

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

Request for Applications (RFA):

(RFA No.: R.L.P. Innovations 2023-29-12)

FY 2024 ROOFTOP LIGHT PROJECT

Release Date of RFA: Friday, December 29, 2023

Submission Deadline: Friday, January 19, 2024

Submission Details: Online submissions only.

Point of Contact:
Eric Fidler, Chief Information Officer
202-740-5705 or eric.fidler@dc.gov

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

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 Department of For-Hire Vehicles (“DFHV”) is seeking an approved Digital Taxi Solution (“DTS”) provider or a business partnership of a DTS and Taxicab Company providers as a single entity (hereinafter “Awardee” or “Applicant”) to assist DFHV in the continued development and introduction of a modern new dome light (or rooftop taxi light) option that enhances the passenger experience, increase taxi driver’s earnings, and can serve as a model for the entire public for-hire fleet for years to come.

DFHV is seeking to require all taxis to install a modern rooftop and LED lights and move away from old “legacy lights” or other outdated rooftop models in order to incorporate the digital meters that would clearly show availability status, display a passenger’s name upon arrival for a trip dispatched with a phone, web-based booking, or smartphone application, can display public service announcements provided by the District of Columbia, can be easily retrofitted for vision-impaired passengers and can show taxi fare information to the general public as well as approved advertising and marketing messages to generate revenue.

DFHV’s expectations are to expand the rooftop light options in a way that is affordable to drivers and enhance the aesthetics and public’s riding experience through this innovation grant program. This program will require financial investment from the Awardee in addition to DFHV grant funds.

Requirements:

Applicants are expected to remain within the budget allocated to this project while ensuring the program’s requirements are met, which are:

1. Purchase, install, test, and maintain a minimum of nine hundred (900) rooftop lights prior to the end of the fiscal year (September 30, 2024) as specified below:
 - a. All lights shall have no fewer than 40 lights which have LED screens facing both the front and the back of the light.
 - b. Each LED screen, when installed atop a taxi, shall have the ability to display text and graphics sent to it from the meter inside that taxi and from third-party computer system inside that taxi.
 - c. Each light shall have an LED screen resolution of 16x60 and shall be able to display full color RGB (red, green, blue).
 - d. Each light shall be equipped for Bluetooth communication.
 - e. Each light shall be purchased from a supplier that has produced taxi lights for at least 20 consecutive years prior to the purchase.
 - f. Each light shall have green and red indicator lights facing both sides of the lights and facing the back of the lights. These indicator lights shall reflect the availability of the taxi based on the availability indicated by the status of the meter inside that taxi. When a taxi is hired, all indicator lights shall illuminate red and when the taxi is on duty and available, all indicator lights shall illuminate green.
 - g. Each light shall come with a 12-month warranty supplied by the light vendor.

2. DFHV shall reimburse the Awardee for the initial purchase deposit of the lights up to one hundred thirty-five thousand dollars (\$135,000) inclusive of shipping and handling costs. DFHV shall not reimburse the Awardee for the cost of installing or removing each light.
3. The applicant is expected to develop an installation plan for all lights to be installed on the roofs of taxis that are under its DTS and that are frequently used for the most active drivers in a fleet. Applicant shall include all taxicab drivers seeking a rooftop light upgrade that works any DFHV programs and the Awardee's DTS platform and install each light within 90 calendar days of delivery to the Awardee's main place of business. Applicant's plan should include in detail how independent operators not under the Awardee's DTS platform will receive an installed rooftop light and that the rooftop light receives a signal from the operator's digital meter. Strict inventory controls must be kept by Awardee to account for each rooftop light with all rooftop lights being returned to the DTS from any non-active drivers for redistribution. Non-active drivers are defined as driving less than 20 hours per week.
4. Awardee shall produce a plan ensuring that modifications to any DTS meter in taxis with the new light meet all of the following criteria:
 - a. The meters are equipped with Bluetooth capabilities.
 - b. The meters can transmit availability status to the new light such that the new light's indicator lights change color (green for available, red for occupied or on call) and that the LED screen(s) change to reflect the availability status.
 - c. The meters (or alternative application approved by the DFHV) can transmit public service announcement information supplied and defined by DFHV and have the light display the information.
 - d. The meters (or alternative application approved by the DFHV) can transmit brand and sponsor images supplied by DFHV or its designee to the light and have the light display the image on an interval timeline agreed upon by the Awardee and DFHV.
 - e. The meters can transmit the name or nickname or other indicator of a passenger for whom the taxi has been digitally dispatched and have that text or image displayed on the light upon picking up the passenger for whom the taxi was dispatched (for example, the Transport DC program.)
 - f. The meters will centrally manage the deployment of rooftop light supporting applications and push version updates timely as requested by DFHV.
5. Awardee shall display no advertising on the new light without the written consent of DFHV. If DFHV develops an advertising agreement to run advertising or messaging on the lights, Awardee will cooperate with DFHV to ensure all marketing and advertising contractual arrangements are adhered-to.

The program will emphasize coordination between several parties, such as: DFHV, DTS providers, independent operators, and the possibility of other business stakeholders willing to participate in a marketing and advertising agreement after the rooftop lights are fully operational.

Financial/Reimbursement Structure:

An applicant must propose a detailed budget and narrative with costs that adheres to the program budget and shall include supply chain timelines, shipping and freight costs, per unit costs, and warranty fees. The budget and narrative must be consistent with and support the Installation Phase

of the project, see Installation Plan in the Program Descriptor above. The budget narrative must include the applicant’s fiscal support of the project and detail the amounts in dollars and cents that will be used in conjunction with receiving an award, including any in-kind services to be taken into consideration. It must provide a justification for the basis of each proposed cost in the budget and how the cost was calculated. Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or shipping and handling fees. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported project.

The minimum rooftop light-per-unit for program eligibility is 900 rooftop lights. The reimbursement and any claw-backs will depend upon the documentation monthly demonstrating the arrival of each unit, installation of each unit, testing and ensuring each rooftop light unit is fully operational, and the DTS’s completion of payment obligations to all parties.

The total value of the grant, which is subject to change, is dependent upon the availability of funds. DFHV is dedicating one hundred thirty-five thousand dollars (\$135,000) to this innovation program to be used exclusively as a financial deposit to procure the rooftop lights and is inclusive of any shipping and handling fees but NOT including any installation fees.

In addition, the successful applicant must track financial activities in addition to detailed invoices monthly, along with all supporting documentation, track costs to perform contractual duties and obligations.

DFHV will verify the successfully completed installation of the rooftop lights monthly after receiving the applicant’s monthly installment plan and report, including cross referencing applicant’s DTS drivers in comparison to non-DTS platform drivers.

Deliverables:

The successful applicant must maintain complete records on shipping handling, installation scheduling, testing and training drivers, and maintaining each rooftop light in operation:

	Deliverable	Format/Method of Delivery	Due Date
1	A receipt for the purchase of 900+ rooftop taxi lights meeting all the criteria in Requirement 1.	PDF by email	Within 2 weeks of receiving the grant award
2	Acceptance of equipment from Grantee’s vendor at Grantee’s place of business	n/a	45 days after placing the order or the date the vendor provides
3	Modification of Grantee’s meters and DTS to satisfy Requirement 4.		Within 15 calendar days of accepting equipment
4	Installation and configuration of each light as specified in Requirement 3	n/a	15 calendar days after delivery of each light, but not before Deliverable 3 is complete

5	A list of vehicles upon which the new lights were installed	Microsoft Excel	Each Friday during the period of installation
6	Removal of the new taxi lights if DFHV decides to end the grant	n/a	Within 60 calendar days of written notice from the DFHV Director

The successful applicant will also be required to participate in regular check-in meetings (biweekly or monthly, to be determined by DFHV’s Project Lead) with DFHV.

The successful applicant will be required to complete monthly progress reports, including performance measures as directed by DFHV’s Project Lead.

APPLICATION SUBMISSION GUIDELINES:

The application submission deadline is **January 19, 2024, at midnight, pacific time (PT)**.

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

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

Applicants are responsible for reviewing and adhering to any RFA addenda or amendments. In addition, under this program, DFHV reserves the right to:

- Extend application deadlines to accommodate more applications,
- Request additional information after the deadline to assist in the review process,
- Negotiate with applicants to modify the project scope, level of funding, or both, and
- Make full, partial or no grant awards to an applicant.

B. GRANT MAKING AUTHORITY

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

C. ELIGIBLE APPLICANTS

Entities that hold either a Taxicab Company Operating Authority or a Digital Taxicab Solution (DTS) Operating Authority from DFHV 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 (<https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook>).

1. Clean Hands Certificate
2. Promises, Certifications, and Assurances: Appendix I must be signed and dated

3. Insurance Affidavit: Appendix II must be signed and dated.
4. Title 31 Approved Operating Company and DTS Insurance Requirements
5. IRS W-9 form. A completed IRS (2017) form W-9
6. Current DC Business License
7. Current Certified Business Enterprise certification

E. APPLICATION PROCESS

Eligible applicants must complete and submit their application electronically via Zoomgrants.com. The application link is at [FY24 Rooftop Light Application: 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 **Midnight PT, December 29, 2023**.

Submission deadline is **Midnight, PT, January 19, 2024**.

Start Date: **February 1, 2024**, 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.

F. 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, 2024; 1:30 pm – 2:30 pm, 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 2024 Rooftop Light Project program and answer all related questions. Applicants may join DFHV staff online or by calling:

WEBEX MEETING

Join on your computer, mobile app or room device

Meeting Link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m03bbd62c276cb4363f27e8735bbc5af6>

Meeting number (access code): 2305 351 1364

Meeting password: ZyZ9uMiN9w7

Join by phone: +1-202-860-2110 United States Toll (Washington, DC)
1-650-479-3208 Call-in toll number (US/Canada)

If you are unable to attend the information session, we encourage you to email your questions before **January 4, 2024, at 5:00 pm EST** to DFHV.Grants@dc.gov

Part 2: Application Questions and Evaluation Criteria

DFHV will select grant recipient(s) through a competitive application process. A review panel will evaluate 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 1 paragraph A above) will be awarded the grant.

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

A. Application Questionnaire:

A-Installation and Operations Plan (25 Points):

A.1.: Please describe in full detail how your company will be able to install over 900 rooftop lights while meeting DFHV's training, testing and operational schedule?

A.2.: Describe the impact this project will have your current staff to ensure all drivers that are connected to your DTS as well as other DTS platforms will receive a new Rooftop Light while maintaining other grant programs, will additional staffers be needed to be hired? If so, please submit a staffing plan, budget surrounding the temporary hires or if permanent please explain the need for permanent staff.

A.3.: What physical barriers may you need to remove to ensure the Rooftop Light is seen completely by passengers or street-hailing individuals? Barriers may include internal partitions impeding the installation of lights, electrical paneling, ensuring the LED screen is not obstructed by other rooftop signage, etc. Do you anticipate any physical barriers to delay the installation of each light, please describe in complete detail.

B - Quality Assurance and Customer Service (25 points):

B.1.: Describe in detail how your company will use the light to attract new customers and illustrate how your company will ensure drivers (including WAV drivers) are using the rooftop light to increase a rider's confidence in using a taxicab.

B.2.: Share your compelling idea on how your company will use the rooftop lights for street or e-hailing customers, DFHV's grant programs, or other grant programs supported by DC Government agencies to meet the expectations and satisfaction of all DC residents?

B.3.: What preparations have you made to date? What have you or other stakeholders done in the field to date regarding this need for taxicab customers?

B.4.: What preparations has your company made to date to promote or provide awareness for this project? If none, what outreach events are you planning during or after the installation to ensure customers are aware of the upgrades and what to expect when they see the new rooftop lights?

C - Financial and Program Management (25 Points):

C.1.: Describe in detail how you are planning on spending the funding, matching funds, and in-kind services, please include all indirect and direct costs associated with your proposal, including quotations, estimates, shipping and handling, etc. Is the submitted budget realistic and will it meet program goals?

C.2.: Does your company have any other funders or stakeholders participating in the project? If yes, who are they, and what financial support will your company or stakeholders bring to the project where others may not?

C.3.: What is the overall state of your organizational finances? How are you currently funded? What is your organization's reserve position? And can your organization sustain this project for

the full financial obligations of the rooftop light purchase once grant dollars are no longer available?

D. Community Impact (25 points):

D.1.: To be successful, please describe your ideas and needs for this project and the impact it will have on the community once fully implemented. Describe what fully implemented means to you and any future support you will need to achieve to your positive impact.

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 and for deposit purposes as described herein.

B. Period of Awards – The performance period will begin upon a fully signed and executed Notice of Grant Award and Agreement (“NGA”) and end on September 30, 2024. DFHV may elect to continue the funded program for one base year and four additional one-year option years for which will be determined based on the performance and outcome of the Awardee. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, availability of funding, business needs, regulatory requirements, and customer feedback.

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

1. Lobbying, including salaries and overhead and out-of-pocket expenses,
2. Entertainment,
3. Most food,
4. Land purchases,
5. Rental of office space, some vehicles, and some equipment,
6. Employee salaries and benefits,
7. Accounting and bookkeeping services,
8. Computers, tablets, mobile phones, and printers,
9. Plants and tree-plantings,
10. Small tools,
11. Some field equipment, typically below \$5,000 in value,
12. Postage, shipping,
13. Some travel, meals, and lodging, and
14. Insurance.

APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES

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

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

1. Lobbying

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

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

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

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

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

(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

(e) 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:
 - The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization,
 - That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements,
 - That all fiscal records are kept in accordance with Generally Accepted Accounting Principles ("GAAP") and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required,

- That the applicant is current on payment of all federal and District taxes, including, Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue ("OTR") stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR,
- That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail,
- That, if required by the 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,
- 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,
- That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment, and facilities adequate to perform the grant or the ability to obtain them,
- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments,
- That the applicant has a satisfactory record performing similar 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,
- That the applicant has a satisfactory record of integrity and business ethics,
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them,
- That the applicant complies with all District licensing and tax laws and regulations,
- That the applicant complies with provisions of the Drug-Free Workplace Act, and
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever,

including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant/Grantee Name

Street Address

City, State, Zip Code

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature _____

Date _____

APPENDIX II: INSURANCE POLICIES AFFIDAVIT

Insurance Policies Affidavit

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

Insurance Carrier	Type of Coverage
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

Applicant Name _____ Date _____

Appendix III: Insurance Policy Coverage Minimums

The selected Grantee shall comply with all applicable local and federal insurance requirements and all insurance required within this section shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

- A. The Grantee shall comply with DCMR Title 31, Chapter 9 et al and produce to the Grant Monitor all current bonds, insurance policies, company contacts, and the minimum coverages under this requirement.
- B. **CERTIFICATES OF INSURANCE:** The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

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

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