



CLEAN TEAM PROGRAM 2018 *Revised* Request for Applications (RFA)

The Department of Small and Local Business Development (DSLBD) is soliciting grant applications from eligible applicants to operate and manage 2018 Clean Team Programs for the following service areas.

12 th Street NE	Alabama Avenue, SE	Bellevue	Benning Road
Benning Road (Ward 6)	Connecticut Avenue	Georgia Avenue	Glover Park
Kennedy Street	Lower Georgia Avenue	Mid-City	Minnesota Avenue, NE
New York Avenue, NE	Pennsylvania Avenue, SE	Upper Georgia Avenue	Upper 14 th Street, NW
Ward 1	Wisconsin Avenue		

The submission deadline is Wednesday, July 5, 2017 at 10:00 a.m.

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

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

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

DSLBD published the Notice of Funding Availability (NOFA) in the May 12, 2017, June 2, 2017 and June 9, 2017 editions of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities> . **The Application Submission Deadline is Wednesday, July 5, 2017 at 10:00 AM.**

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

I. Request for Applications

The Request for Applications. This document, which includes a detailed description of clean team services, service area boundaries, applicant eligibility requirements, and selection criteria, is meant to be a guide for applicants who should review it closely.

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

The online Application Form will be available **Friday, May 12, 2017.**

To access the online application forms, an organization must complete and submit an online **Expression of Interest** (Registration) form at <https://octo.quickbase.com/db/bmqaxgb2b>.

DSLBD will **activate online access within two (2) business days** and notify registrants via email. The email will contain instructions on how to access the online application. Please submit only one registration form for your Organization. By requesting an application, your Organization is NOT obligated to apply.

Pre-Application Meeting

DSLBD held a pre-application meeting on Wednesday, May 24, 2017 at 2:00 PM at 441 4th Street NW, Washington DC 20001, DSLBD Training Room 805S.

The second pre-application meeting will be held on Friday, June 16, 2017 at 2:00 PM at 441 4th Street NW, Washington DC 20001, DSLBD Training Room 805S.

II. Clean Team Service Delivery Details

BASIC SERVICES

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

1. **Litter removal** – Removal of trash and debris on sidewalks, gutters and tree pits using sweeping and picking methods. Removal of trash and debris from DPW street trashcans if/when trashcan contents are at or near capacity. Displacement of debris by water hoses and blowers is not allowed.
2. **Recycling** – Includes: a) sorting of recyclable materials (glass, plastic, aluminum) from trash collected in street, sidewalks, gutters, and tree boxes; b) transporting recyclable materials separate from litter to nearest DPW transfer station; and, c) placing recyclables in recycling section of DPW transfer station (i.e., do not comingle with litter). Team members will collect recyclables in a trash bag attached to the side of the barrel, keeping recyclables separate from trash at all times.

3. **Graffiti removal** – Abatement (removal or covering with paint) of graffiti from commercial properties, lampposts, street signposts, benches, mail boxes, and fire boxes, which are located on streets within the service area boundaries and side streets within 10 yards of the service area. Obtain written permission from property owner to remove graffiti prior to remediation. Track and report location and include before/after images of graffiti remediation. Graffiti higher than 8 feet should be reported to DPW via 311 for removal.
4. **Illegal poster/sticker removal** – 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 (unless the entry path is more than ten feet long), crosswalk curb cuts, and sewer catch basin openings. Eco-friendly ice melt must be used.
6. **Weeding** – Weeding sidewalks and tree boxes, curbs and other designated locations in the service area on a daily basis. If chemicals are used to kill weeds, only eco-friendly herbicide may be used.
7. **Mowing grass** – Mow grass located in area between sidewalk and gutter and public areas within the service area, ensuring that all grassy areas are always well maintained.
8. **Mulching tree boxes** – Mulch all tree boxes at least once a year following the mulching guidelines published by DDOT Urban Forestry Administration (i.e., 3 inches organic mulch placed 3 inches away from trunk and not mounded against the tree trunk).
9. **Public Space Defects** – 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 alleys, graffiti higher than 8 feet, tree pruning, and clogged sewer catch-basins.

ADDITIONAL SERVICES

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

OPERATING SCHEDULE

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

Each selected Clean Team grantee must provide at least two (2) uniformed staff members who can march in both the 2018 Martin Luther King Day and Emancipation Day parades. This time may be billed against the grant as an allowable expense.

SUB-CONTRACTING and CBE UTILIZATION

Certified Business Enterprises (CBE) are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small and veteran-owned (Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Law 16-33; D.C. Official Code 2-218.01 et seq.).

Applicants that plan to subcontract any portion of the clean team service delivery are required to hire and contract 35% of those services with a CBE, excluding proposed services that will be expended with non-profit organizations and other excluded costs pre-approved by DSLBD in its sole discretion. Generally, costs that may be excluded by DSLBD include services in which there are no CBE companies to provide said services. A Grantee must provide a written request for prior approval of excludable costs. If awarded the Grant, the Organization must comply with the plan or be subject to a fine and/or barred from entering into future grant agreements with DSLBD.

Applicants may **locate CBE businesses** by either of the following methods.

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 (saba.fassil2@dc.gov).

TEAM MEMBER COMPOSITION and RESIDENCY

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

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

All team members must be documented DC residents. If selected for a grant, Organizations must document that they hired DC residents for the team **by September 14, 2017**. 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 DC Government that has not expired.

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

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

LANGUAGE ACCESS

If awarded a grant, Grantee Organizations and their subcontractors would need to comply with the Language Access Act of 2004, D.C. Law 15-167, (D.C. Official Code §§2-1931 - 1937) ("Language

Access Act.”) A person with “Limited or no-English proficiency” (“LEP/NEP”) means the inability to adequately understand or to express oneself in the spoken or written English language.

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

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

III. Grant Award Amount, Period of Performance and Service Areas

DSLBD will **award one grant for each of the services areas listed below (i.e. a total of 18 grants). Grant amounts are noted for each service area.**

The grant **Period of Performance** is October 1, 2017 through September 30, 2018.

The 18 Service Areas and Boundaries are as follows. Maps of the service areas are available in the online application.

1. **12th Street, NE Clean Team, \$100,618.00**
 - 12th Street, NE between Rhode Island Avenue, NE and Michigan Avenue, NE

2. **Alabama Avenue, SE, \$100,000.00**
 - Good Hope Road, SE from 25th Street, SE to Alabama Avenue, SE
 - Good Hope Road, SE from 25th Street, SE to Alabama Avenue, SE
 - Alabama Avenue, SE from 23rd Street, SE to Stanton Terrace, SE (East Side)
 - Alabama Avenue from Stanton Road, SE to 15th Place, SE.

3. **Bellevue Clean Team, \$100,000.00**
 - 3700 block of Martin Luther King Jr. Avenue, SE
 - South Capitol Street from Xenia Street, SE to Brandywine Street, SE on the east side and to Chesapeake Street, SW on the west side of Capitol Street.
 - Atlantic Street, NE from South Capitol Terrace SW to Mississippi Avenue, SE
 - The intersection of Elmira Street, SW/SE and South Capitol Street
 - South Capitol Street from Livingston Road, SE to Southern Avenue, SE
 - The 4600 block of Livingston Road, SE
 - The portion of Southern Avenue from South Capitol Street to 400 Southern Avenue, SE which lies within the District of Columbia (the northern side of the street)

4. **Benning Road Clean Team, \$107,000.00**
 - Benning Road, NE from Anacostia Avenue to B Street, SE
 - East Capitol Street, SE from 46th Street, SE to Texas Avenue, SE

5. Benning Road (Ward 6) Clean Team, \$100,000.00

- Benning Road NE from 15th Street, SE to Anacostia Avenue, SE

6. Connecticut Avenue Clean Team, \$101,982.00

- Connecticut Avenue, NW from Calvert Street, NW to Cathedral Avenue, NW (Woodley Park)
- Connecticut Avenue, NW from Macomb Street, NW to Porter Street, NW (Cleveland Park)
- Connecticut Avenue, NW from Tilden Street, NW to Albemarle Street, NW (Van Ness);
- Connecticut Avenue, NW from Fessenden Street, NW to Nebraska Avenue, NW (Chevy Chase);
- Connecticut Avenue, NW from Livingston Street, NW to Western Avenue, NW (Chevy Chase)

7. Georgia Avenue Clean Team, \$101,982.00

- Georgia Avenue, NW from New Hampshire Avenue, NW to Allison Street, NW (Petworth)
- Georgia Avenue, NW from Decatur Street, NW to Quackenbos Street, NW (Brightwood)

8. Glover Park Avenue Clean Team, \$125,000.00

- Wisconsin Avenue, NW from Whitehaven Street, NW to Calvert Street, NW
- 37th Street, NW from Calvert Street, NW to 2411 37th Street

9. Kennedy Street Clean Team, \$100,618.00

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

10. Lower Georgia Avenue Clean Team, \$100,000.00

- Georgia Avenue, NW from Florida Avenue, NW to New Hampshire Street, NW
- 11th Street, NW from Kenyon Street, NW to Monroe Street, NW
- 1000 block of Harvard Street, NW
- Florida Avenue/U Street, NW from Georgia Avenue, NW to 10th Street, NW.

11. Mid-City Clean Team, \$100,000.00

- 14th Street, NW from Thomas Circle to S Street, NW

12. Minnesota Avenue, NE Clean Team, \$101,982.00

- Minnesota Avenue, NE from East Capitol Street, NE to Nannie Helen Burroughs Street NE

13. New York Avenue, NE Clean Team, \$113,521.00

- 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
- Okie Street, NE between Fenwick Street, NE and Kendall Street, NE
- The 1100 block of Okie Street, NE

14. Pennsylvania Avenue, SE Clean Team, \$107,000.00

- Pennsylvania Avenue, SE from Fairlawn Avenue, SE to 30th Street, SE
- Pennsylvania Avenue, SE from the northern edge of the 31st Street, SE to Carpenter Street, SE
- Pennsylvania Avenue, SE from 38th Street, SE to Fort Davis Street, SE
- Minnesota Avenue, SE from Naylor Road, SE to 2498 Minnesota Avenue, SE
- Minnesota Avenue, SE from M Street, SE to Nelson Place, SE
- Branch Avenue, SE from Q Street SE to 1777 Branch Avenue, SE
- Alabama Avenue, SE from 36th Place, SE to R Street, SE

15. Upper Georgia Avenue Clean Team, \$100,000.00

- Georgia Avenue, NW from Quackenbos, NW to District border (Eastern Avenue, NW on western side and Blair Road, NW on eastern side)

16. Upper 14th Street, NW Clean Team, \$100,000.00

- 14th Street NW from Allison Street NW to Delafield Place NW

17. Ward 1 Clean Team, \$100,618.00

- U Street, NW from 9th Street, NW to 17th Street, NW and 14th Street, NW from S Street, NW to Florida Avenue, NW (Mid City)
- 14th Street, NW from Columbia Road, NW to Spring Road, NW and Park Road, NW from Holmead Place, NW to Hiatt Place, NW (Columbia Heights)
- Mount Pleasant Street, NW from 16th Street, NW to Park Road, NW (Mount Pleasant)

18. Wisconsin Avenue Clean Team, \$113,521.00

- Wisconsin Avenue, NW from Lowell Street, NW to Western Avenue, NW

Eligible Expenses

1. **Programmatic Costs**—Goods and services used to fulfill grant obligations for a specific service area. These can include the following expenses.
 - Labor costs for crewmembers, supervisors and program coordinators (i.e., wages, salary and fringe).
 - Equipment for implementing services and stickers to brand the trash can with DSLBD logo and “Clean Team.” Equipment includes those items required to perform all services: litter and recyclables removal; graffiti removal; illegal poster/sticker removal; snow and ice removal; weeding; mowing grass; and, mulching tree boxes.
 - Team Uniforms for the crew and supervisor branded with the DSLBD logo and “Clean Team.”
 - Supplies and materials to provide basic and additional services (e.g., for cleaning, mulching trees, landscaping, planting).
 - Transportation costs (fuel, vehicle insurance and repair/maintenance), which are reimbursed at a rate stipulated by IRS Standard Mileage Rate (currently 53.5 cents per mile; IRS may adjust at beginning of each calendar year).
 - Rental of storage facility located in the District of Columbia.
 - Subcontracts for services, such as landscaping or gum removal, if they comply with CBE utilization requirement.
2. **Administrative Costs**—Grantee’s operating costs and cost of equipment used only occasionally for a specific service area. Administrative costs may not exceed 15% of the total cost of the contract. **Grantee must be able to document administrative costs with receipts for costs incurred.**

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

If your Organization has a question about expense eligibility, please **contact DSLBD prior to application** (saba.fassil2@dc.gov).

Additional Budget Notes

1. DC Law requires a **Living Wage** for affiliated employees.
 - Applicant Organizations are required to pay affiliated employees, who perform services pursuant to this Grant and are paid with Grant Funds during the Grant Period, no less than the “**DC Living Wage**” as defined by the Living Wage Act of 2006, Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) regardless of whether applicant is an exempt organization. The Department of Employment Services (DOES) set the 2017 Living Wage rate at \$13.95 per hour regardless of whether health care benefits are provided. The wage may increase for 2018. In proposing a budget for services through September 30, 2018, Applicants should plan accordingly.

- “**Affiliated employee**” means any individual employed by Grantee who performs services pursuant to this Grant, including any employee of a contractor or subcontractor of Grantee who performs services pursuant to this Grant.
 - All of the **Grantee’s subcontractors** are required to pay their affiliated employees no less than the living wage if the subcontractor received \$50,000 or more from the Grantee, provided the funds used to pay the subcontractor are Grant funds.
 - **To learn about wage requirements and the legislation**, please visit <http://does.dc.gov/service/wage-and-hour-compliance> .
2. **Holiday and Administrative Closing Pay**—Grantees may, but are not required, to use grant funds to pay hourly-wage workers (crew and supervisors) for Federal and District holidays and days that the DC Government is closed for inclement weather (administrative closing). Please calculate your wage/fringe amount accordingly.
 3. Applicants may seek reimbursement for **use of vehicles used** to implement the Program. Expenses are documented with a transportation log (date, miles for each service day the vehicle was used in the implementation of the Program).
 - DSLBD uses the Internal Revenue Service (IRS)’s Federal Mileage Reimbursement rate, which is 53.5 cents for 2017. Generally, the IRS announces any changes to rate in December. The IRS should publish the 2018 rate in December 2017.
 - DSLBD will not accept receipts for gas, auto insurance, auto repair or maintenance services since all of these expenses are covered by the Federal Mileage Reimbursement Rate.
 4. **Administrative costs should be prorated** based on 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, the Grantee shall conduct regular **drug testing** of the Program Team. Drug tests expenses may be billed against the grant.
 6. If awarded a grant, all Grantees shall secure the use of a **storage facility located in the District of Columbia** to secure all Program equipment and supplies,
 7. If awarded a grant, all Grantees shall **brand the exterior-most uniform item** worn by all team members, and the **trashcans used by the team members**, with the current DSLBD color logo and the “Clean Team” program name.
 8. If awarded a grant, all Grantees should budget for any **tipping fees** charged by the Department of Public Works (DPW) for transporting trash and recyclables to DPW facilities. As a courtesy, DSLBD will request that DPW waive the fees for Clean Team Grantees. However, if DPW does not approve, Grantees must pay the DPW fees, which is an allowable use of grant funds.
 9. If awarded, Grantees are required to submit **justification documentation (receipts) for all expenses** (programmatic costs and administrative) for which grant funds are used.
 10. If awarded, Grantees can request **reimbursement only for eligible expenses** that are listed in the Grant Agreement and incurred no earlier than the effective date of the Grant Agreement but no later than the end date of Period of Performance (September 30, 2018).

V. 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.

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

Eligibility Requirements for which Applicants must submit **DOCUMENTATION** in their online Application Form **on or before July 5, 2017 at 10AM.**

1. **Proof of Nonprofit Status**—The Tax-Exempt Status Determination Letter issued by the Internal Revenue Service.
2. **Current with Federal Taxes**— The IRS 990 filing for the Organization's most recent fiscal year. The document must be signed and dated.
3. **Commitment to Hire All DC Residents**—Attest to hire District residents for all crewmembers and supervisors. If selected for a grant award, Selected Applicants must document DC residency for all workers prior to the start of services date.
4. **Fiscally responsible**—**Applicants** must provide either A) audited financial statements OR B) unaudited financial statements plus copies of tax filings.

A. Audited Financial Statements

- Certified financial statements, which were reviewed and certified by an independent CPA within the past 2 years.
- The statements must include the auditor's notes.

OR

B. Unaudited Financial Documents and IRS Documents

If your Organization is too young (i.e. less than 24 months) to have audited statements, your Organization must submit the documents listed below.

- **Organizational Budget**—Budget (expenses and income) for Organization's current fiscal year
- **Income Statement (or Profit and Loss Statement)** — Income Statement which would account for the past 12 months
- **Balance Sheet**— Balance Sheet dated anytime in the last two months
- **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.

Attestation —Check the box in the online application that indicates the point of contact is the authorized representative for the organization and the above financial statements are the true statements for this organization.

5. **No criminal indictments or prior criminal charges**—Complete, sign and upload Criminal Activity Statement using the template provided in the online application. The document must be signed by the Applicant Organization's Board Chair OR a person authorized to negotiate on behalf of Organization.

6. **Eligible to receive public funds**— Complete, sign and upload Statement of Certification using the template provided in the online application. The document must be signed by the Applicant Organization’s Board Chair OR a person authorized to negotiate on behalf of Organization.
7. **Insured throughout the grant period of performance** (10/01/2017 through 9/30/2018)— Attest in online application that your Organization, if selected for grant award, will provide proof of insurance (insurance policy binders or cover pages) by July 17, 2017 (within 10 days of selection notification) for:
 - a. General Liability with DC Government **endorsement language**;
 - b. Auto Insurance (for truck used to implement Program); and,
 - c. Workers’ Compensation;

Eligibility Requirements, which DSLBD WILL CONFIRM on July 7, 2017

Applicants DO NOT need to submit documentation. DSLBD will confirm eligibility via internal systems.

1. **Incorporated and headquartered in the District of Columbia.**
2. **Current with DC taxes**—Applicants must be current with their DC taxes. DSLBD will check directly with the Office of Tax and Revenue (OTR) to obtain confirmation

Eligibility Requirements, which Applicants must meet on or before August 4, 2017

Below is a summary of the documentation needed IF your Organization is selected for a grant award.

1. **Insured throughout the grant period of performance** (10/01/2017 through 9/30/2018)— Proof of General Liability, Auto and Workers’ Compensation insurance.
2. **IRS W-9 form.**

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/bks6qx66x>.

Accessing Online Grant Application

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 been approved to communicate and apply on behalf of the Organization.

Application Submission Deadline

Application Submission Deadline is Wednesday, July 5, 2017 at 10:00 AM. Late submissions will not be accepted.

Applicant Organizations should submit application responses and documents before July 5 to avoid any computer server bottleneck that may occur if many users are submitting in the final hour or day.

Submission Tips

- **Save frequently** (green button in upper right corner of each page).
- **Create narrative responses offline** (e.g., in Word) and then copy into the online form fields; **Allow ample time to upload large documents** (i.e., attachments greater than 10MB in size), which may take longer to upload.
- **Complete submission before the deadline** to avoid any computer server bottleneck that may occur if many users try are submitting in the final hour or day.
- **Build in time to review final responses** to make final changes on application.

VII. Review, Selection Notification, Award Documents, and Starting Services

Eligibility Review & Correction

After the July 5 submission deadline, DSLBD will review applications to confirm if the Applicants meet the eligibility requirements listed in Section V of this document.

If an Applicant Organization's eligibility requirement responses are incomplete, DSLBD will notify the Applicant's point of contact by July 7, 2017.

The Applicant Organization will have until July 11, 2017 at 2:00 PM (two business days) to upload missing information for the eligibility requirements only. Applicants may not make changes to other application responses.

Selection Criteria

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

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

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

Selection Notification and Award Documents

DSLBD will notify all applicants of their status by July 31, 2017.

Applicants must submit the following documents on or before August 4, 2017. DSLBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents and/or does not demonstrate that it meets the eligibility requirements outlined in Section V of this document.

1. **Proof of Insurance**—Selected Applicants must demonstrate that they are **insured throughout the grant period of performance** (10/01/2017 through 9/30/2018) by providing proof of insurance (insurance policy binders or cover pages) within 10 days of notification for each of the three types of insurance listed below.
 - General Liability Insurance with DC Government endorsement language in the name of the Applicant Organization. A sample binder with the endorsement language is available in the online application.
 - Auto Insurance for the truck used to implement Program, in the name of the Applicant Organization or, if subcontracting basic services, in the name of the Subcontractor Organization.
 - Workers Compensation Insurance in the name of the Applicant Organization, or in the name of the Subcontractor Organization. If your Organization is sub-contracting basic services and ALL the team members are employees of the subcontractor.

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

2. **Electronic Fund Transfer form for Grantee Bank Account**—if awarded a grant, Grantees will receive grant disbursements via an electronic transmission to their bank account. To establish this transfer, Grantees must complete the following actions.
 - Complete, sign and return an ACH form and MSS Supplier form. Applicants may download and review these forms in viewed on the home page of the online application portal.
3. **IRS W-9 form**—Grantee must provide a completed and signed IRS form W9 with a current date. The current W-9 form is available at <http://www.irs.gov/Forms-&Pubs>.
4. **Truck Information**—Grantee must provide the model, make and license tag number for each vehicle that it will use to provide clean team services e.g., transporting trash to transfer station and moving supplies, equipment etc. between the service area and storage area. DSLBD will use this information to request a courtesy waiver of tipping fees by DPW (see *Additional Budget Notes* page 8).
5. **Storage Address**—Grantee must provide the address of the secured storage area located in the District of Columbia that will hold equipment and supplies used for the grant.
6. **Clarification Items**—If applicable, Grantee must provide responses to any items that DSLBD stipulated in the Notice of Grant Award (NOGA) that needs clarification

Selected Applicants must submit the following documents on or before August 24, 2017 by 2PM. DSLBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents and/or does not demonstrate that it meets the eligibility requirements outlined in Section V of this document.

1. Review and return an **executed Grant Agreement**. DSLBD will email the Grant Agreement for signature on or before August 22, 2017. Prior to that, Applicants may view a sample Grant Agreement on the online application home page.
2. **First disbursement invoice** (the amount will be provided on August 22, 2017).

Starting Services

The Clean Team must start services Sunday, October 1, 2017. If an Organization's proposed service delivery schedule does not include Sunday service, the next regularly-scheduled day of service is the first day that the Clean Team should start working.

Between Monday, August 28, 2017 and Thursday, September 14, 2017, selected applicants must be able to:

1. Hire and train clean team workers for all Clean Team ; and
2. Procure uniforms, equipment and supplies.

Grantees must submit the following documents on or before September 14, 2017. DSLBD reserves the right to withdraw an award offer if the Selected Applicant does not submit these documents.

1. **Document Hiring of DC Residents for All Team Positions**—Email to DSLBD on or before September 14, 2017 documentation that all team positions (crew and supervisor) are current DC Residents.

Acceptable documentation is a driver's license or photo-identification card issued by the DC Department of Motor Vehicles that is current (i.e., not expired).

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

Grantees must participate in Service Area Walk Through on or before September 14, 2017.

DSLBD will coordinate with the Organization to schedule a date/time. The Organization's grant Program Coordinator; Team Supervisor and Crewmembers must attend. During this walk through, DSLBD will:

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

VIII. Reporting and Payment Processing

Reporting

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

1. Workload indicators for each day on which services are provided. Indicators include the following metrics.
 - a. Weight of litter and recyclables collected (actual weight obtained once a month at Fort Totten transfer station for a load exclusively for a single service area).
 - b. Properties abated of graffiti.
 - c. Posters/Stickers removed.
 - d. Snow Removed and/or other services related to the treatment of snow.
 - e. Weeding of sidewalks and grass strips between sidewalk and gutter.
 - f. Mowing grass strip between sidewalk and gutter.
 - g. Public Space Defects Reported to 311.
 - h. Mulching tree boxes at least once a year.
 - i. Provision of any Additional Services proposed.
2. Monthly expense reporting which comprises submitting **expense justification documentation (receipts) for all expenses** (direct costs and administrative) for which grant funds are used.
3. Updates regarding staffing changes and proof of DC residents hired (must provide proof of DC residency), which are submitted within three (3) business days.

Disbursement

Grantees will receive a start-up disbursement (i.e., grant payment) by November 1, 2017. The initial amount will be 25 percent of the full Grant Award.

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

DC Government pays all invoices within 30 days of receipt of 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 grant making 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

- Ask questions at the **Pre-Submission Meeting** on Friday, June 16, 2017 at 10:00 AM at 441 4th Street NW, Washington DC 20001, DSLBD Training Room 805S.
- Email questions to saba.fassil2@dc.gov . DSLBD will share the questions and responses with organizations that complete an *Expression of Interest* form.