



DC 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 2014 **DC Clean Team Program**, “the Program” for the following service areas:

12th Street, NE
Kennedy Street, NW

Connecticut Avenue, NW
Minnesota Avenue, NE

Georgia Avenue, NW
Ward 1

The DC Clean Team **Program Objectives** are that, through provision of clean team services, DSLBD will:

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; and
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>).

The 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).

DSLBD published the Notice of Funding Availability (NOFA) in the June 27, 2014 edition of the DC Register (www.dcregs.dc.gov; also available on DSLBD web site and RFA Part 2 home page for Registrants <https://octo.quickbase.com/db/bi5n5mq5b>).

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.

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: 1) 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> .**

CLEAN TEAM SERVICE DELIVERY DETAILS

BASIC SERVICES

All proposals should address how the team will perform these required 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 come 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 (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 DC Clean Teams will 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
- Complete a **CBE Utilization Plan in RFA Part 2**; and,
- 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 either:

1. Submitting an online CBE Report Form at <http://dcforms.dc.gov/webform/dslbd-search-certified-business-firms-request-form> (reports may take up to 3 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.

Extra points for hiring DC residents—Applicants that propose to hire and retain DC residents will receive extra points during the scoring process. If selected for a grant, Organizations, which proposed to hire DC residents in their Application, 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).

Service Areas Award Amounts & Period of Performance

Below are the six service areas, the respective grant amount, period of performance and boundaries. Eligible Organizations who would like to apply for **more than one service area must submit a separate application** for each service area. DSLBD will award one grant for each of the six service areas (i.e., a total of six grants).

On or before September 1, 2014 DSLBD may announce a higher award amounts for some service areas. DSLBD will post RFA addenda in the online application (RFA Part 2) and notify the Point of Contact listed in an Applicant's Expression of Interest form.

DSLBD will **award one grant up to \$100,000 for each of the following service areas** (i.e., a total of six grants).

12th Street Clean Team—The service area boundaries are 12th Street NE between Rhode Island Avenue NE and Michigan Avenue NE.

Connecticut Avenue Clean Team—The service area boundaries are Connecticut Avenue, NW from:

- Calvert Street, NW to North Road, NW at 3083 Connecticut Avenue, NW (Woodley Park);
- Macomb Street, NW to Porter Street, NW (Cleveland Park);
- Tilden Street, NW to Albemarle Street, NW (Van Ness);
- 36th Street NW to Nebraska Avenue, NW (Chevy Chase/Forest Hills); and
- Livingston Street, NW to Western Avenue, NW including area on side streets with commercial storefronts (Chevy Chase).

Georgia Avenue Clean Team—The service area boundaries are Georgia Avenue, NW from:

- New Hampshire Avenue, NW to Allison Street, NW (Petworth);
- Decatur Street, NW to Underwood Street, NW (Brightwood); and
- Fern Street, NW to DC boundary, which is Eastern Avenue, NW on West side and Blair Road, NW or right side (Upper Georgia).

Kennedy Street Clean Team—The service area boundaries are:

- Kennedy Street, NW from North Capitol Street, NW to Georgia Avenue, NW; and
- the triangle formed by Longfellow Street, NW, Colorado Avenue, NW and 14th Street, NW at the intersection of Kennedy Street and 14th Streets, NW.

Minnesota Avenue Clean Team—The service area boundaries are:

- Minnesota Avenue, NE from East Capitol Street, NE to Grant Street NE;
- Minnesota Avenue, NE from M Street, SE to Nelson Place, SE;
- Minnesota Avenue, NE from Naylor Road, SE to 23rd Street, SE; and
- Pennsylvania Avenue, SE from Prout Street, SE to 27th Street, SE.

Ward 1 Clean Team— The service area boundaries are:

- Georgia Avenue, NW from Harvard Street, NW to New Hampshire Avenue, NW, and the 1000 block of Harvard Street, NW (Petworth/Pleasant Plains);
- U Street, NW from 9th Street, NW to 17th Street, NW and 14th Street, NW from S Street, NW to Florida Avenue, NW (MidCity);
- 14th Street, NW from Columbia Road , NW to Spring Road, NW; Park Road, NW from Holmead Place, NW to Hiatt Place, NW; and 11th Street, NW from Kenyon Street, NW to Monroe Street, NW (Columbia Heights); and,
- Mount Pleasant Street, NW from 16th Street, NW to Park Road, NW (Mount Pleasant).

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** —Wages and labor for people working full-time on the team (basic services), goods (equipment, uniforms, supplies for basic and additional services, transportation costs using IRS mileage rate) and services (rental of storage facility, subcontracts for additional services); and
2. **Indirect costs**— Organization’s operating costs and cost of equipment used on an occasionally used on the Program. There is not a specified indirect rate. In the past, it has ranged from 4-15%.

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 (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) are as follows:
 - a) If the Applicant is a nonprofit organization that has 50 or more employees, it shall:
 - i. **Pay affiliated employees 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) . The living wage is adjusted by the DC Department of Employment Services (www.does.dc.gov) on an annual basis. DOES set the **2014 living wage rate at \$13.60 per hour** regardless of whether health care benefits are provided. As a Grantee, an Organization is responsible to know the living wage at all times and ensure that all affiliated employees receive no less than the current living wage rate.

- ii. **Require its Program subcontractors to pay their affiliated employees** no less than the living wage if the subcontractor received \$50,000 or more from the Organization, provided the funds used to pay the subcontractor are Grant funds.
 - b) If the Applicant is a nonprofit organization has 49 or less employees, it shall be exempt from paying the Living Wage requirement but **will be required to pay** its affiliated employees, who perform services pursuant to this Grant and are paid with Grant Funds during the Grant Period, **no less than the minimum wage of \$9.50 per hour**, as defined by the Minimum Wage Amendment Act of 2013.
- 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 \$0.56 for 2014;
- 3. **Indirect costs should be prorated** based on the how much the associated expense item is used for the implementation of the Program;
- 4. 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;
- 5. 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 "DC Clean Team" program name; and
- 6. If awarded, Grantees are required to submit actual **proof of payment (receipts)** for all expenses (direct and indirect) for which grant funds are used.

APPLICANT ELIGIBILITY

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

These requirements are for all organizations receiving grants from the DC Government. 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 with DCRA (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 RFA Part 2.
- 3. **Current with DC and Federal taxes and regulatory fees:**
 - a. Applicants must be current Department of Consumer and Regulatory Affairs (DCRFA) and must submit a **DCRA Certificate of Good Standing** dated August 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; and
 - b. Applicants must be **current DC Office of Tax and Revenue (OTR)**. DSLBD will verify compliance internally (Applicants do not need to submit anything); and
 - c. **IRS 990 filing** for the Organization's most recent fiscal year, signed and submitted with RFA Part 2.
- 4. **Current Financials**—Applicants must submit with RFA Part 2 the following:

- a. Operating budget for Organization's current fiscal year
 - b. Balance sheet and Income Statements for the last 12 months (July 2013 to June 2014); and
 - c. Audit most recent. 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 signed Criminal Activity Statement; visit RFA Part 2 to obtain document template and upload signed copy;
6. **Eligible to receive public funds** — Please provide signed Statement of Certification; visit RFA Part 2 to obtain document template and upload signed copy.
7. **Prior experience:**
 - a. Providing **job-training** services to its employees;
 - b. providing **social support services** to its Clean Team employees; and
 - c. **hiring District residents.**
8. **Proof of insurance in the name of the Organization throughout the grant period of performance** (10/1/2014 through 9/30/2015)— If selected for Grant Award, an Applicant must provide Insurance policy binders 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;
9. **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.

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>.

Pre-Submission Meeting on Thursday, July 10, 2014 at 10:00 AM at 441 4th Street NW, Washington DC 20001, Room 805S. Persons listed in the *Expression of Interest* as the Point of Contact must attend the pre-submission meeting. The meeting will be at 441 4th Street, NW.

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.

The application submission deadline is August 1, 2014 at 2:00 PM. DSLBD will only review information submitted through the online application before the deadline. **Late submissions will not be accepted.** 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 June 2nd at 4:00pm 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.

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); and
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).

DSLBD will award **bonus points** for Organizations that propose **hiring DC residents** as crew and supervisors (see above in “Staffing” section).

Notification—DSLBD will notify all applicants of their status by September 1, 2014. 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— **DC Clean Team services must start no later than October 1, 2014.** If selected, applicants must take the following actions before services begin:

- Review and return an executed Grant Agreement to DSLBD along with proof of insurance within 10 business days; and
- Open a separate bank account for grant funds, hire and train clean team workers, and, procure uniforms, equipment and supplies within 15 business days. If a Grantee has multiple DC Clean Team grants with DSLBD, they may use one account for all the DC Clean Team grants.

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.

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.

DSLBD will process disbursements within 15 business 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.

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.

QUESTIONS

Interested Applicants may:

- Ask questions at the **Pre-Submission Meeting** on Thursday, July 10, 2014 at 10:00 AM at 441 4th Street NW, Washington DC 20001, Room 805S; or
- Email questions to camille.nixon@dc.gov. DSLBD will share the questions and responses with all *Expression of Interest* respondents.