

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



**Request for Applications**

**(RFA No.: DCNC 2022)**

**FY 2022 DC Neighborhood Connect**

Release Date of RFA: **August 6, 2021**

Submission Deadline: **September 3, 2021**

Submission Details: **Online submissions only.**

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

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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 .....  | 3  |
| C. ELIGIBILITY APPLICANT .....   | 3  |
| D. ELIGIBILITY CRITERIA .....  | 3  |
| E. APPLICATION PROCESS .....   | 3  |
| F. PRE- APPLICATION INFORMATION SESSION .....  | 4  |
| <br>   |    |
| <b>Part 2: Application Questions and Evaluation Criteria</b> .....                         | 5  |
| A. APPLICATION QUESTIONNAIRE.....  | 5  |
| B. SCORING CRITERIA .....  | 7  |
| <br>   |    |
| <b>Part 3: Award Information</b> .....   | 10 |
| <br>   |    |
| APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES .....                                 | 11 |
| APPENDIX II: INSURANCE POLICIES AFFIDAVIT .....  | 16 |
| APPENDIX III: INSURANCE POLICY COVERAGE CERTIFICATION REQUEST.....                         | 19 |

## **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” or “Grantor”), is soliciting applications from eligible DFHV licensed taxicab companies (“Taxicab Companies”) or transportation network companies (“TNC”) to operate DFHV’s Fiscal Year 2022 (“FY22”) DC Neighborhood Connect program to enhance or maintain the improvement of transportation equity, economic opportunities, and transportation services that benefit for-hire customers while continuing to foster innovations.

The FY22 Announcement of the DC Neighborhood Connect Innovation Grant (“DCNC”) Request for Applications (“RFA”) (RFA: #DCNC2022) seeks to implement a cost-effective, high-quality transportation service offering flexible routing and/or flexible scheduling of shuttles or minibuses within designated transport zones planned throughout the District of Columbia, with a special focus to improving transportation services for DC residents residing East of the Anacostia River. The FY22 DCNC announcement is dedicated to the expansion of the pre-pandemic DC Neighborhood Connect project, and DFHV is seeking experienced candidates with an expertise in microtransit program operations, management, technological innovations, targeted marketing and advertising, customer recruitment, and fiscal obligations to ensure success. The selected applicant will need to demonstrate developed, implemented, and maintained dispatch system(s) and applications for customers to book trips on demand within each transport zone. The selected applicant, in coordination with DFHV, will develop and manage a transportation schedule with the operational expectation up to seven (7) days a week.

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, Chapter 16, Dispatch Services and District of Columbia Taxicab Industry CO-OP, and Chapter 18, Wheelchair Accessible Paratransit Taxicab Service.

Since this rejuvenated project has potential for expansion, DFHV is looking to applicants to build upon their own experiences with dispatch operations with smartphone application platforms, while ensuring unbanked and non-smartphone users may access the same transportation service(s) through a telephone dispatch system and providing accessible service options within their application. In addition, the applicant shall propose avenues that will help ensure a feasible and *low-to-no cost customer subsidy*. **Applicants must also propose how they will scale this project to test for potential “bugs,” a timeframe for partial to full implementation, and how the applicant would troubleshoot a variety of potential challenges.**

#### **SCOPE OF PROJECT:**

1) **Implementation of Project:** The DC Neighborhood Connect is a low-cost shared ride shuttle service with three service zones.

Service Zone One will serve parts of Wards 1, 4 and 5. This zone is bordered by Georgia Avenue (on the west), Eastern Avenue (on the east), and Florida Avenue and Bladensburg Road (on the south).

Service Zone Two will serve parts of Wards 7 and 8. This zone is bordered by Pennsylvania Avenue SE (on the north), Southern Avenue SE (on the east), and Anacostia Freeway (on the west).

Service Zone Three, to be developed, will encompass areas of Ivy City, NOMA Metro station, Union Market, and Fort Lincoln neighborhoods.

These zones are subject to change. The purpose of this opportunity is to create multiple neighborhood microtransit zones for DC residents to access community amenities, including: educational settings, medical or hospital facilities, grocery stores or farmer's markets, as well as transportation hubs including metro stations, bus stops, or alternative modes of transportation, with little out-of-pocket costs. The applicant must include in their proposal how they will:

- Provide digital and non-digital dispatching systems, to provide all components to ensure service delivery of request for transportation within the prescribed timeline described to the customer. This includes a dispatching operation to be both automated and staffed to ensure trip fulfillment.
- Provide a fixed price point for customer fees that is easily understood by the general public that includes little or no fee fluctuation and also provide a proposal and explanation of additional customer charges including, for example: "no shows", last minute cancellations, wait time charge for stopovers or delays.
- Develop a trip fulfillment and "test" period prior to advertising an active date for the Grantor and designees.
- Monitor and manage all bookings, late arrivals, dropped requests due to technology failures, driver availability times, locations of vehicles, estimated wait times for customers, customer feedback and complaint collections, as well as equal service to all customers requesting services.

## **2) Customer Service – Service Hours and Customer Access**

- A successful applicant will prove their capabilities of accepting and managing services seven days a week. Hours of Operation are Monday – Thursday, 6:30 am to 12 am; Friday, 6:30 am to 1:30 am; Saturday, 8 am to 1:30 am; and Sunday, 8 am to 12 am. These hours are subject to change.
- A successful applicant must provide a web-based app and telephonic option to accept customer requests and the applicant will need to provide a staffing schedule, with names, email address, cell phone number and other contact information during the hours of operation.
- A successful applicant must provide an accessible method of communication for people who are deaf, hard-of-hearing, mute, blind, experiencing other physical disabilities, and translation services to effectively communicate a DCNC request by phone, website, or app. Acceptable accessible methods of communications include, but are not limited to, text messaging, email, DC 3-1-1 transfers, Language Line interpretation, and TTY/Text Telephone communiques. DFHV will review and approve this method of accessible communication. In addition, the app and website must be compliant with Section 508 of the Rehabilitation Act, or adherence to WCAG 3.0.

## **3) Dispatch Technology**

- The applicant shall supply necessary hardware and software for receiving calls, locating drivers, dispatching requests to drivers, and reporting trip and call information to DFHV. The applicant may use drivers' existing meter and cell phones. If the applicant chooses to use equipment above and beyond what is in use in for-hire vehicles, then the applicant is responsible for the cost of software, devices, or hardware.
- The applicant must describe the technology they propose to receive trip requests, dispatch the trip, and collect and submit required data regardless of how the trip was requested (via phone or e-hail).

- DFHV requires DTS providers to report trip, location, and availability data to DFHV through the agency’s Integration Data API (the specs are available at: [dctcdata.portal.azure-api.net/docs/services/](https://dctcdata.portal.azure-api.net/docs/services/)). DFHV stores the data that DTS providers submit through the API in the agency’s SQL database. DFHV will provide the selected applicant limited access to query the database for the purposes of performing duties necessary for this project.
- DFVH requires DDS and TNCs to report trip, location and availability data to DFHV in an equivalent manner to the data submitted to the DTS providers.
- Trip requests are to be dispatched in real time and in a manner that is equitable to customer also, the applicant should describe how DFHV staff will be able to access real time trip requests and transportation information.

#### 4) Data Reporting and Integration

- The applicant must describe how their managers will maintain complete records on requests received and use trip records to monitor the neighborhood zone’s performance. Trip records that are recorded by the taximeter and submitted to DFHV’s Event Hub by the Digital Taxicab Solution. Each trip must capture the following data which will be included in monthly reports, or provided upon DFHV’s request:
  - Identifying contact information for each trip (address, telephone number, etc.)
  - Date and time of customer’s call/app request
  - Date and time of customer’s trip order
  - Date and time that the order is dispatched
  - Date and time that trip order is accepted
  - Identifying information of the driver accepting or rejecting the trip order
  - Date and time and location the customer is picked up
  - Date and time and location the customer is dropped off
  - Date and time of any customer call-backs and details of any such calls
  - PVIN/Vehicle ID
  - HTAG #
  - Face ID/Driver ID
- The applicant will be expected to describe within their proposal how, when, and who will be the point of contact when reporting “failed trip requests” to the DFHV Project Lead. The DFHV Project Lead must be provided the following information: PVIN number or Vehicle ID number of vehicle(s), Face ID or driver ID, and a narrative explaining who, what, when, where, and how the trip failed to service a customer.

#### 5) Marketing and Advertising Planning:

- The successful applicant must provide a Marketing and Advertising plan outlining:
  - Media to be used throughout FY22.
  - Customer Analysis and Targeted Reached Audiences, i.e. age groups, locations, goals, trigger events, etc.
  - Paid and unpaid marketing channels/outlets, including repetitive outreach messaging strategy, and promotional discounted pricing proposals.
  - Budget development for outreach and promotional needs.
  - Budget analysis for financial projects with proposals to maintain the project’s sustainability.

#### 6) Financial limitations/Reimbursement Structure:

- The FY22 DCNC project will pay for operating costs for the microtransit zones. Examples of costs that can be reimbursed are vehicle acquisition, vehicle maintenance, fuel, driver subsidy, acquisition or adaptation of technology systems, deep cleaning/standardized cleaning (sterilization of vehicles and standard daily cleanings), Personal Protective Equipment (PPE), and marketing and outreach costs. For a complete list of Non-Allowable Cost, see Part 3 of this RFA.
- The total value of the grant is up to, but not to exceed, three million four hundred forty-eight thousand eight hundred eighty-four dollars (\$3,448,884) for FY22. The applicant will develop a budget identifying potential operating costs annually while using the following fiscal guidelines for FY22. In addition, an applicant is encouraged to introduce innovative cost savings ideas estimating and forecasting for Fiscal Years 2023 through 2025 explaining their plan for future fiscal sustainability; FY22 budgetary guidelines:
  - One million three hundred seventy-six thousand and ten dollars (\$1,376,010) to continue services in existing zones, Ward 1, 4, 5 & 8;
  - Seven hundred forty-six thousand nine hundred thirty-seven dollars (\$746,937) to develop and implement a new zone (NOMA, Union Market, Ivy City, Trinidad, and Fort Lincoln);
  - One million dollars (\$1,000,000) for the purchase of ten (10) new wheel-chair accessible vehicles (e.g.: Ford Transit, 8-person van plus driver, and a wheelchair lift); and
  - Three hundred twenty-six thousand dollars (\$326,000) for operational start-up costs, training drivers (e.g.: WAV equipment, disability sensitivity, customer service, app platform functionality, and/or safety/emergency and incident reporting seminars, etc.), technology provider or IT application support, Hack Inspections, branding vehicles, or other identified program costs that are approved by the DFHV Director.

## 7) Fleet, Ownership and Drivers

- A successful applicant must have an adequate number of transit shuttles to serve three zones as described above. DFHV estimates that this program will require 21 Ford Transit 150 vans or similar vehicles (capable of carrying 8 passengers). The successful applicant must have all vehicles purchased and adequately converted (as proscribed by DFHV) for service by September 30, 2021.
- A successful applicant must have a sufficient number of drivers available to perform the service, and have a plan to recruit and train new drivers if rider demand requires it, or if DFHV determines it is necessary for operational purposes.
- A successful applicant hereby acknowledges that although the purchase, insurance coverage, maintenance and upkeep of the program vehicles is their sole responsibility during the performance of the grant period(s), vehicles purchased with grant funding remain the property of the District. If the program is terminated, grant funds expire, or if the successful applicant is suspended indefinitely, the successful applicant will transfer and assign to the District ownership of the vehicles, vehicles' titles, insurance policy documents, maintenance plans, any and all equipment including electric meters, consoles, printers, card readers, keys, vehicle door codes, and any instruments required. The s applicant agrees not to assert any rights in common law or ownership claims without written consent and approval by the District or Grantor regardless of whether the District releases the Grantee from its obligations.

The application submission deadline is **September 3, 2021, at midnight PT**. Any applications submitted after the deadline will not be reviewed or considered for this grant.

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

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

## **B. GRANT MAKING AUTHORITY**

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

## **C. ELIGIBLE APPLICANTS**

DFHV licensed taxicab companies or transportation network companies who have current and valid operating authority as a Digital Taxicab Solution (DTS) Provider or Digital Dispatch Service (DDS). In addition, DFHV will be seeking applicants with prior microtransit experience, current operational systems and technology tools are ready in use, plus the ability to measure customer satisfaction and programmatic successes.

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

## **E. APPLICATION PROCESS**

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

Online Application will be open on **August 6, 2021, Noon**

Submission deadline is Midnight, PT on **September 3, 2021**.

Start Date: Anticipated to be **October 1, 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 **August 11, 2021 from 1 pm – 2 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 FY22 DC Neighborhood Connect program and answer all related question.

### **DC Neighborhood Connect RFA Pre Application Conference**

<https://dcnet.webex.com/dcnet/j.php?MTID=mf77191c7ffa9c7597e8a0844774c6461>

Wednesday, August 11, 2021 1:00 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)



Join by the event number  
Event number (access code): 180 444 5070  
Event password: ZjvwUuHm348 (95898846 from phones)

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

If you are unable to attend the information session, we encourage you to email your questions before **August 10, 2021; Noon EST** to [DFHV.Grants@dc.gov](mailto: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 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 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 its best interest to do so. DFHV shall notify the applicant if it rejects that 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.

### **Application Questionnaire:**

#### **A- Management of the Project**

Describe your current operational plan to perform the following:

1. Describe the technology platform(s) you will use to operate the microtransit program. This should include all customer-facing systems (apps, trip planning tools, etc.), driver or in-vehicle systems, and the administrative and reporting console (identify data that can be retrieve from your system), including how you will use the system to monitor services in real time and communicate with DFHV patterns of service gaps with possible resolutions.
2. Describe how you will optimize the schedule of drivers to have sufficient vehicles available at peak times or places to provide the most responsive level of service to passengers.
3. Describe how your company can transform operational and business practices or build upon previous experiences to ensure the project is sustainable moving into the future.
4. Describe how you will monitor driver performance, including performance metrics for drivers and how this will be reported to DFHV, your metrics should include: performance standards, customer service standards, including reporting incidents, accidents, possible liability risks, and management follow up to resolve issues.

## **B- Customer Services**

1. Describe how your company will book trips for unbanked and/or non-smart phone customers, and collect customer feedback.
2. Outline your company's lessons learned pertaining to first mile/last mile connections and DCNC or similar projects and how new technologies or approaches can improve transportation options for residents.
3. Provide the staff who will manage and resolve complaints related to the program, including sharing copy of your company's incident report, chain of command, and protocols to communicate with DFHV, and types of trainings staff, drivers, and management have attended related to complaint resolution over the past two years.
4. Describe the plans or existing app or website that will be used in the project for customers to reserve and pay for services, is your application platform and web-based booking service compliant with Section 508 of the Rehabilitation Act and/or WCAG 3.0?

## **C- Dispatch Technology**

1. Provide details of your company's hardware and software for receiving calls, locating drivers, dispatching requests to drivers, and reporting trip and call information and how the Grantor will have real time access.
2. Describe your dispatch technology's ability to incorporate new zones, expand real time tracking methodologies to expanding zones, as well as operational delays and timelines needed to implement any zone expansions.
3. If you plan not to use the existing DTS or integrate with DFHV's SQL database, please describe the methodology of how your company will report standard monthly trips, WAV availability, real time location of minibuses or vans, and how your drivers will incorporate your system accurately to meet the grant reporting requirements?

## **D- Data Reporting and Integration**

1. How will your company ensure all trip records, requests for trips, and fares are recorded by the taximeter and submitted to DFHV's Event Hub by the Digital Taxicab Solution and made available to DFHV the following business day?
2. Describe the plans or existing app or website(s) and financial applications used to collect customer trip fees? Can your platforms itemize receipts for customers, provide dates, trip times, and give a customer the opportunity to provide feedback? If not, describe how your company will implement such applications and be able to report to the Grantor upon request.

## **E- Marketing and Advertising Planning**

1. Describe your marketing and advertising plan, types of advertising your company intends to use, and what are the costs associated with each type of media medium your company will advertise through?
2. Describe a short-term marketing plan (within six to twelve months) and a long-term marketing plan (up to 3 – 5 years) describing the goals of your company, partners and DFHV how this plan will enhance the public use of DCNC, especially with first mile/last mile philosophies tied to the marketing plan.

**F- Financial Management**

1. Identify your company’s financial resources and cash on hand available to manage the project, cover operational, maintenance, insurance, administrative and other pertinent project costs, including driver subsidies, including any other grant programs your company is currently providing transportation services for the DC Government.
2. Describe any overhead, start-up, technical/equipment, administrative costs, that may hinder this project from starting on October 1, 2021 or may interrupt this project during the course of the fiscal year. Within your description, please provide estimates, quotes, or overhead financial figures to describe your particular situation.
3. Does your organization have a financial team, if so, provide their names, titles, contact information?
4. Provide a short-term sustainable budget (one year) and a long-term sustainable budget (3 year)

**G- Consistency with Mayor's goals on Racial Equity.**

1. How does your company demonstrate the Mayor’s Office efforts to improve racial equity in the district? How would receiving this grant help to improve your company’s efforts and deliverables on racial equity? Furthermore, how would receiving this grant help to improve DFHV’s efforts and deliverables on racial equity in the district?

**Criteria for Evaluating the DCNC Proposals** (Applications will be evaluated on a 100-point scale by an independent grant review panel)

Applicants will be evaluated based on the following criteria:

|  |                          |
|--|--------------------------|
| <b>A) Management of the Project</b>          | <b>20 Points (Total)</b> |
| 1. Technology Platform                       | 5                        |
| 2. Driver Schedules                          | 5                        |
| 3. Operational Practices                     | 5                        |
| 4. Monitor Performance                       | 5                        |
| <b>B) Customer Services</b>                  | <b>20 Points</b>         |
| 1. Unbanked Riders                           | 5                        |
| 2. Lessons Learned                           | 5                        |
| 3. Staff and Erisk                           | 5                        |
| 4. App and Website                           | 5                        |
| <b>C) Dispatch Technology</b>                | <b>15 Points</b>         |
| 1. Hardware and Software                     | 8                        |
| 2. Dispatch Ability                          | 7                        |
| <b>D) Data Reporting and Integration</b>     | <b>10Points</b>          |
| 1. Ensure Trip Records                       | 5                        |
| 2. Real Time Access                          | 5                        |
| <b>E) Marketing and Advertising Planning</b> | <b>15 Points</b>         |
| 1. Marketing Plan                            | 8                        |
| 2. Short Term Marketing                      | 7                        |
| <b>F) Financial Management</b>               | <b>15 Points</b>         |
| 1. Resources                                 | 4                        |

|  |                 |
|--|-----------------|
| 2. Overhead  | 4               |
| 3. Financial Team  | 4               |
| 4. Short Term Sustainable Budget                         | 3               |
| <b>G) Consistency With Mayors Performance Objectives</b> | <b>5 Points</b> |
| 1. Racial Equity   | 5               |

### 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 in October 1, 2021 and end on September 30, 2022. DFHV may elect to continue the funded program for four additional one-year option periods. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, the availability of funding, and regulatory requirements.

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

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below \$5,000 in value;
15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance

## **APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES**

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

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

#### **1. Lobbying**

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

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

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

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

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

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

#### **2. Debarments and Suspension, and Other Responsibility Matters**

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

The Grantee certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

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

(i) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to: District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020.

#### **4. Assurances and Certifications Assurances**

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
  - The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
  - The Agency shall notify the applicant if it rejects that applicant's proposal.
- The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. • The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A- 102, A133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.
- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
  - o The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
  - o That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
  - o That all fiscal records are kept in accordance with Generally Accepted Accounting Principles ("GAAP") and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
  - o That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue ("OTR") stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
  - o That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
  - o That, if required by the grant making Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
  - o That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions (<https://www.sam.gov/index.html/#1>) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
  - o That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment, and facilities adequate to perform the grant or the ability to obtain them;



o That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

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

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

o That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

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

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

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

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

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

\_\_\_\_\_  
Applicant/Grantee Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Application Number and/or Project Name

\_\_\_\_\_  
Grantee IRS/Vendor Number

\_\_\_\_\_  
Typed Name and Title of Authorized Representative

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX II: INSURANCE POLICIES AFFIDAVIT**

**Insurance Policies Affidavit**

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

| Insurance Carrier | Type of Coverage |
|-------------------|------------------|
| _____             | _____            |
| _____             | _____            |
| _____             | _____            |
| _____             | _____            |

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

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

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

### **Appendix III: Insurance Policy Coverage Minimums**

The 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).

- C. The Grantee shall submit with the application the following Certification of Insurance which shall contain a waiver of subrogation in favor of the District of Columbia, and all insurance policies mentioned hereafter will be requested of the selected applicant:
  - i. Professional Liability identifying the policy amount and expiration date of policy covering acts, errors, or omissions for professionals and consultants who perform the scope of work,
  - ii. Commercial General Liability identifying the policy amount and expiration date of policy covering claims for bodily injury, destruction of property, and acts of terrorism,
  - iii. Automobile Insurance identifying the policy amount and expiration date of policy covering bodily injury and property damage due to the use of motor vehicles in connection with the work to be performed,
  - iv. Cyber Liability identifying the policy amount and expiration date of policy covering claims involving infringement of intellectual property, 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, and

- v. Worker's Compensation – if applicant is using employees – identify the policy amount, number of employees, and expiration date of the policy covering accidents, illness or disease.