



Government of the District of Columbia
Department of For-Hire Vehicles



ATTACHMENTS FOR CDL INCENTIVE GRANT APPLICATION

Revised 1/20/22

FORMS IN OR LINKED IN THIS ATTACHMENT:

- Signed Participation Agreement
- [Medical Form](#) (link only) You must pass a DOT physical which needs to be done by an FMCSA certified DOT physical provider
- Insurance Policy Affidavit
- Promises, Certifications and Assurances Form
- [Current W-9 Tax Form](#) (link only)
- If you want direct deposit:
 - ACH Enrollment form
 - Obtain a letter from your bank; a template is provided

Please complete and return with the completed Application Form in Word and other necessary documents to the DFHV team member you are working with.

Appendix IV: Participation Agreement for CDL Training Program

This agreement is between DFHV and a DFHV-licensed taxi driver who resides in DC. A driver wishing to participate in DFHV's CDL training program must agree to the terms of this agreement which include a commitment to complete the training and subsequent road test to obtain the official CDL with the "Passenger" ("P") and "School Bus" ("S") endorsement and to drive a school bus for DC SchoolConnect for a certain period of time—six (6) months—during the 2021-22 school year, the 2022-23 school year or a combination of both.

I, _____ (DRIVER), agree that I will participate in DFHV's CDL training program and complete the training and road test to receive my CDL with the P and S endorsements within 2 months of signing this agreement.

I certify that I am a resident of the District of Columbia.

I further agree that I (the DRIVER) will drive as a school bus operator for the DFHV's SchoolConnect program for 6 months during the 2021-22 school year, the 2022-23 school year or a combination of both.

If I (the DRIVER) do not complete the CDL training or fulfill my obligation to drive for SchoolConnect for a six month time period, I agree that I will repay the cost of the CDL training to DFHV (\$7,000) within thirty (30) days of discontinuing my training or driving for SchoolConnect.

DFHV will pay for the DRIVER's CDL training costs which is estimated at \$7,000.00.

DFHV will provide a financial incentive of \$250 to the DRIVER, upon signature of this CDL Training Program Agreement.

DFHV will provide a second financial incentive of \$750.00 when the DRIVER successfully passes the road test and receives the official CDL with the P and S endorsements and uploads proof of CDL certification into Zoomgrants.

I (the DRIVER) agree I will submit copies of the official CDL certification to DFHV which will be verified before I receive the \$750.00 financial incentive.

DFHV will provide an \$1,000.00 financial incentive when the DRIVER upon the successful completion of 85% of their shifts for SchoolConnect over a six-month period in either the 2021-22 school year or the 2022-23 school year.

The conditions in this agreement are subject to DFHV's legal and regulatory authority, and DFHV's programmatic needs.

We the undersigned hereby agree to the terms and conditions in this document.

Signature of DRIVER

Date

Signature of DFHV representative

Date



Insurance Policies Affidavit

As the duly authorized officer of _____, a _____ [LLC, corporation, etc.] (“Applicant”), with a business address of _____, an applicant for Grant Program/RFA _____ of the Department of For-Hire Vehicle “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 to provide DFHV the following insurance documents if DFHV decides to award Applicant a grant under this Grant Program/RFA:

- 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.

Authorized Representative of Applicant

Date

PROMISES, CERTIFICATIONS, AND ASSURANCES
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF FOR-HIRE VEHICLES

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

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 employee's about:
- c) The dangers of drug abuse in the workplace;
- d) the Grantee's policy of maintaining a drug-free workplace;
- e) Any available drug counseling, rehabilitation, and employee assistance programs; and
- f) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- g) 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).
- h) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
- i) Abide by the terms of the statement; and
- j) 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.
- k) 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: The DC Department of For-Hire Vehicles Driver 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.
- l) 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 ---
 - a. 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
 - b. 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.
 - c. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- m) 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-

- n) 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

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 10 calendar days of the conviction, to:

District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE,
Suite 3001 Washington, DC 20020

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

REQUESTS FOR APPLICATIONS – 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 grantmaking 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, A-133, 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 grantmaking 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 (<http://ocp.dc.gov/page/accountability-transparency>);

- 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 activities 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 is in compliance with the applicable 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



GOVERNMENT OF THE DISTRICT OF COLUMBIA
AUTOMATED CLEARING HOUSE (ACH)/DIRECT DEPOSIT
AUTHORIZATION FOR VENDOR PAYMENTS

Type of authorization (select one only):

- NEW:** Enter all banking information requested below and submit this form. *(Complete lines 1-13 and 17-22)*
- CHANGE/CORRECTION:** Complete this form by entering changes to the financial institution, account number, or type of account; and submit the completed form. Do not close your old bank account until electronic payments are received in your new account. *(Complete all lines)*
- CANCELLATION (Revocation):** You may cancel (revoke) your prior Authorization by checking this box and completing and submitting this form. *(Complete lines 1-7, 14-16 and 17-22)*

Please complete all sections of this Enrollment Form that are relevant to your application and attach a voided check AND a letter signed by your bank Automated Clearing House (ACH) coordinator, confirming account name, account number, and ABA routing number for ACH payments. Starter checks or counter checks are NOT acceptable.

Send completed form and supplemental documentation to: achsupport@dc.gov

Please type or print legibly. PAYEE INFORMATION	The number below is: <input type="checkbox"/> Social Security No.(SSN) <input type="checkbox"/> Federal Employer No.(FEIN)
1. Payee Name	2. SSN or FEIN (Last four digits)
3. Mailing Address	4. City, State, ZIP Code
5. E-mail address	
6. Authorized Organizational Representative (AOR) and Title	7. AOR's Contact Number
NEW – Complete 8-13	
8. Financial Institution Name	14. Financial Institution Name
9. ABA/Routing Number	15. ABA/Routing Number
10. Account Number	16. Account Number for Deposit of Electronic Funds Transfer
11. Account Type (Select one only) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
12. Financial Institution Telephone Number	
13. Financial Institution Address	

I hereby certify that I am authorized to make the representations contained in this paragraph. I authorize the Office of Chief Financial Officer to register the payee for ACH payment using the information contained in this registration form. I agree to receive all vendor payments from the District of Columbia by electronic funds transfer according to the terms of the ACH program. I agree to return to the District of Columbia any ACH payment incorrectly disbursed, to my account by the District of Columbia. I agree to hold harmless the District of Columbia and its agencies and departments for any delays or errors caused by inaccurate or outdated registration information or by the financial institution listed above.

17. Print or Type Name of Payee or Payee's Authorized Signatory	18. Title of Authorized Signatory
19. Signature of Payee or Payee's Authorized Signatory	20. Date

ADMINISTRATIVE USE ONLY

PCOE Input and Verification By: _____
OFOS Phone Verification Date : _____

OFOS Email Verification Date: _____
OFOS Mail Code Added Date: _____

Version 4, Effective date 7.15.2020



January 5, 2021

Re: Alex Hamilton

To whom it may concern:

Please be advised that ALEX HAMILTON has a Small Business Checking account with OCP District Bank. Please find the following information regarding the account.

Bank Routing Number: 987654321
Account Number: 123450098765
Name of Client: Alex Hamilton
Address of Client: 123 Pennsylvania Avenue NW
Washington, DC 20220

Should you have any questions, please feel free to contact me at (202)555-9876.

Sincerely,

Martha Washington
OCP District Bank
Branch Service Manager
456 Pennsylvania Avenue NW
Washington, DC 20500
Office: (202) 555-4321
Fax: (202) 555-6789
mwwashington@ocpdistrictbank.com
www.ocpdistrictbank.com

456 Pennsylvania Avenue NW
Washington, DC 20500
Office: (202) 555-4321
Fax: (202) 555-6789

*This is an example document and the entities represented herein are completely fictional and not meant to represent any real entity or person.