

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

**REQUEST FOR APPLICATIONS (RFA)**

**(RFA No.: WAV 2024–19-12)**

**FY 2025 Wheelchair Accessible Vehicle Driver’s Project**

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

Submission Deadline: **January 20, 2025**

Submission Details: **Online submissions only.**

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

Point of Contact:  
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**“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

<b>Part 1: Program Guidelines, Application Process, and Submission Instructions.</b> .....	3
A. DESCRIPTION OF FUNDING OPPORTUNITY .....	3
B. GRANT MAKING AUTHORITY .....	7
C. ELIGIBLE APPLICANTS.....	7
D. ELIGIBILITY CRITERIA .....	7
E. APPLICATION PROCESS .....	8
F. PRE- APPLICATION CONFERENCE .....	9
<b>Part 2: Application Questions and Evaluation Criteria</b> .....	9
APPLICATION QUESTIONNAIRE AND SCORING CRITERIA.....	9
<b>Part 3: Award Information</b> .....	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**

#### **Description of the Program:**

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”), with current Digital Taxicab Solution (“DTS”) certifications to increase the availability of wheelchair accessible vehicle (“WAV”) transportation services in the District. DFHV may seek to expand its WAV grant program and services dependent on the program’s performance success.

DFHV’s Fiscal Year 2025 (“FY25”) Wheelchair Accessible Vehicle Driver’s Project (“WAV Project”) is expected to provide additional WAV drivers, and particularly to incentivize dedicated drivers to stay on WAV dispatch throughout the week, from 6 pm to Midnight, to serve passengers in need of WAV transportation. DFHV is seeking to increase the WAV driver pool to readily provide services twenty-four hours a day, seven days a week through a series of incentives to attract drivers for this Project as well as for possible future expansion(s). Independent taxi operators or private sedan drivers may partner with a DTS provider to join this Project and obtain the proper certifications and training necessary to provide WAV transportation services. The applicant is expected to go beyond their current driver pools to recruit new drivers to backfill any service gaps or underserved populations. In addition, the applicant will need to incorporate the digital meters and coordinate dispatching requests that would report in “real time” WAV trips (and not Transport DC or any other DFHV grant supported project), and provide DFHV’s Project Lead with access to review all incoming WAV requests, completed trips, customer “no shows” or “cancellations” as well as a driver “no shows” and “cancellations”.

Eligible applicants must have current DFHV operating authority to apply and be able to supply drivers to the program throughout the fiscal year (until September 30, 2025).

Applicants shall include a business plan narrative defining business partners (e.g., technology companies, support services contractors, or a combination of taxicab and private sedan businesses) and define each party’s roles and responsibilities in their application narrative and how each will assist in outreach and recruitment strategies throughout the fiscal year. The outreach narrative should include an estimated timeline and milestone events, including a budget of estimated costs, if the applicant may need additional assistance uploading quotes, the applicant can contact the DFHV Project Lead for technical assistance. Outreach efforts should include the development of a survey to collect both driver and customer feedback pertaining to the quality of the trip (vehicle cleanliness, driver interaction, comfort of the ride), the ease of booking the trip (telephone, web, or app dispatch experience), as well as a driver’s experience survey pertaining to this Project (management, number of opportunities received, etc.). These surveys will be developed separately from one another, but information shall be analyzed to improve the Project. The DFHV Project Lead may assist in the development of the surveys, but the Grantor (DFHV Director) shall approve all publications including adding any branding and logos necessary to each survey or publication.

The applicant should design messaging to promote the incentives DFHV is planning on using for the industry to attract new WAV drivers to this Project, such as:

- \$10 driver incentive for every completed WAV trip (Transport DC driver WAV drivers are excluded, the expectation is to recruit and train new drivers),

- \$10 per “canceled” or “no show” fee (passenger cancellations must occur 10 minutes before pickup time, drivers can only claim a cancellation fee after reporting to Dispatch they have waited on a customer for more than 10 minutes without the customer appearing),
- A maximum of fifty thousand dollars (\$50,000) per company will be provided to cover drivers’ DTS fees as long as they provide 5 completed WAV trips per month
- A portion of the allocated \$50,000 fund above may also be used for maintenance expenses, as outlined in Section A.1. below,
- \$1,000 new WAV driver incentive, and
- \$25 per hour for dedicated WAV driver(s) assigned to the 6 pm – midnight shift.

The applicant will need to develop a detailed budget to accompany their business plan, outreach messaging, and recruiting campaign defining how funds will be used throughout the project’s operational timeline. The DFHV Project Lead will review each monthly performance measure described below against the service expenses to ensure the applicant’s expenditures will remain within the project budget’s restrictions.

DFHV is seeking a commitment letter to be developed by the applicant, and signed and dated by all new drivers, no matter if new recruits are transitioning from sedan to WAV or recruited from outreach events, committing the driver to at least two years' worth of WAV service, a minimum number of completed WAV trips a week (DFHV recommends 7), and a timeline to complete all necessary trainings, including submitting training certifications to the Project Lead for the archive records. The commitment letter will also describe in detail how the new WAV driver incentive of one thousand dollars (\$1,000) will be provided after the completion of 90 days’ worth of completed trips as well as proof of WAV safety and sensitivity training certification. Current for-hire WAV drivers who are participating in grant programs or the current WAV Pilot program are excluded from the driver incentive and may not be eligible to participate in this Pilot, awardees shall coordinate with the DFHV Project Lead regarding current driver participation.

Furthermore, the applicant should define, based on their WAV data analysis<sup>1</sup>, the number of WAV drivers needed throughout a twenty-four hour period, how to streamline drivers during peak WAV time periods, and how to stretch the coverage across the city during low needed periods. The successful applicant(s) will be expected to provide service every day to cover the whole city while keeping the DFHV Project Lead constantly updated on volume status.

Each applicant will need to report their WAV fleet capacity to service the customers throughout the city as well as the general public. The successful applicant will be able to provide:

- A list of licensed, hacked-up, and insured WAVs including PVINs,
- A list of names and contact information of participating drivers for high and low customer service WAV demand times who shall start the project,
- A list of names and contact information of licensed for-hire drivers to service dedicated WAV schedule (6 pm to Midnight),
- A schedule of when the WAV security and safety training, as well as Customer Sensitivity Training, will be offered and who will teach the courses,
- The names and contact information of the Management Team to supervise all facets pertaining to daily operational oversight, and

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<sup>1</sup> Data to include existing WAV wait times, number of existing WAVs, and drivers, demand for WAVs, etc. Additional data points may be included based on the development of the pilot at the direction of DFHV and DFHV’s Project Lead.

- The creation of at least two surveys, one customer and one driver, with multiple publications or continuous online publication with media recognition.

**Deliverables:**

The Awardee shall submit deliverables listed below by the dates identified below:

	<b>Deliverable</b>	<b>Format/Method of Delivery</b>	<b>Due Date</b>
1	New Driver Incentive and commitment letter	Uploaded into Zoomgrants/Email to Project Lead	7 days after signature
2	Financial plan. Details of budget outreach events to be conducted for WAV driver support	Uploaded into Zoomgrants/Email to Project Lead	15 Days after grant award.
3	Trip Incentive Monthly: Meet monthly prior to procurement processes to review dedicated drivers hourly trends, New Driver Incentive, and number of \$10 completed WAV trips – identifying customer	Meet month at agreed upon schedule time, upload information into Zoomgrants	Scheduled monthly meeting
4	Driver Training. Weekly Training progress reports from grant award to on-going operations	Upload into Zoomgrants and briefing during monthly meetings	Within 30 days of the grant award but monthly reporting at scheduled meetings, or upon DFHV request.
5	Customer Service Plan. Detailed customer survey and schedule of releases	Uploaded into Zoomgrants, PDF email to Project Lead	Within 30 days of the grant award but monthly reporting at scheduled meetings, or upon DFHV request.
6	Promotions, Advertising to drivers, including driver survey	Upload into Zoomgrants, email PDF to Project Lead	Within 120 days of the grant award but monthly reporting at scheduled meetings, or upon DFHV request.
7	Monthly operational performance reports to include but limited to: <ul style="list-style-type: none"> <li>• driver statistics</li> <li>• Number of WAV trips completed</li> <li>• Pick up and drop off times</li> <li>• Pick and drop off locations</li> <li>• customer ratings</li> <li>• wait times<sup>2</sup></li> <li>• Number of canceled trips and no show (broken down by passengers)</li> </ul>	Upload into Zoomgrants and briefing during monthly meetings	30 days from the grant award

<sup>2</sup> Wait time is defined as the total number of minutes elapsed from the moment a service request is received to the time the passenger is successfully picked up at the designated location.

	<p>and drivers</p> <ul style="list-style-type: none"> <li>• Number of instances where a passenger’s request could not be matched with a WAV due to driver shortages at the time of the request</li> <li>• Financial health, advertising outcomes, survey results, and any additional metrics as required.</li> <li>• PVIN Number</li> </ul>		
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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 recruitment practices to attract and retain participating WAV drivers. DFHV’s expectations are to ensure the applicant will execute **at least one approved motivational recruitment activity/event** while developing and maintaining a verbal and social media referral program.

**A.1. Requirements for Spending Vehicle Maintenance Funds**

Continuing to support the WAV efforts, DFHV is also seeking to ensure the WAV vehicles are able to provide safe and secure WAV transportation services. The applicant may identify that they wish to use up to, but not exceed, fifty thousand dollars (\$50,000) for WAV repairs (for current and new drivers alike), they will need to be specific within their grant application as to how they wish to use the fund. DFHV’s repair expectations are as follows:

1. Eligibility of Expenses:
  - o Funds must be used exclusively for maintenance and repair costs directly related to the operation of WAVs.
  - o Eligible expenses include, but are not limited to:
    - Repairs for WAV-specific components, such as ramps, lifts, or tie-down systems.
    - Costs for parts and labor associated with ensuring the vehicle remains compliant with accessibility standards.
2. Documentation and Proof:
  - o Receipts or invoices must be provided for all maintenance-related expenses.
  - o Documentation should clearly indicate:
    - Date of service.
    - Detailed description of the work performed.
    - Amount paid.
3. Pre-Approval for Major Repairs:
  - o Repairs exceeding \$7,000 must receive pre-approval. Applicants should submit a written request detailing the required repair and estimated cost.
4. Timing of Expenses:

- Maintenance funds must be spent during the project period specified in the funding agreement.
  - Expenses incurred before or after the project period will not be reimbursed.
5. Compliance with Funding Agreement:
- All spending must align with the guidelines outlined in This Section and the terms of the funding agreement.
  - Misuse of funds, such as spending on ineligible items or non-WAV vehicles, may result in penalties or disqualification from the program.
6. Reporting Requirements:
- Applicants must submit a maintenance expenditure report detailing how funds were used.
  - Maintenance Reports should be submitted quarterly or as specified by the program guidelines.

## **FUNDING DESCRIPTOR:**

Funding under the FY2025 Request for Application (“RFA”) is approximately three hundred sixty thousand dollars (\$360,000) 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 **January 20, 2025, 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 in the District for purposes outlined in D.C. Official Code § 50-301.20(b)(1) and 31 DCMR § 1102.1, including providing grants to owners and operators of vehicles-for-hire legally operating and incorporated to incentivize the use of WAVs.

## **C. ELIGIBLE APPLICANTS**

Entities that hold a Taxicab Company Operating Authority (including DTS certifications) 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 **December 19, 2024, Midnight PT**

Application submission deadline is **January 20, 2025, Midnight PT**.

Start Date: Anticipated to be **ready to go live with transportation services on February 3, 2025**; 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.

## **F. 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 **December 30, 2024; from 10 am – 11 am EST**. 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 Wheelchair Accessibility Vehicle Driver Project and answer all related questions.

The sessions will be held online using Webex:

### **FY25 Wheelchair Accessibility Vehicle Driver Project Pre-Application Conference**

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

<https://dcnet.webex.com/dcnet/j.php?MTID=meb819329604c8af3d10a86059b2c442c>

Join by the webinar number

Webinar number (access code): 2306 882 3989

Webinar password: BKyPyRPR353

To submit questions ahead of the information session, please email [DFHV.Grants@dc.gov](mailto:DFHV.Grants@dc.gov) by **December 27, 2024, at 1:00 pm EST**.

## **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 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 WAV Driver Project**

**Proposals** (Applications will be evaluated on a 100-point scale by an independent grant review panel)

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

Provide a detailed account of your existing WAV fleet capacity, including the number of licensed and insured vehicles, PVIN and FACEIDs associated with vehicles and drivers, driver certifications, and operational readiness. Explain your plan for managing daily operations, including driver schedules, dispatch coordination, and real-time trip monitoring.

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

Describe your approach to recruiting new WAV drivers, including the use of incentives, outreach strategies, and timeline milestones. How will you identify and onboard a diverse driver pool that meets citywide service needs, and what methods will you use to ensure new drivers are properly trained and equipped for success?

### **C. Driver Retention Management (20 points)**

Outline your strategies for retaining WAV drivers, including how you will use incentives, feedback mechanisms, and ongoing support to sustain driver engagement. What innovative practices will you implement to address challenges and ensure long-term driver satisfaction and commitment?

### **D. Customer and Driver Experience Surveys (15 Points)**

Describe your plan for developing, distributing, and analyzing customer and driver experience surveys. How will you use the feedback to improve service quality, and what methods will you employ to ensure survey participation?

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

How will you ensure timely submission of deliverables, provide monthly operational performance reports, and maintain transparency with DFHV's Project Lead? And are you able to provide the following data points on a monthly basis?

### **F. Vehicle Maintenance (10 Points)**

Detail your strategy for maintaining WAV vehicles throughout the Project. Include how you will track maintenance schedules, ensure timely repairs, and address unexpected issues to minimize downtime and service disruptions.

## **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, 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).

