

DC Commercial Clean Team Program

Georgia Avenue, NW; Kennedy Street, NW; Rhode Island Avenue, NE

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 three service areas—Georgia Avenue, NW; Kennedy Street, NW; and Rhode Island Avenue, NE.

Through this grant, DSLBD will fund up to \$86,900 for each service area to provide neighborhood commercial districts 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 as early as December 3, 2012 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**—Picking, sweeping and bagging litter and debris that accumulates: a) on sidewalks, curbs and gutters; b) in tree boxes; c) in areas of public parks that directly border the sidewalk; and d) from DPW trash cans if they are overflowing. Transport bagged litter and debris to nearest DPW transfer station;
- **Graffiti removal** from commercial buildings and public space items (e.g., mailboxes, utility boxes);
- **Illegal posters and sticker removal** from commercial buildings and public space items;
- **Recycling**—Separating and sorting recyclable materials (glass, plastic, aluminum) from litter and debris collected on sidewalks, gutters and tree boxes. Transporting recyclable materials to a DPW transfer station or a qualified recycling hauler;
- **Snow and ice removal** from sidewalks and crosswalk curb cuts; and
- **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; and,
- **Tree and tree box maintenance**—Soil aeration, mulching and tree pruning.

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 service areas for which DSLBD is seeking applications are as follows. Download maps with the DSLBD-defined service area boundaries at www.dslbd.dc.gov.

1. **Georgia Avenue, NW in Ward 4**—New Hampshire to Allison; Delafield to Van Buren; and Fern to Eastern
2. **Kennedy Street, NW**—North Capitol to Georgia; and 14th Street triangle (Longfellow, Colorado and 14th Streets)
3. **Rhode Island Avenue, NE**—4th to 10th; 18th to 24th; and Newton to Eastern

Interested applicants must indicate in their *Expression of Interest* the service area(s) for which they would like to submit applications. Applicants must submit a separate application for each area.

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—Grantees will receive a start-up payment (disbursement) on or before December 17, 2012. The amount will be based on DSLBD's calculation of 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 submit an *Expression of Interest* form by **October 24, 2012 at 5:00 PM** to receive access to the online Grant Application. Applicants must submit a separate application for each area. The *Expression of Interest* form is available at www.dslbd.dc.gov.

Grant Application—Respondents to the *Expression of Interest* will receive instructions on how to access the online application form, which will be **available on or before October 19, 2012**. Applicants must complete the online application, which includes uploading supporting documents, by **November 9, 2012 at 12 noon**. Only information submitted through the online application will be reviewed.

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 November 22, 2012.

Starting Services—Winning applicants must be able to:

- Review and execute Grant Agreement the week of November 26, 2012;
- Open a separate bank account for grant funds before November 30, 2012;
- Hire workers and procure uniforms and equipment by November 30, 2012; and
- Provide basic services in service area starting December 3, 2012.

RFA 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 or lincoln.lashley@dc.gov.

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

- Attend a **Pre-Submission Meeting** on October 25, 2012; or
- Email questions through November 30, 2012 to camille.nixon@dc.gov or lincoln.lashley@dc.gov. The questions and DSLBD responses will be copied to all *Expression of Interest* respondents.