

REQUEST FOR APPLICATIONS

Department of Transportation/Sustainable Transportation Branch
Government of the District of Columbia

FY 24-25

Bicycle and Pedestrian Education Program

Department of Transportation/Sustainable Transportation Branch
invites the submission of applications for funding under the Authorization of the District
Department of Transportation.

Announcement Date: March 22, 2024

RFA Release Date: May 1, 2024

Application Submission Deadline Date: June 1, 2024, at 3:00 pm

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

Checklist for Applications

Bicycle and Pedestrian Education Program

- _____ The applicant organization/entity has responded to all sections of the Request for Applications.
- _____ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- _____ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- _____ The application is submitted with two original receipts found in Attachment D, attached to the outside of the envelope or package for DDOT approval upon receipt.
- _____ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- _____ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- _____ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- _____ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment H of the RFA, for each collaborative partnership entered into.
- _____ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using twelve (12) point type with one-inch margins.
- _____ The program narrative section is complete and within the twenty (20) page limit for this section of the RFA submission.
- _____ The applicant is submitting six (6) copies of the application: the required original and five (5) copies.
- _____ The application format conforms to the guide listed in Section VI Application Format listed on page 18 of the RFA.
- _____ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- _____ The application was submitted to Safe Routes to School Branch no later than 3:00 pm., EST on the deadline of June 1st, 2024.

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SECTION I GENERAL INFORMATION

Introduction

Promoting safe walking and bicycling through a comprehensive education program can help reduce the number of injuries and deaths in the District of Columbia, promote healthy, active lifestyles that reduce health care costs, and supports several moveDC goals, including safety, mobility, and sustainability. moveDC, DDOT’s strategic plan, aims to strengthen the multimodal network for all roadway users, including pedestrians and bicyclists. By addressing the District's top priority areas of bicycle and pedestrian safety, this education program will continue DDOT's commitment to the initiatives in moveDC.

The pedestrian and bicycle safety portion of this Scope will be part of the DDOT’s Sustainable Transportation Program division.

DDOT has funded bicycle and pedestrian safety education at DC schools since 2003. Until 2015, the DDOT curriculum was offered to all DC Public Schools and DC Public Charter Schools. In 2015, DCPS made bicycling instruction a core part of its physical education (PE) education program. In DCPS, instruction on how to ride a bike and a bicycle and pedestrian safety curriculum is currently a PE “Cornerstone” and is delivered each year to all DCPS second graders for one semester.

Since DCPS incorporated bicycling instruction officially into their programming, the DDOT bicycle and education component is delivered in school, during the school day to DC Public Charter Schools. The material is delivered to the school for every grade by the DDOT grantee who typically takes over the PE classes for that week. All students receive instruction on safe bicycle and pedestrian practices, sign recognition, street infrastructure, and how to navigate bicycling infrastructure (trails and on-street bike lanes) in the District.

The DDOT education programming effort expands outside of instruction delivered to individual DC Public Charter Schools to include a Bike Ambassador program, Adult Learn to Ride and bicycle skills classes for adults who know how to ride. DDOT also provides courses for parent and child bicycling safety classes, bicycle challenge courses, and other pedestrian/bicycling safety events.

The Sustainable Transportation Program branch (STP) within the District of Columbia (District) Department of Transportation (DDOT) is soliciting detailed proposals from organizations to deliver a Bicycling and Pedestrian Education program in the District.

Scope

The Department of Transportation seeks applications from qualified organizations to provide a Bicycle and Pedestrian Education program for the District. The Agency’s priorities for providing these education services include the following: provide in-school pedestrian and bike safety classes for DC charter schools, establish a Bike Ambassador

program, provide learn to ride and bicycle safety courses to adults, families and children, provide pedestrian and/or bicycle safety events, maintain a pedestrian and bicycle safety website with a calendar of events and a dashboard of all past and upcoming Bike Ambassador events and locations, provide and maintain necessary equipment for delivery of these courses, and provide printed materials.

As stated above, the Bicycle and Pedestrian Education grantee should provide in-school bicycle and pedestrian safety courses to students in the DC Public Charter schools. The purpose of the education program will be to provide safety instruction, printed materials, in-person courses, informational/educational/trip-planning and way-finding materials so that District bicyclists can maximize the use of the District's expanding on-road bicycling infrastructure and trail system and promote and expand active lifestyle choices.

The ideal applicant's Bicycle and Pedestrian Education team will already be certified, approved, and capable of delivering bicycle and pedestrian safety education in person to school children, adults, and other new and existing bicyclists in the District. The team should be enthusiastic about helping the District to improve bicyclists knowledge of safe riding practices. They should also be prepared to expand existing bicyclists' range of activities that can be achieved by bike. This should include: Family bicycling skills, bike commuting and daily bicycling for errands or shopping, leading bike trains to schools, organizing walking school buses, etc.

A Bicycle and Pedestrian Education grantee should also include Bike Ambassador corps who will meet the District's bicyclists where they ride in existing bike lanes and new bike infrastructure, be a resource in helping bicyclists navigate on-street bike lane infrastructure. The Bike Ambassador corps will also hand out bike lights, represent DDOT at community events as needed, and report bike lane maintenance issues to 311.dc.gov.

Eligible Organizations/Entities

Applications are requested from public agencies or private not-for-profit organizations established service providers based in the District.

Source of Grant Funding

Federal funds and local funding will be used to support the budget for this program.

Award Period

The term of this grant shall be from the date of the award through the base year with the possibility of extended each year for four years (base plus four-year grant period). Funding shall begin from the date of signature to the grant agreement by the Director of DDOT, and the Applicant (the Parties). The Applicant shall begin performance effective on the date the grant agreement is signed by the Parties.

Grant Award and Amounts

An amount not to exceed six hundred thirty thousand dollars and zero cents (\$630,000.00) is available for these services for the first year.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA.

Contact Person

For further information, please contact:

Kathryn Lang, Transportation Planner

Sustainable Transportation Branch

Department of Transportation

District of Columbia

250 M St. SE, 4th Floor

Washington, DC 20003

Telephone#: 202-590-8349

Email: *Kathryn.lang@dc.gov*

Internet

To receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Kathryn Lang *Kathryn.lang@dc.gov*

Name of applicant organization

Contact person

Mailing address

Telephone and fax numbers

Email address

Explanations to Prospective Applicants

Applicants are encouraged to mail or email their questions to Katy Lang on or before Friday, May 19, 2024 at 3:00 PM EST. Questions received after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

SECTION II PROGRAM SCOPE

Overview

The District Department of Transportation is seeking a Grantee to teach and provide pedestrian and bicycle safety education to students and bicycle safety education to adults. The Grantee will provide Pedestrian and Bicycle Safety Education courses to students in the classroom at no less than sixteen (16) DC charter schools, will hold at least the required number of each of the following: two (2) Parent and Child Bicycling Safety Events, will hold two (2) Bicycle Skills Challenge Course Trainings, will hold three (3) Adult pedestrian and bicycle safety events, provide and maintain necessary equipment. The Grantee will also provide eight (8) bicycle education courses to adults who already know how to ride a bike, provide eight (8) learn to ride courses for adults who do not know how to ride a bike. Grantee will implement a Bike Ambassador program and provide bicycling safety printed materials. And finally, the successful applicant will provide and maintain a website with bicycling safety events and classes.

Successful applications will include the following four components:

- Ability to schedule, promote, and deliver Bicycle and Pedestrian safety classes to students at DC public charter schools;
- Ability to schedule, promote, and deliver Bicycle and Pedestrian safety classes and events to adults, families, and children;
- Ability to deliver and staff a Bike Ambassador program;
- Ability to create, staff, promote and deliver other bicycle and pedestrian safety events throughout the District

Background

DDOT provides pedestrian and bicyclist safety education throughout the District to all ages and all skill levels. Some education activities are classes delivered to students in DC public charter schools¹ during the school day and in coordination with the school administration. Other education activities are held at local parks, parking lots, community events and city-sponsored events. The primary goal of this program is to teach adults and children how to ride a bike, and ride a bike safely, or for current bicyclists on how to improve their skills as a bicyclist, expand their abilities as a bicyclist, experience and interact with DDOT's new bicycling infrastructure safely and confidently, or introduce themselves to expanded bicycling activities that includes the range of bicycling: for daily commuting, riding with children or daily errands by bike.

¹ Since DC Public Schools established bicycle education as a core component of their PE curriculum in 2015, the DDOT bicycling curriculum is no longer provided to DCPS.

General Responsibilities

The following tasks must be defined and included as part of all model programs:

- (1) **Establishing in-school Bicycle and Pedestrian education program:** The applicant will establish a program to deliver an approved Bicycle and Pedestrian education curriculum to charter schools in DC. Qualified educators will coordinate with the school to schedule a time, evaluate an acceptable location, and reach all students in the school. The courses will target grades 2 through 8. These courses may be differentiated by grade and age, as well as skill level and ability. Bicycle and Pedestrian road safety elements should be included and may be tailored to age groups.
- (2) **Providing other adult and child learn-to-ride and skills classes:** The applicant shall provide classes geared to adults and children of all ages and abilities. Including learning how to ride a bicycle as well as existing bicyclists who wish to improve their skills and expand their range of activities conducted by bike. These may include family bicycling with children, confident city cycling courses, daily commute planning courses, and how to organize and lead bike trains for school children.
- (3) **Delivery of other bicycling education events:** The applicant shall provide Bicycle and Pedestrian educational programming at other community and city-sponsored events such as Open Streets, DC Bike Ride, farmers markets, etc.
- (4) **Establishing a Bike Ambassador program:** The applicant shall create a Bike Ambassador program to educate new and existing bicyclists on how to navigate the bike infrastructure in the District. The Bike Ambassador coordinator will maintain and grow a volunteer corps of bicyclists that can be a resource and expand the reach of the Bike Ambassador program. The applicant will also create a monthly report that highlights number of hours, number of volunteers, locations covered, tasks completed, and other work related to the effort.
- (5) **Provide and Maintain a Bicycle Safety Education Program Website and Dashboard:** The Grantee will provide and maintain a website for both the classroom and adult bicycle safety education programs, as well as Bike Ambassador events and outreach plans.
- (6) **Provide and Maintain all Equipment and Printed Materials**

Records

The Applicant shall keep accurate records of the program and the ongoing progress of the program activities and submit detailed monthly status reports. The reporting documents should include number of students reached, levels of proficiency attained, and community partners if any.

The Applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Transportation and the District government, such access to program and

financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Applicant staff.

The Applicant shall retain all records for at least three (3) years following final closeout of the grant.

Monitoring

The DDOT Sustainable Transportation Program Manager or his/her designee shall monitor and assess the performance of the Applicant according to the scope of work and related service delivery standards set forth in the grant agreement.

The Applicant shall provide the DDOT Sustainable Transportation Program Manager and other authorized representatives of DDOT and the District government, such access to its facilities, records, customers, and staff as may be necessary for monitoring purposes.

DDOT shall assign a staff person to monitor the project. The DDOT Sustainable Transportation Program Manager or designee shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the Applicant to assess Applicant's performance in meeting the requirements of the grant agreement.

Security Certifications

The applicant must provide certifications herein that if funded, as Applicant it shall conduct routine pre-employment criminal record background checks of all the Applicant's staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Except for health professionals licensed in accordance with D.C. Official Code § 3-1205.01 *et seq.*, the Applicant(s) shall include a copy of the current National Criminal Information Center Report and Child Protective Services Report on abuse and neglect. Any conviction or arrest identified in the background checks of the Applicant(s) employees will be reported to DDOT, which will determine the employee's suitability for employment.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The Applicant, when requested, must be able to show proof of all insurance coverage required by the Office of Risk Management, which will be based on the tasks included in the application and grant. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88352, 42 U.S.C. § 2000a *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

In accordance with the DC Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code §2-1401.01 *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family, offense, and place of residence or business. Sexual harassment is a form of sex discrimination, which also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167, D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served.

During the performance of the grant, the Applicant and any of its sub-applicants shall comply with the Americans with Disabilities Act of 1990 (ADA). The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

Programmatic Priorities

Deliverables

Contract Line Item No. (CLIN)	Item Description			
C.5.1	In person Bike and pedestrian Safety Education Program			
C.5.2	Provide and Maintain a Safety Education Website			
C.5.3	Implement a Bicycle Ambassadors Program			
C.5.4	Provide Printed Materials			
C.5.5	Weekly reports about staff work loads, task completions and service requests			
C.5.6	Monthly reports about staff work loads and plans, tasks completed, events planned or completed.			
C.5.7	Staffing lists, certified payrolls and staffing processes.			

SECTION IV APPLICATION SUBMISSION

Submission Date and Time

To be considered for funding, applications must be received no later than 3:00 PM June 1, 2024. All applications will be recorded upon receipt. Applications submitted after the deadline on June 1, 2024 will not be considered for funding. Supplements, deletions, or changes to the application will not be accepted after submission.

Number of Copies

The original and one (1) copy of the application must be submitted in a sealed envelope or package by the deadline date and time. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

Kathryn Lang, Transportation Planner

Sustainable Transportation Branch

Department of Transportation

District of Columbia

250 M St. SE, 4th Floor

Washington, DC 20003

Telephone#: (202) 590-8349

Fax #: (202) 671-5103

Email: *kathryn.lang@dc.gov*

For hand delivered applications, applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before June 1, 2024, 3:00 p.m. Applications arriving via messenger/courier services after the posted deadline of 3:00 p.m. on June 1, 2024, will not be considered for funding. Application packages must be delivered to and received by a Safe Routes to School Branch staff member and not left at the security desk or other location by the courier service.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Process

A review panel to be composed of neutral, qualified, professional individuals who have been selected for their experience in bike and pedestrian education and encouragement programming, data analysis, evaluation, and public space planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process to the Grants Review Board, comprised of senior DDOT leadership. The DDOT Director shall make the final funding determinations based on recommendations from the Grants Review Board.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Program Design (Total 30 Points).

- The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and will contain or are consistent with program objectives described in the Program Scope (15 Points).
- The proposal clearly describes the methods to be used to complete the project and manage the tasks that are being requested by DDOT (15 points).

Criterion B: Organizational Capability and Relevant Experience (Total 35 Points).

- The applicant must demonstrate the knowledge and experience relevant to the service sought (10 Points).
 - The applicant provides documented experience providing educational courses to children and adults, new bicyclists and experienced bicyclists.
 - Experience developing a volunteer corps, working on bicycling outreach and encouragement and with the capacity to successfully meet the responsibilities associated with this grant.
 - If no experience has been acquired, describe how past experiences to the community will prove beneficial in this undertaking.
- The applicant has a clear staffing plan to provide for the service request herein. The applicant also has the technical capability to maintain an information-based work process sufficient to produce required reports for DDOT (25 Points).

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 20 Points).

- The applicant must provide evidence of sound fiscal management and financial stability and document the availability of resources other than the grant funds that supports the organization (10 Points).
- The applicant must demonstrate that the proposed budget is reasonable, realistic, and will achieve project objectives (10 Points).

Criterion D: Overall Feasibility of the Proposal (Total 15 Points).

- Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Transportation. The final decision on awards rests solely with DDOT. After reviewing the recommendations of the review panel and any other information considered relevant, DDOT grant review board shall decide which applicants to award funds and the amounts to be funded.

SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (See Attachment A);
- Table of Contents;
- Application Summary (Not to exceed 3 pages);
- Project Narrative (Not to exceed 5 pages);
- Certifications and Assurances (Not counted in page total, Attachments B and C);
- Program Budget and Budget Narrative (Not counted in page total, Attachment G);
- Appendices (Attachments: E - Work Plan; F - Staffing Plan; H - Collaboration).

The maximum number of pages for the total application cannot exceed 10 pages on 8 ½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving public spaces within a community in this capacity - if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

- **SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.
- **FRINGE BENEFITS:** Include the proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- **CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.
- **OCCUPANCY:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.
- **TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
- **SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.
- **CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over three hundred dollars (\$300).
- **COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities.

- **OTHER DIRECT COST:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.
- **INDIRECT COST / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the District.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); or
- Planned job descriptions (if applicable).

SECTION VII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G.	Budget
Attachment H	Collaboration Commitment Form

Attachment A

Bicycle and Pedestrian Safety Education Program

Applicant Profile

Place this form at the front of the application.

Applicant's Name:

TYPE OF ORGANIZATION:

- Small Business**
- Non-Profit Organization**
- Other**

Contact Person: _____

Office Address: _____

Phone: _____

Federal ID No.: _____

Program Description:

BUDGET

Total Funds Requested:

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Nonprocurement) and 28 C.F.R. §83.670, "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 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant 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.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

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;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

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

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

Drug-Free Workplace (Applicants Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100690) and implemented at 28 C.F.R. Part 83:

The applicant 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 applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

Establishing an on-going drug-free awareness program to inform employees about—

The dangers of drug abuse in the workplace;

The applicant's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) 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 will—**
 - (1) Abide by the terms of the statement; and**
 - (2) 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 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: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. 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—**

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

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

The applicant 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 (Applicants who are Individuals)

As required by the Drug-Free Workplace Act of 1988, as amended (Pub. L. No. 100-690) and implemented at 28 C.F.R. Part 83:

- A. 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**

 - B. 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:**
-

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

Applicant Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.

It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended (Pub. L. No. 91646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 U.S.C. 1501, *et seq.*).

It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.

It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

It will comply with the provisions of 28 C.F.R. applicable to grants and cooperative agreements including Part 18 and Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act, as amended; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

It will comply, and all its applicants will comply, with; Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990), as amended (42 U.S.C. § 12181 -12189); Title IX of the Education Amendments of 1972, as amended; and the Age Discrimination Act of 1975, as amended (45 C.F.R. § 91).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

Signature & Title

Date

Attachment D

DEPARTMENT OF HUMAN SERVICES

SUBMISSION RECEIPT

Bicycle and Pedestrian Safety Education Program

RFA #

**THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF A
PROPOSAL FROM:**

(Organization Name)

(Address, City, State, Zip Code)

(Phone/ Fax)

(Amount Requested)

OGM USE ONLY:

Please Indicate Time:

_____ ORIGINAL and COPY

RECEIVED ON THIS _____ DATE

Received _____ by:

PROPOSALS WILL NOT BE ACCEPTED AFTER 3:00 PM

Attachment E

Bicycle and Pedestrian Education Program Work Plan

Agency:									Submission Date:			
Services Area:									Project Manager:			
Budget:									Telephone #:			
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

**Attachment F
Bicycle and Pedestrian Education Program**

Staffing Plan

Name	Position Title	Filled / Vacant	Annual	% of Effort

Program Director's Signature: _____ Date _____

**Attachment G
Bicycle and Pedestrian Education Program**

Agency:

Service Area:

Date of Submission:

Project Manager:

Budget:

Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM / SERVICE	TOTAL
SALARIES / WAGES			
FRINGE BENEFITS			
CONSULTANTS			
OCCUPANCY			
TRAVEL / TRANSPORTATION			
SUPPLIES & MINOR EQUIPMENT			
CAPITAL OUTLAYS			
CLIENT COSTS			
COMMUNICATIONS			
OTHER DIRECT COST			
INDIRECT COST / OVERHEAD			
TOTAL			

Program Director's Signature: _____ Date: _____

**Attachment H
Bicycle and Pedestrian Education Program**

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name:

Address: _

Telephone & Fax Number: _

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Names(s): _____ Signature(s)

Tel.: _____

Tel.: _____

Tel.: _____

Date: _____

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