



## CLEAN TEAM PROGRAM 2021 Round Two Request for Applications (RFA)

The Department of Small and Local Business Development (DSLBD) is soliciting grant applications from eligible applicants to operate and manage 2021 Clean Team Programs for the following service areas. Grants may be renewed for one year, in FY 2022, depending upon grantee performance.

Service Area	Funding
Eastern Market	\$130,870.00
Ivy City	\$130,870.00

The submission deadline is **Thursday, September 17<sup>th</sup>, 2020 at 12:00 PM.**

The Clean Team **Program Objectives** are as follows.

1. Improve the appearance of the commercial district to help increase foot traffic, and consequently, the opportunity for increased customer sales.
2. Provide jobs for DC residents.
3. Reduce litter, graffiti and posters, which contribute to the perception of an unsafe commercial area.
4. Maintain an attractive tree canopy, including landscaping, along the corridor.
5. Support Sustainable DC goals by recycling, mulching street trees, using eco-friendly supplies, and reducing storm water pollution generated by DC's commercial districts (<http://sustainabledc.org>).

The **Basic Clean Team** services are: removal of litter; graffiti abatement; removal of illegal posters/stickers; removal of snow and ice; recycling; street tree mulching; reporting public space defects; landscaping (weeding and mowing) and, business outreach. Applicants may also propose **Additional Services**.

DSLBD published the initial Notice of Funding Availability (NOFA) in the August 7, 2020 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>. **The Application Submission Deadline is Thursday, September 17<sup>th</sup>, 2020 at 12:00 PM.**

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** DSLBD Clean Team Program 2021/Round 2, Request for Applications (RFA) page 1

**online application.** Applicants are responsible to review and adhere to any RFA addenda or amendments.

## **I. APPLICANT ELIGIBILITY**

Nonprofit organizations and Certified Business Enterprises, which meet the following requirements, are eligible to apply. Entities that do not meet the following requirements are ineligible to receive grant funds and DSLBD will not review their applications.

DC Government requires all organizations receiving grants to meet these requirements. To learn more about citywide grant requirements, visit the Office of Partnership and Grant's Citywide Grants Manual and Sourcebook (<http://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>).

### **Eligibility Requirements for which Applicants must submit in their online Application Form on or before September 17<sup>th</sup>, 2020 at 12 PM.**

1. **Licensed to conduct business in the District of Columbia** – Applicants (both businesses and nonprofit organizations) must be incorporated within the District of Columbia and hold a valid business license.
2. **Proof of Nonprofit or CBE Status, if applicable**—Nonprofit applicants must upload a copy of their Tax-Exempt Status Determination Letter issued by the Internal Revenue Service in either the Organization or Eligibility section of the application. CBE applicants must provide a copy of their certification number and the name of the applicant organization must match the name of the certified business.
3. **Commitment to Hire All DC Residents**—Attest to hire District residents for all crewmembers and supervisors by checking the appropriate boxes in Section 5 (Staffing) of the Service Area Proposal.
4. **Fiscally responsible**—Applicants must provide either A) audited financial statements OR B) unaudited financial statements plus copies of tax filings.

#### **A. Audited Financial Statements**

- Certified financial statements, which were reviewed and certified by an independent CPA.
- The statements must include the auditor's notes.

**OR**

#### **B. Unaudited Financial Documents and IRS Documents**

- **Organizational Budget**—Budget (expenses and income) for Organization's current fiscal year. This document should also define the organization's fiscal year.
- **Income Statement (or Profit and Loss Statement)** — Income Statement which covers 12 months of revenues and expenses.
- **Balance Sheet**— Balance Sheet which show the recent assets and liabilities for the applicant 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. If the applicant is less than three (3) years old, send any IRS filings that have been made.

5. **Attestation** –Check the box in the online application that indicates the point of contact is the authorized representative for the organization and the above financial statements are the true statements for this organization. This box can be found immediately following the fields to upload financial documents, in Section 4 (Financial Documents) of the Eligibility Record.
6. **Eligible to receive public funds**— Check the box in the online application which allows applicants to attest that applicant organization uses Generally Accepted Accounting Principles, is current on all federal and District taxes, can secure a bond, has not been suspended by any District contract-regulating Agency, operates a drug-free workplace, has the ability to financially manage and operationally implement this grant, is eligible to receive the grant, and agrees to indemnify, defend, and hold harmless the Government of the District of Columbia. This box can be found in Section 5 (Eligible for Public Funds) of the Eligibility Record.
7. **Insured throughout the grant period of performance** — Check the box in the online application which allows applicants to attest in online application that your Organization, if selected for grant award, will provide proof of insurance (insurance policy binders or cover pages) for:
  - a. General Liability with DC Government **endorsement language**;
  - b. Auto Insurance (for truck used to implement Program); and,
  - c. Workers’ Compensation.

This box can be found in Section 6 (Insurance Attestation) of the Eligibility Record.

## II. Request for Applications

**The Request for Applications (RFA).** This document, which includes a detailed description of clean team services, service area boundaries, applicant eligibility requirements, and selection criteria, is meant to be an instruction manual for the online application. Applicants should review it closely.

**The Application.** This is the online portal through which an Applicant provides all information requested in the RFA. Applicants must demonstrate eligibility. They may also use the application to demonstrate their capacity to provide proposed services, capacity to manage grant funds. They may also propose a service delivery plan and budget.

The online Application Form opened on **Monday, August 17, 2020.**

To access the online application forms, an organization must complete and submit an online **Expression of Interest** (Registration) form at <https://octo.quickbase.com/db/bqqi4qhem>. DSLBD will **activate online access within two (2) business days** and notify registrants via email. The email will contain instructions on how to access the online application. Please submit only one registration form for your Organization. By requesting an application, your Organization is NOT obligated to apply.

### **Pre-Application Meetings**

---

DSLBD will hold a pre-application meeting on Thursday, August 27, 2020 at 1:00 PM at and will hold a second pre-application meeting on Tuesday, September 1, 2020 at 10:00 a.m. Both meetings will be conducted online. Anyone interested in attending the information session may send an email to Donnell Davis ([donnell.davis@dc.gov](mailto:donnell.davis@dc.gov)) to obtain a link to the meeting.

### III. Clean Team Service Delivery Details

#### BASIC SERVICES

---

All proposals should address how the team will perform the following required basic clean team services.

1. **Litter removal** – Remove trash and debris on sidewalks, gutters, and tree pits using sweeping and picking methods. Remove trash and debris from DPW street trashcans if/when trashcan contents are at or near capacity. Displacement of debris by water hoses and blowers is not allowed.
2. **Recycling** – Includes: a) sorting of recyclable materials (glass, plastic, aluminum) from trash collected in street, sidewalks, gutters, and tree boxes; b) transporting recyclable materials separate from litter to nearest DPW transfer station; and, c) placing recyclables in recycling section of DPW transfer station (i.e., do not comingle with litter). Team members will collect recyclables in a trash bag attached to the side of the barrel, keeping recyclables separate from trash at all times.
3. **Graffiti removal** – Abate (remove or cover with paint) graffiti from commercial properties, lampposts, street signposts, benches, mail boxes, and fire boxes, which are located on streets within the service area boundaries and side streets within 10 yards of the service area. Obtain written permission from property owner to remove graffiti prior to remediation. Track and report location and include before/after images of graffiti remediation. Graffiti higher than 8 feet should be reported to DPW via 311 for removal.
4. **Illegal poster/sticker removal** – Remove of illegal posters, stickers, and signs from lampposts, street signposts, benches, mailboxes, and fireboxes including flyers, stickers and printed material. Obtain any permits or other consents from other agencies, property owners or entities having jurisdiction over such property.
5. **Snow and ice removal** – Within 8 hours of the end of snowfall, remove snow and ice from sidewalks, entry path from sidewalk to businesses' entrance doors (unless the entry path is more than ten feet long), crosswalk curb cuts, and sewer catch basin openings. Eco-friendly ice melt must be used.
6. **Weeding** – Weed sidewalks and tree boxes, curbs and other designated locations in the service area on a daily basis. If chemicals are used to kill weeds, only eco-friendly herbicide may be used.
7. **Mowing grass** – Mow grass located in area between sidewalk and gutter and public areas within the service area, ensuring that all grassy areas are always well maintained.
8. **Mulching tree boxes** – Mulch all tree boxes at least once a year following the mulching guidelines published by DDOT Urban Forestry Administration (i.e., 3 inches organic mulch placed 3 inches away from trunk and not mounded against the tree trunk).
9. **Public Space Defects** – Observe and report public space defects using 311 system. Public space defects include but are not limited to broken street lights and sidewalks, damaged tree box fencing, low-hanging tree limbs, bulk trash removal, illegal dumping visible in alleys, graffiti higher than 8 feet, tree pruning, and clogged sewer catch-basins.
10. **Business Outreach** – Grantee's supervisor and crewmembers are expected to build rapport with businesses in the corridor they are servicing. The grantee should provide adequate training and information so that crewmembers can communicate to businesses about the Clean Team Program and its services. It is important that businesses know about the Clean Team services available to them. The grantee is also required to provide monthly reports to DSLBD on the number of business contacted each month.

## **ADDITIONAL SERVICES**

---

Applicants, who propose additional services with a viable implementation plan, may receive bonus points during the scoring process. The proposed additional services should support the Program Objectives (listed on page 1 of this document). Examples of additional services include the following.

- Landscaping (installing plants and watering them throughout the year)
- Gum removal several times throughout the year
- Washing sidewalks several times throughout the year
- Watering street trees
- Other services identified by Applicants, which meet the program objectives

## **OPERATING SCHEDULE**

---

All Clean Teams will provide services on **Monday**. Applicants may specify the hours and other days of the week during which they will provide basic and additional clean team services.

## **SUB-CONTRACTING and CBE UTILIZATION**

---

**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.).

**Applicants that plan to subcontract any portion of the clean team service delivery are required to hire and contract 35% of those services with a CBE, excluding proposed services that will be expended with non-profit organizations and other excluded costs pre-approved by DSLBD in its sole discretion. Generally, costs that may be excluded by DSLBD 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 barred from entering into future grant agreements with DSLBD.**

Applicants may **locate CBE businesses** by searching the online CBE database at <https://dslbd.secure.force.com/public>.

If your Organization has a question about subcontracting and exclusions, please contact DSLBD prior to application ([donnell.davis@dc.gov](mailto:donnell.davis@dc.gov)).

## **TEAM MEMBER COMPOSITION and RESIDENCY**

---

A clean team may be comprised of part-time and/or full-time employees. Employees can be described as the follows.

- **Crew** is a person who works each service day on the street to provide basic and additional services.
- **Supervisor** is a person who manages the crew and may work on the street to provide basic and additional services.
- **Program Coordinator** is a person who works for the Grantee Organization or service provider to provide reports and documentation to DSLBD.

**All team members must be documented DC residents.** During the grant period of performance, the Organization must maintain the committed level of DC resident hiring. Acceptable documentation is a driver’s license or photo-identification card issued by DC Government that has not expired.

Team members **shall not be a DC Government employee.**

Team members shall not work a **separate full-time job**, while also working as a full-time member of the Program Team without obtaining approval from DSLBD in advance.

## **LANGUAGE ACCESS**

If awarded a grant, Grantee Organizations and their subcontractors would need to comply with the Language Access Act of 2004, D.C. Law 15-167, (D.C. Official Code §§2-1931 - 1937) (“Language Access Act.”) A person with “Limited or no-English proficiency” (“LEP/NEP”) means the inability to adequately understand or to express oneself in the spoken or written English language.

The Grantee/subcontractor shall provide a means of communicating with LEP/NEP persons (e.g., oral or written translation) and report these interactions on a monthly basis to DSLBD.

For details of the requirement, please review the Grants Agreement template provided with the application.

## **IV. Grant Award Amount, Period of Performance and Service Areas**

DSLBD will award one grant for each of the services areas listed below (i.e. **a total of 2 grants**). Grant amounts are noted for each service area.

The grant **Period of Performance** is November 1, 2020 through September 30, 2021. Grants may be renewed for a second performance period of October 1, 2021 through September 30, 2022.

Maps of the service areas are available in the online application. The Service Areas and Boundaries are as follows.

<b>SERVICE AREA</b>	<b>DESCRIPTION</b>	<b>GRANT AMOUNT</b>
Eastern Market	Pennsylvania Ave from 6th Street, SE to 7th Street, SE; 7th Street, SE from Pennsylvania Avenue, SE to North Carolina Avenue, SE; C Street, SE from 6th Street, SE to 8th Street, SE.	\$130,870.00
Ivy City	Mt. Olivet Road, NE, to Trinidad Avenue, NE, back along Mt. Olivet Road, NE, to West Virginia Avenue, NE to Fenwick Street, NE to Galludet Street, NE to Kendall Street, NE back to Corcoran Street, NE and concludes at Mt. Olivet Road, NE.	\$130,870.00

## Eligible Expenses

1. **Programmatic Costs**—Goods and services used to fulfill grant obligations for a specific service area. These can include the following expenses.
  - Labor costs for crewmembers, supervisors and program coordinators (i.e., wages, salary and fringe).
  - Equipment for implementing services and stickers to brand the trash can with DSLBD logo and the words “Clean Team.” Equipment includes those items required to perform all services: litter and recyclables removal; graffiti removal; illegal poster/sticker removal; snow and ice removal; weeding; mowing grass; and, mulching tree boxes.
  - Team Uniforms for the crew and supervisor branded with the DSLBD logo and the words “Clean Team.”
  - Supplies and materials to provide basic and additional services (e.g., for cleaning, mulching trees, landscaping, planting).
  - Transportation costs (fuel, vehicle insurance and repair/maintenance), which are reimbursed at a rate stipulated by IRS Standard Mileage Rate (currently 57.5 cents per mile; IRS may adjust at beginning of each calendar year).
  - Rental of storage facility located in the District of Columbia.
  - Subcontracts for services, such as landscaping or gum removal, if they comply with CBE utilization requirement.
2. **Administrative Costs**—Grantee’s operating costs. Administrative costs may not exceed 15% of the total cost of the contract. **Grantee must be able to document administrative costs with receipts for costs incurred.**

Administrative Costs may include but are not limited to: Grantee staff, Accounting fees, Bank Account Establishment and service fee, Devices and Service fees (e.g., cell and walkie-talkie, approved by DSLBD where only related to the performance of the Grant); Office Equipment; Office Supplies; Payroll Processing Services; Insurance Costs; and, Rent.

If your Organization has a question about expense eligibility, please **contact DSLBD prior to the application deadline at** [donnell.davis@dc.gov](mailto:donnell.davis@dc.gov).

## Additional Budget Notes

---

1. DC Law requires a **Living Wage** for affiliated employees.
  - Applicant Organizations are required to pay affiliated employees, who perform services pursuant to this Grant and are paid with Grant Funds during the Grant Period, no less than the “**DC Living Wage**” as defined by the Living Wage Act of 2006, Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) regardless of whether applicant is an exempt organization. As of July 1, 2020, the Department of Employment Services (DOES) set the Living Wage rate at \$15.00 per hour regardless of whether health care benefits are provided. The wage may increase for 2021. In proposing a budget for services through September 30, 2021, Applicants should plan accordingly for any possible increases.
  - “**Affiliated employee**” means any individual employed by Grantee who performs services pursuant to this Grant, including any employee of a contractor or subcontractor of Grantee who performs services pursuant to this Grant.

- All of the **Grantee’s subcontractors** are required to pay their affiliated employees no less than the living wage if the subcontractor received \$50,000 or more from the Grantee, provided the funds used to pay the subcontractor are Grant funds.
  - **To learn about wage requirements and the legislation**, please visit <https://does.dc.gov/service/office-wage-hour-compliance-0>.
2. **Holiday and Administrative Closing Pay**—Grantees may, but are not required, to use grant funds to pay hourly-wage workers (crew and supervisors) for Federal and District holidays and days that the DC Government is closed for inclement weather (administrative closing). Please calculate your wage/fringe amount accordingly.
  3. Applicants may seek reimbursement for **use of vehicles used** to implement the Program. Expenses are documented with a transportation log (date, miles for each service day the vehicle was used in the implementation of the Program).
    - DSLBD uses the Internal Revenue Service’s (IRS) Federal Mileage Reimbursement rate, which is 57.5 cents for 2020. Generally, the IRS announces any changes to rate in December. The IRS typically publishes the 2021 rate in December 2020.
    - DSLBD will not accept receipts for gas, auto insurance, auto repair or maintenance services since all of these expenses are covered by the Federal Mileage Reimbursement Rate.
  4. **Administrative costs should be prorated** based on how much the associated expense item is used for the implementation of the Program. A Grantee must be able to document indirect costs with receipts for costs incurred.
  5. If awarded a grant, the Grantee shall conduct regular **drug testing** of the Program Team. Drug tests expenses may be billed against the grant.
  6. If awarded a grant, all Grantees shall secure the use of a **storage facility located in the District of Columbia** to secure all Program equipment and supplies.
  7. If awarded a grant, all Grantees shall **brand the exterior-most uniform item** worn by all team members, and the **trashcans used by the team members**, with the current DSLBD color logo and the “Clean Team” program name.
  8. If awarded a grant, all Grantees should budget for any **tipping fees** charged by the Department of Public Works (DPW) for transporting trash and recyclables to DPW facilities. As a courtesy, DSLBD will request that DPW waive the fees for Clean Team Grantees. However, if DPW does not approve, Grantees must pay the DPW fees, which is an allowable use of grant funds.
  9. If awarded, Grantees are required to submit **justification documentation (receipts)** for **all expenses** (programmatic costs and administrative) for which grant funds are used.
  10. If awarded, Grantees can request **reimbursement** only for **eligible expenses** that are listed in the Grant Agreement and incurred no earlier than November 1, 2020 and no later than the end date of the Period of Performance (September 30, 2021).



## V. Application Submission

### Expression of Interest (Registration Form)

---

To complete, sign and submit an *Expression of Interest* (Registration) form, please visit <https://octo.quickbase.com/db/bggi4ghem>

### Accessing Online Grant Application

---

Interested Applicants who submit an *Expression of Interest* form online (see above) will receive email instructions within two (2) business days on how to access the online application form.

In the online application, the **Board Chair must attest** that the person listed as the *Point of Contact* in the application has been approved to communicate and apply on behalf of the Organization.

### Application Submission Deadline

---

**Application Submission Deadline is Thursday, September 17th, 2020 at 12:00 PM. Late submissions will not be accepted.**

Applicant Organizations should submit application responses and documents before the deadline to avoid any computer server bottleneck that may occur if many users are submitting in the final hour or day.

### Submission Tips

---

- **Save frequently**, (green button in upper right corner of each page).
- Have your application as complete as possible by **September 9<sup>th</sup>**, so that you **can take advantage of DLSBD's eligibility pre-review**.
- **Create narrative responses offline** (e.g., in Word) and then copy into the online form fields
- **Allow ample time to upload large documents** (i.e., attachments greater than 10MB in size).
- **Complete submission before the deadline** to avoid any computer server bottleneck that may occur if many users try are submitting in the final hour or day.
- **Build in time to review final responses** to make final changes on application.

## VI. Review, Selection Notification, Award Documents, and Starting Services

### Eligibility Review & Correction

---

On **September 9<sup>th</sup>, 2020, 12:00 p.m.**, DSLBD will review applications to confirm if the Applicants meet the eligibility requirements listed in Section I of this document.

If an Applicant Organization's eligibility requirement responses are incomplete, DSLBD will notify the Applicant's point of contact by **September 11<sup>th</sup>, 2020**, which gives applicants **3.5 business days** to upload any missing documents that would eliminate their application from competition.

## Selection Criteria

---

Applications will be reviewed and scored based on the following criteria.

1. **Capacity** (50 % of total score)
  - a. Demonstrated capacity to provide clean team or related services public spaces and/or commercial districts.
  - b. Demonstrated capacity to manage grant funds.
  - c. Prior experience with providing job training and social support services.
2. **Basic Services** (50% of the total score)—Proposed service delivery plan for basic clean team services.
3. **Additional Services** (Optional, up to 25 bonus points)—Proposed service delivery plan for additional clean team services.

Total maximum score will be 125 points (100 for required criteria and 25 for optional services).

## Selection Notification and Award Documents

---

DSLBD will notify all applicants of their status by **October 8<sup>th</sup>, 2020**.

**Applicants must submit the following documents before a grant agreement can be finalized.**

DSLBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents and/or does not demonstrate that it meets the eligibility requirements outlined in Section IV of this document.

1. **Clean Hand Certificate**—Selected Applicants must obtain a Clean Hands Certificate from [mytax.dc.gov](http://mytax.dc.gov) and send a copy to DSLBD.
2. **Proof of Insurance**—Selected Applicants must demonstrate that they are **insured at the beginning of the grant period of performance** (11/01/2020) by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below.
  - General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization. A sample binder with the endorsement language is available in the online application.
  - Auto Insurance for the truck used to implement Program, in the name of the Applicant Organization or, if subcontracting basic services, in the name of the Subcontractor Organization.
  - Workers Compensation Insurance in the name of the Applicant Organization, or in the name of the Subcontractor Organization if your Organization is sub-contracting basic services and ALL the team members are employees of the subcontractor.

Acceptable proof of insurance includes policy binders or policy binder cover sheets. View an example of Proof of Insurance on the online application home page.

3. **Forms for Payment**—if awarded a grant, Grantees must complete, sign and return an **ACH form** and **MSS Supplier** form.

4. **IRS W-9 form**—Grantee must provide a completed and signed IRS form W9 with a current date.
5. **Truck Information**—Grantee must provide the model, make and license tag number for each vehicle that it will use to provide clean team services e.g., transporting trash to transfer station and moving supplies, equipment, etc. between the service area and storage area.
6. **Storage Address**—Grantee must provide the address of the secured storage area located in the District of Columbia that will hold equipment and supplies used for the grant.
7. **Clarification Items**—If applicable, Grantee must provide responses to any items that DSLBD stipulated in the Notice of Grant Award (NOGA) that needs clarification

## Starting Services

---

The Clean Team must start services Sunday, **November 1, 2020**.

**Grantees must submit the following documents.** DSLBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents.

1. **Document Hiring of DC Residents for All Team Positions**—Provide documentation to DSLBD that all team members (crew and supervisor) are current DC Residents.

Acceptable documentation is a driver's license or photo-identification card issued by the DC Department of Motor Vehicles that is current.

During the period of performance, the Organization must maintain the committed level of DC resident hiring.

**Grantees must participate in Service Area Walk Through by October 30, 2020.** DSLBD will coordinate with the Organization to schedule a date/time. The Organization's grant Program Coordinator; Team Supervisor and Crewmembers must attend. The goals of the walk through are as follows.

- confirm the Team understands the service area boundaries
- address any questions about service provision
- identify potential "hot spots" that may need particular attention
- confirm the Team Members have equipment, supplies and uniforms needed to perform services

## VII. Reporting and Payment Processing

### Reporting

---

Grantees will use an online reporting system to report the following information.

1. Workload indicators for each day on which services are provided. Indicators include the following metrics.
  - a. Weight of litter and recyclables collected (actual weight obtained once a month at Fort Totten transfer station for a load from a single service area).
  - b. Properties abated of graffiti.
  - c. Posters/Stickers removed.
  - d. Snow Removed and/or other services related to the treatment of snow.

- e. Weeding of sidewalks and grass strips between sidewalk and gutter.
  - f. Mowing grass strip between sidewalk and gutter.
  - g. Public Space Defects Reported to 311.
  - h. Mulching tree boxes at least once a year.
  - i. Provision of any Additional Services proposed.
2. Monthly expense reporting which comprises submitting **expense justification documentation (receipts) for all direct and administrative expenses.**
  3. Updates regarding staffing changes and proof of DC residents hired (must provide proof of DC residency), which are submitted within three (3) business days.

## **Disbursement**

---

Grantees will receive a start-up disbursement by November 7, 2020. The initial amount will be 25 percent of the full Grant Award.

Thereafter, DSLBD will issue disbursements according to a quarterly schedule if Grantee is current with its monthly and quarterly reporting requirements. The final disbursement is contingent on complete reporting and will be adjusted for inadequately documented expenses.

DC Government pays all invoices within 30 days of receipt of an approved invoice. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the Program grant funds.

## **VIII. Reservations**

Funding for any grant award is contingent upon funding from the DC Council. The publication of this grant application does not commit DSLBD to make any awards.

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 may suspend or terminate an outstanding RFA pursuant to its own grant making 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 is 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 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.

## **IX. Questions**

- Email questions to [donnell.davis@dc.gov](mailto:donnell.davis@dc.gov). DSLBD will share the questions and responses with organizations that complete an *Expression of Interest* form.