



CLEAN TEAM PROGRAM 2016

Request for Application (RFA) Part 1: Program Guidelines and Application Instructions

The Department of Small and Local Business Development (DSLBD) is soliciting grant applications from eligible applicants to operate its 2016 **Clean Team Program**, “the Program” for the following service areas:

12th Street, NE
Kennedy Street, NW

Connecticut Avenue, NW
Minnesota Avenue, NE

Georgia Avenue, NW
Ward 1

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. 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;
4. Support Sustainable DC goals by recycling, mulching street trees, using eco-friendly supplies, and reducing stormwater pollution generated by DC’s commercial districts (<http://sustainable.dc.gov>); and
5. Provide jobs for DC residents.

The **Basic 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). Applicants may also propose **Additional Services**.

DSLBD published the Notice of Funding Availability (NOFA) in the May 22, 2015 edition 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 Friday, July 10, 2015 at 2:00 PM.**

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** (see below). Applicants are responsible to review and adhere to any RFA addenda or amendments.

I. Request for Application Sections

The Request for Application (RFA) comprises two parts:

- RFA Part 1: Program Guidelines and Application Instructions (this document), which includes a detailed description of clean team services; service area boundaries; applicant eligibility requirements; and selection criteria. and
- RFA Part 2: Application Form is the online application through which an Applicant must demonstrate its eligibility; capacity to provide proposed services and manage grant funds; and propose service delivery plan and budget.

The online Application Form will be live **Friday, June 5, 2015**.

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/bjqhvm87>.

DSLBD will **activate their online access within two (2) business days** and notify them 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.

II. Clean Team Service Delivery Details

BASIC SERVICES

All proposals should address how the team will perform these required basic 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). 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: 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 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; 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 must 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; 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 sewer catch basin cleaning.

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; and
- Other services identified by Applicants, which meet the program objectives listed on page 1.

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.

SUB-CONTRACTING and CBE UTILITIZATION

Certified Business Enterprises (CBE) are businesses that are 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 100% of those services with a CBE**, excluding proposed Program budget that will expended with other non-profit organizations and other excluded costs pre-approved by DSLBD in its sole discretion. Generally, costs that may be excluded by DSLBD in its sole discretion 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; and
- If awarded the Grant, the Organization must comply with the plan or be subject to a fine and/or being barred from entering into future grant agreements with DSLBD.

Applicants may **locate CBE businesses** by either:

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 (camille.nixon@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 following.

- **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 also work on the street to provide basic and additional services; and
- **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 15, 2015**. 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 the DC Department of Motor Vehicles that is current (i.e., 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.

LANGAUGE 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 quarterly basis to DSLBD.

For details of the requirement, please review the Grants Agreement template provided in RFA Part 2.

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

DSLBD will **award one grant up to \$100,000 for each of the service areas** listed below (i.e., a total of six grants).

Eligible Organizations who would like to apply for more than one service area **must submit a separate application** for each service area.

The **Period of Performance** is October 1, 2015 through September 30, 2016.

The six **Service Areas and Boundaries** are as follows. **Maps** of the service area are available to Registrants in RFA Part 2.

1) 12th Street NE Clean Team

- 12th Street NE between Rhode Island Avenue NE and Michigan Avenue NE.

2) Connecticut Avenue Clean Team

- Connecticut Avenue, NW from Calvert Street, NW to North Road, NW at 3083 Connecticut Avenue, NW (Woodley Park);
- Connecticut Avenue, NW from Macomb Street, NW to Porter Street, NW (Cleveland Park); and
- Connecticut Avenue, NW from Tilden Street, NW to Albemarle Street, NW (Van Ness).

3) Georgia Avenue Clean Team

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

4) Kennedy Street Clean Team

- 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.

5) Minnesota Avenue Clean Team

- Minnesota Avenue, NE from East Capitol Street, NE to Nannie Helen Burroughs Street NE; Minnesota Avenue, NE from M Street, SE to Nelson Place, SE;
- Minnesota Avenue, NE from Naylor Road, SE to 23rd Street, SE; and
- Benning Road, NE from 34th Street NE to 39th Street NE.

6) Ward 1 Clean Team

- Georgia Avenue, NW from Harvard Street, NW to New Hampshire Avenue, NW, and the 1000 block of Harvard Street, NW (Petworth/Pleasant Plains);
- U Street, NW from 9th Street, NW to 17th Street, NW and 14th Street, NW from S Street, NW to Florida Avenue, NW (MidCity);
- 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 (Columbia Heights); and,
- Mount Pleasant Street, NW from 16th Street, NW to Park Road, NW (Mount Pleasant).

IV. Program Budget

Applicants should propose a budget that **expends the entire award amount** on approved eligible expenses (i.e., total budget field should equal exactly \$100,000 for each service area).

Eligible Expenses Include:

1. **Direct Costs**—Goods and services used to fulfill grant obligations for a specific service area. These can include the following expenses:
 - a. Labor costs for crew members, supervisors and program coordinators (i.e., wages, salary and fringe);
 - b. 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) ;
 - c. Team Uniforms for the crew and supervisor; and branding the exterior-most uniform item with DSLBD logo and “Clean Team”;
 - d. Supplies and materials to provide basic and additional services (e.g., for cleaning, mulching trees, landscaping, planting);
 - e. Transportation costs (fuel, vehicle insurance and repair/maintenance), which are reimbursed at a rate of 56 cents per mile;
 - f. Rental of storage facility located in the District of Columbia; and
 - g. Subcontracts for services, such as landscaping or gum removal, if complies with CBE utilization requirement.
2. **Administrative Costs**—Grantee’s operating costs and cost of equipment used only occasionally for a specific service area. Indirect costs may not exceed 15% of the total cost of the contract. Grantee must be able to document indirect 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 where 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** (camille.nixon@dc.gov).

Applicants should note the following when drafting their proposed Program Budget.

1. **Living Wage** for affiliated employees is required by DC law.
 - 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 2015 Living Wage rate at \$13.80 per hour regardless of whether health care benefits are provided. The wage may increase for 2016. In proposing a budget for services through September 30, 2016, 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 **fuel, truck insurance and truck maintenance** expenses, which are incurred to implement the Program and documented with submission of transportation log (ate, miles for each service day the truck was used in the implementation of the Program).
 - DSLBD uses the Internal Revenue Service (IRS)’s Federal Mileage Reimbursement rate, which is \$0.565 for 2015. Generally, the IRS announces any changes to rate in December. So the 2016 rate, should be published by the IRS in December 2015.
 - 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. Grantees are expected to **procure services** from DC Certified Business Enterprises (CBEs), excluding Grant Funds spent with other non-profit organizations and other excluded costs pre-approved by Grantor in its sole discretion. If there are no CBEs providing the desired service, this requirement can be waived (see Section II for details).
 5. **Indirect 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.
 6. **If awarded a grant, The Grantee shall** conduct regular drug-testing of the Program Team. The cost of drug-testing shall not be paid for with Grant Funds.
 7. 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,
 8. If awarded a grant, all Grantees shall **brand the exterior-most uniform item** worn by all team members, and the **trash cans used by the team members**, with DSLBD color logo and the “Clean Team” program name.
 9. If awarded, Grantees are required to submit **justification documentation (receipts) for all expenses (direct costs and administrative)** for which grant funds are used.
 10. If awarded, Grantees are may only request **reimbursement 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, 2016).

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 (RFA Part 2) **on or before July 10, 2015**

1. **Proof of Nonprofit Status**—The Tax-Exempt Status Determination Letter issued by the Internal Revenue Service with application.
2. **Current with Federal Taxes**— The IRS 990 filing for the Organization's most recent fiscal year, signed and submitted with RFA Part 2. The document must be signed and dated.
3. **Commitment to Hire All DC Residents**—Attest in RFA Part 2 to hire District residents for all crew members 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**

- Submit 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 (RFA Part 2) that indicates the point of contact is the authorizes 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 (RFA Part 2). 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 (RFA Part 2). 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** (10/1/2015 through 9/30/2016)— Attest in RFA Part 2 that your Organization, if selected for grant award, will provide must provide proof of insurance (insurance policy binders or cover pages) by August 18, 2016 (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 Applicants must meet and submit **DOCUMENTATION via email on or before **August 18, 2015 IF the Applicant Organization is selected for a grant award****

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

Details about these requirements are provided *Selection Notification and Grant Award Documents* in Section VII of this document (

1. **Current with DC regulatory fees – Grantees must be able to produce a DCRA Certificate of Good Standing**;
2. **Insured throughout the grant period of performance** (10/1/2015 through 9/30/2016)—Proof of General Liability, Auto and Workers’ Compensation insurance; and
3. **IRS W-9 form.**

Eligibility Requirements which Applicants must meet and **DSLBD WILL CONFIRM on July 13, 2015 (Applicants DO NOT need to submit documentation)**

1. **Incorporated and headquartered in the District of Columbia**—DSLBD will verify. Applicants do not need to submit anything.
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. Applicants do not have to submit anything..

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/bjvqhvm87> .

Pre-Application Meeting

DSLBD will hold a pre-application meeting on Monday, June 15, 2016 at 11:00 AM at 441 4th Street NW, Washington DC 20001, Suite 850N.

Accessing Online Grant Application (RFA Part 2)

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 approve to communicate and apply on behalf of the Organization.

Application Submission Deadline

Application Submission Deadline is Friday, July 10, 2015 at 2:00 PM. Late submissions will not be accepted.

Applicant Organizations should submit application responses and documents before July 10th 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; and
- **Build in time to review final responses** to make last changes are reflected in application.

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

Eligibility Review & Correction

After the July 10th 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 eligibly requirement responses are incomplete, DSLBD will notify the Applicant's point of contact by July 15, 2015.

The Applicant Organization will have until July 17, 2015 at 2 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)— Applicant Organization's
 - a. demonstrated capacity to provide clean team or related services public spaces and/or commercial districts;
 - b. demonstrated capacity to manage grant funds; and

- c. prior experience with providing job training to its employees and social support services its Clean Team workers.
2. **Basic Services** (50% of the total score)—Proposed service delivery plan for basic clean team services; and,
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 August 5, 2015.

Applicants must submit the following documents on or before August 18, 2015 grant selection notification (10 business days). DLSBD 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. **DCRA Certificate of Good Standing** issued by the Department of Consumer and Regulatory Affairs.
 - Applicants may download and view a sample redacted certificate can be viewed in RFA Part 2 (online application portal).
 - Organizations may obtain the certificate online or in-person at DCRA. For instructions, visit <http://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process>.
 - DCRA's Self-Certification form is not the same as the DCRA Good Standing Certificate and will not be accepted.
 - Office of Tax and Revenue (OTR) Certificate of Clean Hands (formerly Certificate of Good Standing) is not the same as the DCRA Good Standing Certificate and will not be accepted for this requirement.
2. **Electronic Fund Transfer form for Dedicated Grant Bank Account**—If awarded a grant, Grantees will receive grant disbursements via an electronic transmission to their bank account designated for this grant. To establish this transfer, Grantees must:
 - Open a separate bank account for grant funds. If a Grantee has multiple grants with DSLBD, they may use one account for all grants;
 - Complete, sign and return an ACH form and MSS Supplier form. Applicants may download and review these forms in viewed in RFA Part 2 (online application portal).
3. **Proof of Insurance**—Selected Applicants must demonstrate that they are **insured throughout the grant period of performance** (10/1/2015 through 9/30/2016) 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 home page (RFA Part 2);
- 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; and
- Workers Compensation Insurance in the name of the Applicant Organization, or in the name of the Subcontractor Organization IF your Organization is subcontracting 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 (RFA Part 2).

4. **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>.

Selected Applicants must submit the following documents on or before August 18, 2015 grant selection. DLSBD 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 26, 2015. Prior to that, Applicants may view a sample Grant Agreement on the online application home page (RFA Part 2).
2. **First disbursement invoice** (the amount will be provided on August 5, 2016).

Starting Services

Clean Team services must start no later than Thursday, October 1, 2015.

Between Monday August 31, 2015 and Monday September 14, 2015, selected applicants must be able to:

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

Applicants must submit the following documents on or before September 15, 2015 grant selection. DLSBD 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 DLSBD on or before September 15, 2015 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.

VIII. Reporting and Payment Processing

Reporting

Grantees will use an online reporting system to report:

1. Workload indicators for each day on which services are provided. Indicators include:
 - 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 in RFA Part 2.
2. Quarterly expense reporting which comprises submitting **expense justification documentation (receipts) for all expenses (direct costs and administrative)** for which grant funds are used;
3. Monthly statements from the separate bank account in which grant funds are held; and
4. 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, 2015. The initial amount will be approximately 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 grantmaking 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

Interested Applicants may:

- Ask questions at the **Pre-Submission Meeting** on Monday, June 15, 2015 at 11:00 AM at 441 4th Street NW, Washington DC 20001, Suite 850N, Potomac Room; or
- Email questions to camille.nixon@dc.gov. DSLBD will share the questions and responses with organizations that complete an *Expression of Interest* form.