

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

**REQUEST FOR APPLICATIONS (RFA)**

**FOR-HIRE VEHICLE INNOVATIONS GRANT RFA # FHVINNO-2021-12-09**

**(Short Name: Charge Me Up)**

Release Date of RFA: **December 27, 2021**

Submission Deadline: **January 17, 2022**

Submission Details: **Online submissions only.**

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

Points of Contact:

Charles Lindsay, Project Lead

Phone: 202-645-4433

Email: [Charles.lindsay2@dc.gov](mailto:Charles.lindsay2@dc.gov)

Or

Jerry Kasunic, Administrative Officer

Phone: 202-671-1804

Email: [Gerald.kasunic3@dc.gov](mailto:Gerald.kasunic3@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.



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## **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 the for-hire vehicle companies with current DFHV business certifications and operating authority to participate in innovative projects and partnership programs aimed at improving transportation equity, economic development opportunities, and solving industry problems within the for-hire industry that benefits DFHV consumers and fosters innovation. DFHV’s RFA (#FHVINNO-2021-11-09; short titled: “Charge Me Up” or “CMU”) is expected to upgrade and manage two electric charging stations within DC’s Union Station parking garage dedicated to for-hire taxicab vehicles.

DFHV’s is creating this grant opportunity to select one or more for-hire vehicle companies to partner with a professional distribution energy resource, electrical vehicle management, or electrical charging infrastructure development business(es) to oversee the daily operational installments and software upgrades of two previously installed electrical towers. DFHV’s expectations of the applicant is to develop a business plan to ensure the reconstruction phase is completed within the awarded budget, estimated project deadlines, and meet or exceed timetable expectations, ensure availability to the for-hire electric vehicles (“EV”) that encompasses both all-electric vehicles and plug-in hybrid electric vehicles (“PHEV” or “PEV”), with the possibility for expansion to include the public to gain access in the future.

DFHV also expects applicants will demonstrate within their application best EV business practices to develop or build upon current business relationships with the EV industry, Union Station management, DFHV and other District of Columbia agencies or other national organizations seeking to reduce DC’s carbon footprint (e.g.: Department of Energy and Environment, MacArthur Foundation, or other similar agencies, organizations, and companies).

The awardee will need to describe within their application’s business plan the following:

- How the station(s) fits into the overall company’s green goals,
- EVs to be served, both current and future needs:
  - Will additional stations, panels, or conduit capacity increase over time?
  - If so, estimate and detail the needs, costs, and oversight management resources for such modifications
- Management of electricity payments or agreements with power supplier to reduce costs,
- Current or past relationships with experienced contractors or distribution energy businesses, and Union Station management,
- Management of location, i.e.: Signage, accessibility, site safety for consumers, preventative strategies of vandalism or misuse of station equipment,
- Manage and maintain all insurances, warranties, and administrative requirements to ensure equipment is operational 24 hours a day/7 day a week,
- What outreach and training material(s) development is needed to ensure success of installation and sustainability of the project for no less than a five-year period, how will impact business partners, DFHV Project Staff, consumers, or the general public,
- What other resources will the applicant bring to the project outside of government agency support, and
- Is the applicant prepared to manage this project for a minimum of five years with the possibility

of extending this particular project or similar EV projects, provide a summary of such a commitment.

This grant will only fund the re-installation project, any available funding remaining from the installation may be used for operational, marketing, advertising, and training purposes. Thus, within your business plan describe how your company will develop a detailed budget linking funds to a sustainability plan.

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 Charge Me Up RFA will be up to and not to exceed one hundred seventy-five thousand dollars (\$175,000) 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.

### **Application Submission Guidelines:**

The application submission deadline for the applications is **January 17, 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,
- Make full, partial or no grant awards to an applicant, and
- Applicants awarded the grant for charging station upgrades under this program are required to operate and maintain the charging station for a **minimum of five (5) years** from the date the chargers are first upgraded and put into service.

## **B. GRANT MAKING AUTHORITY**

Subject to regulatory requirements and amendments, DFHV is authorized to provide 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 for-hire company with a DFHV Operating Authority license 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](#)). 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 **December 27, 2021**

Submission deadline is Midnight, Pacific time on **January 17, 2022**.

Start Date: February 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 January 5, 2022 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.

Applicants can register for the Pre-Application Conference by clicking on the WebEx link below:

Join from the event link

<https://dcnet.webex.com/dcnet/j.php?MTID=m6c3da842a3b6dd666ceba260700b99b9>

Join by the event number

Event number (access code): 2307 823 0006

Event password: yPyCactq553 (97922287 from phones)

Panelist password: rfMaM9Mbm36 (73626962 from phones and video systems)

Join by phone

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

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

Join using Microsoft Lync or Microsoft Skype for Business

Dial [23078230006.dcnet@lync.webex.com](https://23078230006.dcnet@lync.webex.com)

## 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 headquarter staff and field personnel familiar with the electric station installation, daily management, and maintenance, as well as data collection and reporting EV station performance and usage during the application evaluation process.

The questions pertaining to the EV charging station upgrades project will be based on the completion and verification of the following:

1. Describe the financial structure/budget needed for this site location, include who will assume ownership of the project; receive any financial benefits as a second or third party; pay for maintenance and repair; and what is the duration of commitment from any second- or third-party business for this project? (25 Points)
2. Please provide a diagram of schematic showing the parking spaces, as well as existing charging station parking spaces, charging equipment, point of sale equipment, and electric service(s) to the site. **Also indicate any space available for future expansion.** (10 Points)
3. Describe in detail the type of equipment you plan to use to upgrade existing charging stations, how does this equipment meet the current EV's needs as well as if this equipment will be available 24/7, as well as possible public use.
  - a. Describe proposed fee/rate structure to use the EV chargers, if any, for the for-hire industry,
  - b. Describe proposed fee/rate structure to use for the public for future financial sustainability, and
  - c. If the applicant is not proposing any charging fees, please describe how the applicant will

ensure sustainability of program including monitoring the site so that users do not charge longer than is needed to charge a vehicle. (25 Points)

4. Please attach documents from your local utility company that includes the following:
  - a. Existing electrical services to the site,
  - b. What upgrades may be needed,
  - c. Preliminary cost estimates for the upgrades,
  - d. Include all site permits needed to complete the upgrades, and
  - e. Documents must be coordinated with the local utility company and needs to include name of your utility representative listed within documents uploaded. (25 Points)
  
5. Describe an estimated project schedule/timeline for project milestones. (15 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 January 4, 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. 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 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

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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 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](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).