mailto:camille.nixon@dc.gov). DSLBD will share redacted questions and responses with all Applicants so that they may access the same information.
- C.** **Additional guidance documents** will be posted in the Library section of the online application.
- D.** **Need Translation?** ትርጉም ያስፈልገዎታል? ¿Necesita traducción? الترجمة؟ تحتاج Besoin de traduction? 需要翻译? Unahitaji tafsiri? 번역이 필요하십니까? Cần dịch? **(202) 727-3900.**

## Section 8: Reservations

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. Funding for this award is contingent on continued funding from the grantor. The publication of the RFA does not commit the Agency to make an award.

DSLBD may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any DSLBD federal regulation or requirement.

DSLBD reserves the right to accept or deny any or all applications if DSLBD determines that it are in the best interest of the District to do so.

DSLBD shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant’s sole responsibility.

DSLBD may conduct pre-award on-site visits to verify information submitted in a grant application.

DSLBD serves as its own reference in evaluating applications. Applicants’ performance in managing previous grants will be factored into grant decisions.

DSLBD shall notify the applicant if it rejects that applicant’s proposal.

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.

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, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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.

Applicants are responsible to review and adhere to any RFA addenda or amendments posted in the online application form.