

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

**Request for Applications (RFA):**

**RFA No.: M.R. 2022-28-7**

**FY 2023 MyRides Transportation Program**

Release Date of RFA: Friday, August 19, 2022

Submission Deadline: Monday, September 19, 2022

Submission Details: Online submissions only.

Point of Contact:  
Charles Davis, Program Analyst  
202-740-4825 or [Charles.Davis3@dc.gov](mailto:Charles.Davis3@dc.gov)

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

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.

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

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

The Department of For-Hire Vehicles (“DFHV”) is seeking an approved Digital Taxi Solution (“DTS”) provider or a business partnership of a DTS and Taxicab Company Operating Authority providers as a single entity (hereinafter “Awardee” or “Applicant”) to provide transportation service supporting the Department of Behavioral Health’s MyRides program.

MyRides’ objectives are as follows:

The purpose of this project is to remove transportation as a barrier for people seeking to access treatment services for opioid use disorder (“OUD”). Individuals with OUD may be ready for treatment but do not have the time, resources, or energy to travel via public transportation. This project will allow individuals to request transportation to treatment facilities as soon as they are ready, wherever they are in the District.

Applicants are expected to provide cost-effective, high-quality transportation services on behalf of DBH to D.C. residents seeking these services. This program will focus on connecting residents with their initial service appointments, which has been shown to improve treatment outcomes. Providers are expected to offer curb-to-curb service, with up to two pickups (one for the passenger and one for an escort) to a list of pre-determined sites.

The program will emphasize coordination between several parties, such as: DFHV and DBH staff, health care and support services providers and escort aides (when required). The program will provide both on-demand and pre-booked transportation services, that is available through multiple booking modes.

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

The program will operate 24 hours per day, 365 days per year. Therefore, the applicant should describe in detail, within their application narrative, a plan to operate within the borders of the District of Columbia (“DC”) during that time period, including federal and District holidays. In addition, the applicant must accept telephone bookings and be able to accept telephonic booking 24 hours per day, seven days a week.

If the applicant plans to use web booking or a smart phone application, describe within your narrative the platform being used, how the platform will be accessible to DFHV and DBH program leads, as well as who will control membership and booking access.

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

- Rides must start or end at a pre-determined list of facilities (as determined by DBH),

- Rides may only carry up to two passengers (the DBH client and an escort),
- Rides to or from an eligible destination may have two pick up/drop off locations (one for the client and one for the escort),
- Rides are private and not shared with other parties,
- Rides are free of charge to the passengers and are reimbursed (detailed below) by DFHV on behalf of DBH,
- Provide rides on both an on-demand and pre-booked basis,
- Make sure that all people associated with delivering service (call takers, dispatchers, drivers, etc.) can adapt to reasonable program parameters and/or training requirements established by DBH, and
- Monitor trip information by passengers to conform with any per person trip caps established by DBH.

The successful applicant must provide an accessible method of communication for people who are deaf, hard of hearing, mute, blind, experience other physical disabilities, or require translation services. In addition to communication accessibility, the program may need wheelchair accessible vehicles (“WAVs”) upon request. The successful applicant must be able to demonstrate within their narrative their fleet of WAVs and availability.

In order to be awarded this grant, an applicant must be able to provide customer support to the program including complaint resolution protocols, compliance with customer service standards, and receiving customer feedback. In addition to customer support, DFHV and DBH is requesting in detail how a provider will manage ongoing monitoring and quality assurance of the program to ensure that transportation services are delivered in accordance with the standards set by DFHV and DBH. The successful applicant will work collaboratively with DFHV and DBH to make adjustments to the program to improve service delivery.

The applicant must be ready to begin service within fourteen calendar days or less of award and willing to participate in the planning and testing activities with DFHV and DBH prior to service launch, if needed.

### **Financial/Reimbursement Structure:**

MyRides trips shall be reimbursed at a flat trip rate of twenty-two dollars (\$22), and a fifteen dollar (\$15) no show fee. Each trip must start and end within DC and be confirmed with the location lists provided by DBH Management or DFHV’s Project Lead.

An applicant may propose a budget with costs that adheres to the annual budget and also introduce a trip rate structure to expand transportation services to additional customers, which should include a detailed description of the formulated budget pertaining to: trip rates, driver incentives, and number of possible customers served per month, etc.

The total value of the grant, which is subject to change by DBH, is one hundred and twenty thousand dollars (\$120,000) for completed trips.

In addition, the successful applicant must track financial activities in addition to detailed invoices monthly, along with all supporting documentation, to track costs to perform contractual duties and

obligations, including but limited to drivers' reimbursement rate per trip and the agreed upon service fee.

DFHV will verify successfully completed trips monthly with the complete trip records, including cross referencing DBH's eligible customer lists and locations.

### **Data Submission and Reporting:**

The successful applicant must maintain complete records on requests received and complete trip records.

Each trip request record must include:

- Identifying contact information for each trip (address, telephone number, etc.),
- Identify customer's escort, when applicable,
- Date and time of customer's call,
- Date and time of customer's trip order, if an advance service request,
- Date and time of any customer call-backs and details of any such calls,
- Custom information directed by DFHV and DBH including a referring party and diagnosis code,
- The AWS record locator number (if applicable), and
- Rider ID, Rider IDIDER, Requested Date and Time, Request Status, Pickup Time (Date and Time), Original Address, Original Lat and Original Long, Drop-off (Date and Time), Destination Address, Destination Lat and Long, Number of passengers, Proposed ETA in minutes, WAV: Yes or No, Ride Cost in dollars and cents, and DFHV reimbursement amount.

Each completed trip record shall conform to the data standard for a complete taxicab trip record available here: <https://dctcddata.portal.azure-api.net/>.

If the applicant is a taxicab company, all trip records shall be submitted to the DFHV's Event Hub in accordance with the usual Digital Taxicab Solution.

The successful applicant will also be required to participate in regular check in meetings (biweekly or monthly) with DFHV and DBH.

The successful applicant will be required to complete monthly progress reports, including performance measures as directed by DFHV and DBH.

### **A. APPLICATION SUBMISSION GUIDELINES:**

The application submission deadline is **August 19, 2022, at midnight, pacific time (PT)**.

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. In addition, under this program, DFHV reserves the right to:

- Extend application deadlines to accommodate more applications,
- Request additional information after the deadline to assist in the review process,
- Negotiate with applicants to modify the project scope, level of funding, or both, and
- Make full, partial or no grant awards to an applicant.

## **B. GRANT MAKING AUTHORITY**

Subject to regulatory requirements and amendments, DFHV is authorized to provide grants to owners of licensed for-hire vehicles 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 either a Taxicab Company Operating Authority or a Digital Taxicab Solution (DTS) Operating Authority from DFHV 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 ( <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook> ).

1. Clean Hands Certificate
2. Promises, Certifications, and Assurances: Appendix I must be signed and dated
3. Insurance Affidavit: Appendix II must be signed and dated.
4. Certification of Insurances
5. IRS W-9 form. A completed IRS (2017) form W-9
6. Current DC Business License
7. Current Certified Business Enterprise certification

## **E. APPLICATION PROCESS**

Eligible applicants must complete and submit their application electronically via Zoomgrants.com. The application link is at [MyRidesApplication](#). 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 **Midnight PT, August 19, 2022**.  
Submission deadline is **Midnight, PT, September 19, 2022**.  
Start Date: **October 1, 2022**, or upon resource availability.

## **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 **August 24, 2022; 2 pm – 3 pm, 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 2023 MyRides program and answer all related questions. Applicants may join DFHV staff online or by calling:

#### **Join from the meeting link**

<https://dcnet.webex.com/dcnet/j.php?MTID=m4b7f871706afc2bf09ed6df4d1962f3c>

Join by meeting number

Meeting number (access code): 2317 396 4085

Meeting password: XeHxEeGp726

Tap to join from a mobile device (attendees only)  
+1-202-860-2110,,23173964085## United States Toll (Washington D.C.)  
+1-650-479-3208,,23173964085## 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 **August 23, 2022 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 evaluate the applications received by the submission deadline and score them against the criteria listed below with respective weight. 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. DFHV reserves the right to accept or deny any or all applications if DFHV determines it is in the best interest of DFHV to do so. DFHV shall notify the applicant if it rejects the applicant's proposal. DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

### **A. Application Questionnaire:**

#### **A-Operations and Service Delivery:**

1. **Ride booking (30 points):** Describe your approach to allow ride booking for a pool of pre-defined users. In your description, include:
  - a. How riders will request rides by telephone, for either on-demand service or pre-booked rides,
  - b. Other modes by which riders can request rides that meet the program criteria,
  - c. Maintain active and real time lists of riders eligible to book rides (provided by DBH and DFHV), both by telephone booking and other booking modes offered,
  - d. Description of how authorized users will register for various booking modes, and how users will be validated for use. If there are special booking or registration procedures, describe how you can convey this to users,
  - e. Maintain active and real time lists of allowable destinations, both by telephone

- booking and other booking modes offered,
  - f. Ability to manage rides with up to two pick up points,
  - g. Ability to manage customized business rules for this program, as defined by DBH and DFHV, including but not limited to service hours, authorized users, trip caps per passenger, and customer service guidelines,
  - h. Ability to accept custom information in the booking request required by DBH (e.g., such as a referring person or entity, diagnosis or incident code, etc.), and
  - i. State your average wait times for on-demand rides.
2. **Ride Delivery (20 Points):** Describe how you manage trips from the time of dispatch, through pick up, travel time and drop off. In your description, please address:
    - a. Describe how customers are apprised of the status of their trip requests, from the point of booking through customer drop off, such as via text messages, push notifications, and phone support, etc.
    - b. Describe how and what resources (e.g., dispatchers and/or technology) you use to ensure that trip request are matched with a vehicle and driver in a timely manner, and how you monitor trip progress in real time.
    - c. Describe how you will ensure that only approved users are given rides.
    - d. Ensure drivers deliver both standard customer service for rides, as well as any customized program protocols provided by DBH and DFHV.
    - e. Describe escalation procedures if a trip is not matched in timely manner.
  3. **Capability (5 points):** Describe your company’s capability regarding fleet (including availability of accessible vehicles), call takers and dispatchers, and management staff.
  4. **Experience (5 points):** Describe experience you have managing a customized transportation program. For example, through DFHV or other publicly funded programs, contracts, etc.

**B - Quality Assurance and Customer Service:**

1. **Complaint and Resolution Plans (15 points):** Describe your proposed customer service plans, including receiving customer feedback, ensuring a clear pathway and prompt resolution of customer complaints or complements. In addition, provide your company’s complaint protocols, call scripts, incident report templates, and resolution methodologies/policies.
2. **Accessibility (5 points):** Describe how your booking systems will be customer friendly, ADA complainant, 508 Compliant, and provide translation services linked to both the telephone bookings and other booking modes, if appropriate.
3. **Driver Management (10 points):** Describe your proposed driver management strategy, including how you will manage drivers for adherence to program rules or protocols, ensuring training and communication requirements, and counseling when driver behavior is not consistent with a stated requirement.

**C - Financial and Program Management:**

1. **Financial Management (5 points):** Describe your proposed financial plans to manage the grant budget or financial parameters for the Program. Please include how you will track grant spending to ensure compliance with the grant agreement(s) and that the proposed budget is not exceeded.
2. **Program Management (5 points):** Describe your program management plan for the program, including identifying staff or resources that will ensure adherence to the standards for service delivery, customer service, service quality monitoring, as well as the data and reporting elements described in Part 1 paragraph A.

### **Part 3: Award Information**

A. Permissible Use of Grant Funds – Applicants awarded this grant 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 October 1, 2022 and end on September 30, 2023. DFHV may elect to continue the funded program for one base year and four additional one-year option years for a total of four years. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, availability of funding, business needs, and regulatory requirements.

C. Non-Allowable Costs of Grant Funds – Non-Allowable Costs for this Grant include long-term items such 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. Accounting and bookkeeping services,
8. Computers, tablets, mobile phones, and printers,
9. Plants and tree-plantings,
10. Small tools,
11. Some field equipment, typically below \$5,000 in value,
12. Postage, shipping,
13. Some travel, meals, and lodging, and
14. 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;

(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
- (e) 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 incising 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 67615 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 awardor, 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, and
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

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 Minimums**

The selected Grantee 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.

- A. 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.
- B. **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).