

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF FOR-HIRE VEHICLES**

**REQUEST FOR APPLICATIONS (RFA)**

**(RFA No.: DCSC 2024–12-8)**

**FY 2025 DCSC RECRUITMENT FOR SUCCESS**

Release Date of RFA: **September 19, 2024**

Submission Deadline: **October 11, 2024**

Submission Details: **Online submissions only.**

Availability of RFA: [DFHV: Grant Funding Webpage](#)

Point of Contact:  
Sinjoyla Townsend, DCSC Program Manager  
[Sinjoyla.townsend@dc.gov](mailto:Sinjoyla.townsend@dc.gov)  
202-645-0340 (office)

**“Submission of an application does not guarantee grant funding”**

DFHV 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. DFHV will post addenda or amendments to the online application. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.



# Table of Contents

**Part 1: Program Guidelines, Application Process, and Submission Instructions. ....3**

A. DESCRIPTION OF FUNDING OPPORTUNITY .....3

B. GRANT MAKING AUTHORITY .....6

C. ELIGIBILITY APPLICANT.....6

D. ELIGIBILITY CRITERIA .....6

E. APPLICATION PROCESS .....7

F. PRE- APPLICATION INFORMATION SESSION .....7

**Part 2: Application Questions and Evaluation Criteria .....8**

APPLICATION QUESTIONNAIRE AND SCORING CRITERIA.....9

**Part 3: Award Information .....10**

APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES .....12

APPENDIX II: INSURANCE POLICIES AFFIDAVIT .....17

APPENDIX III: INSURANCE POLICY COVERAGE REQUIREMENTS.....18

## **Part 1: Program Guidelines, Application Process, and Submission Instructions.**

### **A. DESCRIPTION OF FUNDING OPPORTUNITY**

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from all eligible DFHV licensed taxicab companies (“Taxicab Companies”), Limousine Company Operating Authority, and transportation network companies (“TNCs”), with current Digital Taxicab Solution (“DTS”) or Digital Dispatch Services (“DDS”) DFHV licensing and Operational Authority to support DFHV’s DC SchoolConnect transportation services. DFHV may seek to expand its Safe Passage grant program and service dependent on the program’s performance success.

The DC SchoolConnect Safe Passage Pilot (“DC SchoolConnect”) program provides a shared riding mobility point-to-point solution to transport children to and from selected schools in the District’s Safe Passages zones in Wards 7 and 8. Eligible entities must have DFHV’s operating authority approval to apply and be able to supply drivers to the program throughout the year.

Entities may include business partners (e.g., technology companies, support services contractors, or a combination of taxicab and TNC companies) in their application that will assist in multiple recruitment strategies throughout the fiscal year to achieve and maintain the goal of a minimum of 11 drivers (11 drivers actively driving for the program and with a minimum of 2 drivers to be on standby/on-call postures). The successful applicant(s) will be expected to provide service every school day (approximately 180 transportation days or ten months per year) for up to 24 schools assigned by the DFHV Project Lead. Each school will have sufficient vehicle capacity to service the routes or set of stops that are planned in conjunction with DFHV and participating schools’ leadership. The successful applicant will be able to provide:

- professional drivers for service design and planning expansion expectations,
- licensed for-hire drivers to service routes or specialized expansions, and
- manage all facets pertaining to daily driver service for the program.

The FY25 announcement of the DC SchoolConnect Safe Passage Pilot Request for Applications (“RFA”) seeks to implement a cost-effective, high-quality transportation service offering flexible routing and/or flexible scheduling of drivers for schools located in Safe Passage zones to provide safe transportation for students traveling from point-to-point. Routes may be modified depending on customer and school institutional needs. The FY25 DC SchoolConnect Safe Passage Pilot announcement supports a pre-existing program and seeks to plan for programmatic longevity and cost-effectiveness. This program is expected to launch within two to three weeks after award processing. Thus, the applicant must be prepared to hit the ground running to ensure recruitment planning, calendars, and resources are in place. DFHV will expect the Awardee to work through the school year of 2025 and depending upon performance, the Awardee may be requested to extend into school year 2026.

DFHV is seeking candidates with expertise in microtransit/on-demand mobility program operations, school or youth transportation, and driver and fleet management.

The selected applicant by DFHV’s Director must be located within the District of Columbia and must comply with Title 31 of the District of Columbia Municipal Regulations in its entirety with an emphasis on: Chapter 9, Insurance Requirements for Public Vehicles-For-Hire in its entirety including Applications

and Scope pertaining to WAV vehicles; and chapter 16, Dispatch Services and District of Columbia Taxicab Industry CO-OP.

In this pilot project, DFHV is seeking to leverage the capacity of the local for-hire vehicle industry and local District of Columbia residents seeking a professional driving career (or “part-time work”), the applicant will detail the use of innovative and best practices recruitment practices to attract and retain professional drivers. DFHV’s expectations are to ensure the applicant will execute **at least two approved motivational recruitment activities/events** while developing and maintaining a verbal referral program. The awarded applicant, and participating drivers, will have opportunities to be incentivized by ensuring word-of-mouth referral programs are executed and successful. The applicant must describe in their application narrative in detail how their incentives will attract and retain drivers, as well as describe the type of monetary incentive tier systems the applicant is seeking as well as what other incentives will be offered and why, i.e.: wellbeing/health/gym, paid time off, transportation perks, etc.

### **Description of the Program**

The program operates in the morning and afternoon (6:30 am – 9 am, and again from 2 pm – 6 pm, with some exceptions for after school programs and early release days). Applicant should ensure their application narratives will include how they will ensure services during this time. An Applicant should plan for and describe in their narrative how they are going to manage a team for approximately two hours (2) of service in the morning, and two (2) hours of services in the afternoon, however, be flexible enough to accommodate for less or more hours of services depending on the daily situation.

For each service shift, a driver will provide pick-ups from designated points in the community to the school and will perform several runs in each shift to accommodate several student trips. The Awardee will be expected to recruit drivers who are experienced and capable of safe operation of a sedan, SUV, shuttle, and experience the transportation of students, and are in full compliance with DC Public School systems’ certifications and background requirements. A Transportation Assistant *may* be assigned by the DFHV Project Lead to a vehicle or school (*who is not a part of the scope of this grant award*).

DFHV’s Project Lead will be responsible for determining the need and supplying “DC SchoolConnect Transportation Assistants” (“TAs”) and work collaboratively with the Awardee to pair, train, and manage the TAs; who will be responsible for supervision of students. The Awardee and its drivers will work collaboratively with the assigned TA to deliver the transportation service. The Awardee should also be able to provide and manage a technology platform that allows for tracking of vehicles and students so that information can be relayed in real time, as well as accessed historically, to school administrators, DFHV Project Lead(s), and parents. The Applicant should describe in the narrative their experience using telematic systems, including the training their drivers have received, reports generated, data collected and how the data has been used to improve quality of services. DFHV will collaborate with the Awardee regarding telematic software and its use.

It is important to realize that the DC SchoolConnect program for DC is a growing initiative. This will be an unprecedented, evolving service in the District. The successful applicant shall work cooperatively with DFHV, the drivers, and our education partners. Therefore, applicants shall describe in their applications how they plan to maintain good relationships even when drivers leave, i.e.: describe your off-boarding approaches and any types of follow up communicate.

The successful applicant must be able to manage the business rules associated with this program including:

- Provide qualified drivers to support the District of Columbia's SchoolConnect program. This includes assisting in planning for service routes, managing driver pools, and coordinating staff changes. DFHV will supply the Selected Awardee with information about participating schools, including student numbers, school hours, and designated pick-up/drop-off locations.
- Prepare or implement transportation plans for each school and participate in pre-launch testing activities before the commencement of any new school routes.
- Recruit, onboard, and manage a roster of DFHV-licensed operators or professional drivers. Drivers must be available for all routes during school days and scheduled service hours.
- Maintain a 10% buffer of standby drivers to address absenteeism or mechanical issues.
- Ensure that all drivers comply with criminal background check requirements and undergo any necessary training as stipulated by DFHV or its partners.
- Provide transportation services twice daily—morning and afternoon sessions—to accommodate school start and dismissal times. Drivers must adhere to safety protocols, ensuring that no vehicle transports more students than its safe seated capacity and only authorized students are picked up or dropped off at designated points.
- Participate in routine project status meetings with DFHV and its partners.
- Ensure all drivers participate in emergency procedures, such as the operation of emergency exits and equipment in the vehicle.
- Maintain accurate and complete records of driver attendance, driving records, and service delivery to validate program operations. Weekly operations reports are required, detailing service dates, driver assignments, trips completed, and any incidents or complaints. In case of a failed pick-up or missed trip, a detailed report must be submitted to DFHV within 24 hours, including information on the vehicle, driver, and circumstances of the failure. All data collected will be the property of the District of Columbia and must be made accessible electronically for review and reporting purposes.
- Maintain and make available all records related to recruitment, marketing, and service operations for inspection by DFHV upon request. The Awardee must be prepared for potential customer testing of the system to ensure service quality.
- Provide any details about complaints or issues raised by school administrators, parents, or students, if requested.
- Ensure that all drivers begin their routes on time and that students are picked up at their designated time. If a driver fails to start their route within 10 minutes of their designated time, ensure a secondary driver (on-call) is available as a “backup” to pick up student(s). DFHV Project Leads will assist in the planning and implementation of a driver pool.
- Maintain complete drivers’ hourly attendance and driving records to validate service delivery.
- Prepare a report ("Failed trip report") on every instance in which a driver fails to complete a pick-up or misses a pick-up within 10 minutes of the expected time. Send a report for each instance to DFHV within 24 hours of such failure.
  - (1) the description and ID number of vehicles driven,
  - (2) the name and ID number of the driver assigned to the vehicle for service,
  - (3) the facts surrounding the failure to pick up the student timely, and
  - (4) the name and ID number of the backup driver.
- Submit a report for every unusual or material incident that occurs during a ride, such as accidents, crimes, police or ambulance calls, medical emergencies, etc. Such incident reports are due to DFHV 24 hours after the incident. The incident report template must be approved by DFHV and must be filed within the District of Columbia’s Erisk system.
- Track and submit to DFHV a weekly operations report. The operations report will include at a minimum: Dates of service and which vehicles and drivers served each route.
  - 1) The drivers (by name and ID) logged on platforms by time, date, and day of the week;
  - 2) The number of trips missed by drivers (by name and ID);

- 3) The number of students transported;
- 4) The trip activity by driver and vehicle, including trips completed, hours of driving, number of students carried, etc.
- 5) The number of complaints or customer service issues in the previous week, including time and data of the complaint, time and date of the incident, driver, vehicle, nature of the complaint and resolution.
- 6) Training Sessions: Track the number of driver trainings and attendees at each training, as applicable;

## **FUNDING DESCRIPTOR:**

Funding under the FY2025 Request for Application is approximately three hundred eighty-five thousand dollars (\$385,000) in grant funds, subject to DFHV’s legal, regulatory authority, and funding availability as well as the possibility of additional funding within the same fiscal year. DFHV encourages the applicant to describe their budget in detail within the application process proving how the applicant will remain within budget. DFHV may offer one base and three optional one-year periods subject to the performance, compliance, and operating authority status of the selected grantee(s). DFHV will publish, on its website, announcements of any funding or amendments under this RFA.

The application submission deadline is **October 11, 2024, at midnight PT**. Any applications submitted after the deadline will not be reviewed or considered for this grant.

DFHV published the Notice of Funding Availability (“NOFA”) available at [DFHV: Grant Funding Webpage](#) and The Mayor’s Office of Volunteerism and Partnerships electronic clearinghouse available at [Mayor’s Office on Volunteerism and Partnerships](#).

DFHV 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. DFHV will post addenda or amendments on the DFHV website. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.

## **B. GRANT MAKING AUTHORITY**

Subject to regulatory requirements and amendments, DFHV is authorized to provide grants to owners of licensed for-hire companies legally operating and incorporated in the District for purposes outlined in D.C. Official Code § 50-301.20 (b) (1).

## **C. ELIGIBLE APPLICANTS**

Entities that hold a Taxicab Company Operating Authority (including DTS providers), Limousine Company Operating Authority, and Digital Dispatch Service Operating Authority (including TNCs and Technology Companies) from the Department of For-Hire Vehicles may apply for this opportunity.

## **D. ELIGIBILITY CRITERIA**

The District requires all grant recipients to meet the requirements listed below. To learn more about citywide grant requirements, visit the Office of Partnership and Grant’s Citywide Grants Manual and Sourcebook ([Citywide Grants Manual and Sourcebook](#)).

1. Clean Hands Certificate: Compliance status will be checked by DFHV. Only compliant DTS and DDS providers at the time of submission will be forwarded to the panel for review.

2. Certificates of Insurance: General Liability, Commercial General Liability, Automobile Insurance, Employment Insurance, Sexual/Physical Abuse and Molestation Insurance, and Cyber Liability.
3. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
4. Insurance Affidavit: Appendix II must be signed and dated.
5. IRS W-9 form.
6. DC Business License
7. Certified Business Enterprise Certification (strongly urged, but not required)
8. Federal SAMs Exclusionary Report (ask if assistance is needed by the applicant to obtain)

## **E. APPLICATION PROCESS**

Eligible applicants must complete and submit their application electronically via Zoomgrants.com. The application link is at [DFHV Zoomgrants Portal](#). DFHV will not accept applications submitted via hand delivery, mail, or courier service. Late submissions and incomplete applications will not be reviewed.

Online Application will be open on **September 19, 2024, Midnight PT**

Application submission deadline is **October 11, 2024, Midnight PT**.

Start Date: Anticipated to be **ready to go live with transportation services on October 21, 2024**; or upon applicant's readiness and quality assurance testing by DFHV.

## **RESERVATIONS**

Funding for any grant award is contingent on continued grantor funding. The publication of this grant application does not commit DFHV to make any awards.

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA and RFA and to rescind the NOFA or RFA.

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

DFHV reserves the right to accept or deny any or all applications if DFHV determines that it is in the best interest of the District to do so. The DFHV shall notify the applicant if it rejects the applicant's proposal. The DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rules(s) or any applicable federal regulation or requirement.

DFHV 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.

DFHV may conduct pre-award on-site visits to verify information submitted in a grant application.

DFHV serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.

DFHV may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the Awardee's proposal that may result from the negotiations and/or contingent of funding availability.

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.

## **Pre-application Conference:**

Applicants interested in learning more or who would like to ask questions about the RFA are strongly encouraged to participate in the information session scheduled on **September 26, 2024; from 2 pm – 3 pm**. During the session, applicants will be walked through the Zoomgrants.com online application portal, and DFHV staff will clearly explain the requirements for the FY25 DC School Connect program and answer all related questions.

The sessions will be held online using WebEx:

### **FY25 DC SchoolConnect Safe Passage Pilot Pre-Application Conference**

#### **Join from the webinar link**

<https://dcnet.webex.com/dcnet/j.php?MTID=mal3d1cc1bde84825b49872d21ba9d285>

Join by meeting number

Meeting number (access code): 2310 624 4566

Meeting password: 3wD8ScdNam5

Tap to join from a mobile device (attendees only)

+1-202-860-2110,,23106244566## United States Toll (Washington D.C.)

+1-650-479-3208,,23106244566## Call-in toll number (US/Canada)

Join by phone

+1-202-860-2110 United States Toll (Washington D.C.)

1-650-479-3208 Call-in toll number (US/Canada)

[Global call-in numbers](#)

If you are unable to attend the information session, we encourage you to email your questions before **September 25, 2024 at 1:00 pm EST** to [DFHV.Grants@dc.gov](mailto:DFHV.Grants@dc.gov)

## **Part 2: Application Questions and Evaluation Criteria**

DFHV will select grant recipient(s) through a competitive application process. A review panel will review the applications received by the submission deadline and score them against the criteria listed below with respective weights. Applicants, who best demonstrate that they are qualified to achieve the program objectives (See Part 1 paragraph A above), will be awarded the grant.

Applications that do not comply with the application instructions will not be considered. The DFHV reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The



Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

DFHV may offer ten additional points to an applicant for being a District of Columbia's Certified Business Enterprise business.

## **Application Questionnaire and Criteria for Evaluating the DC SchoolConnect Proposals** (Applications will be evaluated on a 100-point scale by an independent grant review panel)

### **A. Service Operations and Planning Participation (20 points).**

1. Describe in detail how your plan will assist DFHV in recruiting drivers, scheduling routing, and developing an on-call pool of drivers who may be able to respond to routing immediately.
2. How do you propose to rapidly scale up this project to test routing, timing, and communicate in real-time with drivers, DFHV staff, or other partners, the resources needed to ensure meeting the start-up timeframe for partial to full driver implementation?
3. Describe how you or your company will communicate information to drivers, how to develop trainings based on the performance need or new innovations being introduced that will not interfere with daily transportation services.
4. Narrate in detail how you or your company will participate in the evaluation of drivers' behaviors, driving patterns, and drivers' impact on program performance.
5. Describe your standard practice of communication of who will be responsible for reporting monthly reports, incident reports, ad hoc reports, and who is responsible for backing up the appointed project lead.

### **B. Driver Recruitment and Management (20 points)**

1. Detail how you or your company will recruit a minimum of 17 drivers (15 active and 2 on standby) to ensure all routes are covered, including when drivers call out sick, or schedule leave.
2. Provide within this narrative how your company will educate the drivers pertaining to the safety equipment and procedures during an emergency; provide any company emergency protocols or standard policies that will need to be incorporated into training sessions.
3. Provide in detail your company's onboarding and offboarding procedures for drivers seeking to participate in this program or drivers who need to be removed from the pilot, describe what circumstance may determine the removal of a driver.
4. Describe your company's monitoring procedures of drivers for substance abuse, alcohol, or other situations that may lead to a lapse of attention causing the potential for accidents, incidents or high risk situations.

### **C. Driver Retention Management (30 points)**

1. Describe how you will monitor driver performance, including detailing your performance metrics for drivers. Describe how you will counsel drivers who do not meet expected performance standards or customer service standards while motivating drivers to strive for performance goals.
2. Describe in detail what retention program(s) you wish to implement and what financial impact your retention incentives may have during the pilot.
3. Describe what recognition programs you will implement for current drivers and how your action may impact your recruitment activities.

4. Describe how your company has presented in past retention programs and describe what event or activity was successful and what lessons were learned.

**D. Communication and Coordination (15 points)**

1. Describe your point of contact (name, title, cell phone, and email contact) who will participate in monthly meetings, any outreach tools and public relations strategies you will implement upon receiving the award to engage business partners, DC government agencies, or the general public upon DFHV's approval.
2. Describe your company's emergency policies and procedures regarding how communication will be managed during inclement weather events, DC government closures, or route emergencies or incidents, including telephone tree, electric text blast notifications, radio/CB communications, or other communication platforms being used to communicate with drivers, office staff, and business partners.
3. Describe how and who in your company will coordinate communication efforts with DFHV's Project Lead when addressing or crafting community based messaging (media outreach, social media or text blasts), branding materials and dissemination, to receiving FOIA requests or even customer complaints leading to legal activities. Please identify any third party information, including their names, titles, their role and responsibilities in coordinating efforts.

**E. Data and Reporting (15 Points)**

1. Describe your approach and ability to meet the data reporting requirements.
2. Describe other reporting formats or data platforms your company may provide DFHV and its partners to improve service delivery and monitor performance.

**Part 3: Award Information**

**A. Permissible Use of Grant Funds** - Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances with prior written approval from the DFHV.

**B. Period of Awards:** The performance period will begin on the effective date of the Notice of Grant Award and end on September 30, 2025. DFHV may elect to continue the funded program for one base year and four additional one-year option periods. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, the availability of funding, and regulatory requirements.

**C. Non-Allowable Costs of Grant Funds** - Non-Allowable Costs for this Grant include for such long-term items as real estate, and other expenditures including:

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. Contractor labor, including professional services

8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below \$5,000 in value;
15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance

## **APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES**

### **Certifications Regarding Lobbying, Debarment, and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace**

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;
- (d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- (e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

## **2. Debarments and Suspension, and Other Responsibility Matters**

As required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency

The Grantee certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## **3. Drug-Free Workplace (Awardees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would abide by the terms of the statement; and notify the employer in writing

of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The DC Department of For-Hire Vehicles Operator Services, D.C. Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above paragraphs.

(g) The Grantee may insert (in the space provided below) the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

(h) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(i) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to: District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020.

#### **4. Assurances and Certifications Assurances**

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
- The Agency shall notify the applicant if it rejects that applicant's proposal.
- The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. • The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A- 102, A133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA 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.
- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
  - The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
  - That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
  - That all fiscal records are kept in accordance with Generally Accepted Accounting Principles ("GAAP") and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
  - That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue ("OTR") stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
  - That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
  - That, if required by the grant making Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
  - That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions (<https://www.sam.gov/index.html/#1>) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
  - That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment, and facilities adequate to perform the grant or the ability to obtain them;
  - That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
  - That the applicant has a satisfactory record performing similar activity as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an

applicant's performance to the Office of Partnerships and Grant Services ("OPGS") which shall collect such reports and make the same available on its intranet website;

- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant complies with all District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act;
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and

The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant/grantee organization, I hereby certify that the applicant or Grantee, if awarded, will comply with the above certifications.

\_\_\_\_\_  
Applicant/Grantee Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Application Number and/or Project Name

\_\_\_\_\_  
Grantee IRS/Vendor Number

\_\_\_\_\_  
Typed Name and Title of Authorized Representative

Signature \_\_\_\_\_

Date \_\_\_\_\_



**APPENDIX II: INSURANCE POLICIES AFFIDAVIT**

**Insurance Policies Affidavit**

As the duly authorized officer of \_\_\_\_\_, a \_\_\_\_\_ [LLC, corporation, etc.] (“Applicant”), with a business address of \_\_\_\_\_, an applicant for the \_\_\_\_\_ Grant with the Department of For-Hire Vehicles “DFHV”), I certify that the following are the names of the Applicant’s current insurance carriers with the type of insurance coverage under each policy:

Insurance Carrier Type of Coverage

---

---

---

---

---

By signing this form, the Applicant agrees that if DFHV decides to award Applicant a grant under this Grant Program/RFA, Applicant will provide DFHV with the following insurance documents if requested:

- i) A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
- ii) Endorsements for each of these policies - except for Worker’s Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents, and volunteers as additional named insured for liability arising out of performance of the award; and
- iii) A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors from each of the applicant’s insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

### Appendix III: Insurance Policy Coverage Requirements

The Applicant shall comply with all applicable local and federal insurance requirements and all insurance required within this section shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia. Each applicant shall upload their Certification of Insurances within DFHV's grant portal (Zoomgrants) as supporting documentation.

The selected applicant shall comply with all applicable local and federal insurance requirements and all insurance required within this section shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia. This will include the following types of liability coverage and suggested amounts:

- A. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia, and all insurance policies mentioned hereafter will be requested of selected applicant by submitting a Certification of Insurance for the following:
  - i. Professional Liability: When any project managers/ administrators, training professionals and other professional consultants perform work or dispatch services in connection with this project, Professional Liability Insurance covering acts, errors, or omissions. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.
  - ii. Commercial General Liability ("CGL"): as prescribed by applicable law covering all employees who are to provide work under this Agreement and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source).
  - iii. Automobile Insurance: If selected applicant uses any motor vehicles (owned, non-owned and hired) in connection with work to be performed, the selected applicant must provide Automobile Liability Insurance.
  - iv. Cyber Liability: The applicant shall provide evidence satisfactory to the Grantor of Cyber Liability Insurance. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage.
  - v. Worker's Compensation: Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work under this Agreement and Employers Liability coverage defining coverage for each accident, illness or disease.

- vi. Sexual/Physical Abuse and Molestation: The applicant shall provide evidence satisfactory to the Grantor with respect to the services performed that it carries insurance pertaining to abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called “silent” coverage under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage.
- B. The Grantee shall comply with DCMR Title 31, Chapter 9 et al and produce to the Grant Monitor all current bonds, insurance policies, company contacts, and the minimum coverages under this requirement.
- C. **CERTIFICATES OF INSURANCE**: The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Department of For-Hire Vehicles (DFHV)**  
**Attn: Mr. Gerald Kasunic Administration Officer**  
**2235 Shannon Place, SE; Washington, DC 20020**  
**202-671-1804 or [Gerald.kasunic3@dc.gov](mailto:Gerald.kasunic3@dc.gov)**

The Grant Administration Specialist may request, and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the Grant Monitor prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Monitor on an annual basis as the coverage is renewed (or replaced).