



**Fiscal Year 2025
Clean Team Grant Program
Deanwood and North Capitol
Request for Applications**

March 5, 2025 at 2:00 pm ET through March 24, 2025 at 2:00 pm ET

How to use this document to guide your application process:

This Request for Applications (“RFA”), alongside its corresponding Notice of Funding Availability (“NOFA”), are the full set of instructions for applicants. **All applicants are required to read the entire RFA and NOFA before applying.**

The sections of the RFA are outlined below:

- [1. Objective](#)**—What DSLBD seeks to accomplish through the grant
- [2. Online Application Deadline](#)**—Where and when eligible businesses must apply
- [3. Eligibility & Documentation](#)**—Who can apply, and what documentation is required
- [4. Restrictions on Allowable Uses of Funds](#)**—How funds can be spent
- [5. Competitive Application](#)**—Guidance on the competitive application
- [6. Scoring Criteria](#)**—How the review committee will score applications
- [7. Selection Process](#)**—How DSLBD decides awardees
- [8. Award Information](#)**—What happens if you are awarded a grant
- [9. Important Legal Disclaimers](#)**—Important legal information
- [Appendix A](#)**: Pre-Award Required Documents
- [Appendix B](#)**: Allocation of Points
- [Appendix C](#)**: Final Report Requirements
- [Appendix D](#)**: Statement of Certification

1. Objective

The District of Columbia (“DC,” “D.C.,” or the “District”) Department of Small and Local Business Development (“DSLBD” or the “Department”) is excited to announce that it will begin accepting applications for the Fiscal Year (“FY”) 2025 Clean Team Grant Program for the Deanwood and North Capitol neighborhoods, beginning March 5, 2025 at 2:00 p.m. ET.

The Deanwood and North Capitol Clean Teams are components of the larger DSLBD Clean Team Grant Program. The Clean Team Grant Program is a DSLBD initiative created to improve the day-to-day appearance of commercial corridors, creating clean and safe places to visit, live, work, and play, alongside helping to increase foot traffic, and consequently, customer sales for businesses. Clean Team operators provide supplemental services to the Department of Public Works (“DPW”) such as street cleaning, graffiti and sticker abatement, trash removal, and reporting public space defects to DC 311.

The Department seeks two (2) Clean Team operators to provide services in the Deanwood and North Capitol neighborhoods from April 1, 2025 through September 30, 2025. The Deanwood and North Capitol Clean Team grant awardees are expected to provide the services and adhere to the following requirements listed below.

Basic Services Provision:

- Public space maintenance: Remove trash and debris on sidewalks, curblines, and tree pits using sweeping and picking methods.
- Litter Removal: Empty DPW litter cans and transport garbage and debris to DPW trash transfer stations.
- Graffiti and illegal poster/sticker abatement.
- Snow and ice removal, when applicable.
- Mulching tree boxes at least once a year.
- Weeding sidewalks, curbs, and tree boxes.
- Reporting public space defects to DC 311.

Staffing Requirements:

- Must hire DC Residents as crew team members.
- Must commit to paying wages of at least \$18.50 per hour for crew members.

- Must maintain a corridor presence of at least one (1) crew member during scheduled hours.

Reporting Requirements:

- Must submit monthly expense reports.
- Must submit monthly workload reports.

The FY25 Deanwood and North Capitol Clean Team Grant Programs will be subject to a Period of Performance, beginning on or around the execution of the relevant grant agreement and ending September 30, 2025.

DSLBD intends to award a maximum of one grant (1) grant for each corridor. The relevant service boundaries and maximum award amounts are listed below. Applicants may apply to more than one but must submit a unique application for each.

<p><u>2025 Deanwood Clean Team</u></p>	<p>Boundaries:</p> <ul style="list-style-type: none"> • Minnesota Avenue, NE (from Nannie Helen Burroughs Avenue, NE to Sheriff Road, NE); • Sheriff Road, NE (from Minnesota Avenue, NE to Eastern Avenue, NE); • Division Avenue (from Sheriff Road, NE to Foote Street, NE); • Nannie Helen Burroughs Avenue, NE (from Division Avenue, NE to Minnesota Avenue, NE); and • The portion of Eastern Avenue between Dix Street, NE and 63rd Street, NE which lies within DC. <p>Corridor Characteristics:</p> <ul style="list-style-type: none"> • Length of Corridor: 2.563 miles (one side) • Tree boxes: 546 • Litter cans: 63 <p>Maximum Award Amount: \$104,506.37</p>
<p><u>2025 North Capitol Clean Team</u></p>	<p>Boundaries:</p> <ul style="list-style-type: none"> • North Capitol Street (from New York Avenue, NE to Rhode Island Avenue, NE);

- Florida Avenue, NW (from North Capitol Street, NE to 2nd Street, NW);
- New York Avenue, NW (from North Capitol Street to 1st Street, NW);
- Rhode Island Avenue, NW (from North Capitol Street, NW to 2nd Street, NW);
- 1st Street, NW (from New York Avenue, NW to R Street, NW and from Seaton Place, NW to Rhode Island Avenue, NW); and
- 2nd Street, NW (from Florida Avenue, NW to Rhode Island Avenue, NW).

Corridor Characteristics:

- Length of Corridor: 1.981 miles (one side)
- Tree boxes: 421
- Litter cans: 76

Maximum Award Amount: \$86,326.02

2. Online Application & Deadline

All interested in applying, must register and submit an application online using the link: <https://www.zoomgrants.com/zgf/DeanwoodandNorthCapitolCleanTeam>

Applicants must submit all documents and attestations within the ZoomGrants online system. Applications will not be accepted if submitted outside the ZoomGrants system or after the application deadline for the FY25 Clean Team Grant Program for the Deanwood and North Capitol neighborhoods, which is March 24, 2025 at 2:00pm ET.

Zoom Grants is a third-party provider that offers customer assistance for login problems, difficulties with saving an application, and other IT-related application issues. Zoom Grants provides technical support Monday – Friday from 10 am - 7 pm ET. Reach out to Zoom Grants at any time during the application period if you have technical difficulties by emailing Questions@ZoomGrants.com.

Key Dates

DSLBD anticipates reviewing grant applications during the week of March 24, 2025 and notifying awardees on or around March 27, 2025, but this timeframe may be subject to change.

Date	Event
March 5, 2025, at 2PM ET	Application opens
March 14, 2025 at 2PM ET	Deadline to submit eligibility requirements for an early eligibility review
March 20, 2025 at 2PM	Last day to Ask questions via email to DC.MainStreets@dc.gov
March 24, 2025 at 2PM ET	Application closes
Week of March 24, 2025	Application review
March 27, 2025	Awardees notified of status (tentative)

Look for FY25 Deanwood and North Capitol Clean Team information sessions at <http://dslbd.eventbrite.com>. Outside of an information session, send all questions in writing to DC.MainStreets@dc.gov. *DSLBD will not take questions via telephone.* The last day to submit questions is March 20, 2025 at 2:00 PM ET.

3. Eligibility & Checklist

Applications for the FY25 Clean Team Grant Program for the Deanwood and North Capitol neighborhoods must meet the following criteria:

- The applicant must either be a nonprofit organization incorporated in DC **OR** registered with DSLBD as a Certified Business Enterprise (“CBE”). The applicant's organization or business must be based in DC.
- The applicant's organization or business and owner(s) has not been suspended from any DSLBD grant program for any reason within the past five (5) years. DSLBD will not solicit offers from, award grants to, renew, extend grant agreements with, or consent subcontracts to entities that have been suspended during this timeframe.

DSLBD will not consider applicants who do not meet eligibility requirements for a FY25 Clean Team Grant.

Required Documents and Attestations for Eligibility

Organizations applying for a FY25 Clean Team Grant Program must upload the documents listed below directly to ZoomGrants. Applications that fail to submit complete and verifiable documents, information, and attestations **will not be considered**. False attestations or documentation may result in grant forfeiture and other penalties, as appropriate.

Required Items	Description
a) Active DC Business License Number, issued by the Department of Licensing and Consumer Protection (“DLCP”)	The license must be: <ul style="list-style-type: none"> ○ Active; ○ Searchable in the DLCP Business License Search Tool (https://scout.dkra.dc.gov); and, ○ The listed address must match the current location of the organization or business. If providing proof of alternative licensure, the license must be: <ul style="list-style-type: none"> ○ Active, and ○ Relevant to the entity’s industry.

<p>b) Corporate Registration File Number and Good Standing Status, as determined by DLCP’s Corp Online database.</p>	<p>The Corporate Registration File Number provided must:</p> <ul style="list-style-type: none"> ○ Be active, and ○ Demonstrate good standing (e.g., not expired, rescinded, or revoked). <p>Status can be verified at https://corponline.dcra.dc.gov.</p>
<p>c) Certificate of Clean Hands (“CCH”)</p>	<p>The CCH must:</p> <ul style="list-style-type: none"> ○ Be issued within the last 6 months, and ○ Demonstrate no outstanding liability with the District. <p>Generate a CCH for free at: https://otr.cfo.dc.gov/page/certificate-clean-hands.</p>
<p>d) Tax Identification Number (“TIN”)</p>	<p>The TIN provided must:</p> <ul style="list-style-type: none"> ○ Match the W-9 Form provided, and ○ Match the digits displayed on the relevant CCH. <p>Available for free at https://irs.gov.</p>
<p>e) Internal Revenue Service (“IRS”) W-9 Form for 2024 or later</p>	<p>The W-9 Form provided must:</p> <ul style="list-style-type: none"> ○ Be signed and dated within the last 12 months. <p>W-9 Form and relevant instructions available here: https://www.irs.gov/forms-pubs/about-form-w-9.</p>
<p>f) Financial Statements</p>	<p>Applicants shall provide a copy of their most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of the organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any</p>

	letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
g) Statement of Certification	See details in template provided in Schedule D.

Attestation Checklist

Attestation	Description
A. Criminal Charges	<p>Attest that neither the applicant, nor any of the applicant entity’s officers, partners, principals, members, associates, or key employees, have been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud over the last three (3) years.</p> <p><i>If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.</i></p>
B. Legal Proceedings	<p>Attest that neither the applicant, nor any of the applicant entity’s officers, partners, principals, members, associates, or key employees, have been the subject of legal proceedings arising directly from the provision of services by the organization.</p> <p><i>If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.</i></p>

The above checklist covers ALL the required documentation and attestations used to determine an applicant’s eligibility.

4. Restrictions on Allowable Uses of Funds

FY25 Deanwood and North Capitol Clean Team grant funds must be expended during the Period of Performance and are solely for carrying out allowable uses, as dictated below and in the applicable grant agreement.

Allowed Uses

Grant funds may be used for any of the categories below, subject to approval by DSLBD. Additional costs proposed by the grantee that are not included below, but incurred during the Period of Performance, may be approved by DSLBD in its sole discretion.

Examples of Eligible Costs Below:
Non-Profit Indirect Rate of 10% of grant award (if applicant is a nonprofit organization or subcontracts to a non-profit organization)
Salary and Wages of Crew Members, Supervisors, Support Staff
Equipment, Supplies Storage, and Uniforms
Mulching Costs
Fuel, Vehicle Maintenance, Vehicle Lease
Power Washing
Gum Stamping Equipment Rental and Labor

Disallowed Uses

Grant funds cannot be used for any of the following:

1. Financing or paying off pre-existing debt (e.g., credit card, lines of credit, loans, or tax obligations), whether for business or personal use.
2. Expenses incurred outside the Period of Performance.
3. Expenses reimbursed by a separate grant disbursed by DC government to the awardee.
4. Personal or other uses unrelated to the purposes explicitly identified in the grant agreement.
5. Food (except for food expenses incurred while attending professional development conferences related to the Grant Program outside of the Washington, DC metropolitan area).
6. Alcohol or alcohol-related paraphernalia (e.g., wine glasses, mixers, or beer taps).
7. Payments to a professional fundraiser to raise funds for the grantee.
8. Donations or charitable giving to nonprofit organizations.
9. Vehicle purchases.

10. Real estate purchases.
11. Costs related to DC or federal government lobbying efforts.
12. Costs related to lawsuits against the District or federal government.
13. Any activity, good, service, or product deemed illegal by the District.
14. Any activity, good, service, or product deemed ineligible by DSLBD in its sole discretion.
15. Expenses not relevant to an approved cost category incurred without prior DSLBD approval.

DSLBD will compare the grantees' proof of grant fund expenditures against approved costs set forth in the applicable grant agreement and disallow costs that do not comport with program requirements. DSLBD will only approve the disbursement of grant funds to awardees who maintain required insurance coverage for the entirety of the relevant grant period, which includes the Period of Performance.

5. Competitive Application

The competitive portion of the application consists of four (4) sections per individual grant program. Each section corresponds with the scoring criteria listed in Section 6 of the RFA. Please note that some questions provide applicants with an option to upload additional documentation in support of their response(s).

Section A: Organizational Expertise

1. Describe your organization or business's interest in being a DSLBD Clean Team Operator.
2. Describe your organization or business's capacity to provide the required basic services and reporting.
3. Describe your competitive advantage over other potential applicants to perform the work.

Section B: Implementation, Strategy, and Execution

1. Describe your strategy for recruiting and retaining DC residents as crew members.
2. Describe what you would imagine to be a typical day in the corridor.
3. Describe how, if awarded, your organization or business is prepared to begin providing services immediately on April 1, 2025.

Section C: Grant Utilization and Operational Planning

1. How many crew members will be assigned to the corridor?
2. How many crew members would be in the corridor at any given time during working hours?
3. How many standard hours per week would a full-time crew team member work?
4. How many days a week would crew team members work in the corridor?

Section D: Proposed Budget

1. Please upload a proposed budget describing your planned use of grant funds. Using the template provided within the ZoomGrants system. Please email dc.mainstreets@dc.gov if you have any difficulty accessing.

Per the [Nonprofit Fair Compensation Act of 2020](#), nonprofit grantees are entitled to an indirect rate. The most common rate is a *de minimus* indirect rate of 10% of all direct costs under the grant. If the grantee has had a different indirect cost rate with another District agency within the past two years, the grantee may elect to use that rate. Additional methods for determining an indirect cost rate including utilizing a Negotiated Indirect Cost Rate Agreement (“NICRA”) rate, as negotiated with the federal government may be found within the linked legislation.

6. Scoring Criteria

The following criteria will be used to evaluate all eligible applications. Applicants are encouraged to review their proposals against these scoring criteria before submitting a final application.

For a more thorough breakdown of the scoring criteria, see Appendix B.

Section	Core Areas of Evaluation	Total Points
A. Organizational Expertise	Organizational experience and capability	25
B. Implementation Strategy and Execution	Strategy to hire and retain DC residents	25
	Understanding of — and ability to perform — the work required	
	Ability to start work immediately	
C. Grant Utilization and Operational Planning	Staffing	25
	Schedule	
D. Budget	The proposed budget is reasonable to perform the work required.	25

7. Selection Process

DSLBD will select awardees through a competitive application process for the Deanwood and North Capitol Clean Team Grant Programs. The application will be reviewed by a panel, which may be composed of DSLBD partners, members of the public, and DC government employees, who will review eligible applications received by the submission deadline and score them against the above criteria.

The DSLBD Commercial Revitalization Team (“CRT”) will review the panel’s recommendations and report them to the Director of DSLBD, who will make the final determination of awardees.

Applicants who do not receive a grant award can request a debriefing call with the relevant DSLBD program team. If interested in engaging in the debriefing process, the request shall be made in writing and sent via email to DC.MainStreets@dc.gov within three (3) business days of receiving notice of their status. In the written request, the applicant must provide a detailed statement of its grievance or that it is seeking information about how it could have submitted a stronger application. More details on DSLBD’s Applicant Debrief and Grievance Process are available here: <https://dslbd.dc.gov/grant-debrief-and-grievance-procedures-applicants>.

8. Award Information

A. Grant Award Notification

DSLBD will notify successful applicants of its selection decision by email and send a Notice of Grant Award (“NOGA”) to the awardees along with additional post-award instructions.

Applicants who do not receive a grant award will be notified of their status no later than one (1) week following the initial notification to awardees. More details on DSLBD’s Applicant Debrief and Grievance Process are available here: <https://dslbd.dc.gov/grant-debrief-and-grievance-procedures-applicants>.

B. Grant Award Acceptance

Awardees are expected to accept the award within three (3) business days from the date of the NOGA. NOGAs will list any contingencies and additional requirements. Awardees are expected to maintain their eligibility status at the time of the award and throughout the entire Period of Performance. Eligibility status is based on compliance with items outlined in Section 3 of the RFA as well as additional requirements set forth in Appendix A.

C. Post-Award Documents

Awardees must submit the documents set forth in Appendix A before a grant agreement can be finalized.

D. Formal Grant Agreement

Awardees must sign an individual grant agreement with DSLBD after meeting all contingency and pre-award requirements. For awardees who have received a DSLBD grant in the past, awards will be contingent on compliance with applicable DC laws and regulations, and they also may be contingent upon the completion of their previous grant's reporting requirements. The awardee may forfeit funds if it (1) refuses to execute a grant agreement during the award process, (2) fails to execute the agreement by DSLBD's deadline, (3) cannot meet post-award requirements for any reason, or (4) cannot make the appropriate and required attestations related to the Grant Program.

E. Additional Survey Assessment

DSLBD may survey awardees following the execution of grant agreements. Grantees must comply with DSLBD's survey requests.

F. Grant Reporting

Grantees must comply with ongoing reporting requirements pursuant to their respective grant agreement. Grantees must submit an approved budget outlining the expenditures made in connection with the Grant Program, alongside appropriate documentation. DSLBD will only accept full, bona fide receipts, canceled checks, and other verifiable evidence of payment as proof that a grantee made appropriate expenditures. Grantees may be required to return grant funds upon their failure to submit appropriate documentation of proper expenditures.

Grantees must prepare a final report by October 30, 2025 that includes, among other items, proof of appropriate expenditures and their program's impact (See Appendix C).

G. Disbursement (Payment)

Disbursement terms shall be determined after the selection of awardees and will be outlined in the grant agreement. Terms may require DSLBD's collection of additional documentation, such as the items set forth in Appendix A.

Disbursements will be sent by one of the following methods (1) via electronic fund transfer to the grantee's bank account, as registered with the District Integrated Financial System ("DIFS"), or (2) through a third-party payor/servicer. In the latter case, DSLBD will collect

and verify banking payment information from each grantee. The District intends to pay an invoice within thirty (30) days of receipt of an approved, proper invoice.

Grantees are responsible for reporting their grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the IRS.

H. Modifications

Final grant agreements may require addendums, amendments, or modifications. An awardee that cannot comply with final grant agreement terms and/or provide other requested materials by March 28, 2025 may be disqualified from their specific grant program, and DSLBD may award the grant to another applicant.

9. Important Legal Disclaimers

This section includes DSLBD's legal disclaimers regarding the release of this RFA.

A. Contingent

Funding for this award is contingent on sufficient and continued funding from the District. Neither the RFA nor the corresponding NOFA commit the Department to issue an award.

B. Application Acceptance

DSLBD will not review applications that do not comply with all instructions listed in the RFA or NOFA. The Department reserves the right to accept or deny any or all applications if it determines it is in the best interest of the District. DSLBD may suspend or terminate an outstanding RFA or NOFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.

Applications must be submitted through ZoomGrants. DSLBD will not accept applications submitted via hand delivery, email, mail, or courier service and will not review late submissions or incomplete applications.

C. Notice of Funding Availability

DSLBD published the corresponding NOFA in the DC Register on February 21, 2025. The NOFA is available at <http://dslbd.dc.gov/>.

D. Conflicts

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 terms and conditions of this grant application shall be governed and interpreted under the laws of the District of Columbia and any applicable federal laws without regard to conflicts of law principles. It shall be the responsibility of the applicant to ensure compliance.

E. Costs of Applications

Neither DSLBD nor the DC government shall be liable for any costs incurred by an applicant in the preparation of any grant application(s) for the Deanwood and North Capitol Clean Team Grant Programs. All costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

F. Ownership of Content

DSLBD is considered an owner of any content developed for technical assistance purposes and paid through a DSLBD grant award. As such, DSLBD may retain and reuse written or recorded materials and concepts at a future time.

G. Accessibility

Grant-funded programming should be made available and accessible to all attendees.

Attendees of a grant-funded business event may request language access accommodations when registering for activities funded through this grant. Requests for language and American Sign Language (“ASL”) interpretation must be forwarded immediately to the DSLBD Grant Coordinator. If requests are made at least ten (10) business days prior to the activity start date, DSLBD will arrange for language and ASL interpretation services for grants event organizers who confirm their participation and need.

In-person classes or workshops funded by District grants will be held at ADA-compliant locations or will offer virtual attendance options.

H. Reservation of Rights

1. DSLBD reserves the right to issue addenda, amendments, and/or any other modifications after the issuance of the NOFA or RFA or rescind the NOFA or RFA. DSLBD will post addenda, amendments, or any other modifications in the online application (see Section 2). Applicants are responsible for reviewing and adhering to any NOFA or RFA addenda, amendments, or modifications.
2. DSLBD may suspend or terminate an outstanding NOFA or RFA pursuant to any other applicable local, state, or federal regulation or requirement.
3. DSLBD may conduct pre-award onsite visits to verify information that an applicant submits in a grant application. The Department’s access and ability to verify such information shall not be unreasonably withheld.
4. DSLBD serves as its own reference when evaluating applications; it is not required to consult with outside parties. Grant decisions may reflect applicants’ performance in managing previous government grants.

5. DSLBD may negotiate with an awardee to finalize funding amounts or otherwise adopt revisions to an awardee’s proposal as it relates to the Grant Program.

Appendix A: Pre-Award Document Requirements

- A. **DIFS Number:** Selected applicants must register within the District Integrated Financial System (“DIFS”) at <https://cfo.dc.gov/page/supplier-portal>. Awards funds cannot be issued until DIFS Registration is complete.
- B. An affidavit attesting to the following:
- i. The grantee has complied with the filing requirements of DC tax laws, and whether the entity has paid taxes due to DC or is compliant with any payment agreement with OTR;
 - ii. The grantee is current on all taxes, including Unemployment Insurance and Workers’ Compensation premiums;
 - iii. The grantee is not debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity; and
 - iv. A sworn statement, under penalty of perjury, that to the best of the grantee’s knowledge, after due diligence, the grantee is compliant with D.C. Official Code §1-328.15(b).
- C. **Proof of Insurance:** Selected applicants must demonstrate that they have applicable insurance coverage at the beginning of the Period of Performance. Specific insurance requirements will be stated in the grant agreement. Selected applicants must provide that meet the following (a) general requirements and (b) insurance types:

General Requirements:

1. The grantee shall require its subcontractors to carry and provide proof of the same insurance requirements herein.
2. All insurance shall be written with financially responsible companies authorized to do business in the District and have an A.M. Best Insurance Guide rating of at least A-VII (or the equivalent by any other rating agency).
3. All required policies shall contain a waiver of subrogation provision in favor of the District.

4. The District shall be included as an additional insured in all policies required to be maintained by the grantee and its subcontractors (except workers' compensation) for any and all claims against the District relating to the Grant Agreement, with the understanding that any affirmative obligation imposed upon the insured grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the grantee or its subcontractors, and not the additional insured.

Insurance Types:

1. General Liability Insurance: in the name of the Applicant Organization with the District of Columbia government names as an Additional Insured. Insurance minimums must be at least \$1,000,000 each occurrence \$2,000,000 general aggregate, \$1,000,000 personal and advertising injury limit, \$2,000,000 products-completed operations aggregate. Must be occurrence basis, not claims-made.
2. Workers Compensation Insurance: In the name of the Applicant Organization, or in the name of the Subcontractor organization (if the organization is subcontracting basic services) for all employees of the Applicant organization or the subcontractor.
3. Cyber Liability Insurance in the name of the Applicant organization with limits at least \$1,000,000 per occurrence or claim, \$1,000,000 aggregate.
4. Auto Insurance (required only if Applicant owns a vehicle) with combined single limits at least \$1,000,000 per occurrence for bodily injury and property damage.

Appendix B: Allocation of Points

Section	Core Areas of Evaluation	Max Total Points
A. Organizational Expertise		25
<i>Organizational experience and capability (15 Points)</i>		
	How well does the organization describe its interest and experience in performing the work and competitive advantage?	
	Limited or unclear explanation, no relevant experience	0-5
	Adequate explanation, some relevant experience or capability	6-10
	Clear, detailed explanation with strong evidence of relevant expertise and past performance.	11-15
<i>Competitive Advantage (10 Points)</i>		
	Does the organization clearly outline its unique strengths and advantages over other applicants?	
	Vague or weak explanation, no clear competitive edge.	0-3
	Adequate explanation of strengths but not well-defined.	4-7
	Clear and compelling explanation of competitive advantage, backed by examples.	8-10
B. Implementation Strategy and Execution		25
<i>Strategy for Recruiting and Retaining DC Residents (10 Points)</i>		
	Does the organization present a clear, actionable plan for hiring and retaining DC residents?	
	Limited or no strategy provided for recruiting/retaining DC residents.	0-3
	Clear strategy but lacking detail or feasibility.	4-7
	Well-defined, detailed, and actionable plan, with evidence of feasibility.	8-10
<i>Ability to Begin Services Immediately (5 Points)</i>		
	How prepared is the organization to start providing services on April 1, 2025?	
	Not prepared to begin on time	0-1
	Prepared but requires minor adjustments.	2-3
	Fully prepared to begin immediately with a clear plan in place.	4-5

<i>Understanding of a Typical Day (10 Points)</i>		
	How well does the organization describe a typical workday in the corridor? Does the response reflect an understanding of the environment and operations?	
	No clear understanding of a typical day or the environment.	0-3
	Some understanding of a typical day, but lacks depth or clarity.	4-7
	Detailed, realistic description showing a clear understanding of day-to-day operations.	8-10
C. Grant Utilization and Operational Planning		25
<i>Staffing (12 Points)</i>		
	Does the organization provide a clear and detailed staffing plan for the corridor?	
	Unclear or incomplete staffing plan.	0-4
	Adequate staffing plan, but lacking in detail or specifics.	5-8
	Comprehensive, clear staffing plan with the number of crew members, roles, and responsibilities outlined.	9-13
<i>Schedule and Operational Details (13 Points)</i>		
	Are the details of crew work hours, days worked, and the distribution of staff well-defined, competitive, and reasonable?	
	Incomplete or unrealistic schedule.	0-4
	Reasonable schedule but some items may need negotiating.	5-8
	Clear, realistic, and well-detailed schedule with specifics on working hours, days, and crew deployment.	9-13
Proposed Budget		25
<i>Reasonableness of the Proposed Budget (25 Points)</i>		
	Budget lacks clarity, is missing details, or seems unreasonable given the scope of work	0-8
	Budget is clear, but some costs may be unclear or seem overestimated.	9-16
	Detailed, clear, and reasonable budget that aligns with the scope of work and effectively uses taxpayer funds.	17-25

Appendix C: Final Report Requirements

Metric	
Full and Complete Expense Reporting	Any outstanding expenses.
Full and Complete Workload Reporting	Any outstanding workload reports, which report litter weight, graffiti and illegal poster/sticker abatement, etc.
Explanation for any Unspent Funds	If funds have not been spent by the end of the Period of Performance, an explanation and return of funds is required.
Lessons Learned or suggested improvements	Any lessons learned or suggestions for improvement to the grant program.
Any successes	Any success stories from the work performed under the grant program.

Appendix D: Statement of Certification

FISCAL YEAR 2025

Statement of Certification

I, _____, as the authorized officer or representative of _____ (“Applicant”), swear to the truth of the information below:

The following individual is authorized to negotiate with DSLBD on behalf of _____.

Name: _____

Title: _____

Phone: _____

Email: _____

2. Applicant has, and will continue to have, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;
3. Applicant keeps, and will continue to keep, all their fiscal records in accordance with Generally Accepted Accounting Principles (“GAAP”) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. Applicant is, and will continue to be, current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers Compensation premiums;
5. Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. Applicant, if required by DSLBD, is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, pursuant to D.C. Official Code § 2-329.07, or as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently Office of Contracting and Procurement (“OCP”), or any other District contract regulating or non-contracting Agency;
8. Applicant has, and will continue to have, the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

9. Applicant has, and will continue to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
11. Applicant has a satisfactory record of integrity and business ethics;
12. Applicant has, and will continue to have, the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. Applicant is, and will continue to be, in compliance with the applicable District licensing and tax laws and regulations;
14. Applicant complies with provisions of the Drug-Free Workplace Act;
15. Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
16. Applicant agrees on behalf of itself, its officers, partners, principals, members, associates, employees and agents to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Other Relevant Application Attestations

17. I attest that neither the applicant, nor any of the applicant entity's officers, partners, principals, members, associates, or key employees, have been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud over the last three (3) years. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances.
18. I attest that neither the applicant, nor any of the applicant entity's officers, partners, principals, members, associates, or key employees, have been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.
19. I certify that the applicant entity is compliant with D.C. Official Code § 1-328.15(b).

20. I certify that all information provided in the application is true and accurate. I understand that failure to honestly and accurately represent the factual truth in the attestations may result in being disqualified, forfeiture of an awarded grant, or greater penalties, as applicable.

Organization Name:

Signature:

Title:
