

DC Commercial Compactor Demonstration Project Grant Request for Applications (RFA)

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 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 Section 2.A. below). **Applications are due to DSLBD via online submission at 12:00 p.m. on Friday, December 7, 2018.**

Interested in applying, helping a business apply or obtaining additional information? Please:

- **Read RFA Part 1: Instructions** (this document)
- **Complete an Expression of Interest form** at <http://bit.ly/CompactorGrantApplication> to receive updates or start an application. Completing this form does not commit you to applying.

RFA Part 1: Instructions—This document, which contains an overview of the grant Program, eligibility requirements and details about the application, selection, grant award and grant administration processes.

RFA Part 2: Expression of Interest and Online Application – To start a grant application, please complete an Expression of Interest form at <http://bit.ly/CompactorGrantApplication>. DSLBD will then create an online application based on that initial information and email a link in October so that you may access and complete the online application by December 7, 2018, 12:00pm.

Request for Applications (RFA) Part 1: Instructions

Section 1: Funding Opportunity

A. Program Objectives

This FY19 Commercial 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.

B. Eligible Applicants

1. **Businesses** (commercial, for-profit entities) may submit an application for consideration.
2. **Multi-unit residential properties** (licensed, for-profit) that are located in commercial corridors may submit an application for consider IF they are part of a mutli-entity application that includes at least one (1) business entity (see Section C.1.).
3. **Each applicant** (business or multi-unit property) must demonstrate that it meets all the eligibility requirements outlined in Section 3.

C. Eligible Demonstration Projects

A demonstration project comprises one or more Eligible Applicants (Sections 1.B and 3) that propose to install a commercial compactor(s) to reduce sanitation issues and rodent activity in a commercial corridor.

Single-Business Demonstration Project:

- Only (1) Eligible Applicant that is a business will use the compactor.
- One application is submitted.
- Applications from a single multi-unit properties will not be accepted.

Multiple-Business Demonstration Project: Two (2) or more Eligible Applicants that are **adjacent or nearby** and **collaborate** their compactor use efforts.

- **Project Participants**—Eligible Applicants on the project may businesses or mutli-unit residential properties. (“Project Participants”).
- **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 mutli-unit residential properties may not apply.
- **Application**—Each Project Participant shall submit an application and meet the eligibility requirements (Section 3).
- **Coordination**—All Project Participants shall describe their coordinated efforts in their Installation Plan (required). 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:

- **Request higher grant award per applicant** if businesses are adjacent OR nearby. The more businesses, the greater the average grant amount per business. For example, the maximum grant request for:
1-business project is \$16,000 for the single business
2-business project is \$36,000 which averages of \$18,000 per business
4-business project is \$80,000 which averages of \$20,000 per business
- **Extra points during scoring** if the businesses are adjacent i.e., directly next to each other (Section 5).

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/CompactorGrantApplication> check “interested in collaborating.” DSLBD will connect you via email to any nearby businesses that also expressed interest in collaborating. Beyond making this initial introduction, DSLBD cannot be a party to the application preparation or coordination between applicants.

D. Application Preparation Helpers are other organizations or other entities that would like to help Eligible Applicants prepare an application or help them collaborate with adjacent/nearby businesses on a Multiple-Business Demonstration Project. *For example, Business Improvement District (BID) organizations, DC Main Street organizations, a business' landlord and property managers.*

In order to gain access to an Application, an Application Preparation Helper must:

1. **Obtain written Letter of Consent** on the Eligible Applicant's letterhead and signed by the business owner(s). If helping on an application with multiple businesses, Application Helpers may submit just one Letter of Consent that is signed by all businesses in the application OR an individual Letter of Consent from each business.
2. **Submit the Letter of Consent**
 - Helpers may submit via the Expression of Interest form <http://bit.ly/CompactorGrantApplication>.
 - Businesses or multi-unit residential properties may submit via their online application form.

NOTE:

- Business/Multi-unit Residential Property Owners are solely responsible for the content and timely submission of their application, even if they engage an Application Preparation Helper.
- DSLBD will help but is not responsible to connect prospective applicants.
- DSLBD is not a party to the preparation and submittal of applications. This includes the process or efforts of Application Preparation Helpers and the Applicants that they are helping.
- Application Preparation Helpers are not compensated by DSLBD, are not a party to an executed grant agreement nor may receive grant funds from Grantees.

E. Eligible Use of Funds

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

1. Purchase or lease a commercial trash compactor that is completely sealed when closed (i.e., no gaps).
2. Costs associated with installation of a commercial trash compactor such as electrical wiring and pouring concrete pad.

F. Target or "Hot Spot" Areas

To increase the impact of grant-funded compactors in areas of the District with greater sanitation issues and rodent activity ("hot spot area"), DSLBD will award points for applications that demonstrate they are located in a hot spot area (see Section 5.A.1. of this document).

The following data sources may help a business determine if it is located a hot spot and obtain information to include in its application.

Applicants may use other data sources as well to demonstrate the potential impact of the compactor.

- Rodent Inspection and Treatment in Last 30 Days (search "Rodent" at <http://opendata.dc.gov>)
- Rodent/Insect Control - Last 30 Days (search "Rodent" at <http://opendata.dc.gov>)
- Sanitation Enforcement - Last 30 Days (search "Sanitation" at <http://opendata.dc.gov>)
- Research about rat and sanitation issues in the District such as <https://www.washingtonpost.com/graphics/2018/local/rat-calls>

Section 2: Award Information

A. Number of Awards — DSLBD will award approximately 4-15 grants, depending on the number and type of projects selected (i.e. Single- or Multiple-Business Demonstration Projects). 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.

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

B. Period of Performance— The period of performance for this grant will be January 2019 through September 30, 2019.

C. Funding Restrictions

Grantees may only expend Grant funds on eligible costs 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 1, 2019. See Section 2.E. for general list of eligible costs.

Section 3: Eligibility Information

Only Applications that meet the eligibility requirements will be submitted to the Selection Panel for scoring.

A. Eligible Requirements each Applicant submits in its Application

At the time of application, each business/multi-unit property must submit the following information and documents in its online application form (RFA Part 2). Applications submitted without all the information or with incorrect or incomplete information will not be considered by the Selection Panel.

Not sure if your eligibility documentation is complete?

Consider submitting it **by November 27 for Early Review** (see Section 4.B.). DSLBD will review by November 30 and email a confirmation if it is complete or indicate how to correct. Applicants have through the December 7, 2018 deadline to correct and upload with their application. This optional but encouraged.

- 1. Business License Number and Screen Shot** — All applicants must have a valid Business License issued by the Department of Consumer and Regulatory Affairs (DCRA) and provide the number of that license and screen shot or image of the DCRA record. If the license expires during the application selection period or pre-award period, an Applicant may be required to renew it and provide proof of a current, valid license to be considered for application selection or grant award.
- 2. Federal Employment Identification Number (FEIN)** —All applicants must have a FEIN number and include it with the application. Applicants can obtain an FEIN number from www.irs.gov. The FEIN must be registered with the DC Office of Tax and Revenue (OTR).
- 3. Site Control** —All applicants must demonstrate site control of each of the businesses and multi-unit properties that are part of the applicant. Acceptable documents include:
 - Copy of signed lease that is current through December 2019

- Copy of deed in the name of the business or an individual owner of the business where the grant-funded compactor will be located.

4. Installation Plan —All applicants must submit an Installation Plan form that is completed and signed by their proposed compactor installer (not the Applicant or Applicant Preparation Helper). The plan will demonstrate that the location selected is in the District, is viable and the steps that will be taken to enable the compactor to be operable (e.g., concrete pad, new electrical wiring). Installers must have a valid DCRA-issued license to operate in the District of Columbia. **The compactor must be installed at the location of the business license provided with the application.**

DSLBD will email the Installation Plan form to businesses that complete an Expression of Interest form.

Multiple-Business Demonstration Projects —Each Project Participant on the project must describe their coordinated efforts in their respective Installation Plans if they want to be considered for a larger grant award and receive additional selection point (see Section 1.C.1)

5. Estimates – All applicants must submit estimates for all expenses for which the applicant is seeking grant funds (see Section 1 C above).

Estimates must be from vendors that are:

- Currently licensed in the District of Columbia to provide services (e.g., electrical wiring, waste hauling, installing compactors). It is the sole responsibility of the applicant to confirm that its vendors are licensed.
- Certified Business Enterprises (CBEs) unless the applicant can demonstrate that there are not CBEs providing the service or the available CBEs were asked but were not available or interested in providing an estimate (see Section 6.B.).

Check out Prospective Vendor

DCRA License <https://eservices.dkra.dc.gov/BBLV/Default.aspx>

DC Professional License <https://dcra.dc.gov/professional-licensing>

CBE vendor <https://cbe.dslbd.dc.gov/public/certification/search.aspx>

6. DUNS number is required to receive grant funds. Since it may take up to 30 days for a business to obtain a DUNS number at www.dandb.com, DSLBD recommends that applicants without a DUNS number initiate the process by the application deadline so that, if selected, you may proceed to receive grant funds.

C. Eligibility Requirements that DSLBD confirm (Applicants do NOT need to submit anything to DSLBD)

DSLBD will check the following on or shortly after the December 7 submission deadline.

Applicants are encouraged to check their status and correct any issues well before the December 7, 2018 deadline since payments to DCRA and OTR may take some time to appear on their online systems that DSLBD will use to verify the following. DCRA (<https://corponline.dkra.dc.gov>) OTR (<https://mytax.dc.gov>)

1. Incorporated and headquartered in the District of Columbia

DSLBD check Department of Consumer and Regulatory Affairs (DCRA) at <https://corponline.dkra.dc.gov> to determine an applicant has an “active” incorporation status for for-profit entity.

2. Current with DC taxes

Applicants must be current with their DC taxes. DSLBD will confirm directly with the Office of Tax and Revenue (OTR) using the FEIN provided by the applicant to determine their status is “compliant.”

D. Eligibility Documentation for Selected Applicants

These documents are required of all DC Government grant recipients per the Citywide Grants Manual (<https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>).

If selected to receive a grant, applicants submit the following documentation **within three (3) business days of receipt of Notice of Application Selection**, which DSLBD will email in December. Failure to provide all the documents and complete information may result in the withdrawal of the Notice of Selection (see Section 5.C.) of the application for grant award.

1. Financials—Applicants must provide either A) audited financial statements OR B) unaudited financial statements plus copies of tax filings.

a) 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

b) 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.

Section 4: Application and Submission information

A. Notice of Funding Availability —DSLBD published the Notice of Funding Availability (NOFA) in the September 7, 2018 edition of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities> and in the OPGS Funding Alert.

C. Early Eligibility Review (Optional)

Applicants that submit their eligibility items (Section 3.A.) **by Tuesday, November 27, 2018** may request a preliminary review by DSLBD to determine if these eligibility documents and information is complete. DSLBD will provide a preliminary determination by Friday, November 30, 2018 including steps on how an Applicant may correct or complete these items by December 7th application deadline. DSLBD will not extend the application deadline for incomplete or missing eligibility documentation.

D. Submission Process and Deadline —**Applications are due Friday, December 7, 2018 at 12:00 p.m.**

To start an application, please complete an Expression of Interest form at <http://bit.ly/CompactorGrantApplication>. DSLBD will then create an online application based on that initial information and email a link to the application for you in October for your business or authorized Application Preparation Helper to complete by December 7, 2018, 12:00pm.

Applications must be made through the online application form. DSLBD will not accept applications submitted via hand delivery, mail or courier service.

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.

DSLBD shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

Section 5: Application Review

A. Selection Criteria and Review Process —DSLBD will select grant recipients through a competitive application process.

1. Review for Eligibility and Completeness

DSLBD staff will conduct an eligibility review to confirm that all entities in Demonstration Project are eligible to apply (Section 3.A and 3.B.) and the application is complete (all questions answered, all documents provided).

2. Panel Review for Scoring

A review panel, which is composed of DC Government employees, will review the applications that DSLBD deemed eligible and complete (Section 5.A.1.) and score them against the following criteria with respective weight.

- 1) **Impact on sanitation or rodent activity** based on location in a “hot spot” area (30 points)
- 2) **Demonstration of collaboration among businesses** including the number of businesses that are part of a single application (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. Director Selection

The DSLBD Director will take into consideration the Selection Review Panel’s scores 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 in managing previous grants will be factored into grant decisions.

B. Selection Notification & Acceptance

DSLBD will notify applicants selected for a grant award (“Selected Applicant”) via email by December 21, 2018 (“Notification of Selection”). Selected Applicants must reply with acceptance/decline within three (3) business days. The anticipated deadline for this response to DSLBD is November 28, 2018. DSLBD will notify all other applicants of its decision within one week of awarding grants to Selected Applicants.

C. Pre-Award Documents

Grant Award occurs when DSLBD and a Selected Applicant executed a Grant Agreement. Prior to grant award, Selected Applicants must provide several documents (“**pre-award documents**”).

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.

For Multiple-Business Demonstration Projects , each business must provide pre-award documents.

1. **Executed Grant Agreement.** Applicants who complete an Expression of Interest form may view a sample copy of this agreement in advance.
2. **Proof of Insurance**—Selected Applicants must demonstrate that they are insured throughout the grant period of performance (1/1/19 through 9/30/2019) 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 and Workers Compensation Insurance in the name of the Applicant Organization. Sample of acceptable proof of insurance will be available with the online application.
3. **IRS W-9 form** —Signed IRS form W9 from the most recent tax year with a current date. The current W-9 form is available at <http://www.irs.gov/Forms-&-Pubs>.
4. **Eligible to receive public funds** —Submit a statement on letterhead signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant. Applicants can download a sample letter from the online application.
5. **No criminal indictments or prior criminal charges** — The applicant shall disclose in a written statement, the truth of which is sworn or attested by the applicant. Applicants can download a sample letter from the online application.
6. **DUNS number** (see Section 3.A.6.)

Section 6: Grant Administration Requirements

Grantees must comply with the terms of the executed grant agreement, which include but are not limited to the information in this section. Applicants who complete an Expression of Interest form may view a sample copy of this agreement in advance.

- A. Receipt and Holding of Grant Funds**—Grantees will receive 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. NOTE:
- Grant funds must be held in separate bank account only used for this Program’s grant funds
 - Grantees must submit **eligible receipts for all grant funds** received.
 - **Grantee must return grant funds** that are not expended on eligible costs by July 1 or not documented by eligible receipts by July 10 (see Section 6.D. below).
 - DC Government pays all invoices within thirty (30) days of receipt of invoice if the Grantee is current with all its reporting.
 - Grant fund disbursements will be sent via electronic fund transfer to the Grantee’s separate bank account for the Program grant funds.

B. 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 services are required to hire and contract 35% of those services with a CBE, excluding any costs pre-approved by DSLBD in its sole discretion.

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.

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

C. Reporting – Grantees will use an online reporting system through October 2019 to report:

1. Progress on implementing their compactor installation plan
2. Provide receipts 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 D. below).
3. Photos of compactor installation and other images that convey use and impact of grant funds;
4. Information about impact of compactor (e.g., rodent activity, number of sanitation citations)
5. Quarterly expense reporting which comprises submitting expense justification documentation (receipts) **for all expenses** for which grant funds are used.

D. Return of Funds

By August 1, 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 1, 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 July 10, 2019.

Section 7: Questions & Updates

Interested Applicants may ask questions at the following opportunities.

- A.** DSLBD will schedule **Pre-Application Information Session** for October and early November. To receive updates on information sessions dates and location, please complete an Expression of Interest form.
- B. All questions must be submitted in writing.** Email questions to dslbd@dc.gov up and through December 6, 2018. DSLBD will share redacted questions and responses with all organizations so that all Applicants may access the same information.

Sign-up for Application Updates

Complete the Expression of Interest form at <http://bit.ly/CompactorGrantApplication>

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 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 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 (see below). Applicants are responsible to review and adhere to any RFA addenda or amendments.