

## CLEANER COLUMBUS EMPLOYMENT GRANT REQUEST FOR PROPOSALS (RFP)

Release Date of RFP: Thursday June 2, 2022

Pre-Bidders' Conferences: Tuesday June 7, 2022, TBD  
WebEx  
**RSVP:** [jdcarter@columbus.gov](mailto:jdcarter@columbus.gov)

Submission Deadline: **Thursday, June 23, 2022, at 5:00 pm EDT**  
***Late submissions will not be accepted.***

Submission Details: Proposals may be submitted by e-mail to [jdcarter@columbus.gov](mailto:jdcarter@columbus.gov) & [ljfrank@columbus.gov](mailto:ljfrank@columbus.gov) or by hard copy via mail to:  
Cleaner Columbus Employment Grant  
Councilmember Emmanuel Remy  
Columbus City Council  
90 West Broad Street, Room 231  
Columbus, OH 43215

Points of Contact: Jeffrey Carter, Legislative Aide  
[jdcarter@columbus.gov](mailto:jdcarter@columbus.gov)  
614-645-3559

Lucy Frank, Legislative Assistant  
[ljfrank@columbus.gov](mailto:ljfrank@columbus.gov)  
614-724-4432

Availability of RFP: The RFP will be posted on the Columbus City Council website:  
[columbus.gov/cleanercolumbus/](http://columbus.gov/cleanercolumbus/)

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## SECTION I – BACKGROUND

### A. Introduction

As Chair of the Environment Committee, Councilmember Emmanuel V. Remy has discussed the challenges, concerns, complaints, and ideas residents have experienced related to litter and debris on the streets and in the alley's throughout Columbus neighborhoods. There have been tens of thousands of calls about litter registered with the City's 311 line.

In 2019, Councilmember Remy and his office began to research and explore holistic approaches to litter abatement that would begin in April 2020 to coincide with Earth Day. Working with Keep Columbus Beautiful (KCB), the goal was to increase the number of volunteer clean-ups citywide and increase community awareness through education and partnerships.

These efforts resulted in the creation of the Cleaner Columbus initiative. Cleaner Columbus was designed to engage Columbus residents through education, environmental advocacy, stewardship, employment opportunities, accountability, with fair attention to equitable enforcement. The initiative will build on 5 focus areas:

- Community Litter Clean-Ups
- Community Education
- Youth Engagement & Education
- Employment Opportunities
- Accountability/Enforcement

The Cleaner Columbus Employment Program was launched in November 2019. The program offers homeless, unemployed, and underemployed residents employment opportunities performing litter cleanups and neighborhood beautification. Columbus residents employed through this program are paid a minimum of \$15 per hour and deployed in neighborhoods with the greatest level of litter and debris according to the Litter Index and 311 complaints.

### B. Funding Areas

#### Cleaner Columbus Employment Grant

Columbus City Council is soliciting proposals from social service providers to provide part-time employment opportunities to Columbus residents tasked with performing litter clean-ups and related beautification services in assigned areas within the city of Columbus.

### Grant Requirements

- The social service provider that is awarded this grant must be able to begin providing the employment services described in this RFP **no later than July 5, 2022.**
- The social service provider awarded the grant must submit monthly reports stating the names and total number of residents employed, areas cleaned, total bags of trash collected, and locations the trash bags are placed.
- The social service provider awarded the grant will be assigned a geographical boundary with priority and secondary public right of way areas. Priority areas are to be maintained regularly while secondary areas are to be maintained in between cleaning priority areas.
- The social service provider awarded the grant may be required to assign their grant funded workforce to special assigned areas as requested by Columbus City Council or the City of Columbus, Department of Public Service.
- The social service provider awarded the grant will be required to compensate all employees funded through the Cleaner Columbus Employment Program \$15.00/hr, with the exception of employees assigned supervisory roles who may receive additional compensation, at the discretion of the grant awardee.

#### C. Eligible Organizations

1. Applicants for all Cleaner Columbus Employment grant awards shall meet the following requirements:
  - a. Be a nonprofit organization with a with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization; or be a private entity that is mobilizing pro bono legal services;
  - b. Be currently registered to do business in Ohio and in good standing with the Ohio Secretary of State; and
  - c. Have a record of successfully providing services to the Central Ohio unemployed and underemployed community.

#### D. Number of Grants to Be Awarded, Amounts, and Duration of Grants

1. **Five grants of \$60,000 from Cleaner Columbus Employment Program to social service providers to employ unemployed and underemployed residents in Columbus.**

Columbus is a member of Keep America Beautiful – a national nonprofit that inspires and educates people to take action every day to improve and beautify their community environment.

As a member of Keep America Beautiful, the City of Columbus is required to report every bag of litter collected while conducting litter clean-ups. Each grant awardee will be required to provide this information to Columbus City Council and Keep Columbus Beautiful

#### E. Review of Grant Applications

All grant applications for the Cleaner Columbus Employment Program received by the deadline of Thursday, June 23, 2022, at 5:00 p.m. EDT will be reviewed and scored by a panel of five reviewers. The panel will consist of city staff and community organization leaders that have a focus on neighborhood beautification. No member of the review panel shall have a business or fiduciary relationship with any organization that submits a grant application for Cleaner Columbus Employment Program funds. Grant award determinations may not be contested.

#### F. Award Notification

Organizations that are awarded Cleaner Columbus Employment Program funds will be notified by e-mail and regular U.S. mail no later than Thursday, June 23, 2022.

#### G. Submission Guidelines

Grant applications may be submitted electronically by e-mail to [ljfrank@columbus.gov](mailto:ljfrank@columbus.gov) and to [jdcarter@columbus.gov](mailto:jdcarter@columbus.gov). Grant applications may also be submitted in hard copy via mail to:

Cleaner Columbus Employment Grant  
Councilmember Emmanuel V. Remy  
Columbus City Council  
90 West Broad Street, Room 231  
Columbus, OH 43215

#### H. Pre-Bidders' Conference

Organizations that are interested in submitting grant applications for the Cleaner Columbus Employment program are encouraged to attend the Virtual Pre-Bidders' Conference for an overview of the Request for Proposals and the opportunity to ask questions. All questions asked during the conference and the answers to the questions will be posted on the Columbus City Council website and e-mailed to all organizations and individuals who RSVP to attend within 48 hours after the conclusion of the conferences. The conference is scheduled for:

Tuesday, June 7, 2022, 4:00 pm  
WebEx  
**RSVP:** [ljfrank@columbus.gov](mailto:ljfrank@columbus.gov)

Potential bidders may also email questions prior to the conference that will be read and answered during the conference by emailing the questions to [ljfrank@columbus.gov](mailto:ljfrank@columbus.gov) and to [jdcarter@columbus.gov](mailto:jdcarter@columbus.gov).

#### I. Terms and Conditions

- Funding for this award is contingent on available funding. The RFP does not commit the city to make an award.
- The city reserves the right to accept or deny any or all applications if it determines it is in the best interest of the city to do so. The city shall notify the applicant if it rejects that applicant's proposal. The city reserves the right to suspend or terminate an outstanding RFP.
- The city reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFP, or to rescind the RFP.
- The city shall not be liable for any costs incurred in the preparation of applications in response to the RFP. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

### SECTION II – PROPOSAL FORMAT

Please provide the requested information for your proposal, based upon the grant area(s) for which you are seeking funding. If a category of requested information is not applicable to your proposal, then please respond with "not applicable."

#### **A. CLEANER COLUMBUS EMPLOYMENT GRANT**

1. Overview of Organization or Organizations Submitting the Bid
  - a. Name of organization
  - b. Contact information and website
  - c. Mission of organization
  - d. Leadership team of the organization, including Board of Directors and affiliations
  - e. Key staff who will oversee the grant if awarded
  - f. Describe the organization's experience in providing employment services to the homeless, unemployed and underemployed community in Central Ohio
  - g. Attach the most recent audited financial statements and 990 form for the organization
  - h. Explain your organization's financial management system and protocols and procedures for managing grant money
2. Program Narrative
  - a. Legal Orientation Program
    - i. Describe the information that will be provided to persons who participate
    - ii. Describe the kinds of materials that will be provided

- iii. Explain any training that will be required for staff providing supervision and direction
  - iv. Describe the frequency of clean-ups
  - v. Explain how many persons you anticipate serving
  - vi. Explain your timeline for implementing the program
  - vii. Describe the data that will be collected related to participants
- b. Budget – provide a detailed budget with the following line items, amounts, and a description of what expenses are covered by the line items:
  - i. Personnel
  - ii. Travel expenses (no food expenses may be included)
  - iii. Equipment & supplies
  - iv. Training
  - v. Operating expenses
  - vi. Other expenses (please identify specifically)
  - vii. Total expenses for your proposal
- c. Goals, Objectives, & Evaluation
  - i. Describe the goals and objectives of the program
  - ii. Explain how you will evaluate the program's success and outcomes
- d. Name, title, and signature of person submitting the proposal on behalf of the organization(s)

### SECTION III – SCORING OF GRANT APPLICATIONS

Scoring Criteria – Proposals will be evaluated objectively based upon the following criteria:

#### **A. Soundness of the Proposal – 25 Points**

1. The proposal will result in the accomplishment of the Cleaner Columbus Employment Program's goals, objectives, and outcomes.
2. The description of the proposal's implementation timeline is pragmatic, based on the time requirements.

#### **B. Program Goals, Objectives & Evaluation – 15 Points**

1. Proposal goals, supporting objectives, and activities are specific, measurable, achievable, and timely.
2. Applicant demonstrates a clear process to evaluate the success of its program.

**C. Organizational Capability & Relevant Experience – 35 Points**

1. Applicant demonstrates qualifications and experiences providing employment opportunities for homeless, unemployed and underemployed residents in the Columbus community.
2. Applicant clearly details objectives and related activities, expected program outcomes, estimated timeline, and staff responsible.
3. Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.

**D. Sound Fiscal Management & Budget – 25 points**

1. Applicant demonstrates sound fiscal management protocols and procedures and the submission of the organization's most recent audited financial statements and 990 (if applicable).
2. Applicant's budget with budget justifications is reasonable and realistic to achieve stated goals and objectives.

**SECTION IV – ADMINISTRATIVE REQUIREMENTS**

**A. Insurance Requirements**

1. Worker's Compensation - Organizations awarded grants from Cleaner Columbus Employment Program shall comply with all Workers' Compensation laws of the State of Ohio. Proof of coverage shall be attached to the proposal as EXHIBIT A.
2. Liability Insurance – Organizations awarded grants from Cleaner Columbus Employment Program shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. A copy of the Certificate of Insurance shall be attached to the proposal as EXHIBIT B:

**Bodily Injury Liability:**

Each Person	\$500,000
Each Accident	\$1,000,000

**Property Damage Liability:**

Each Accident	\$500,000
All Accidents	\$1,000,000

**B. Audits**

At any time after the award of a Cleaner Columbus Employment Program grant and for three (3) years thereafter, the city may have the grantee's expenditure statements and source documentation audited.



### C. Equal Opportunity Clause

Organizations awarded grants from Cleaner Columbus Employment Program agree to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause:

1. The contractor/vendor/bidder will not discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
3. It is the policy of the City of Columbus that business concerns owned and operated by M/WBEs shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the city.
4. The contractor shall permit access to any relevant and pertinent reports and documents by the ODI director for the sole purpose of verifying compliance with this Title and ODI regulations. All such materials provided to the ODI director by the contractor shall be considered confidential.
5. The contractor will not obstruct or hinder the ODI director or his/her deputies, staff and assistants in the fulfillment of the duties and responsibilities imposed by Title 39 of the Columbus City Codes.
6. The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontractor as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
7. The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid certification number as provided for in Title 39.
8. Failure or refusal of a contractor or subcontractor to comply with the provisions of Title 39 may result in cancellation of this contract.

#### D. City Income Taxes

Organizations awarded grants from Cleaner Columbus Employment Program hereby further agree to withhold and pay all city income taxes due or payable under the provisions of Chapter 362, Columbus City Codes, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold and pay any such city income taxes due under said chapter for services performed under a grant agreement. If it has been determined by the Columbus Income Tax Division that Contractor, or any of its subcontractors, owes city income taxes, the Contractor agrees that the City may withhold the amount due to the City from any amount due to the Contractor for services performed under a grant agreement.