

DC Commercial Clean Team Program

REQUEST FOR APPLICATION (RFA) Part 1: Program Guidelines

The Department of Small and Local Business Development (DSLBD) is soliciting grant applications from eligible applicants to operate its 2014 **DC Commercial Clean Team Program**, “the Program” for the following service areas.

12th Street, NE

Kennedy Street, NW

Rhode Island Avenue, NE

Connecticut Avenue, NW

Minnesota Avenue, NE

Ward 1

Georgia Avenue, NW

North Capitol Street

The objectives of the DC Commercial Clean Team Program are that, through provision of clean team services, DSLBD 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 clean team services are: Removal of litter, graffiti, illegal posters/sticker, snow and ice; Recycling; Street tree maintenance (mulching and watering); Reporting public space defects); and Landscaping (weeding, mowing and planting).



The Program is designed to support the Mayor’s **Sustainable DC Plan** goals of : 1) achieving zero waste by capturing value through recycling; Covering 40 percent of the District with a healthy tree canopy; and making all District waterways fishable and swimmable by reducing litter in stormwater system and use of nontoxic materials for weed and ice removal.

Request for Application Sections

The Request for Application (RFA) comprises two parts:

- **Part 1: Program Guidelines** (this document), which provides an overview of Program eligibility and application submission requirements; service area details; award amounts and application process and schedule. boundaries; and
- **Part 2: Application Form** is the online application, in which interested Applicants must demonstrate its eligibility, relevant experience and proposed service delivery/implementation budget. To access the RFA Part 2 online, Organizations must compete and submit an *Expression of Interest* form. DSLBD will email access instructions to the contacts listed on the form.

Clean Team Service Delivery Details

BASIC SERVICES

All proposals should address how the team will perform these required clean team services:

1. **Litter removal**—Removal of trash and debris on sidewalks, gutters and tree pits using sweeping and picking methods; and 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).
3. **Graffiti removal**—Removal of graffiti from commercial properties, lampposts, street signposts, benches, mail boxes, and fire boxes, which are located on: a) streets within the service area boundaries; and b) 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 may be reported to DPW via 311 for removal.
4. **Illegal poster/sticker removal**—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.
5. **Snow and ice removal**—Removal of snow and ice from: sidewalks; entry path from sidewalk to businesses' entrance doors; crosswalk curb cuts; and sewer catch basin openings.
6. **Weeding**—Weeding sidewalks and tree boxes as needed in spring and summer.
7. **Mowing grass**—Mow grass located in area between sidewalk and gutter;
8. **Mulching tree boxes**—Mulch all tree boxes at least twice a year (fall and spring) following the mulching guidelines published by DDOT UFA (i.e., 3 inches organic mulch placed 3 inches away from truck; not mounded).
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 allies; graffiti higher than 8 feet; tree pruning; and sewer catch basin cleaning.

ADDITIONAL SERVICES

Proposals with additional services will receive additional points during the scoring process. DC Commercial Clean Teams are encouraged to provide additional services to support the Program Objectives, including landscaping (planting and watering); gum removal; sidewalk cleaning; and watering street trees.

OPERATING SCHEDULE

All DC Commercial Clean Teams will provide services on **Monday** and all day on **one weekend day**. Applicants may specify the hours and other days of the week during which they will provide basic and additional clean team services. Proposals with evening hours and both weekend days will receive extra points.

Service Areas Award Amounts & Period of Performance

Below are the eight service areas, the respective grant amount, period of performance and boundaries. Eligible Organizations who would like to apply for more than one service area must submit a separate application for each service area. DSLBD will award one grant for each of the eight service areas (i.e., a total of eight grants). Maps of the service areas are available for download in RFA Part 2.

On or before September 9, DSLBD may announce a higher award amounts for some service areas. DSLBD will email any changes to all Expression of Interest respondents.

* These service areas will have grant agreements with an option to extend the period of performance for a second year contingent on Grantee's performance, management of grant funds, and other conditions established by DSLBD in the grant agreement.

12th Street Commercial Clean Team*—\$133,333.33 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are 12th Street NE between Rhode Island Avenue NE and Michigan Avenue NE.

Connecticut Avenue Commercial Clean Team*—\$133,333.33 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are:

- Woodley Park which includes Connecticut Avenue, NW from Cathedral Avenue, NW to Calvert Street, NW;
- Cleveland Park which includes Connecticut Avenue from Macomb Street, NW to Porter Street, NW; and
- Van Ness which includes Connecticut Avenue, NW from Tilden Street, NW to Albemarle Street, NW.

Georgia Avenue Commercial Clean Team—\$101,617.90 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are:

- Petworth which includes Georgia Avenue, NW from New Hampshire Avenue, NW to Allison Street, NW;
- Brightwood which includes Georgia Avenue, NW from Decatur Street, NW to Underwood Street, NW; and
- Upper Georgia which includes Fern Street, NW to DC boundary (Eastern Avenue, NW and Blair Road, NW).

Kennedy Street Commercial Clean Team—\$108,403.36 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are:

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

Minnesota Avenue Commercial Clean Team*—\$133,333.33 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are:

- Benning which includes Minnesota Avenue, NE from Grant Street NE to East Capitol Street, NE; and
- Fairlawn which includes Minnesota, SE from “Twining Square (just south of Burns Street, SE) to Nicholson Street, SE”; and Pennsylvania Avenue, SE from Prout Street, SE to 27th Street, SE.

North Capitol Commercial Clean Team—\$68,000 to provide clean team services starting no later than 10/30/2013 and ending 2/28/2014. The service area boundaries are:

- North Capitol Street from New York Avenue, NE to Rhode Island Avenue, NE;

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

Rhode Island Avenue Commercial Clean Team—\$75,000 to provide clean team services starting no later than 10/30/2013 and ending 6/30/2014. The service area boundaries are:

- Brentwood, which includes Rhode Island Avenue, NE from 4th to 10th Streets, NE; and
- Woodridge, which includes Rhode Island Avenue, NE from 18th Street, NE to South Dakota Avenue, NW.

Ward 1 Commercial Clean Team—\$100,242.43 to provide clean team services starting no later than 10/30/2013 and ending 9/30/2014. The service area boundaries are:

- Petworth/Pleasant Plains, which includes Georgia Avenue, NW from Harvard Street, NW to New Hampshire Avenue, NW, and the 1000 block of Harvard Street, NW;
- U Street, which includes U Street, NW from 9th Street, NW to 17th Street, NW and 14th Street, NW from S Street, NW to Florida Avenue, NW;
- Columbia Heights which includes 14th Street, NW from Columbia Road, NW to Spring Road, NW, Park Road, NW from Holmead Place, NW to Hiatt Place, NW and, 11th Street, NW from Kenyon Street, NW to Monroe Street, NW; and,
- Mount Pleasant, which includes Mount Pleasant Street, NW from 16th Street, NW to Park Road, NW.

Program Budget

The program budget will equal the total amount of the grant award for a service area. The grant award amount is a listed above with each service area. Applicants should propose a budget that **expends the entire award amount** on approved eligible expenses.

Eligible expenses include:

1. **Direct Costs**, such as wages, equipment, supplies, uniforms and fuel and transportation, other costs associated with directly implementing basic and additional services; and
2. **Indirect costs**, such cost of Organization operations and equipment that is occasionally used on the project. The total Indirect Cost may not exceed 15% of the Program Budget.

When drafting your proposed Program Budget, please note that Grantees are:

- Required to pay a **living wage** of \$12.50 per hour or the cash/benefit equivalent. The cash value of benefits, including job training services, housing, health insurance, etc. will be recognized in meeting this requirement;
- Allowed to seek reimbursement for **fuel, truck insurance and truck maintenance** expenses using the Federal Mileage Reimbursement rate, which is currently \$0.56;
- **Indirect costs should be prorated** based on the how much the associated expense item is used for the implementation of the Program.

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.

These requirements are for all organizations receiving grants from the DC Government. 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>).

1. **Incorporated and headquartered in the District of Columbia**—*DSLBD will verify with DCRA;*
2. **Proof of nonprofit status**—*Please provide IRS Determination Letter with application;*
3. **Experience providing litter removal, recycling, graffiti removal, or related services** – *Please describe past experience Part 2 of application;*
4. **Eligible to receive public funds** — *Please provide Statement of Certification;*
5. **No criminal indictments or prior criminal charges**— *Please provide Criminal Activity Statement;*
6. **Proof of insurance through grant period of performance (9/30/2014)**— *When selected, please provide Insurance policy binders for: General Liability with DC Government endorsement language; Auto Insurance (for truck); and, Workers' Compensation. Once notified of pending award, Organizations will have five business days to submit proof of insurance;*
7. **Current with DC and Federal taxes and regulatory fees**—*Please provide DCRA Certificate of Good Standing and OTR Certificate of Good Standing*
8. **Current Financials**—*Operating budget, Balance sheet, Income Statement, IRS 990 and most recent Audit. If no audit is provided, DSLBD will assess the applicant a "high risk grantee" status. If selected for award, high-risk grantees will be subject to a different level of reporting;*
9. Experience providing **job-training services to its employees;**
10. Experience **hiring District residents;** and
11. Experience **providing social support services to its Clean Team employees.**

APPLICATION SUBMISSION

Expression of Interest—Complete, sign and return an *Expression of Interest* to camille.nixon@dc.gov to receive access to RFA Part 2 (the online application forms). The *Expression of Interest* is available at www.dslbd.dc.gov.

Pre-Submission Meeting on Friday, September 6, 2013 at 10:00 a.m.—Persons listed in the *Expression of Interest* as the Point of Contact and Additional Application Access Person must attend the pre-submission meeting. The meeting will be at 441 4th Street, NW. The meeting room number will be emailed to everyone who completes an *Expression of Interest*.

Grant Application—Respondents to the *Expression of Interest* will receive instructions on how to access the online application form. Applicants must complete the **online application on or before September 20, 2013 at 4:00 PM**. Only information submitted through the online application will be reviewed.

SELECTION & STARTING SERVICES

Selection Criteria—Applications will be reviewed and scored based on:

1. Organization's capacity and past experience providing clean team or related services, and managing grant funds (30% of the total score);
2. Proposed service delivery plan for basic and additional clean team services (50% of the total score); and,
3. Proposed budget (20% of the total score).

DSLBD will award **bonus points** for Organizations that propose:

- hiring DC residents;
- providing basic services on both weekend days (Saturday and Sunday);
- providing basic services during some evening hours;
- providing additional services including landscaping (planting and watering), gum removal; sidewalk cleaning, and watering street trees;
- prolosing indirect costs that are less than 14% of the proposed budget; and
- expending some of their proposed budget with Certified Business Enterprises (CBEs).

Notification—DSLBD will notify all applicants of their status by October 7, 2013.

Starting Services—If selected, applicants must take the following actions before services begin:

- Review and return an executed Grant Agreement to DSLBD along with proof of insurance within 5 business days; and
- Open a separate bank account for grant funds, hire and train clean team workers, and, procure uniforms, equipment and supplies within 15 business days. If a Grantee has multiple DC Commercial Clean Team grants with DSLBD, they may use one account for all the grants.

Clean Team services may commence as soon as the grant agreement is executed and must start no later than October 30, 2013.

REPORTING & PAYMENT PROCESSING

Below is an overview of the reporting and payment process.

Reporting—Grantees will use an online reporting system to report:

1. Daily workload indicators, such as the amount of litter and graffiti removed;
2. Receipts to demonstrate how they have expended grant funds each quarter; and,
3. Monthly statements from the separate bank account in which grant funds are held.

Disbursement—Grantees will receive a start-up disbursement (i.e., grant payment) at the beginning of the Period of Performance. The initial amount will be approximately six weeks of crew labor wages, uniforms and basic service equipment.

Thereafter, DSLBD will issue disbursements on a reimbursement basis. Grantees will submit receipts to demonstrate expenditure of grant funds on eligible cost categories. DSLBD will review and approve the expense submission. The total amount of approved expenditures is the amount of the next disbursement for which a Grantee may invoice.

DSLBD will process disbursements within 15 business 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.

QUESTIONS

Interested nonprofit organizations may email questions to camille.nixon@dc.gov.

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

- Ask questions at the **Pre-Submission Meeting** on Friday, September 6, 2013; or
- Email questions to camille.nixon@dc.gov. DSLBD will share the questions and responses with all *Expression of Interest* respondents.

v. 9/6/2013