

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



Request for Applications (RFA):

Transport DC's Pooled Rides Beta Pilot

Release Date of RFA: May 07, 2019

Submission Deadline: May 21st, 2019 (First Review Deadline)
May 28th, 2019 (Second Review Deadline)

Submission Details: Online submissions only.

Point of Contact: Guy Marcel, Grant Administrative Specialist, Phone: 202.671.0567
Email: guy.marcel@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 DFHV licensed taxicab companies (“Taxicab Companies”) and transportation network companies (TNC) to be TRANSPORT DC service providers as part of the Transport DC’s Pooled Rides Beta Pilot. TRANSPORT DC is a cost-effective, high quality service quality MetroAccess paratransit service alternative to MetroAccess customers and to provide transportation service for individuals with disabilities including those who are non-ambulatory. DFHV will be conducting a Transport DC’s Pooled Ride Beta Pilot to match customers volunteering for pooled-rides starting on June 17, 2019. The Pooled Ride matches riders heading in the same direction, so they can share the ride. The Transport DC Pooled Ride Beta Pilot will offer:

- No customer co-pay curb-to-curb rides
- Prioritize Wheelchair Accessible Vehicles (WAV)
- Pool ride (aka: rideshare) with others in comfortable sedans
- Maximum 3 riders per trip, minimum 2 riders per trip, with only one companion per rider at no charge
- ADA service animals ride at no charge

Funding under this FY2019 Request For Applications (RFA) is approximately **two hundred thousand, nine hundred and fifty-three dollars (\$200,953)** in grant funds for Fiscal Year 2019 (FY19), subject to DFHV’s legal and regulatory authority and funding availability as well as the possibility of additional funding with two optional one-year periods subject to performance, compliance and operating authority status of the selected grantee(s). DFHV will publish, on its website, announcements of any additional funding or amendments made under this RFA.

Pricing per Pooled Ride: Grantees will be reimbursed only for matching trips. DFHV will develop programmatic guidelines to assist the awardee when developing the reservation and pre-booking requirements that may affect the reimbursement for this program. The reimbursement structure is thus set forth as:

- **Matched Pooled Ride:** Grantees will be reimbursed:
 - \$30 per trip when matching two TDC customers
 - \$50 per trip when matching 3 TDC customers
- **Non-Matched Pooled Ride Pricing:** There will be no reimbursement structure for unmatched rides, this initiative is striving for 100% matching of all Pool Rides requests.

B. GRANT MAKING AUTHORITY

Subject to regulatory reequipments and amendments, the 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. ELIGIBILITY APPLICANT

DFHV licensed taxicab companies or transportation network companies who have current and valid operating authority as a DTS Provider or Digital Dispatch and Phone Dispatch Services (DDS).

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 (2017) form W-9.

E. APPLICATION PROCESS

Eligible applicants must complete and submit their application electronically via Quick Base. The application link can be found at [TDC's Pooled Rides Application FY 2019](#). DFHV will not accept applications submitted via hand delivery, mail or courier service. Late submissions and incomplete applications will not be reviewed.

First submission deadline is 4:00pm EST on May 21, 2019, with a second-round application deadline May 28, 2019, EST 4:00 pm. State date for the program is estimated to be June 17th, 2019.

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.

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.

Part 2: Application Questions and Evaluation Criteria

A. Application Questions:

1-Operational and Program Management:

Describe your proposed operational and program management plan for Transport DC's Pooled Rides Beta Pilot. Please include how your company documents performance of a project/program, manages drivers, relationship with dispatch customers, technical support, addresses operational issues, and handle any necessary program changes smoothly without any service interruption. Please also provide your proposed staffing model for managing the Transport DC's Pooled Rides Beta Pilot if selected. Demonstrate how your operational plan and program management will facilitate the matching process and create a sustainable program, especially if grant funding is unavailable. In addition, describe how you will manage matching customers to meet successful trip completions, and your process, timeline, and networking capabilities to refer customers who are not matched to other Transport DC DTS or DDS participants.

2-Recruitment, Communications, and Training:

Describe your proposed driver recruitment strategy, deactivation policy when behavior is not consistent with a stated requirement, training and communications plans with your staff and drivers for the Transport DC's Pooled Rides Beta Pilot. Please also state how often new and refresher training (program and equipment) will be conducted, and how program changes will be communicated to the staff and driver effectively and timely. Describe how you conduct outreach to independent drivers, collaborate with other DTS and DDS providers to advertise trainings, Pooled Ride Beta Pilot enhancements, or other innovative approaches that may attract drivers' participation.

3- Quality of Service and Customer Service:

A. Complaint and resolution plans: Describe your proposed customer service standards and how you will address low ride ratings (must include frequency) and customer service complaints in a timely manner for the Transport DC's Pooled Rides Beta Pilot. In addition, provide your company's complaint protocols, incident report templates, resolution methodologies and/or policies.

B. Customer Notifications: Describe what technologies will be implemented and how customers will be notified if their pooled ride requests will be honored or not. In addition, explain how you will comply with the DFHV's requirements to ensure 100% of the requests will be matched, or how your agency will seamlessly transition a customer to the standard intake process. Describe in your narrative how you will centralize the dispatch intake systems to be customer friendly and why your dispatch system would best suit DFHV's Transport DC program.

C. Customer Outreach: Describe your marketing and advertising plan of action to reach MetroAccess eligible customers seeking information about the TDC Pooled Rides Beta Pilot, including customer expectations, timelines, any possible benefits or restrictions. Please supply samples of previous outreach materials

D. Describe your ability to ensure wheelchair accessible vehicles (WAVs) will be available per customer seeking a pooled ride? The number of WAVs within your fleet, the number of drivers trained and/or certified by an ADA certified instructor, and the intention of recruiting additional drivers to increase WAV usage. In addition, describe any marketing, driver recognition programs, or driver incentive initiatives your company will engage in to attract WAV drivers to this program.

4- Financial and Program Management:

Describe your proposed financial and program management plans to manage the grant budget for the Transport DC's Pooled Rides Beta Pilot. Please include how you will track grant budget and spending to ensure compliance with the grant agreement(s) and do not exceed the purchase order amount(s). In addition, include how you will submit timely invoice with required data and supporting documentation to DFHV. Describe in your program financial descriptor how your company will be able to sustain Transport DC's Beta Pool Ride Pilot program if for any reason grant funds become unavailable.

5- Program Implementation Approach:

Describe your proposed program implementation approach for the Transport DC's Pooled Rides Beta Pilot. Please include how you will kick-start the program, recruit and train the driver(s) including new drivers into the industry, sponsor a driver if necessary for grant purpose, and how you will develop or enhance your current operations to ensure success and professional customer service. Provide all training materials and proposed training schedule for drivers, community outreach, and for operators and dispatchers to ensure comprehension and transparency. Provide all unusual incident report templates and policies that both drivers and telephone operators will follow to address complaints or concerns, and how this information will be relayed to the Grantor. Provide how your company will report to the Grantor monthly pertaining to trips, completed, no-shows, transferred, requests, and how your company will manage 24 hour pre-booking requests and report to the Grantor any service or communication gaps.

B. Evaluation Criteria (Applications will be evaluated on a 100-point scale)

Applicants will be evaluated based on the following criteria:

1-Operational and Program Management – evaluate how well is the Applicant s operational and program management plan for the Transport DC’s Pooled Rides Beta Pilot which includes staffing model and how Applicant will document performance of a project/program, manage drivers, matching customers, relationship with street hail and dispatch customers, technical support, address operational issues, and handle any necessary program changes smoothly without any service interruption. **(20 points)**

2-Recruitment, Communications and Training - evaluate how well are the Applicant s proposed driver recruitment strategy, deactivation policy when behavior is not consistent with a stated requirement, training and communications plans with their staff and drivers for the Transport DC’s Pooled Rides Beta Pilot. **(15 points)**

3-Quality of Service and Customer Service – evaluate how well is the Applicant s proposed customer service standards, how well the Applicant is prepared to handle the requirements of the AWS System, and how the Applicant will address low ride ratings, and customer service complaints in a timely manner for the Transport DC’s Pooled Rides Beta Pilot. **(30 points)**

4-Financial and Program Management – evaluate how well are the Applicant s proposed financial and program management plans to manage the grant budget for the Transport DC’s Pooled Rides Beta Pilot which include grant budget and expenditure tracking to ensure compliance with the grant agreements and not to exceed the purchase order amount(s), and timely submission of invoice with required data and supporting documentation to DFHV. **(15 points)**

5-Program Implementation Approach – evaluate if Applicant is able to demonstrate a thorough understanding of all initiatives and describe a good implementation approach for each initiative. Describe your proposed program implementation approach for each initiative listed under the Transport DC’s Pooled Rides Beta Pilot. Please include how you will kick-start the program, recruit and train the driver(s) including new drivers into the industry, sponsor a driver if necessary for grant purpose, and what you will develop or enhance your current operations to help each of the initiative to achieve success. **(20 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 July 1, 2019 and end on September 30, 2019. 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 _____

APPENDIX III: Transport DC's Pooled Rides Beta Pilot Requirements:

The following are the minimum Pooled Ride requirements:

1. Implement Pool Ride Beta Pilot Transport DC trips for up to three riders per trip and only one accompanying aid per customer;
2. Matching is mandatory: Only completed pooled trips will be reimbursed;
3. A ride should not be pooled or matched for more than one wheelchair Transport DC participant with two non-wheelchair user, and one companion per customer, unless the vehicle's meets DFHV's Title 31 requirements to transport two wheelchair customers.
4. Ensure Transport DC Passengers using the Pooled Ride Beta Pilot can bring their designated health aid or service animal without any additional charges;
5. Dispatch trips based on a consideration of multiple variables such as but not limited to: pick up time, distance, traffic volume, inclement weather, and the number of passengers requested by DFHV.
6. Ensure all Transport DC trips, passengers booking trips, are assigned a vehicle within 30 minutes of the ride request or are referred back to the TDC intake line to be scheduled for a standard TDC ride.
7. Ensure a centralizing intake/phone bank is in place to comply with the AWS system.