

## **Request for Applications**

**(RFA No.: CDL – 2022-1)**

### **FY 2022 Commercial Driver License Training and Incentive Grant to Support SchoolConnect for Economic and Career Development of Taxi Drivers**

Release Date of RFA: **November 4, 2021**

Submission Deadline: **November 19, 2021**

Submission Details: **Online submissions only.**

**First Submission Deadline: November 19**

**Open until Closed**

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

Point of Contact:  
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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

<b>Part 1: Program Guidelines, Application Process, and Submission Instructions.</b> .....	3
A. DESCRIPTION OF FUNDING OPPORTUNITY .....	3
B. GRANT MAKING AUTHORITY .....	4
C .ELIGIBLE APPLICANTS.....	4
D. ELIGIBILITY CRITERIA .....	5
E. APPLICATION PROCESS .....	5
F. PRE- APPLICATION INFORMATION SESSION .....	6
<b>Part 2: Application Questions and Evaluation Criteria</b> .....	7
APPLICATION QUESTIONNAIRE AND SCORING CRITERIA.....	7
<b>Part 3: Award Information</b> .....	8
APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES .....	9
APPENDIX II: INSURANCE POLICIES AFFIDAVIT .....	14
APPENDIX III: INSURANCE POLICY COVERAGE MINIMUMS.....	15
APPENDIX IV: PARTICIPATION AGREEMENT FOR CDL TRAINING PROGRAM .....	17

## **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 all eligible DFHV licensed, taxicab operators who live in Washington, DC with DFHV Operational Authority to benefit from DFHV’s economic and career development program supporting DFHV’s SchoolConnect pilot throughout Fiscal Year 2022 (“FY22”).

DFHV is seeking to implement a taxi driver’s economic and career development incentive program to support drivers in obtaining their commercial driver’s license (“CDL”). DFHV envisions the need of approximately thirty to forty (30 - 40) CDL drivers to drive SchoolConnect routes by January 3<sup>rd</sup>, 2022. Taxi drivers must reside in the District of Columbia in order to be eligible to apply. The SchoolConnect program provides transportation to children to and from selected schools in the District of Columbia’s Safe Passage zones in Wards 7 and 8.

The selected candidate must (1) sign a Participation Agreement committing to obtaining CDL certification through the DC Department of Motor Vehicles for a Class B, P (Passenger) and S (School Bus) enhanced license and (2) commit to drive for SchoolConnect for a minimum time period. In addition, the selected applicant 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: Chapter 9, Insurance Requirements for Public Vehicles-For-Hire in its entirety including Applications and Scope pertaining to WAV vehicles; Chapter 16, Dispatch Services and District of Columbia Taxicab Industry CO-OP, Chapter 18, Wheelchair Accessible Paratransit Taxicab Services, the DC’s Department of Motor Vehicles Commercial Driver License requirements<sup>1</sup>, and must register with the DC Public School systems’ Employment Clearance application<sup>2</sup> (this is a form that needs to be filled out and requires finger printing, a criminal background check and self-screening for TB).

Taxi drivers who reside in DC seeking to apply for this opportunity should be aware that DFHV is seeking to leverage the capacity of the local, for-hire, licensed taxi drivers for their extended driving knowledge and best driving practices from the field to provide the school transportation services. DFHV will pay for the cost of the CDL training on behalf of the driver under the terms and conditions outlined in this grant application and the Participation Agreement in Appendix IV. The value of the CDL training is approximately \$7,000.00. Per the Participation Agreement, a driver who does not complete the CDL training or fails to perform the required amount of time driving for SchoolConnect will be required to pay back the \$7,000 in training costs to DFHV within in thirty days of dropping out of the training program and/or no longer driving for the SchoolConnect program. The applicant can apply for this grant opportunity throughout FY22 (between November 4, 2021 to August 1, 2022). The service envisioned for this economic development and career advancement incentive is for a taxi driver to provide transportation for students using a school bus for each school. Service will likely be needed in the morning and afternoon (approximately 6:30 am – 9:00 am, and again from 2:30 pm – 4:00 pm). Drivers who have successfully obtained their CDL with the P and S endorsements would be paid a competitive wage for driving a school bus for DFHV’s SchoolConnect program.

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<sup>1</sup> <https://dmv.dc.gov/service/obtain-commercial-driver-license>

<sup>2</sup> <https://octo.quickbase.com/db/bg37a864v>

This grant only funds financial incentives for signing up for the program and driving for SchoolConnect. Driver compensation is completely separate. Applicants are eligible for the following various financial incentives to sign up for the program, complete the CDL certification and drive for SchoolConnect which will be provided in the following manner:

- Applicants will complete a grant application online through DFHV’s Zoomgrants’ portal,
- Approved Applicants who sign the required agreement between DFHV and the applicant (driver) will receive two hundred and fifty dollars ( \$250):
- Applicants who successfully acquire their CDL with Passenger and School Bus endorsements and complete the road test will receive a seven hundred- and fifty-dollar (\$750.00) incentive upon successfully uploading documentation of their CDL certificate into Zoom grants.
- Successful applicants will receive a one thousand dollar (\$1000.00) incentive upon the successful completion of 85% of their shifts over a six-month period in either the 2021-22 school year or the 2022-23 school year.
- Drivers who already have a CDL Class B will receive (\$1,000.00) once they upload documentation of the DC CDL with P and S endorsements (to Zoomgrants). In addition, these drivers with existing CDLs will also receive \$1,000 upon completion of driving for SchoolConnect through the end of the 2021-2022 school year or for 6 months whichever case falls latest in the year.

Notice to the applicant: **Effective November 1, 2021**, all adult employees, contractors, interns, and volunteers working in person in a public, public charter, independent, private, or parochial school in the District of Columbia, and all adult employees, contractors, interns, and volunteers working in person in a child care facility regulated by the Office of the State Superintendent of Education, shall have received a full course of a vaccination against COVID-19 unless they have been granted an exemption from such vaccination pursuant to, and are compliant with the requirements of, Mayor’s Order 2021-109.<sup>3</sup>

Funding under the FY22 Request for Application (RFA) will be up to and not to exceed eighty thousand dollars (\$80,000) in grant funds, or up to but not to exceed two thousand dollars (\$2,000) per 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.

The application submission deadline for the first round of applications is **November 4th, 2021, at midnight, pacific time (PT)**. The grant application process will remain open until August, 1 2022 and DFHV will review on a monthly basis or as needed when applications are submitted.

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.

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<sup>3</sup> <https://coronavirus.dc.gov/page/mayors-order-2021-109-covid-19-vaccination-requirement-adults-regularly-schools-or-child-care>

## **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**

Any driver with a DFHV Operating Authority license for taxicabs who resides in the District of Columbia may apply for this opportunity.

## **D. ELIGIBILITY CRITERIA**

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

1. Participant Agreement signed by the application
2. Enrollment in DCPS Employment Clearance (upload confirmation).
3. Clean Hands Certificate: Compliance status will be checked by DFHV. Only compliant Independent Operators at the time of submission will be forwarded to the panel for review.
4. Proof of taxicab insurance and operating authority.
5. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
6. Insurance Affidavit: Appendix II must be signed and dated.
7. A completed IRS (2018) form W-9.
8. DC Business License/DFHV Operating Authority certification
9. Certified Business Enterprise Certification (not required, strongly urged)
10. 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 **November 4, 2021**

First Submission deadline is Midnight, Pacific time on **November 19, 2021** and then open until closed

Start Date: Anticipated to be **December 10, 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 November 12, 2021 from 2 pm to 3 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:

To Join by Computer or Smart Phone:

<https://dcnet.webex.com/dcnet/j.php?MTID=m88765704c080ade6cc129e3ff7ce51aa>

Meeting number: 2305 887 7479

Password: y767pF3pkiu

OR

Join by phone

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

Access code: 230 588 77479

## **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 CDL Proposals** (Applications will be evaluated on a pass/fail basis independent grant review panel)

DFHV will be conducting an administrative and merit panel consisting of DFHV headquarter staff and field personnel familiar with the DC CDL program and performance requirements.

The questions pertaining to the CDL program will be based on the completion and verification of the following:

1. Do you currently have a CDL? If yes, do you have P and S endorsements? If yes, please provide the date you received your CDL endorsements, types of endorsements, and upload a copy of the CDL license under the Documentation Tab within Zoomgrants.
2. Please describe any experience with driving children on a bus and describe the largest transportation vehicle you have operated in your professional career.
3. Describe any accidents or reckless driving violation that may be on record with DC's Department of Motor Vehicles and upload a DC DMV driving record showing a minimum of five years of your driving history. If you do not have any moving violations, accidents, or other incidents, please upload your clean driving history.
4. Are you willing to drive for the SchoolConnect program for more than one year, if yes, describe your expectations. If no, please describe your goals and how this program will advance your career.
5. Do you have a valid and current CPR and First Aid certification? If yes, please provide dates and copies of your certification. If no, are you willing to obtain both certifications within 90

days of starting the program?

6. Please upload a signed copy of Appendix IV: Participation Agreement for CDL Training Program (with the Driver name and signature completed; DFHV will sign should the driver be chosen to be a part of the CDL training program).

### **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 December 10, 2021 and end on September 30, 2022. DFHV may elect to continue the funded program for one base year and two additional one-year option years for a total of two years. 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. Accounting and bookkeeping services;
8. Communications, including telephone and data services;
9. Printing, reproduction, including signage;
10. Many computers and printers;
11. Plants and tree-plantings;
12. Small tools;
13. Some field equipment, typically below \$5,000 in value;
14. Postage, shipping;
15. Some travel, meals, and lodging; and
16. 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

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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.

The selected applicant 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](mailto:Gerald.kasunic3@dc.gov)**

The Grant Administration Specialist may request, and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the Grant Monitor prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Monitor on an annual basis as the coverage is renewed (or replaced).



**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.

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Signature of DRIVER Date

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Signature of DFHV representative Date

