

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of For-Hire Vehicles



Request for Applications

(RFA No.: DTSDf2021)

FY 2021 DTS Driver Fee Supplemental Grant

Release Date of RFA: July 7, 2021

Submission Deadline: August 6, 2021

Submission Details: **Online submissions only.**

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

Point of Contact: Charles Lindsay, Account Manager, Phone: 202-645-4433
Email: Charles.lindsay2@dc.gov

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

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Purpose:

During the COVID 19 Pandemic of FY 2020 and FY 2021, the taxicab industry has incurred a ridership reduction of more than 95%. The once robust industry, like most transportation providers, has seen a substantial decline in ridership, which has caused many drivers to either retire their taxicabs or temporarily suspend their taxicab service. This reduction has not only affected taxicab drivers; taxicab companies and Digital Taxicab Solution (“DTS”) providers have also been directly affected by this reduction, which has put their businesses in jeopardy.

To assist the industry and help revive it, the Department of For-Hire Vehicles (“DFHV”) requested in the Mayor’s 2021 supplemental budget and 2022 budget, taxicab relief funds to help resuscitate the industry. DFHV will use these dedicated funds to assist in reviving the taxicab industry during the remaining days of the COVID 19 Pandemic and in the future.

DFHV is focused on restarting and improving the taxicab industry as the city reopens from the devastation of the pandemic. By providing these funds, it will allow drivers to reenter the industry with little or limited cost so that they can begin to provide services to residents, businesses and visitors. Taxicabs play a vital role in the transportation industry in the city. With the inclusion of the robust nightlife that the city has seen over the past several years, taxicabs play a pivotal role in ensuring safe passage for riders. In addition, as the city returns to normal, the tourism industry is in need of taxicab services. Finally, as businesses and the federal government return to working in person, taxis will provide necessary transportation.

DFHV’s recent surveys demonstrated that startup costs were an issue for taxicab drivers returning to work. Drivers have to renew their Face ID and their vehicle registration. Drivers also pay a mandatory DTS fee to DTS providers for the use of their platform. These combined costs can be a significant obstacle and cost prohibitive to drivers’ return. DFHV understands that the taxicab industry has been devastated by the pandemic and the absorption of these costs by taxicab drivers will cause a delay in a return of the industry. DFHV has determined that assisting drivers in absorbing some of these costs is in the best interest of the city and providers.

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

A. DESCRIPTION OF FUNDING OPPORTUNITY

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from eligible DFHV licensed taxicab companies (“Taxicab Companies”) that are also licensed Digital Taxicab Solution (“DTS”) providers, for the administration of funds to reimburse providers for eligible activities associated with taxicab drivers’ DTS systems. The RFA is applicable in both FY 2021 and FY 2022.

DFHV will provide funds in the form of a grant to eligible taxicab companies that are also authorized DTS providers. The DTS providers will administer the funds to supplement taxicab driver’s fees associated with operating their DTS system that utilized the DTS providers platform. DTS providers will administer, monitor and provide monthly reports to DFHV for all grant funds and eligible associated activities, to ensure that the funds are used for its intended purposes.

DFHV is seeking experienced candidates with an expertise in not only DTS services but also grant management, operations, technological innovations, targeted marketing and advertising, driver recruitment, and fiscal obligations to ensure success.

The selected applicants must be located within the District of Columbia and must comply with Title 31 of the District of Columbia Municipal Regulations in its entirety with an emphasis on: Administrative Issuance 2019-02 DTS and Digital Meter Requirements.

SCOPE OF PROJECT:

Implementation of Project: The DTS Driver Fee Supplemental Grant is to be issued to eligible taxicab companies that are authorized DTS providers. The authorized DTS providers will identify eligible taxicab drivers using their DTS platform and supplement their DTS fees and associated activities at no-cost to the driver. The applicant must provide within their proposal the following:

A. Applicant Requirements:

- Must be an authorized 2021 and 2022 DTS provider
- Must be a DC based company
- Must be in Good Standing with the District Government during FY 2021 and FY 2022
- Must demonstrate the ability to manage grant funds
- Must demonstrate the ability to market grant program to taxicab drivers

B. Submission Instructions: Applicant must:

- Demonstrate the forgiveness of all driver pre-pandemic DTS associated debts

- Demonstrate the forgiveness of all DTS associated debts accrued during the pandemic
- Shall provide 100% reimbursement cost for returning taxicab drivers to DTS platform
- Provide advertisement related to the grant and promote the DFHV debt relief and fee reimbursement program
- Demonstrate the ability to provide any and all reports and monitoring associated with this program to DFHV on a monthly basis
- Describe and submit the need of an administration fee of no more than 5%
- Demonstrate a system to track eligible drivers and use of funds
- Submit current FY 2021 DTS driver fee schedule (DTS providers will be reimbursed based on current DTS fee schedule)
- Submit list of company owned rentals. DTS grant fees must be passed down to the renter. Vehicle must be rented for no less than 30 days.

C. Allowable Use of Funds

- Taxicab driver DTS fees and associated costs
- Administration fee of no more than 5% of awarded grant funds not to exceed \$50,000. Admin fees will be based upon the reported driver's reimbursement per month.

D. Ineligible Use of Funds

- Taxicab company or driver rental fees
- Taxicab Driver late fees
- Taxicab driver insurance fees
- Pre-pandemic taxicab driver debts owed to DTS provider
- Taxicab driver or company vehicle taxi- up costs
- Vehicle registration and renewal fees and associated costs
- Taxi driver face ID new or renewal fees

DFHV published the Notice of Funding Availability (“NOFA”) available at [DFHV: Grant Funding Webpage](#) and The Mayor’s Office of Volunteerism and Partnerships electronic clearinghouse available at [Mayor's Office on Volunteerism and Partnerships](#).

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

B. GRANT MAKING AUTHORITY

Subject to regulatory requirements and amendments, DFHV is authorized to provide grants to owners of licensed taxicabs legally operating and incorporated in the District for purposes outlined in D.C. Official Code § 50-301.20 (b)(1).

C. ELIGIBLE APPLICANTS

DFHV licensed taxicab companies or transportation network companies who have current and valid operating authority as a Digital Taxicab Solution (DTS) Provider

D. SUBMISSION REQUIREMENTS

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

1. Clean Hands Certificate: Compliance status will be checked by DFHV. Only compliant DTS and providers at the time of submission will be forwarded to the panel for review.
2. Certificates of Insurance: General Liability, Commercial General Liability, Automobile Insurance, Employment Insurance, Sexual/Physical Abuse and Molestation Insurance, and Cyber Liability Insurance.
3. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
4. Insurance Affidavit: Appendix II must be signed and dated.
5. IRS W-9 form. A completed IRS (2018) form W-9.
6. DC Business License.
7. Certified Business Enterprise Certification.
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 **July 7, 2021, Noon**

Submission deadline is Midnight, PST on **August 6, 2021**.

Start Date: Anticipated to be **August 16, 2021**; or upon applicant's readiness and quality assurance testing by DFHV.

RESERVATIONS

Funding for any grant award is contingent on continued grantor funding. The publication of this grant application does not commit DFHV to make any awards.

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA and RFA and to rescind the NOFA or RFA.

DFHV may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DFHV, District, or federal regulation or requirement.

DFHV reserves the right to accept or deny any or all applications if DFHV determines that it is in the best interest of the District to do so. The DFHV shall notify the applicant if it rejects the applicant's proposal. The DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rules(s) or any applicable federal regulation or requirement.

DFHV shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DFHV may conduct pre-award on-site visits to verify information submitted in a grant application.

DFHV serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.

DFHV may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations and/or contingent of funding availability.

In the event of a conflict between the terms and conditions of the grant application and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

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 July 8, 2021 4:00 p.m. EST**. During the session, applicants will be walked through the Zoomgrants.com online application portal, and DFHV staff will clearly explain the requirements for the FY22 DC Neighborhood Connect program and answer all related question.

DTS Fee Waiver Supplemental Grant

<https://dcnet.webex.com/dcnet/j.php?MTID=m967545b4a1c78b7eaf164ff17cb6bc55>

Thursday, July 8, 2021 4:00 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Event number: 172 574 0693

Event password: dfhv2021 (33482021 from phones)

Join by phone

+1-202-860-2110 United States Toll (Washington D.C.)

1-650-479-3208 Call-in toll number (US/Canada)

Access code: 172 574 0693

Part 2: Application Questions and Evaluation Criteria

Application Questionnaire

1. Identify drivers before pandemic, prior to March 11, 2020
2. Identify current drivers
3. How will you administer the grant funds
4. How will you recruit drivers and notify drivers
5. Justification of administration fee
6. Proposed use of administration fee
7. How will subsidy be available for rental drivers
8. Please provide current DTS fee schedule

Part 3: Award Information

A. Permissible Use of Grant Funds - Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances with prior written approval from the DFHV.

B. Period of Awards: The performance period will begin as early as August 1, 2021 and end on September 30, 2022. DFHV may elect to continue the funded program if funds are made available but are not guaranteed. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, the availability of funding, and regulatory requirements.

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

1. Lobbying, including salaries 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. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below \$5,000 in value;

15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance

APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES

Certifications Regarding Lobbying, Debarment, and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

(a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;

(d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(e) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers including subgrants, contracts under grants and

cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters

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

The Grantee certifies that it and its principals:

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

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

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

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

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and

the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

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

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

- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above paragraphs.

(g) The Grantee may insert (in the space provided below) the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

(h) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(i) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the

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

4. Assurances and Certifications Assurances

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
- The Agency shall notify the applicant if it rejects that applicant's proposal.
The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
 - The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
 - The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
 - The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A- 102, A133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
 - If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.
- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
 - 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 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. This will include the following types of liability coverage and suggested amounts:

- A. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia, and all insurance policies mentioned hereafter will be requested of selected applicant by submitting a Certification of Insurance for the following:
 - i. Professional Liability: When any project managers/ administrators, training professionals and other professional consultants perform work or dispatch services in connection with this project, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$1,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.
 - ii. Commercial General Liability (“CGL”): as prescribed by applicable law covering all employees who are to provide work under this Agreement and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

- iii. Automobile Insurance: If selected applicant uses any motor vehicles (owned, non-owned and hired) in connection with work to be performed, the selected applicant must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage.
- iv. Cyber Liability: The Grantee shall provide evidence satisfactory to the Grantor of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage.
- v. Worker's Compensation: Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work under this Agreement and Employers Liability coverage with limits of not less than \$100,000 each accident, illness or disease.
- vi. Sexual/Physical Abuse and Molestation: The Grantee shall provide evidence satisfactory to the Grantor with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage.

B. The Grantee shall comply with DCMR Title 31, Chapter 9 et al and produce to the Grant Monitor all current bonds, insurance policies, company contacts, and the minimum coverages under this requirement.

C. **CERTIFICATES OF INSURANCE**: The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Department of For-Hire Vehicles (DFHV)
Attn: Mr. Gerald Kasunic Administration Officer
2235 Shannon Place, SE; Washington, DC 20020
202-671-1804 or Gerald.kasunic3@dc.gov

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).