



CLEAN TEAM PROGRAM 2015

Request for Application (RFA) Part 1: Program Guidelines and Application Instructions

The Department of Small and Local Business Development (DSLBD) is soliciting grant applications from eligible applicants to operate its 2015 **Clean Team Program**, “the Program” for the following service areas:

New York Avenue, NE
Wisconsin Avenue, NW

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. Reduce litter, graffiti and posters to lessen the perception of an unsafe commercial area;
3. Maintain an attractive tree canopy, including landscaping, along the corridor;
4. Support Sustainable DC goals by recycling, mulching street trees, using eco-friendly supplies, and reducing stormwater pollution generated by DC’s commercial districts (<http://sustainable.dc.gov>); and

Provide jobs for DC residents. The **Basic Clean Team** services are: Removal of litter, graffiti, illegal posters/sticker, snow and ice; Recycling; Street tree maintenance (mulching and watering); Reporting public space defects; and Landscaping (weeding, mowing and planting). Applicants may also propose **Additional Services**.

DSLBD published the Notice of Funding Availability (NOFA) in the October 31, 2014 edition of the DC Register (www.dcregs.dc.gov). Because no applications were received, the grant round has been reopened as of December 15, 2014. The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.

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.

I. REQUEST FOR APPLICATION SECTIONS

The Request for Application (RFA) comprises two parts:

- RFA Part 1: Program Guidelines and Application Instructions (this document), which provides an overview of Program; applicant eligibility requirements; application submission and

selection process; service area boundaries; award amounts; clean team service delivery; and requirements; and

- **RFA Part 2: Application Form** is the online application, in which interested Applicants must: demonstrate its eligibility; capacity to provide proposed services and manage grant funds; and propose service delivery plan and budget.

To access the RFA Part 2 online, Applicants must compete and submit **an *Expression of Interest (Registration) form***. DSLBD will email access instructions within two business days to the Point of Contact listed on the form. **To register and access RFA Part 2, please visit <https://octo.quickbase.com/db/bi5n5mq5b>** .

II. CLEAN TEAM SERVICE DELIVERY DETAILS

BASIC SERVICES

All proposals should address how the team will perform the basic clean team services:

1. **Litter removal**—Removal of trash and debris on sidewalks, gutters and tree pits using sweeping and picking methods; and 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 commingle with litter).
3. **Graffiti removal**—Removal of graffiti from commercial properties, lampposts, street signposts, benches, mail boxes, and fire boxes, which are located on: a) streets within the service area boundaries; and b) 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**—Removal of illegal posters, stickers, and signs from lampposts, street signposts, benches, mail boxes, and fire boxes 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**—Removal of snow and ice from: sidewalks; entry path from sidewalk to businesses' entrance doors; crosswalk curb cuts; and sewer catch basin openings.
6. **Weeding**—Weeding sidewalks and tree boxes as needed in spring and summer.
7. **Mowing grass**—Mow grass located in area between sidewalk and gutter.
8. **Mulching tree boxes**—Mulch all tree boxes at least twice a year (generally fall and spring) following the mulching guidelines published by DDOT UFA (i.e., 3 inches organic mulch placed 3 inches away from truck; not mounded against the tree trunk).
9. **Public Space Defects**—Observing and reporting 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 allies; graffiti higher than 8 feet; tree pruning; and sewer catch basin cleaning.

ADDITIONAL SERVICES

Applicants that propose additional services with a viable implementation plan will receive additional points during the scoring process. The proposed additional services should support the Program Objectives (listed on page 1 of this document). Example 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; and
- Other services identified by Applicants, which meet the program objectives listed on page 1.

OPERATING SCHEDULE

All Clean Teams are asked to provide services on **Monday** and on **one weekend day**. 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 UTILITIZATION

Certified Business Enterprises (CBE) are businesses that are 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, which they proposed in RFA Part 2 (basic and additional services), are required to:

- **Hire and contract 100% of those services with a CBE**, excluding proposed Program budget that will expended with other non-profit organizations and other excluded 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; and

Applicants may **locate CBE businesses** by either:

1. Submitting an online CBE Report Form at <http://dcforms.dc.gov/webform/dslbd-search-certified-business-firms-request-form> (reports may take several business days); or
2. Searching the online CBE database at <http://lsdbe.dslbd.dc.gov/public/certification/search.aspx>.

If your Organization has a question about subcontracting and exclusions, please contact DSLBD prior to application (camille.nixon@dc.gov).

TEAM MEMBER COMPOSITION and RESIDENCY

A clean team may be comprised of part-time and/or full-time:

- **Crew** who work each service day to provide basic and additional services; and
- **Supervisor** who manages the crew and may also provide basic and additional services.

All team members must be documented DC residents. If selected for a grant, Organizations must document that they hired DC residents for the team **before** DSLBD makes a grant award. During the 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 the DC Department of Motor Vehicles that is current (i.e., not expired).

III. Service Areas Award Amounts & Period of Performance

DSLBD will award between one to two grants to provide Clean Teams for the following service areas (i.e., a total of two grants). Grant funds of \$100,000 are available for each service areas. The period of performance is February 9, 2015 through September 30, 2016. The maximum grant award for an Organization that proposes to provide services to all three areas is \$600,000.

Eligible Organizations who would like to apply for **more than one service area must submit a separate application** for each service area.

A. New York Avenue Clean Team:

- **Penn Street, NE** between 6th Street, NE and 4th Street, NE;
- **4th Street, NE** between Penn Street, NE and New York Avenue, NE;
- **New York Avenue, NE** between 4th Street, NE and Fenwick Street, NE;
- **Fenwick Street, NE** between New York Avenue, NE, and West Virginia Avenue, NE;
- **West Virginia Avenue, NE** between Fenwick Street, NE and Mount Olivet Road, NE;
- **Capitol Avenue, NE** between Fenwick Street, NE, and Mount Olivet Road, NE;
- **Gallaudet Street, NE** between Fenwick Street, NE and Corcoran Street, NE;
- **Fairview Avenue, NE** between New York Avenue, NE and Gallaudet Street, NE;
- **Corcoran Street, NE** between Gallaudet Street, NE and Mount Olivet Road, NE;
- **Kendall Street, NE** between New York Avenue, NE and Capitol Avenue, NE;
- **Central Place, NE** between Gallaudet Street, NE and West Virginia Avenue, NE;
- **Providence Street, NE** between Gallaudet Street, NE and Capitol Avenue, NE; and
- **Okie Street, NE** between Fenwick Street, NE and Kendall Street, NE; and the 1100 block.

B. Wisconsin Avenue Clean Team:

- **Wisconsin Avenue, NW** from Lowell Street, NW to Davenport Street NW

Maps of the service area are available to Registrants in RFA Part 2.

IV. Program Budget

Applicants should propose a budget that **expends the entire award amount** (i.e., up to \$100,000 for each service area) on approved eligible expenses.

Eligible Expenses include:

1. **Direct Costs**—Goods and services used to fulfill grant obligations for a specific service area. These can include the following expenses:
 - a. Labor costs for crew members, supervisors and program coordinators (i.e., wages, salary and fringe);
 - b. Equipment (i.e. brooms, rakes, trash cans, and shovels);
 - c. Team Uniforms (crew and supervisor);
 - d. Supplies and materials to provide basic and additional services (e.g., for cleaning, mulching trees, landscaping, planting);
 - e. Transportation costs (fuel, vehicle insurance and repair/maintenance), which are reimbursed at a rate of 56 cents per mile;
 - f. Rental of storage facility; and
 - g. Subcontracts for services, such as landscaping or gum removal if complies with CBE utilization requirement.
2. **Indirect costs**—Grantee’s operating costs and cost of equipment used only occasionally for a specific service area. Indirect costs may not exceed 15% of the total cost of the contract. Grantee must be able to document indirect costs with receipts for costs incurred.

If your Organization has a question about expense eligibility, please contact DSLBD prior to application (camille.nixon@dc.gov).

Applicants should note the following when drafting their proposed Program Budget.

1. **Hourly wage minimums** for affiliated employees are required by DC law.
 - Affiliated Employees are any individual employed by the Organization who performs services pursuant to this Program, including any employee of a contractor or subcontractor of Organization, such as crew and supervisors.
 - 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, a “**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) unless they are exempt. DOES set the 2014 living wage rate at \$13.60 per hour regardless of whether health care benefits are provided.
 - If the Applicant is exempt from paying affiliated employees a “living wage,” the Applicant is required to pay all workers no less than the current **DC minimum wage** as defined by the Minimum Wage Amendment Act of 2013. The current DC minimum wage rate is \$9.50 per hour. This amount is scheduled to increase on July 1, 2015.
 - **To determine if you are exempt or ask any questions**, please contact the DC Department of Employment Services, Office of Wage-Hour at (202) 671-1880.
 - **To learn about wage requirements and download the legislation**, please visit <http://does.dc.gov/service/wage-and-hour-compliance> .
2. Applicants may seek reimbursement for **fuel, truck insurance and truck maintenance** expenses, which are incurred to implement the Program and documented with submission of transportation log (date and miles). DSLBD uses the Internal Revenue Service (IRS)’s Federal Mileage Reimbursement rate, which is \$0.571/2 for 2015.

3. Grantees are expected to procure services from DC Certified Business Enterprises (CBEs). If there are no CBEs providing the desired service, this requirement can be waived (see Section II for details).
4. **Indirect costs should be prorated** based on the how much the associated expense item is used for the implementation of the Program; and a Grantee must be able to document indirect costs with receipts for costs incurred.
5. 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,
6. If awarded a grant, all Grantees shall **brand the exterior-most uniform item** worn by all team members, and the **trash cans** used by the team members, with DSLBD color logo and the “Clean Team” program name.
7. .

V. APPLICANT ELIGIBILITY

Business Improvement District management organizations, which meet the following requirements, are eligible to apply. Applicants which do not meet the following requirements are ineligible to receive grant funds and DSLBD will not review their applications.

Eligibility Requirements

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>).

1. **Incorporated and headquartered in the District of Columbia**—DSLBD will verify. Applicants do not need to submit anything.
2. **Proof of nonprofit status**—Please provide tax-exempt status determination letter issued by the Internal Revenue Service with application.
3. **Current with DC and Federal taxes and regulatory fees – Applicants must submit the following documentation.**
 - a. **DCRA Certificate of Good Standing** issued by the Department of Consumer and Regulatory Affairs (DCRA) dated December 1, 2013 or later in RFA Part 2. NOTE: DCRA’s self-certification form is not the same as Good Standing Certificate and will not be accepted.
 - b. **IRS 990 filing** for the Organization’s most recent fiscal year, signed and submitted with RFA Part 2.
4. **Fiscally responsible**—Applicants must submit their most recent certified audit. If no audit is provided, DSLBD will assess the Applicant as a “high risk grantee” status. If selected for award, high-risk grantees will be subject to a different level of reporting.
5. **No criminal indictments or prior criminal charges**— Please provide *Criminal Activity Statement* signed by a representative of the Applicant Organization. Registrants may obtain a document template in RFA Part 2.

6. **Eligible to receive public funds** — Please provide *Statement of Certification* signed by a representative of the Applicant Organization. Registrants may obtain a document template in RFA Part 2.
7. **Insured throughout the grant period of performance** (1/16/2015 through 9/30/2015)— If selected for Grant Award, an Organization must provide proof of insurance (insurance policy binders or cover pages) within 10 days of notification for:
 - a. General Liability with DC Government **endorsement language**;
 - b. Auto Insurance (for truck used to implement Program); and,
 - c. Workers' Compensation;
8. **IRS W-9 form.** Grantee must provide a completed IRS form W9. The current W-9 form is available at <http://www.irs.gov/Forms-&-Pubs>.

Eligibility Requirements which Applicants must meet (no document submission)

9. **Prior experience**—In RFA Part 2, Applicants must demonstrate that they have prior experience:
 - a. Providing **job-training** services to its employees; and
 - b. providing **social support services** to its Clean Team employees.
10. **Grantee must commit to hiring District residents** for all crewmembers and supervisors.
11. **Capacity to provide clean team services manage grant funds**—In RFA Part 2, Applicants must demonstrate that they have the capacity to:
 - a. Provide clean team or related services in public spaces and/or commercial districts; and
 - b. Manage grant funds.

VI. 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/bi5n5mq5b>.

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

In the online application, the **Board Chair must attest** that s/he has authorized that the person listed as the *Point of Contact* in the application has approve to communicate and apply on behalf of the Organization.

Documents uploaded as part of the application should be less than 15 megabytes in size. Larger files may not completely upload and will result in an incomplete application.

The application submission deadline is January 5, 2015 at 1:00 PM. Late submissions will not be accepted. Applicants submitting incomplete applications will be notified by January 7, 2015 and will have two business days to upload missing information. Corrected applications are due on January 9, 2015 at 1:00 PM.

Applicants are encouraged to:

- save their applications forms frequently (green button in upper right corner of each page);
- create narrative responses in Word and then copy into the online form fields;
- 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;
- allow time to upload large documents (attachments), which may take longer to upload; and
- build in time to review final responses to make last changes are reflected in application.

VII. SELECTION & STARTING SERVICES

Selection Criteria—Applications will be reviewed and scored based on:

1. **Applicant Organization’s demonstrated capacity** to provide clean team or related services, and manage grant funds (**50%** of the total score);
2. Proposed service delivery plan for **basic clean team services** (**30%** of the total score); and
3. Proposed service delivery plan for **additional clean team services** (**20%** of the total score).

Notification—DSLBD will notify all applicants of their status by January 23, 2015. DSLBD reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. DSLBD shall notify the applicant if it rejects that applicant’s proposal.

Starting Services—**Clean Team services must start no later than February 9, 2015.** If selected, applicants must take the following actions before services begin:

- Review and return an **executed Grant Agreement** to DSLBD within two (2) business days of grant award notification along with **proof of insurance** and **first disbursement invoice**;
- Provide a completed **ACH** and **MSS forms** to allow electronic payments with executed grant agreement (DSLBD will provide in RFA Part 2); and
- Open a separate bank account for grant funds, hire and train clean team workers, and, procure uniforms, equipment and supplies within 10 business days of grant award notification. If a Grantee has multiple grants with DSLBD, they may use one account for all grants.

VIII. REPORTING & PAYMENT PROCESSING

Reporting—Grantees will use an online reporting system to report:

1. Workload indicators for each day on which services are provided. Indicators include:
 - a. Weight of litter and recyclables collected (actual weight obtained once a month at Fort Totten transfer station);
 - b. Graffiti removed;
 - c. Posters/Stickers;
 - d. Public Space Defects Reported to 311;
 - e. Trees Mulched;
 - f. Snow Removed;
 - g. Weeding and Mowing provided; and
 - h. Provision of additional services proposed in RFA Part 2.
2. Receipts to demonstrate that they expended all grant funds on eligible costs each quarter;

3. Monthly statements from the separate bank account in which grant funds are held; and
4. DC residents hired (must provide proof of DC residency).

Disbursement—Grantees will receive a start-up disbursement (i.e., grant payment) at the beginning of the Period of Performance. The initial amount will be approximately six weeks of crew labor wages, uniforms and basic service equipment.

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 invoice if the Grantee is current with all its reporting. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the Program grant funds.

IX. RESERVATIONS

Funding for any grant award is contingent on continued grantor funding. 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. Funding for this award is contingent on continued funding from the grantor. 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.

DMPED 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.

X. QUESTIONS

Interested Applicants may:

- Email questions to camille.nixon@dc.gov. DSLBD will share the questions and responses with all *Expression of Interest* respondents.