

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

REQUEST FOR APPLICATIONS (RFA)

FOR-HIRE VEHICLE INNOVATIONS GRANT RFA # FHVINNO-2022-11-07

(Short Name: Universal E-Hail)

Release Date of RFA: **Friday, July 22, 2022**

Submission Deadline: **Friday, August 19, 2022**

Submission Details: **Online submissions only.**

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

Points of Contact:
Eric Fidler, Chief Information Officer
Phone: 202-645-0118
Email: eric.fidler@dc.gov

Submission of an application does not guarantee grant funding

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA or to rescind the NOFA or RFA. DFHV will post addenda or amendments to the online application. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.



Table of Contents

Part 1: Program Guidelines, Application Process, and Submission Instructions.	3
A. DESCRIPTION OF FUNDING OPPORTUNITY	3
B. GRANT MAKING AUTHORITY	8
C. ELIGIBLE APPLICANTS.....	8
D. ELIGIBILITY CRITERIA	8
E. APPLICATION PROCESS	9
F. PRE - APPLICATION INFORMATION SESSION	10
Part 2: Application Questions and Evaluation Criteria	10
APPLICATION QUESTIONNAIRE AND SCORING CRITERIA.....	10
Part 3: Award Information	12
APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES.....	13
APPENDIX II: INSURANCE POLICIES AFFIDAVIT	18
APPENDIX III: INSURANCE POLICY COVERAGE MINIMUMS.....	19

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

A. DESCRIPTION OF FUNDING OPPORTUNITY

Scope

The Department of For-Hire Vehicles (“DFHV”) is seeking an approved Digital Taxi Solution (“DTS”) provider or group of DTS providers as a single entity (hereinafter “Awardee”) to provide a universal taxi mobile application (“universal app”) to operate and provide service across the entire District of Columbia. The intended definition of “universal” is to signify that all approved DTS operating companies and subsequently all approved drivers in the District will have unfettered and equal access to its use to receive ride requests and enjoy common functionality.

Goal

The goal of this grant is to encourage the development and launch of the universal app and to seed the early-stage operations of the universal app. While DFHV intends to assist in the early stages of the app’s development and growth, ultimately the universal app must stand on its own with successful adoption across drivers, taxi companies, and passengers without further DFHV financial support. To make the most efficient use of grant funds, a minimum of 50% of grant funds shall be used toward growth and marketing tactics outlined below. For technical development, DFHV encourages partnerships and existing, customizable white label software or other business partnerships to share costs (and revenues) over time.

Background

Although there are numerous taxi mobile applications approved to operate in the District, there is a lack of broad adoption of any single taxi app across DTS companies. Consequently, the market of taxi supply and passenger demand is fragmented, thus denying drivers and passengers access to the entirety of the market. More specifically, there is an inconsistent experience for passengers to receive rides meeting current expected industry standards of vehicle availability across all hours of the day and all corners of the District. Extended wait times, failed pick-ups, and vehicle unavailability are challenges with fragmented operations across available DTS mobile apps. Over the past decade, private for-hire apps have overshadowed taxi-hailing apps. However, DC is in a unique position to provide a successful taxi hailing app if the industry commits to a unified approach to business cooperation and operating efficiency. Even during recent pandemic challenges, taxi drivers completed 1.5 million trips in 2021 alone and many city-wide programs depend on the local taxi industry. DFHV believes a unified app that reaches into the District’s entire fleet will be more appealing to passengers due to a wider supply of taxis and will bring new customers who would not otherwise patronize the taxi industry.

Other factors have also contributed toward the unique potential for DC to have a successful universal taxi app. With the advent of the digital meter requirement, there is now a universal platform available for all DTSs and all drivers to receive ride requests seamlessly to their meters, an advantage unlike nearly any city in the US. The DFHV believes this is a powerful advantage for local operators and drivers to provide an efficient and successful taxi e-hailing service.

Additionally, there has been a growing preference in the public for the guaranteed rates and clear expectations of metered rides; other transportation services often provide upfront pricing, but that price can often surge unexpectedly out of consumers’ expectations. Essentially, the current business climate is an ideal time for strong cooperation across DTS providers to produce a thriving universal taxi hailing app for the riding public.

Requirements

1. **Integration.** Widespread integration across all DTS providers and drivers is key to successful passenger pick-ups and minimal wait times across the entire District. Integration must be included in:
 - a. **Digital meter integration API.** Universal app ride requests must be integrated and available in all approved DTSSs' digital meters and presented to drivers instantaneously preceding passenger pick-up requests.
 - i. DFHV will approve the API (application programming interface) schema proposed by Awardee, but DFHV reserves the right to modify and make the final determination of the approved API for the purposes of universal app digital meter integration.
 - ii. The ride request API will be adopted into all DTS digital meters.
 - iii. Testing and compliance will occur annually during [DTS renewal periods](#) of the [integrated API](#).
 - iv. Awardee shall not implement driver mobile applications, the purpose of which includes the ability to accept ride requests independent of the metering application; ride requests must be integrated into each DTS digital meter so that, without drivers' manual intervention,
 1. off-duty, on-call, and hired drivers do not receive requests, and
 2. a driver's acceptance of a request automatically sets the driver's meter to on-call or another unavailable status.
 - v. Given the digital meter integration, Awardee will provide in its application a detailed explanation for handling communication issues between drivers and passengers, such as live calls or a message system, to ensure a smooth passenger pick-up experience. Awardee shall provide a plan to ensure on-going accuracy of driver contact information for passenger communication purposes.
 - b. **Transport DC Program.** If DFHV and Awardee both agree to allow Transport DC trips to be booked through the universal app, Awardee shall ensure all approved Transport DC providers have ride request integration into passenger-side universal app for Transport DC customers, including
 - i. WMATA MetroAccess Identification numbers (MetroAccess ID), and
 - ii. Enforcement of passenger trip caps.
 - c. **DFHV Datahub ("Event Hub").** Awardee shall report all universal app trips in accordance with the DTS operating requirements for data reporting, including
 - i. accurate and timely vehicle availability status including "hired", "vacant", "on-call" for e-hail requests, and "off duty" when logged-out and not accepting ehail requests;
 - ii. registering payment type marked as "ehail" for any rides on account for payment through the app, "cash" for in-car cash payment, or "credit" for in-car credit card payment;
 - iii. registering the trip hail type as "ehail" (or otherwise when valid);
 - iv. registering the trip as fare type as "flat" versus "general" (or otherwise when valid); and
 - v. all other vehicle, operator, and driver Event Hub reporting DTS requirements.
 - d. **Dome lights.** Awardee shall ensure taxi lights display accurate taxi statuses when available, namely
 - i. "on-call" for a taxi ehail request or
 - ii. "hired" when a passenger is present for current universal app ride requests.

2. **Reporting.** Universal app operators shall have their own business and performance metrics and reporting to successfully run their operations. During the duration of the grant, DFHV will require transparency and monthly reporting for:
 - a. **Driver-accept ratio reporting.** Awardee must encourage drivers to accept all universal app rides being offered via their digital meters. Awardee must provide the following information to the DFHV to show:
 - i. Daily, weekly, and monthly views of ride-offers to driver-accepts ratios on a per driver basis.
 - ii. When a driver is available for booking by ehaul, a 90% or above acceptance ratio must be adhered to per driver.
 - iii. Awardee must provide an explanation and proven practice of administering training and removal of drivers with poor offer-to-accept ratios.
 - iv. Corrective actions for drivers who fall below the 90% acceptance threshold (as an example, a “three strikes you’re out” policy where a driver is removed or put on probation from the platform.)
 - b. **Probation process and removal reporting.** Awardee shall provide an explanation of the process and monthly reporting regarding
 - i. **Probation lists.** Drivers that have underperformed (less than 90%) with accept ratios or other issues on current probation from platform (such as consistent underperformance of driver-accept ratios, canceling active pick-up requests, pick-up no-shows, or customer service issues.
 - ii. **Permanent removal.** Awardee shall explain and provide monthly reporting of drivers permanently removed from receiving offers on the universal app and the reasons for this action.
 - c. **Ratings performance reporting.** Awardee shall provide
 - i. an explanation of the customer ratings system for universal app experience;
 - ii. an explanation of cure programs and operational improvements that achieve top performance and passenger satisfaction; and
 - iii. a list of driver ratings shared monthly with the DFHV
3. **Accessibility.** Awardee must provide:
 - a. an option for WAV (Wheelchair Access Vehicle) taxis from within the passenger booking app;
 - b. all trip reporting data as required for WAV vehicles via their DTS;
 - c. iOS and Android accessibility accommodations for passengers including voiceover, visual, and hearing impairment features;
 - d. dispatch and telephone support for use by passengers with disabilities and additional mobility requirements; and
 - e. payment options which include the use of cash or accommodations for unbanked or underbanked passengers.
4. **Upfront pricing and transparent fee structure.** Upon mobile app booking, Awardee must
 - a. offer passengers pricing estimates and/or flat price guarantees, and
 - b. clearly state any fees and rider terms such as cancellation policies and booking fees, including the passenger surcharge.
5. **Training.** The driver network must be trained and engaged for long term success. Awardee must provide
 - a. complete training and re-training to all drivers in order to ensure full understanding of universal app including the importance and understanding of DTS digital meter offer-acceptance;

- b. additional driver training to ensure a smooth passenger experience (for example, drivers should never require payment or gratuity for advanced credit-card bookings);
 - c. probation training, if driver is permitted to resume platform access, which shall include re-training of end-to-end features and the driver-accept process; and
 - d. Payment training, including a clear and transparent instruction to all drivers for universal app ehaul ride payments which comply with DFHV driver payment timelines outlined in the DTS requirements (31 DCMR § 602.18(c)) so that drivers are aware that they will be paid just as swiftly for credit card payments in the app as they are for credit card payments in the vehicle.
6. **Passenger support.** Passenger support and excellent customer service is important for adoption and growth of the universal app. Awardee must provide
- a. an explanation of expected SLAs (service level agreements) for responding to passenger inquiries by medium (e.g. text, email, in-app messaging, telephone);
 - b. monthly metrics of response times to customers by medium, including response and resolution times; and
 - c. detailed overview of centralized support or alternative proposed plan.
7. **Promotion.** Awardee must provide a quarterly comprehensive plan (90-day submissions) throughout the program for promotions, marketing/advertising, and passenger and driver adoption to include:
- a. **Partnerships.** DFHV may help facilitate partnerships with certain entities within the district where possible; however, Awardee must use grant funds efficiently with a proactive partnership plan for growing ridership.
 - i. Examples of partnerships should include entities related to travel, sporting events and venues, conferences, hotels, and corporate relationships.
 - b. **Advertising.** Awardee must demonstrate a highly efficient plan to grow ridership leveraging offline and online marketing, such as
 - i. street team marketing tactics to reach taxi queues at Union Station
 - ii. high foot traffic area promotion
 - iii. driver-to-passenger referral programs. Awardee shall allocate a minimum of \$25,000 toward this scaling technique with either grant funding or other means. (Traditionally this is one of the most efficient ways to scale ehaul given the target audience are taxi riders.)
 - iv. passenger-to-passenger reward programs
 - c. **Subsidies.** DFHV shall provide \$5 riding credit reimbursement for each successfully completed universal app ride for a period of up to 24-weeks . To incentivize a speedy launch of the app, DFHV will offer the credit reimbursement within 45 days after grant award (“credit start date”) and will cease issuing the credit reimbursement 24 weeks after the credit start date (“credit end date”) while funding is available. Awardee shall allocate a minimum of \$50,000 of grant funding for this credit. To qualify for reimbursement, Awardee shall
 - i. provide details of disbursement procedures for the release of funds;
 - ii. provide details of disbursement breakdown of the \$5 ride credit distribution; and
 - iii. submit monthly reimbursement requests in a format the DFHV project lead will provide at the program start.

Deliverables

Awardee shall submit deliverables listed by by the dates listed below.

	Deliverable	Format/Method of Delivery	Due Date
1	Development plan. Development plan & timeline for universal app from alpha, beta, to production launch	PDF by email	15 days from award
2	Financial plan. Details of budget allocation of grant award and long-term financial model for sustained operations and growth	PDF by email	15 days from award
3	Technical adoption. Weekly progress reports detailing DTS technical adoption, testing, and full integration	PDF by email	Weekly from award through production launch until completed
4	Driver Training. Weekly Training progress reports from prelaunch to on-going operations	PDF by email	Minimum 30 days prior to launch through on-going operations
5	Customer Service Plan. Detailed customer support plan	PDF by email	Minimum 30 days prior to launch through on-going operations
6	Promotions, Advertising, passenger and driver adoption plan	Microsoft Excel	Minimum 30 days prior to service launch then monthly
7	Monthly operational performance reports to include: driver statistics, customer ratings, subsidy distribution, advertising and promotion results, and other metrics as required	Microsoft Excel	30 days from service launch

All applicants will be asked to apply through the DFHV grant portal entitled Zoomgrants, and only electronic applications will be accepted and reviewed by an independent grant panel.

Funding Reimbursement Requirements:

Funding under the FY22 Universal E-Hail RFA will be up to and not to exceed two-hundred fifty-thousand dollars (\$250,000) in grant funds to the successful applicant. The grant program funds are subject to DFHV's legal, regulatory authority, and funding availability as well as the possibility of additional funding being infused within the same fiscal year. The number of awards is contingent upon DFHV appropriations and the submission of a sufficient number of meritorious applications.

Public financing requires transparency and documentation. Any funded applications, including supporting documentation may be the subject of public records requests or audits. These records will be provided to the DFHV Grant's Team and uploaded into DFHV's grant portal entitled Zoomgrants. All public records will be monitored by DFHV and any designated oversight committee appointed by the District of Columbia. Grant information that is subject to public record requests will be reviewed for trade secrets and commercial or financial information, as well as, personal information prior to

disclosure. Documentation regarding funding projects may include: invoices approved for reimbursement and supporting documentation received to support invoicing process.

A. Application Submission Guidelines:

The application submission deadline for the applications 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 provided grants to owners of DFHV’s licensed for-hire companies legally operating and incorporated in the District for purposes outlined in D.C. Official Code § 50-301.20 (b) (1).

C. ELIGIBLE APPLICANTS

Any entity with a DFHV Operating Authority license may apply for this opportunity, i.e. DTS (Digital Taxicab Solutions) companies and DDS (Digital Dispatch Service) companies as well as DTS and DDS collaborations. If multiple eligible entities wish to submit one joint application, they may do so.

D. ELIGIBILITY CRITERIA

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

1. Clean Hands Certificate (Compliance status will be checked by DFHV).
2. Proof adequate insurance.
3. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
4. Insurance Affidavit: Appendix II must be signed and dated.
5. A completed IRS (2018) form W-9.
6. DC Business License/DFHV Operating Authority certification
7. Certified Business Enterprise Certification (not required, strongly urged)
8. Certification of Good Standing with DC Consumer Regulatory Affairs

E. APPLICATION PROCESS

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

Online Application will be open on **Friday, July 22, 2022**

Submission deadline is Midnight, Pacific time on **August, 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.

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 **Thursday, July 28, 2022 from 1 pm to 2:30 pm**. During the session, applicants will be walked through the Zoomgrants.com online application portal, and DFHV staff will clearly explain the requirements for the program and answer questions.

The session will be held at online using WebEx:

Join from the meeting link

<https://dcnet.webex.com/dcnet/j.php?MTID=m4cdedd2e1c9cae4d071048c8bdb2063b>

Join by meeting number

Meeting number (access code): 2310 064 5063

Meeting password: NHnd9WaCX76

Tap to join from a mobile device (attendees only)

[+1-202-860-2110](tel:+1-202-860-2110),,[23100645063](tel:+1-202-860-2110)## United States Toll (Washington D.C.)

[+1-650-479-3208](tel:+1-650-479-3208),,[23100645063](tel:+1-650-479-3208)## Call-in toll number (US/Canada)

Part 2: Application Questions and Evaluation Criteria

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

Applications that do not comply with the application instructions will not be considered. The DFHV reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

Application Questionnaire and Criteria for Evaluating the Proposals (Applications will be evaluated on a 100-point scale)

DFHV will be conducting an administrative and merit panel consisting of DFHV staff and consultants. The questions pertaining to this grant will be based on the completion and verification of the following:

1. Universal e-hail: How much of the DC taxi fleet can be hailed with this app without drivers having to change DTS providers? (15 points)
2. Integration: How does this proposed system integrate into the drivers' meters without needing additional driver mobile applications that accept ride requests independently of the meter application? Are there different degrees of integration across the driver base? (10 points)
3. Transport DC: Whether the app has the ability to accommodate Transport DC trips if DFHV allows customers to book Transport DC trips via mobile apps. Furthermore, explain how the app will enforce trip caps and validate customer eligibility. (See Requirement 1.b.) (5 points)
4. Driver performance: How you will monitor driver acceptance of e-hail offers and your planned process for probation and removal of drivers with poor acceptance rates. (See Requirement 2.b within RFA)(15 points)
5. Driver training: How will you train drivers initially and on an ongoing basis on using the proposed technical solution and on non-technical issues? (5 points)
6. Advertising & Promotion: Are the partnerships, advertising, and trip subsidies in the proposal efficient and feasible? What is the proposed budget for each promotion activity and what is the proposed distribution of the trip subsidies and ride credits? (15 points)
7. Project timeline: Describe an estimated project schedule and timeline for project milestones. (10 Points)
8. Driver/Passenger Communication: A detailed explanation for handling communication issues between drivers and passengers, such as live calls or a message system, to ensure a smooth passenger pick-up experience. Awardee shall provide a plan to ensure on-going accuracy of driver contact information for passenger communication purposes. (See Requirement 1.a.v) (10 points)
9. Ratings: The customer ratings system for universal app experience and explain the cure programs and operational improvements that will achieve top performance and passenger satisfaction. (Requirement 2.c) (5 points)
10. Customer Support: How you intend to provided centralized customer support or alternative proposed plan for customer support. Expected SLAs (service level agreements) for responding to passenger inquiries by medium (e.g. text, email, in-app messaging, telephone). (Requirement 6.a) (10 points)

NOTE TO THE APPLICANT: An additional 5 Points will be added if the applicant is able to provide a DC Certified Business Enterprise certification.

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 3, 2021 and end on September 30, 2022. 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, the availability of funding, business needs and regulatory requirements.

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

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. 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; and
- (e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters

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

The Grantee certifies that it and its principals:

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

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

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

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

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

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

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

- i. Taking appropriate personnel action against such an employee, up to and 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:
 - o The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
 - o That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
 - o 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;
 - o 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;
 - o 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;
 - o 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;
 - o 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;
 - o 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;

o 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;

o That the applicant has a satisfactory record performing similar activity as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to the Office of Partnerships and Grant Services ("OPGS") which shall collect such reports and make the same available on its intranet website;

o That the applicant has a satisfactory record of integrity and business ethics;

o 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;

o That the applicant complies with all District licensing and tax laws and regulations;

o That the applicant complies with provisions of the Drug-Free Workplace Act;

o That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and

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

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

Applicant/Grantee Name

Street Address

City, State, Zip Code

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature _____

Date _____

APPENDIX II: INSURANCE POLICIES AFFIDAVIT

Insurance Policies Affidavit

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

Insurance Carrier Type of Coverage

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

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

Applicant Name _____ Date _____

Appendix III: Insurance Policy Coverage 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

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).