

URGENT

COVID-19 Taxicab, Livery, and Hackney Transportation Partnership Grants Application

MAPC, in partnership with MassDevelopment, has developed this state-wide emergency grant program to provide emergency funding for state and municipal agencies that coordinate transportation services, regional transit authorities (RTAs), and Health and Human Services Transportation (HHST) providers to contract with taxicab, livery, or hackney businesses for transportation and delivery needs for the Commonwealth's vulnerable populations and others in need during the current COVID-19 emergency.

- Examples of **vulnerable populations** include, older adults, veterans, homebound individuals, persons with disabilities, medical staff and first responders, persons facing food insecurity, essential¹ workers without access to an automobile or other transit and homeless persons.
- Examples of **eligible trips** include meal deliveries, food pantry deliveries to food banks and to residents, delivery of prescription drugs, transportation needs of the homeless, non-emergency medical trips, grocery or other shopping trips, and workforce transportation for essential workers (medical, nursing homes, grocery workers, etc.). Please be advised that this program is not intended to transport individuals who are currently confirmed to have COVID-19, are presumptively diagnosed with COVID-19, or who exhibit symptoms consistent with a diagnosis of COVID-19.

All grant awardees shall follow and require that drivers follow the Center For Disease Control guidance document "What Ride Share, Taxi, Limo, and Other Passenger Drivers – For-Hire Need to Know About COVID-19. The current version of the Guidance is attached to this Application Form and it can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>

Please note that this Guidance document may be updated. It will be the grantees' responsibility to ensure that they are following the most updated guidance.

This grant is being funded through a portion the MassDevelopment Transportation Infrastructure Enhancement Fund (TIEF) collected from calendar years 2017, 2018, and 2019². The purpose of the fund is to provide financial assistance to small businesses operating in the taxicab, livery, or hackney industries to encourage the adoption of new technologies and advanced service, safety and operational capabilities and support workforce development. This emergency grant program is designed to achieve this goal while focusing on emergency funding to assist vulnerable populations with transportation services that will help them to physically distance, remain in their homes, access housing or shelter if they need to do so, obtain critical supplies such as food or medicine, or access jobs for essential workers. All such services will be proposed and overseen by state or municipal agencies, RTAs, or Health and Human Services Transportation (HHST) providers. All such services will be provided by taxi, livery, or hackney drivers, consistent with statutory requirements of TIEF. Under the TIEF statutory requirements, neither Transportation Network Companies (TNCs) nor ambulance operations are eligible for consideration under this grant program.

Please note that this grant should supplement, not replace, other emergency funds, including FEMA funds. If your municipality or agency secures FEMA or other emergency funding sources specifically to cover the costs of these trips, reimbursement of these MassDevelopment grant funds is expected.

¹ Essential Workers are defined as per the Executive Order No. 21 of the Governor, updated on March 31, 2020. The link to the essential services list is: <https://www.mass.gov/info-details/covid-19-essential-services>

² As of the release of this Grant Application, funding for 2019 is expected but not yet received by MassDevelopment.

Questions about this application should be directed to
Travis Pollack at tpollack@mapc.org or
Marah Holland at mholland@mapc.org.

Please read [full instructions](#) and [FAQ](#) before beginning this application

Step 1 – Eligible entity

Identify as a state or municipal agency, regional transit authority (RTA) or Health and Human Services Transportation (HHST) providers.

- State or Local Agency
- Regional transit authority
- Health and Human Services Transport providers

Step 2 – Name of Entity applying (Full Legal Name)

Step 3 – Contact Information

Include the contact’s name, title, phone number, and email. This should be the person who can be reached if there are questions about your grant application.

Name:

Title:

Phone:

Email:

Step 4 – Grant Contract Signatory

Identify the person who would sign a grant contract if grant awarded.

Name:

Title:

Phone:

Email:

Step 5 – Partnerships

The program is eligible for grantees who will enter into contracts or agreements with taxicab, livery, or hackney companies for transportation or delivery services related to the COVID-19 emergency. The program aims both to support the taxi, livery, hackney industry and to use their services to support local transportation needs. Therefore, grantees should seek to utilize the services of *multiple* taxi, livery, or hackney companies when feasible³. Please indicate which taxi, livery, or hackney companies you will contract with and whether you have an existing contract/agreement or partnership with them that could be used or amended, or whether you will enter into new agreements or contracts.

- Will enter into new contract or agreement with taxicab, livery, or hackney company
- Have existing contract or agreement with taxicab, livery, or hackney company that can be used to provide trips described in the proposed program
- Have existing contract or agreement with taxicab, livery, or hackney company that can be amended to provide trips described in the proposed program

Enter the contact information for the taxicab, livery, or hackney companies (Please enter a complete address including City and zip code):

Company Name:

Contact Name:

Address:

Phone:

Email:

Company Name:

Contact Name:

Address:

Phone:

Email:

If needed, enter the contact information of other taxi/livery/hackney companies here:

Step 6 – Grant Amount Requested

Please enter an amount. \$

³ Grantees must verify that any transportation service provider it contracts with is not currently debarred by the Commonwealth of Massachusetts.

Step 7A – Purpose

Describe the proposed program to provide transportation or deliveries for vulnerable populations, including the populations and types of trips to be targeted by the program. Check the boxes below that apply to your program.

Examples of eligible trips (please indicate anticipated trips for your program if listed below)

- Meal deliveries
- Food pantry deliveries to food banks or to residents
- Delivery of prescription drugs
- Transportation needs of the homeless
- Non-COVID related, non-emergency medical trips
- Grocery or other essential shopping trips
- Workforce transportation for essential workers (medical, nursing home, grocery workers, etc.)
- Other (please describe)

Examples of eligible vulnerable populations or others in need (please indicate anticipated target populations for your program if listed below)

- Homeless persons
- Older adults
- Veterans
- Homebound individuals due to medical or other issues
- Persons with disabilities
- Essential workers without access to an automobile or other transit
- Other (please describe)

Step 7B – Program Description

Briefly describe the proposed program, including the geographical area, trips and populations to be served. If possible, document any needs analysis completed or data compiled to show the need for your program. Describe how the proposed program will meet those needs. (We realize this is a response to an emergency, so we do not expect that you will have an exhaustive needs analysis. We just want to understand why the program is needed, and to understand the population to be served.) In your program description, please include all safety measures that would be implemented to protect both drivers and passengers against even an unknowing risk of transmission of COVID-19.

Step 8 – Trip Request/Dispatch

Describe how individuals will request trips and how they will be dispatched to taxi/livery companies.

Step 9 – Project Budget

Provide a realistic project budget estimate. Include breakdown of amount requested by activity/task. If possible, please include information on any fare structure including special fares. Attach spreadsheets or other files if needed. *(Again, we are not expecting you will have an exhaustive budget, but we must see the main categories of expenditures, to whom funds will be distributed, and for what purposes).*

Step 10 – Project Timeline

Provide a summary timeline for the proposed project. Note projects must be completed before or by December 31, 2020. Briefly describe how you will maintain records for reporting at the end of the grant, including total number of trips, trip purpose, and costs.

Coronavirus Disease 2019 (COVID-19)

What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough, or shortness of breath. Our understanding of how the virus spreads is evolving as we learn more about it, so check the [CDC website](#) for the latest information. The virus is thought to spread mainly from person to person:

- Between people who are in [close contact with one another \(within about 6 feet\)](#).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies show that the virus can be spread by people before they develop symptoms or who never develop symptoms. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads.

Older adults and people of any age who have serious underlying medical conditions may be at [higher risk for more serious complications](#) from COVID-19.

As a rideshare, taxi, limo, or other driver-for-hire, how can I protect myself and others?

As a driver-for-hire, potential sources of exposure include having close contact with passengers with COVID-19, or touching surfaces touched or handled by a person with COVID-19.

Stay home if you are sick

- If you develop a fever, or symptoms such as a cough or difficulty breathing, call your healthcare provider for medical advice and guidance before visiting their office.
- You should not return to work until the [criteria to discontinue home isolation](#) are met, after talking with your doctor or nurse.

Wear a cloth face covering


- [CDC recommends wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas where there may be a lot of infected people.
- Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others.
- These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

Limit contact

- Avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- Tell the passenger to sit in the back seat; do not let passengers sit in the front seat.
- Avoid close contact with passengers, when possible.
 - Keep a distance of at least 6 feet from passengers when you are outside the vehicle.
 - Ask that passengers sit six feet from the driver when transporting passengers in larger vehicles such as vans and buses.
 - Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off.

- If you work for a company that offers a large fleet of vehicles, ask company management for a car/taxi (when applicable) with a partition between driver and passengers, if available.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Avoid offering items such as water bottles or magazines often provided for free to passengers.
- Avoid contact with surfaces frequently touched by passengers or other drivers, such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning and disinfection.

Clean and disinfect

- Get and carry cleaning and disinfectant spray or disposable wipes and disposal trash bags with you in your vehicle.
- Follow the directions on the cleaning product's label.
- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection.
- At a minimum, clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift, and between transporting passengers who are sick.
- Appropriate disinfectants for hard non-porous surfaces include:
 - [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#) 
 - Diluted household bleach solutions prepared and used according to the manufacturers label for disinfection if appropriate for the surface
 - Alcohol solutions with at least 70% alcohol.

Practice everyday preventive actions

- Avoid touching your eyes, nose, or mouth.
- Proper [hand hygiene](#) is an important infection control measure. Keep in mind where you can access and use facilities with soap and water during your shift. Wash your hands regularly with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Key times to clean hands include:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after using the toilet
 - After blowing your nose, coughing, or sneezing
- Additional times on the job to clean hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After handling passengers' personal belongings, if unavoidable
 - Between rides and after handling/exchanging money
 - After putting on, touching, or removing cloth face coverings
 - Before wearing and after removing cold-weather gloves
 - Before and after pumping gas
- Carry tissues in your vehicle to use when you cough, sneeze, or touch your face. Throw used tissues in the trash.

Passengers

- Ask passengers to wear a cloth face covering and cover their mouth and nose with tissues if they cough or sneeze. Ask the passenger to dispose of the tissues after exiting the vehicle.
- Immediately report any passengers intentionally spreading their germs in car interior to management, your app rideshare company, and/or the authorities, as appropriate.
- If you feel uncomfortable with providing transport to a visibly sick passenger for safety reasons, you can choose to refuse transport. However, discrimination against passengers on the basis of race, national origin, or other reasons as described in your company's policies is not allowed.


What steps should my rideshare service or taxi/limo transportation company take?

The rideshare services or taxi/limo transportation companies for whom you are a contract driver should develop and share a set of COVID-19 response measures to inform and help protect drivers and passengers. They should:

- Actively encourage sick drivers to stay home.
- Provide employees with where to find accurate information about COVID-19, its symptoms, and how it spreads.
- Encourage the use of and provide assistance in acquiring hand sanitizer and disposable wipes and cleaning products so that commonly touched vehicle surfaces can be wiped down by drivers.
- Develop policies and technology options that allow and prioritize contactless transactions that limit or eliminate close contact and the sharing of items such as pens and electronic signature pads between drivers and passengers.

Where can I get more information?

Stay informed. Review health and safety measures taken by your rideshare or transportation company about COVID-19. See these sources for more information on worker exposures to COVID-19:

- [CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [NIOSH Workplace Safety and Health Topic website](#)
- [CDC COVID-19 website](#)
- [OSHA COVID-19 website](#) 
- CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | [website](#)

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