



DEPT. OF **SMALL & LOCAL** BUSINESS DEVELOPMENT

CLEAN TEAM PROGRAM 2022

Request for Applications (RFA)

This RFA has been revised to update budget funding.

The District of Columbia (“DC” or “District”) Department of Small and Local Business Development (“DSLBD”) is soliciting grant applications from eligible applicants to operate and manage FY2022 (October 1, 2021 through September 31, 2022) Clean Team Programs for the District service areas detailed below. DSLBD published the initial Notice of Funding Availability (NOFA) in the July 26, 2021 edition of the DC Register (www.dcregs.dc.gov). The NOFA is also available at <http://dslbd.dc.gov/service/current-solicitations-opportunities>.

This RFA provides a detailed description of the the District’s Clean Team Program (“Program”) and also serves as an instruction manual for the online grant application. Applicants should review the contents of each of the following sections closely before submitting an application.

- I. Application**
- II. Program Objective, Service Delivery Details**
- III. Service Area Boundaries/Grant Amounts, Budget Preparation**
- IV. Applicant Eligibility Requirements**
- V. Selection Criteria**
- VI. Reservations**

I. THE APPLICATION

The Clean Teams Program grant application is an online portal through which an applicant provides all information requested in the RFA. Applicants must use the application to demonstrate their eligibility, their capacity to provide proposed services, and their capacity to manage grant funds. Applicants must also propose a service delivery plan and budget. The online Application opens on Monday, August 2, 2021. DSLBD reserves the right to issue addenda and/or amendments to the NOFA or this RFA, or to rescind the NOFA or RFA. DSLBD will post addenda or amendments, if any, on the online application webpage. Applicants are responsible for regularly reviewing and adhering to any subsequent addenda or amendments.

- A. Registration.** To access the online application form an eligible organization must first register by completing and submitting an online Expression of Interest (“EI”), which is a registration form found at <https://octo.quickbase.com/db/brehfgppe>. DSLBD will activate a registrant’s online access within two (2) business days after completion and submission of the EI form and notify registrants via email. The email will contain instructions on how to access the online application. Submit only one registration form per organization. By requesting an application, an organization is NOT obligated to apply.

- B. Pre-Application Meetings.** DSLBD will hold a pre-application meeting on Thursday, August 5, 2021 at 1:00 PM and on Thursday, August 12, 2021 at 9:30 AM. The meetings will be conducted online. Anyone interested in attending the information session may send an email to Donnell Davis (donnell.davis@dc.gov) to obtain a link to the meeting.
- C. Confirm Eligibility. On August 16 , 2021, 12:00 p.m., DSLBD will review applications to confirm if the Applicants meet the eligibility requirements listed in Section IV of this document.**
- D. Missing Documents.** If an Applicant organization's eligibility requirement responses are incomplete, DSLBD will notify the Applicant's point of contact by August 18 , 2021, which gives applicants 3.5 business days to upload any missing documents that would eliminate their application from competition.
- E. Application Deadline.** All Applications must be completed and submitted to DSLBD by **12 noon on August 25th 2021**. Applications submitted after the deadline or by any other means will not be accepted.
- F. Application Submission Tips:**
1. Save frequently, (green button in upper right corner of each page).
 2. Have your application as complete as possible by August 13th , so that you can take advantage of DLSBD's eligibility pre-review.
 3. Create narrative responses offline (e.g., in Word) and then copy and paste into the online form fields.
 4. Allow ample time to upload large documents (i.e., attachments greater than 10MB in size).
 5. Complete submission well before the deadline to avoid any computer server bottlenecks that could occur if many users try to submit during the final hour or day.
 6. Build in time to review final responses to make final changes on application.

II. CLEAN TEAM PROGRAM OBJECTIVES AND SERVICES

- A. Objectives.** 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 (<https://sustainable.dc.gov/>).

B. Basic Services. To achieve the Program's objectives all proposals should address how the team will perform the following required Basic Clean Team Services.

1. Litter removal – Remove trash and debris on sidewalks, gutters, and tree pits using sweeping and picking methods. Remove 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 – Abate (remove or cover with paint) 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 – Remove illegal posters, stickers, and signs from lampposts, street signposts, benches, mailboxes, and fireboxes 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 – Within 8 hours of the end of snowfall, remove snow and ice from sidewalks, entry path from sidewalk to businesses' entrance doors (unless the entry path is more than 10 feet long), crosswalk curb cuts, and sewer catch basin openings. Eco-friendly ice melt must be used.
6. Weeding – Weed 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 District Department Of Transportation 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 – Observe and report 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.

- C. Additional Services.** Applicants, who propose additional services with a viable implementation plan, may receive bonus points during the application scoring process. The proposed additional services should support the Program’s objectives. above. Examples of additional services include the following.
- Landscaping with year-around maintenance
 - Gum removal several times throughout the year
 - Washing sidewalks several times throughout the year
 - Watering and maintaining street trees
 - Other services identified by Applicants, which meet the Program’s objectives
- D. Workforce Development.** Applicants who propose services that help crew members graduate from Clean Teams and pursue career advancement will be considered for additional points during the application scoring process. Applicants who find matching funding that pays for the training or pays for crew members to take part in training will be a strong indicator of workforce development.
- E. 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.
- F. Sub-Contracting And CBE Utilization.** 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 Certified Business Enterprise (“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. CBEs are businesses certified by DSLBD to be local (i.e., headquartered in the District of Columbia), as well as other designations such as small, veteran-owned, independently owned and operated, and DC resident owned, and as further described under the District’s 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 may locate CBE businesses by searching the online CBE database at <https://dslbd.secure.force.com/public>. For questions about subcontracting and exclusions, please contact donnell.davis@dc.gov at DSLBD prior to submitting an application.
- G. Team Member Composition And Residency.** A Clean Team may be comprised of part-time and/or full-time employees. Employees can be described as follows:
1. Crew is a person who works each service day on the street to provide basic and additional services.

2. Supervisor is a person who manages the crew and may work on the street to provide basic and additional services.
3. Program Coordinator is a person who works for the grantee organization or service provider to provide reports and documentation to DSLBD.
4. All team members must be documented DC residents. During the grant 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.
5. Team members shall not be a DC government employee.
6. Team members shall not work a separate full-time job, while also working as a full-time member of the Clean Team without obtaining approval from DSLBD in advance.

H. Language Access. If awarded a grant, all 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 Grant Agreement template provided with the application.

III. SERVICE AREAS/GRANT AMOUNTS, BUDGET PREPARATION

- A. Service Areas/Grant Amounts. DSLBD will award one grant for each of the 22 Service Areas **in the respective amounts listed below.**

SERVICE AREA	DESCRIPTION	GRANT AMOUNT
12th Street	12th Street NE between Rhode Island Avenue NE and Michigan Avenue NE	\$117,371.61
Alabama Avenue	Good Hope Rd SE from 25th Street SE to Alabama Avenue SE; Alabama Avenue SE from Naylor Road SE to 30th Street SE; Alabama Avenue SE from 23rd Street SE to Stanton Terrace SE (East Side); Alabama Avenue from Stanton Road SE to 15th Place SE	\$107,753.61
Bellevue	3700 block of Martin Luther King Jr Avenue, SE; South Capitol Street from Xenia Street, SB to Brandywine Street, SW/SE; Atlantic Street, NE, from South Capitol Street 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; and, the portion of Southern Avenue SE from South Capitol Street to 400 Southern Avenue, SE which lies within the District of Columbia (the northern side of the street)	\$118,253.61
Benning Road (Ward 6)	Benning Road NE from 15th Street, NE to Anacostia Avenue, NE	\$107,753.61

Benning Road (Ward 7)	Benning Road NE from Anacostia Avenue to Benning Road SE at B Street, SE; East Capitol Street from 46th Street, SE to Texas Avenue	\$117,753.61
Connecticut Avenue	Connecticut Avenue, NW: from Calvert Street, NW to Cathedral Avenue, NW (Woodley Park); from Macomb Street, NW to Porter Street, NW (Cleveland Park); from Tilden Street, NW to Albemarle Street, NW (Van Ness); from Fessenden Street, NW to Nebraska Avenue, NW (Chevy Chase); and, from Livingston Street, NW to Western Avenue, NW (Chevy Chase)	\$112,735.61
Georgia Avenue	Georgia Avenue from New Hampshire Avenue, NW to Allison Street, NW (Petworth) and Georgia Avenue from Decatur Street, NW to Quackenbos Street, NW (Brightwood)	\$112,735.61
Glover Park	Wisconsin Avenue from Whitehaven Street, NW to Calvert Street, NW; Calvert Street from Wisconsin Avenue NW to 37th Street NW; and, 37 th Street from Calvert Street NW to 2411 37th Street. Boundary expansion from Whitehaven PKWY to R St.	\$208,753.61
Kennedy Street	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	\$111,371.61
Lower Georgia Avenue	Georgia Avenue, NW from Florida Avenue, NW to New Hampshire Avenue, NW; 11th Street, NW from Kenyon Street, NW to Monroe Street, NW; the 1000 block of Harvard Street, NW; and, Florida Avenue/U Street, NW from Georgia Avenue, NW to 10th Street, NW. Expanded Clean Team services to adjacent blocks of commercial zones, 3 days a week. Provide 22 recycling bins and maintain service to new recycling bins.	\$439,842.61
Mid-City	14th Street, NW from Thomas Circle, NW to U Street, NW; U Street from 10th Street, NW to 17th Street, NW. Provide 22 recycling bins and maintain service to new recycling bins.	\$308,350.61
New York Avenue	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; and, Okie Street NE on the 1100 block	\$129,753.61
Pennsylvania Avenue	Pennsylvania Avenue SE from Fairlawn Avenue SE to 30th Street SE; Pennsylvania Avenue SE from the northern edge of 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	\$117,753.61

	Branch Avenue SE; and, Alabama Avenue SE from 36th Place SE to R Street SE	
Trinidad	Trinidad Service Area: Florida Avenue NE from West Virginia Ave NE to Montello Ave NE; Montello Ave NE from Florida Ave NE to Mt. Olivet Road NE; Mt. Olivet Road NE from Montello Ave NE to Trinidad Ave NE; Trinidad Ave NE from Mt. Olivet Road to Florida Ave NE	\$164,753.61
Upper 14th Street NW	14th Street NW from Spring Road NW to Shepherd Road NW; 14th Street, NW from Webster Street NW to Delafield Place NW	\$107,753.61
Upper Georgia Avenue	Georgia Avenue from Quackenbos Street NW to the District border (Eastern Avenue NW on western side and Blair Road NW on eastern side)	\$210,753.61
Ward 1	14th Street NW from Columbia Road NW to Spring Road NW; Park Road NW from Holmead Place NW to Hiatt Place NW; and, Mount Pleasant Street NW from 16th Street NW to Park Road, NW (Mount Pleasant). Expanded Clean Team services to adjacent blocks of commercial zones, 3 days a week. Provide 22 recycling bins and maintain service to new recycling bins.	\$451,085.61
Wisconsin Avenue	Wisconsin Avenue NW from Lowell Street NW to Western Avenue NW	\$174,274.61
Ward 5 (Roving)	Expanded Clean Team services to Ward 5. The grantee should propose a plan for providing hotspot cleaning anywhere in Ward 5.	\$350,000.00
Ward 7 (Roving)	Expanded Clean Team services to Ward 7. The grantee should propose a plan for providing hotspot cleaning anywhere in Ward 7.	\$300,000.00
Ward 8 (Roving)	Expanded Clean Team services to Ward 8. The grantee should propose a plan for providing hotspot cleaning anywhere in Ward 8.	\$300,000.00
Eckington	Rhode Island Avenue from North Capitol Street to Metropolitan Branch Trail; North Capitol Street from New York Avenue to Rhode Island Avenue; New York Avenue from North Capitol Street to the Metropolitan Branch Trail.; the Metropolitan Branch Trail from New York Avenue to Rhode Island Avenue	\$225,000.00

Maps of the Service Areas are available in the online application.

B. Budget Preparation

1. Eligible Expenses

- a. Programmatic Costs—Goods and services used to fulfill grant obligations for a specific Service Area. These can include the following expenses:
- b. Labor costs for crewmembers, supervisors and program coordinators (i.e., wages, salary and fringe).
- c. Equipment for implementing services and stickers to brand the trash can with DSLBD logo and the words “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.
- d. Team Uniforms for the crew and supervisor branded with the DSLBD logo and the words “Clean Team.”
- e. Supplies and materials to provide basic and additional services (e.g., for cleaning, mulching trees, landscaping, planting)

- f. Transportation costs are reimbursable transportation expenses which include the following: fuel, vehicle insurance, lease of vehicle and repair/maintenance.
- g. Rental of storage facility located in the District of Columbia.
- h. Subcontracts for services, such as landscaping or gum removal, if they comply with CBE utilization requirement.
- i. Insurance costs shall be procured and maintained, during the entire period of performance under the grant.

2. **Administrative Costs**—Grantee’s operating costs. Administrative Costs may not exceed 10% of the total cost of the grant amount. **A 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, approved by DSLBD where only related to the performance of the grant); office equipment; office supplies; payroll processing services; and, rent. Questions about expense eligibility should be directed to donnell.davis@dc.gov at **DSLBD prior to application submission or prior to the application deadline.**

3. **Additional Budget Notes**

- a. DC Law requires a **Living Wage** for affiliated employees.
 - Applicant Organizations are required to pay affiliated employees, who perform services pursuant to a District 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. As of July 1, 2021, the Department of Employment Services (DOES) set the Living Wage rate at \$15.20 per hour regardless of whether health care benefits are provided. The wage may increase for 2021. In proposing a budget for services through September 30, 2022, Applicants should plan accordingly for any possible increases.
 - “**Affiliated Employee**” means any individual employed by a grantee who performs services pursuant to a District grant, including any employee of a contractor or subcontractor of a grantee who performs services pursuant to a District grant.
 - All of the **grantee subcontractors** are required to pay their Affiliated Employees no less than the living wage if the subcontractor received \$50,000 or more from a grantee, provided the funds used to pay the subcontractor are District grant funds.
 - **To learn about wage requirements and the legislation**, please visit <https://does.dc.gov/service/office-wage-hour-compliance-0>.
- b. **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.
- c. Applicants may seek reimbursement for **use of vehicles used** to implement the Program. Expenses are documented with receipts for actual expenses, not to exceed 3% of the grant. Reimbursable transportation expenses include the following.
 - Fuel.

- Vehicle repairs.
 - Lease of vehicle.
 - Routine maintenance.
- d. **Administrative costs should be prorated** based on how much the associated expense item is used for the implementation of the Program. A grantee must be able to document indirect costs with receipts for costs incurred.
 - e. If awarded a grant, a grantee shall conduct regular **drug testing** of the Program Team. Drug tests expenses may be billed against the grant.
 - f. 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.
 - g. 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.
 - h. If awarded, Grantees are required to submit **justification documentation (receipts)** for **all expenses** (programmatic costs and administrative) for which grant funds are used
 - i. If awarded, Grantees can request **reimbursement** only for **eligible expenses** that are listed in the Grant Agreement and incurred no earlier than October 1, 2021 and no later than the end date of the Period of Performance (September 30, 2022).

IV. APPLICANT ELIGIBILITY

Only DC nonprofit organizations and CBEs, are eligible to apply for a Clean Team Program grant. Such applicants must further meet the following requirements to be eligible to receive Program grant funds:

- A. Proof of Eligibility: Applicants must upload and submit with or include in their applications a copy of the following documents or information in order for DSLBD to verify their eligibility to apply and to receive District grant funds. Documents must be current at the time of application submission and review and must remain current at all times during the performance period of the grant.
 1. DC Department of Consumer and Regulatory Affairs (DCRA) Certificate of Incorporation
 2. DCRA license to conduct business in the District of Columbia, if applicable
 3. DCRA Certificate of Good Standing
 4. DC Office of Tax and Revenue Certificate of Clean Hands
 5. Internal Revenue Service (IRS) issued Tax-Exempt Status Determination Letter for Nonprofits
 6. DSLBD assigned certification number as CBE. (certification number and the name of the applicant organization must match the name of the certified business).

7. Either A) an audited financial statement OR B) an unaudited financial statement plus a copy of most recent DC tax filings.
 - a. Audited Financial Statements. Certified financial statements, which were reviewed and certified by an independent Certified Public Accountant (“CPA”). The statements must include the auditor’s notes; OR
 - b. Unaudited Financial Documents and IRS Documents
8. Organizational Budget—Budget (expenses and income) for organization’s current fiscal year. This document should also define the organization’s fiscal year.
9. Income Statement (or Profit and Loss Statement) — Income Statement which covers 12 months of revenues and expenses.
10. Balance Sheet— Balance Sheet which shows the recent assets and liabilities for the applicant organization.
11. 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. If the applicant is less than three (3) years old, send any IRS filings that have been made.

B. CHECK THE BOX (Online) REQUIREMENTS

1. **Attestation** – In the online application check the box 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. This box can be found immediately following the fields to upload financial documents, in Section 4 (Financial Documents) of the Eligibility Record.
2. **Eligible to receive public funds**— In the online application check the box which allows applicants to attest that applicant organization uses Generally Accepted Accounting Principles, is current on all federal and District taxes, can secure a bond, has not been suspended by any District contract-regulating agency, operates a drug-free workplace, has the ability to financially manage and operationally implement a grant, is eligible to receive the grant, and agrees to indemnify, defend, and hold harmless the District. This box can be found in Section 5 (Eligible for Public Funds) of the Eligibility Record.
3. Insured throughout the grant period of performance — In the online application check the box found in Section 6 (Insurance Attestation) of the Eligibility Record which allows applicants to attest that, if selected for grant award, applicant will provide proof of insurance (insurance policy binders or cover pages) for:
 - a. General Liability with DC Government endorsement language;
 - b. Auto Insurance (for truck used to implement Program); and,
 - c. Workers’ Compensation.

To learn more about citywide grant requirements, visit the Office of Partnership and Grant’s Citywide Grants Manual and Sourcebook (<https://is.dc.gov/book/citywide-grant-manual-and-sourcebook>)

V. SELECTION CRITERIA

Applications will be reviewed and scored based on the criteria below. The total maximum score will be 125 points (100 for required criteria and 25 for optional services).

- A. Capacity (50 % of total score)
 1. Demonstrated capacity to provide Clean Team or related services in public spaces and/or commercial districts.
 2. Demonstrated capacity to manage grant funds.
 3. Prior experience with providing job training and social support services.
- B. Basic Services (50% of the total score)—Proposed service delivery plan for basic Clean Team services.
- C. Additional Services (Optional, up to 15 bonus points)—Proposed service delivery plan for additional Clean Team services.
- D. Workforce Development (Optional, up to 10 bonus points)—Proposed activities to help crew members advance in their careers.

Selection Notification and Award Documents

DSLBD will notify all applicants of their status by **September 16 , 2021**.

Applicants must submit the following documents before a grant agreement can be finalized.

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 IV of this document.

1. **Clean Hand Certificate**—Selected Applicants must obtain a Clean Hands Certificate from mytax.dc.gov and send a copy to DSLBD.
2. **Proof of Insurance**—Selected Applicants must demonstrate that they are **insured at the beginning of the grant period of performance (10/01/2021)** by providing proof of insurance (insurance policy binders or cover pages) for each of the three types of insurance listed below.
 - General Liability Insurance in the name of the Applicant organization with the District of Columbia government named as an Additional Insured. A sample binder with the endorsement language is available in the online application.
 - Auto Insurance A grantee, or entity that owns the truck used for Program service delivery (e.g., its subcontractor), must maintain auto insurance that covers the Period of Performance of this Agreement, whether the vehicle is owned by the grantee or its subcontractor.
 - Workers Compensation Insurance in the name of the Applicant organization, or in the name of the subcontractor organization (if the organization is sub-contracting basic services) for any and ALL employees of the Applicant organization or the subcontractor.
 - Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the DSLBD Director of employer’s liability insurance.
 - Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the DSLBD Director of Cyber Liability Insurance.

- Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the DSLBD Director of commercial umbrella or excess liability insurance

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.

3. **Forms for Payment**—if awarded a grant, grantees must complete, sign and return an **Automated Clearing House form** and **Master Supplier Information Collection Template** form.
4. **IRS W-9 form**—Grantee must provide a completed and signed IRS form W9 with a current date.
5. **Truck Information**—A 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.
6. **Storage Address**—A grantee must provide the address of the secured storage area located in the District of Columbia that will hold equipment and supplies used for a grant.
7. **Clarification Items**—If applicable, a grantee must provide responses to any items that DSLBD stipulated in the Notice of Grant Award (NOGA) that needs clarification

Starting Services

The Clean Team must start services Friday, **October 1, 2021**.

Grantees must submit the following documents. 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**—Provide documentation to DSLBD that all team members (crew and supervisor) are current DC Residents.

Acceptable documentation is a current driver's license or photo-identification card issued by the DC Department of Motor Vehicles .

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

VI. 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 from 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 direct and administrative expenses.**
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 by November 1, 2021. The initial amount will be 25 percent of the full grant amountward.

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.

The District pays all invoices within 30 days of receipt of an approved invoice. Disbursements will be sent via electronic fund transfer to a grantee's separate bank account for the Program grant funds.

VII. RESERVATIONS

Funding for any grant award is contingent upon funding from the DC Council. 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.

DSLBD may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DSLBD federal regulation or requirement.

DSLBD 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.

VIII. QUESTIONS

- Email questions to donnell.davis@dc.gov. DSLBD will share the questions and responses with organizations that complete an *Expression of Interest* form.

