

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



**SECOND ANNOUNCEMENT**

**Request for Applications (RFA No.: INNOVMicroTransit 2020 #2)**

**FY 2020 MicroTransit Innovation Grant (MicroTransit#2)**

Release Date of RFA: January 31, 2020

Submission Deadline: February 14, 2020

Submission Details: Online submissions only.

Point of Contact: Charles Davis, Program Analyst, Phone: 202-481-3503  
Email: [Charles.Davis3@dc.gov](mailto:Charles.Davis3@dc.gov) .

Availability of RFA: <https://dfhv.dc.gov/page/grant-funding>.

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



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

### **A. DESCRIPTION OF FUNDING OPPORTUNITY**

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from eligible DFHV licensed taxicab companies (“Taxicab Companies”) or transportation network companies (“TNC”) to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, and solving transportation services that benefit taxicab customers and continue to foster innovations.

The Second FY20 Announcement of the MicroTransit Innovation Grant (MicroTransit#2) RFA (INNOVMicroTransit#2) 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, including East of the Anacostia River (EOTR). The FY20 MicroTransit#2 announcement is dedicated to the expansion of the first MicroTransit Innovation Grant Program, and DFHV is seeking previously experienced candidates with an expertise in MicroTransit program operations, management, customer recruitment, and fiscal obligations to ensure success. The awardee will need to demonstrate previously developed, implemented, and maintained of the dispatch system and applications for customers to book trips on demand within each developed transport zone. The awardee, in coordination with DFHV (“Grantor”), will develop and manage a transportation schedule with the operational expectation up to seven (7) days a week.

The FY20 MicroTransit #2 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, or marketing and outreach costs. For a complete list of Non-Allowable Cost, see Part 3 of this RFA. The applicant will develop a budget identifying potential costs within their application. The total value of the grant is up to but not to exceed three hundred and twenty thousand (\$320,000) dollars.

The application submission deadline is **February 14, 2020, at 4:00 p.m.**

DFHV published the Notice of Funding Availability (“NOFA”) available at <https://dfhv.dc.gov/page/grant-funding> and The Mayor’s Office of Volunteerism and Partnerships electronic clearinghouse available at <https://opgs.dc.gov/page/opgs-district-grants-clearinghouse>.

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 provided 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 ( <https://opgs.dc.gov/book/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. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
3. Insurance Affidavit: Appendix II must be signed and dated.
4. IRS W-9 form. A completed IRS (2018) form W-9.

#### **E. APPLICATION PROCESS**

Eligible applicants must complete and submit their application electronically via Zoomgrants.com. The application link is at [DFHV Innovation Grant: MicroTransit #2](#). 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 **January 31, 2020, Noon**

Submission deadline is 4:00pm EST on **February 14, 2020, 4 pm.**

Start Date: Anticipated to be **March 2, 2020**; 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 **February 4<sup>th</sup>, 2020 from 2 pm – 3 pm**. During the session, applicants will be walked through the Zoomgrants.com online application portal, and DFHV staff will clearly explain the requirements for the FY20 MicroTransit #2 program and answer all related question.

The sessions will be held at DFHV's third floor conference room (2235 Shannon Place, SE, Washington DC 20020). A photo ID is required to enter the building, Call in number: **1-650-479-3208**; access code: **739 589 169**.

If you are unable to attend the information session, we encourage you to email your questions before **February 3, 2020; 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- Program Operations (40 Points – each question below is worth 5 points):**

Describe your current operational plan to perform the following:

1. Describe the technology platform(s) you are using 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. Describe how you will use the system to monitor services in real time and grant DFHV access.
2. Describe the data reporting functions of your systems. Discuss what data you have retrieved from this system and how you analyzed and used data in your management of the program. Describe how your data analysis has identified service gaps and how resolutions were planned and executed ensuring success of the program.
3. Describe how you have optimized the schedule of drivers to have sufficient vehicles available at peak times or places to provide the most responsive level of service to passengers.
4. Describe how your company has transform operational and business practices to include offering MicroTransit service.
5. Describe how you have monitor driver performance measurements, including performance metrics, for drivers. Describe how you have counsel or trained drivers who do not meet expected performance standards or customer service standards.
6. Describe how your company booked trips for unbanked and/or non-smart phone customers.
7. Provide your insights into how MicroTransit can take advantage of new wheelchair accessible vehicle (“WAV”) or mobility options, technology and equipment; with a special focus on ADA compliance, training for drivers, as well as some of the challenges or potential barriers in using enhanced equipment or methods of services.
8. Outline your company’s lessons learned pertaining to first mile/last mile connections and MicroTransit projects and how new technologies or approaches improved transportation options for residents.

#### **B-Recruitment, Communications, and Training (15 Points):**

1. Describe your proposed driver recruitment strategy, including how you will re-train existing drivers for MicroTransit service and/or recruit new drivers for the MicroTransit program. Describe how many drivers and drivers’ hours are **needed and why** to support the MicroTransit program. **(5 Points)**.
2. Describe your initial and ongoing driver training efforts for the MicroTransit program. Describe how drivers will be onboarded and how your company will determine when a driver is ready to drive in the MicroTransit program. Also describe how you will keep drivers trained, both about new program developments and to develop their skills as MicroTransit drivers. **(5 points)**
3. Describe your capability and proposed plans to market the MicroTransit program and to conduct outreach for the MicroTransit program, with the goals of reaching new customers and retaining current ones, as well as reaching special populations such as older DC residents, 18 years old or older population traveling independently, persons with disabilities, or other individuals with limited ability

to access existing public transportation services. **(5 points)**

**C- Quality of Service and Customer Service (20 Points):**

1. Complaint and Resolution Plans: Describe your proposed customer service standards and how you will address low ride ratings and customer service complaints in a timely manner for the MicroTransit program. In addition, provide your company's complaint protocols, incident report templates, and resolution methodologies and/or policies **(10 Points)**
2. Customer Notifications: Describe what strategies will be implemented to keep customers notified of the status of their trip requests. **(5 Points)**
3. Customer and DFHV Notifications: Describe the strategies used to notify the Grantee and customers when hours of operations change, for example: inclement weather, city-wide events, program operational changes. **(5 Points)**

**D- Financial and Project Management (25 Points):**

1. Describe your proposed financial and project management plans to manage your allotted budget for the MicroTransit program #2. Please include how you will track and report to the Grantor the spending of grant funds to ensure compliance with the grant agreement(s) and that you will not exceed the proposed budget. **(10 Points)**
2. Describe the staffing for this project. Provide the names and contact information of staffers, including positions that will contribute to the operations (e.g., drivers, dispatchers, IT managers, program managers, etc.). Include a brief bio or summary of qualifications of principal staff. **10 points)**
3. Provide your draft project plan for the implementation of at least two additional MicroTransit zones in FY20. **(5 points)**

**Criteria for Evaluating the MicroTransit 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:

**A- Program Operations (40 Points – each question below is worth 5 points):**

Describe your current operational plan to perform the following:

9. Describe the technology platform(s) you are using 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. Describe how you will use the system to monitor services in real time and grant DFHV access.
10. Describe the data reporting functions of your systems. Discuss what data you have retrieved from this system and how you analyzed and used data in your management of the program. Describe how your data analysis has identified service gaps and how resolutions were planned and executed ensuring success of the program.

11. Describe how you have optimized the schedule of drivers to have sufficient vehicles available at peak times or places to provide the most responsive level of service to passengers.
12. Describe how your company has transform operational and business practices to include offering MicroTransit service.
13. Describe how you have monitor driver performance measurements, including performance metrics, for drivers. Describe how you have counsel or trained drivers who do not meet expected performance standards or customer service standards.
14. Describe how your company booked trips for unbanked and/or non-smart phone customers.
15. Provide your insights into how MicroTransit can take advantage of new wheelchair accessible vehicle (“WAV”) or mobility options, technology and equipment; with a special focus on ADA compliance, training for drivers, as well as some of the challenges or potential barriers in using enhanced equipment or methods of services.
16. Outline your company’s lessons learned pertaining to first mile/last mile connections and MicroTransit projects and how new technologies or approaches improved transportation options for residents.

**B-Recruitment, Communications, and Training (15 Points):**

4. Describe your proposed driver recruitment strategy, including how you will re-train existing drivers for MicroTransit service and/or recruit new drivers for the MicroTransit program. Describe how many drivers and drivers’ hours are **needed and why** to support the MicroTransit program. **(5 Points)**.
5. Describe your initial and ongoing driver training efforts for the MicroTransit program. Describe how drivers will be onboarded and how your company will determine when a driver is ready to drive in the MicroTransit program. Also describe how you will keep drivers trained, both about new program developments and to develop their skills as MicroTransit drivers. **(5 points)**
6. Describe your capability and proposed plans to market the MicroTransit program and to conduct outreach for the MicroTransit program, with the goals of reaching new customers and retaining current ones, as well as reaching special populations such as older DC residents, 18 years old or older population traveling independently, persons with disabilities, or other individuals with limited ability to access existing public transportation services. **(5 points)**

**C- Quality of Service and Customer Service (20 Points):**

4. Complaint and Resolution Plans: Describe your proposed customer service standards and how you will address low ride ratings and customer service complaints in a timely manner for the MicroTransit program. In addition, provide your company’s complaint protocols, incident report templates, and resolution methodologies and/or policies **(10 Points)**
5. Customer Notifications: Describe what strategies will be implemented to keep customers notified



of the status of their trip requests. **(5 Points)**

6. Customer and DFHV Notifications: Describe the strategies used to notify the Grantee and customers when hours of operations change, for example: inclement weather, city-wide events, program operational changes. **(5 Points)**

**D- Financial and Project Management (25 Points):**

4. Describe your proposed financial and project management plans to manage your allotted budget for the MicroTransit program #2. Please include how you will track and report to the Grantor the spending of grant funds to ensure compliance with the grant agreement(s) and that you will not exceed the proposed budget. **(10 Points)**
5. Describe the staffing for this project. Provide the names and contact information of staffers, including positions that will contribute to the operations (e.g., drivers, dispatchers, IT managers, program managers, etc.). Include a brief bio or summary of qualifications of principal staff. **10 points)**
6. Provide your draft project plan for the implementation of at least two additional MicroTransit zones in FY20. **(5 points)**

### **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, 2019 and end on September 30, 2020. DFHV may elect to continue the funded program for two 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
- (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 67.615 and 67.620-

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

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

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

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
- The Agency shall notify the applicant if it rejects that applicant's proposal.

The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

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

- o That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- o That the applicant has a satisfactory record performing similar activity as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to the Office of Partnerships and Grant Services ("OPGS") which shall collect such reports and make the same available on its intranet website;
- o That the applicant has a satisfactory record of integrity and business ethics;
- o That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- o That the applicant complies with all District licensing and tax laws and regulations;
- o That the applicant complies with provisions of the Drug-Free Workplace Act;
- o That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and

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

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

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

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

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

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX II: INSURANCE POLICIES AFFIDAVIT**

**Insurance Policies Affidavit**

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

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

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

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

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