

## DC Commercial Clean Team Program Ward 1

### PROGRAM OVERVIEW

The Department of Small and Local Business Development (DSLBD) is soliciting applications from eligible applicants for its **DC Commercial Clean Team Program**, “the Program” in the Ward 1 service area.

Through this grant, DSLBD will fund up to \$56,410.26 for the service area to provide the neighborhood commercial district with the following services: litter removal, graffiti removal, recycling and landscaping. These services 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) Reduce stormwater pollution generated by DC’s commercial districts.

The following information provides an overview of the key Program elements, which may help interested applicants, determine if they would like to submit an *Expression of Interest* form.

#### PERIOD OF PERFORMANCE

The winning applicants (grantees) will start clean team services on February 20, 2013 and conclude service delivery on September 30, 2013. Applicants will propose the weekly service schedule.

#### CLEAN TEAM SERVICES

**Basic Services:** The following services are required for all service areas.

- **Litter removal**—Litter removal service is defined as the: a) Removal of litter and debris that accumulates on sidewalks, gutters, tree boxes, and areas of public parks that directly border the sidewalk using sweeping and picking methods (Debris includes trash, leaves and other items can be contained in a trash bag); b) Removal of trash from DPW street trash cans if/when trash can content is at or near capacity; and c) Transporting bagged litter and debris to nearest DPW transfer station.
- **Recycling**—Recycling service is defined as the: a) sorting of recyclable materials (glass, plastic, aluminum) from trash collected in street, sidewalks, gutters, tree boxes, and DPW trash cans when Clean Team crew removes trash bags; and b) transporting recyclable materials separate from trash to nearest DPW transfer station for recycling) for the selected service area.
- **Graffiti removal**—Graffiti removal service is defined as removal of graffiti from properties, lampposts, street signposts, benches, mail boxes, and fire boxes. Obtain any permits or other consents from other agencies, property owners or entities having jurisdiction over such property.
- **Illegal poster/sticker removal**—Illegal poster and sticker removal service is defined as removal of illegal 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.

- **Snow and ice removal**—Snow and ice removal from: sidewalks; entry path from sidewalk to businesses' entrance doors; crosswalk curb cuts; and sewer catch basin openings.
- **Weeding**—Weeding sidewalks as needed in spring and summer.

**Additional Services:** The following services are optional. Grantees may propose:

- **Landscaping**—Planting drought-tolerant plants in planters, hanging baskets and/or tree boxes. Watering and weeding regularly from June through October;
- **Street Tree and tree box maintenance**—Soil aeration, mulching and watering of street trees; and
- **Public space defect tracking and reporting**—Reporting public space defects to 311 via phone or mobile application. Examples of defects include broken street light, tripping hazard on sidewalk, and bulk trash left on corridor.

### **Excluded Services**

Please note that the following activities are not part of basic or additional services: Alley cleaning; Bulk trash removal; Ambassador services; Community clean-up day coordination; Processing public space complaints from business and commercial property owners; Removal of trash from DPW trash cans unless they are overflowing; and Sewer catch basin cleaning.

## **SERVICE AREAS**

The Ward 1 service area is comprised of the following streets. You may download the corresponding map at [www.dslbd.dc.gov](http://www.dslbd.dc.gov).

1. **Georgia Avenue, NW** from Harvard Street, NW to New Hampshire Avenue, NW (Node 1);
2. **U Street, NW** from 9th Street, NW through 17th Street, NW (Node 2);
3. **14th Street, NW** from S Street, NW to Florida Avenue, NW (Node 3);
4. **14th Street, NW** from Park Road, NW to Spring Road, NW; and **Park Road, NW** from 14th Street, NW to Hiatt Place, NW (Node 4);
5. **11th Street, NW** from Kenyon Street, NW to Monroe Street, NW (Node 5); and,
6. **Mount Pleasant Street, NW** from 16th Street, NW to Park Road, NW (Node 6).

## **REPORTING & PAYMENT PROCESSING**

**Quarterly Reporting**—Grantees are required to track workload indicators daily. Every quarter, Grantees will report the workload indicators online and submit proof of payment (receipts) for expenses, which are listed in the approved application. Grantees may access the online reporting tool at any time via mobile devices or computers with internet access. Examples of workload indicators include: labor hours worked; number of bags of litter removed; location and photograph of graffiti removed (see application for complete list).

**Initial Disbursement**—Grantee will receive a start-up payment (disbursement) on or before March 11, 2013. The amount will be based on DSLBD's calculation of approximately six weeks of crew labor wages, uniforms and basic service equipment.

**Quarterly Reimbursement**—After start-up disbursement, Grantees will receive disbursements on a quarterly reimbursement basis, based on the submission complete Quarterly Reporting that includes receipts. DSLBD will review and, if needed, adjust the reimbursement amount for ineligible costs

or unapproved expenses. DSLBD will process disbursements within 15 business days of receipt of complete Quarterly Reports. Disbursements will be sent via electronic fund transfer to the Grantee's separate bank account for the Program grant funds.

## APPLICANT ELIGIBILITY

Businesses and nonprofit organizations incorporated in the District of Columbia, which demonstrate the following, are eligible to apply. *Supporting documents* that must be submitted with the application are italicized. Applications received from ineligible entities will not be reviewed.

1. Incorporated and headquartered in the District of Columbia;
2. Proof of nonprofit status (for nonprofit applicants only)—*IRS Determination Letter; OTR Tax-Exemption Determination Letter* (for nonprofit applicants only);
3. Experience providing litter removal, recycling, graffiti removal, or related services;
4. Eligible to receive public funds (no disbarments);
5. No criminal indictments or prior criminal charges;
6. Proof of insurance through grant period of performance (9/30/2013)—*Insurance policy binder for general liability and auto insurance with DC Government endorsement language; and*
7. Current with DC and Federal taxes and fees—For all applicants: *DCRA Certificate of Good Standing* and *OTR Certificate of Good Standing* (allow up to 15 business days to obtain certificates); For nonprofit applicants: *IRS Form 990*; For business applicants: *Form 1040 Schedule C, 1065 or 1120*.

## APPLICATION SUBMISSION

**Expression of Interest**—Interested businesses and nonprofit organizations must complete, sign, scan and email an *Expression of Interest* form to [lincoln.lashley@dc.gov](mailto:lincoln.lashley@dc.gov) to receive access to the online Grant Application. The *Expression of Interest* form is available at [www.dslbd.dc.gov](http://www.dslbd.dc.gov). The last day to submit an Expression of Interest Form is **January 25, 2013 at 5:00 PM**

**Grant Application**—Respondents to the *Expression of Interest* will receive instructions on how to access the online application form. Only information submitted through the online application will be reviewed. Applicants must complete the **online application are due on or before January 30, 2013 at 4:00 PM.**

## SELECTION & STARTING SERVICES

**Selection Criteria**—Applications will be reviewed and scored based on: 1) applicant's capacity and past experience; 2) proposed service delivery plan; and 3) proposed budget. Additional points will be awarded to applicants that: are Certified Business Enterprises (CBEs); expend their grant funds with CBEs; and/or hire DC residents.

**Notification**—DSLBD will notify all applicants of their status by February 11, 2013.

**Starting Services**—Winning applicants must be able to:

- Review and return an executed Grant Agreement to DSLBD within 3 business days of receipt;

- Open a separate bank account for grant funds within 5 business days of an executed Grant Agreement (see Program Guidelines for account requirements);
- Hire Program Team (crew and supervisors) and procure branded uniforms, supplies and equipment within 5 business days of Grant Agreement execution; and
- Start providing basic services in the service areas on or before February 20, 2013.

## QUESTIONS

Interested businesses and nonprofit organizations may email questions regarding submitting an *Expression of Interest* or the Program in general to [camille.nixon@dc.gov](mailto:camille.nixon@dc.gov) or [lincoln.lashley@dc.gov](mailto:lincoln.lashley@dc.gov).

*Expression of Interest* respondents who have questions about submitting the online application may:

- Attend a **Pre-Submission Meeting** on Tuesday, January 15, 2013; or
- Email questions through January 25, 2013 to [camille.nixon@dc.gov](mailto:camille.nixon@dc.gov) or [lincoln.lashley@dc.gov](mailto:lincoln.lashley@dc.gov). The questions and DSLBD responses will be copied to all *Expression of Interest* respondents.