



**Government of the District of Columbia
Taxicab Commission**

7/24/2015

REQUEST FOR APPLICATIONS (RFA)

TRANSPORT DC EXPANSION GRANT
(Short name: **TRANSPORT DC**)

RFA # TRANSPORT-DC2015-07-001

Pre-Application Conference: 11:00 a.m. Thursday, July 30, 2015

Application Submissions Accepted Beginning: 8/10/2015
(DCTC will accept applications until funds are exhausted or 9/30/2015)
(Submission of an application does not guarantee grant funding)

**Government of the District of Columbia
District of Columbia Taxicab Commission
2235 Shannon Place, SE, Suite 3001
Washington, DC 20020
(202) 645-4435**

TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 PURPOSE OF THE GRANTS	4
1.3 SOURCE OF FUNDS	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE	5
1.6 ELIGIBILITY	5
1.7 PERMISSIBLE USE OF GRANT FUNDS	6
1.8 GRANT MONITORING	6
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES	6
1.10 DCTC’S AUTHORITY TO MAKE GRANTS.....	6
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW	7
SECTION 2. SUBMISSION OF APPLICATION.....	7
2.1 RFA RELEASE DATE.....	7
2.2 OBTAINING A COPY OF THE RFA	7
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	7
2.4 AWARD ANNOUNCEMENT.....	8
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	8
2.6 DCTC CONTACTS.....	8
SECTION 3. APPLICATION CONTENT.....	9
3.1 FORMAT.....	9
3.3 PROPOSAL CONTENT.....	9
SECTION 4. REVIEW PANEL AND APPLICATION SCORING	12
4.1 REVIEW PANEL	12
4.2 SCORING CRITERIA	12
SECTION 5. FILING REQUIREMENTS	13
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL	13
5.2 DOCUMENTS TO FILE IF DCTC NOTIFIES THAT IT WILL MAKE THE GRANT	17
SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS	18
6.1 GRANT AWARD ADMINISTRATION.....	18
SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING	19

7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS	19
7.2 PROJECT DESCRIPTIONS	19
APPENDICES	29
APPENDIX 1 – COVER SHEET	29
APPENDIX 2 – FINANCIAL STATEMENTS (COMPANIES ONLY) / DRIVERS 2014 TAX RETURN	30
APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES	31
	35
REQUESTS FOR APPLICATIONS – ASSURANCES AND CERTIFICATIONS	35
APPENDIX 4 – APPLICATION CHECKLIST	39
APPENDIX 5 – APPLICATION RECEIPT	41

SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Government of the District of Columbia, Taxicab Commission (“DCTC”), is soliciting applications from approved taxicab companies and drivers to provide, through the TRANSPORT DC pilot program, a cost-effective, high service quality MetroAccess paratransit service alternative to MetroAccess customers and to individuals with disabilities. Under TRANSPORT DC, approved taxicab companies and drivers will provide transportation for certified MetroAccess customers and individuals with disabilities to and from various locations within the District of Columbia. Transportation service will be provided by wheelchair accessible taxicabs, depending on the needs of the requesting customer. Upon approval, participating taxicab companies and owners must purchase a new 2014, 2015 or 2016 wheelchair accessible vehicle (“WAV”) and complete WAV and sensitivity training. The Bill of Sale must state the vehicle is “NEW”. DCTC will make available, no later than August 10, 2015, grant funds for approved taxicab companies and owners: to purchase a brand new WAV; for WAV training and sensitivity training; and to offset rental fees. The DCTC, Office of Taxicabs (“Office”), is administering this RFA: “**TRANSPORT DC EXPANSION GRANT.**”

1.2 Purpose of the Grants

The purpose of these grants is to provide a financial incentives to DCTC-approved taxicab companies and owners to purchase new wheelchair accessible vehicles (WAV), offset rental costs for renting a WA, and to provide WAV and sensitivity training, expand TRANSPORT DC services to and from locations within the District of Columbia by use of wheelchair accessible taxicabs, and increase the number of wheelchair accessible taxicabs in the District of Columbia. These grant funds will be used also improve customer service through sensitivity and wheelchair accessibility vehicle. **All company and driver documents submitted for the purpose of this grant program will be kept confidential within DCTC and will not be shared outside of the District Government.**

1.3 Source of Funds

The source of funds for the grant(s) is the DCTC “O” Fund.

1.4 Competition for a Grant Award

This RFA is a competitive award. Each Applicant must demonstrate its ability to carry out the activities for the program and the grant(s) for which it applies. A review panel will evaluate the applications for the program and advertise the grant according to the stated list of criteria in each project description. The proposal(s) with the highest score(s)

will be approved to participate in TRANSPORT DC and be awarded grant(s) commensurate with the panel's evaluation of the application.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed application fits within the scope and available funding of the grant, strength of the application, and the applicant's capacity to achieve the grant's goals.

Each Applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

This RFA presents the following TRANSPORT DC EXPANSION project for the stated total dollar amount. Pending the availability of funds, DCTC will award through this RFA up to a total of \$750,000. Multiple grants may be awarded in minimum amounts of \$2,500 or a single grant in the amount of \$750,000 based on the applicant's ability to show it has the capacity to meet all proposed deliverables as specified in this RFA during the course of the grant period. DCTC will make available \$750,000 in grant funds. Grants up to \$7,500 will be awarded to offset the purchase of a new WAV, an annual grant of \$2,500 will be awarded to offset the cost to rent a WAV, \$12,500 grants will be awarded to purchase a new MV-1 at a total costs of \$25,000, and free WAV and sensitivity training The above mentioned grants will be for taxicab owners and taxicab companies in compliance with DCTC laws and regulation.. The pre-award conference is scheduled for 11:00 a.m. Friday, July 30, 2015.DCTC seeks applications for:

Project Number	Project Name	Project Amount
TRANS PORT DC 2015-07- 001	TRANSPORT DC EXPANSION	\$750,000.00

1.6 Eligibility

District of Columbia Taxicab companies and DCTC licensed taxicab owners (**DC Residents and Taxicab companies only**) may apply for these grants. No person shall participate in a TRANSPORT DC trip unless the company, operator and vehicle have been approved to participate in TRANSPORT DC, and the company, operator, and vehicle are in compliance with all applicable provisions of Chapter 18, Title 31 of the District of Columbia Municipal Regulations (DCMR) and other applicable law. Specifically, applicants must be current taxicab companies or owners in good standing with the Office, and be in compliance with all Title 31 and DCRA licensing

requirements to apply to participate in TRANSPORT DC. The Office shall, in writing, deny the application of any taxicab company not in compliance with the Clean Hands Act or that has failed to cooperate with the Office during the application process. Each company shall be in compliance with, or ready to comply, with all program operating requirements contained in Chapter 18 of Title 31 of the DCMR and the proposed projects detailed further in Section 7 of this application, including:

- Maintain appropriate business records for five years;
- Acquire one or more brand new (*2014, 2015 or 2016 bill of Sale must state the vehicle is new*) wheelchair accessible vehicle (WAV) with DCTC grant funds;
- Prioritize use of WAV to provide service first to TRANSPORT DC passengers, second to any passenger requesting a wheelchair accessible vehicle and third to any other passenger;
- Make TRANSPORT DC services available through either a telephone dispatch or digital dispatch service to any TRANSPORT DC customer; and,
- Accept each booking for a TRANSPORT DC trip anywhere within the District made up to one hour prior to service.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures: vehicle purchase, offset rental fees, WAV training, and sensitivity training expenses. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DCTC may use several methods to monitor the grants including site visits, periodic inspection of financial reports and the collection of performance data. Chapter 18 requires that participants maintain all appropriate business records for five (5) years. Each grant is subject to audit.

1.9 RFA Conditions - Promises, Certifications and Assurances

Applicants should carefully read Appendix 3, “Applicant’s Promises, Certifications and Assurances (“PCA”).” That document is incorporated by reference in this RFA. When an Applicant signs the application, it is making the listed promises, certifications and assurances and agrees to the other statements in Appendix 3.

1.10 DCTC’s Authority to Make Grants

DCTC is authorized to “develop a program to provide grants, loans, and other types of financial assistance and incentives to applicants and owners of licensed taxicabs to offset

the cost of buying, retrofitting, maintaining, and operating a vehicle for use as a wheelchair-accessible taxicab.” D.C. Official Code §50-320 (b) (2). DCTC has additional authority under D.C. Official Code §§ 50-307 (c) (10), 50-320 (b) (2) (B), and 50-325 (c) (3).

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is **July 28, 2015**.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note “Regarding RFA TRANSPORT DC2015-07-001.”

2.3 Applications: When, What, and Where

When: DCTC will begin accepting applications on August 10, 2015 (First cut-off). DCTC will continue accepting applications until funds are exhausted or until September 30, 2015, whichever occurs first. **Acceptance of an application does not guarantee a grant award.**

An application will be dated and recorded temporarily as “received” until DCTC staff has reviewed it to see if it is complete. DCTC considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy on a CD or Flash Drive.

DCTC will not receive faxed copies. Do not submit a faxed copy.

The required contents of the Application are specified, in Section 3.

The hard copies must be filed with DCTC at the following address:

District of Columbia Taxicab Commission

**RFA – Grants
2235 Shannon Place, SE
Suite 3001
Washington, DC 20020**

Attn: RFA TRANSPORT DC2015-07-001

The electronic copy must be provided on a CD or Flash/Thumb Drive with five (5) paper copies of your application.

2.4 Award Announcement

DCTC expects to notify each Applicant of its award status within thirty (14) days following the application due date, in writing.

2.5 Updates and Questions and Answers (Q & A)

It is the Applicant’s responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DCTC welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DCTC Contacts. DCTC will publish updates and the Q & A regarding the RFA at www.dctaxi.dc.gov. DCTC will also create an email list. A person can be put on the email list by immediately sending an email to the address below with the subject line “RFA TRANSPOR DC2015-07-001– Add me to the email list.”

DCTC will provide the same information by email at the same time the information is uploaded to the DCTC website. Hard copy updates will be available for pickup at DCTC’s office by appointment. DCTC will NOT mail out updates or Q&A materials.

2.6 DCTC Contacts

DCTC can be contacted about this RFA (use the RFA’s short name and number whenever possible) as follows:

- (a) **By email** sent to karl.muhammad2@dc.gov with “**TRANSPORT DC2015-07-001**” in the subject line;
- (b) **In person** with an appointment (contact Karl Muhammad at (202) 645-4435 and mention this RFA by name); or
- (c) **In writing** sent to the Office of Driver Services, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020, Attention: Karl Muhammad RE: **TRANSPORT DC2015-07-001** on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 5 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please create a cover sheet with information required under Appendix 1. The cover sheet must have the requested information detailed in Appendix 1. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

TRANSPORT DC will provide grant assistance towards the purchase of a brand new (*2014, 2015 or 2016 bill of Sale must state the vehicle is new*) WAV, WAV and sensitivity training, and vehicle rental assistance while increasing the number of wheelchair accessible taxicabs in the D.C. fleet. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.

First, present a summary of how you will meet the eligibility and operating requirements of TRANSPORT DC (formerly known as CAPS-DC) contained in Chapter 18 of Title 31 of the DCMR. Then describe how you will purchase a brand new wheelchair accessible

vehicle (2014, 2015 or 2016 bill of Sale must state the vehicle is new) and complete or provide WAV training and sensitivity training for individuals with disabilities. Last explain what a brand new wheelchair accessibility vehicle means to you.

(a) **Present the summary of the project.**

After writing the proposal, and its details, the Applicant should summarize the TRANSPORT DC proposal for an introductory section of the document. The summary should be only one or two paragraphs.

(1) Recognize the purpose and objectives.

Because all of the RFA grants seek to maintain participation in TRANSPORT DC and increase wheelchair accessible taxicab service in D.C., the proposal should explain, first in general terms, how it will benefit these objectives and the proposal's stated targets, or objectives.

(2) Describe methods.

Ability to purchase a new WAV complete painting (Red and Silver color scheme), retrofitting, if applicable prior to September 30, 2015. Explain the time frames and when vehicles will be in service. Documents may include proof of a preapproved loan that includes the VIN, make, model and year, etc. Demonstrate ability to complete sensitivity and WAV training prior to September 30, 2015. Individual Owner Operator - Commitment to operate the wheel chair accessible vehicle and keep it in service for more than 6 months every year or complete more than 2400 trips a year.

For training grants, the applicant must demonstrate ability to provide a detailed training curriculum, ability and capacity to train drivers prior to September 30, 2015. Demonstrate competence in delivering e-learning and class room training, ability to host learning management system for a year, and training certifications (Training history).

For rental grants applicants must demonstrate a commitment to rent a wheelchair accessible vehicle for a one year minimum, Provide proof of rental history, show a commitment to complete WAV sensitivity training and operating a WAV, and provide letters of reference (one personal reference and one professional reference from the industry).

(3) Explain.

Provide quantifiable measurements. For example, how would a MetroAccess customer or individual with a disability benefit as a result of your receiving a TRANSPORT DC Expansion grant.

(4) Present Financial Documents.

The proposal must include proof of your ability to purchase a brand new WAV or ability to provide training sensitivity and/or WAV training.

(5) Be aware of allowable costs.

Allowable costs are limited to:

1. The purchase of a brand new WAV vehicle and rental costs; and
2. WAV and sensitivity training.

Non-Allowable Costs include those for lobbying and entertainment, for such long-term items as real estate, and other expenditures:

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

(b) **Describe the Applicant.**

(1) Applicant's Background.

Describe your history, mission, and current or past projects that demonstrate the capacity to achieve the project's goals. This section should be limited to one (1) page.

The proposal should identify the company management and/or owner for the project and provide a brief biography or resumes.

(2) Summarize past performance as a DC taxicab service provider, or providing WAV and sensitivity training services.

Applicants must include in the summary whether they are applying for a WAV, rental assistance, WAV training, and/or individuals with disabilities sensitivity grant.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed their work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DCTC staff.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the following criteria:

- The Office shall review each application pursuant to the Clean Hands Act (D.C. Law 11-118, D.C. Code § 47-2861, et seq.) and shall deny the application of any applicant not in compliance with the Clean Hands Act.
- Adequate financial resources or the ability to obtain them;
- The ability to meet the program design specifications at a reasonable and competitive cost, as well as the ability to meet performance goals;

- A satisfactory record of past performance in the taxicab business, including demonstrated quality of service delivery;
- Documentation that the grantee has the legal status (i.e. business license, non-profit incorporation, etc.) to conduct business within the District of Columbia;
- A satisfactory record of integrity, business ethics, and fiscal accountability;
- The necessary organization, experience, accounting and operational controls;
- The technical skills to perform the work;
- The number of taxicab operators associated with the company that have already received wheelchair service training expected to meet the requirements of 31 DCMR § 1806.6;
- The company’s plan for offering wheelchair service training to operators, and for incentives to obtain such training, as required by 31 DCMR § 1806.7
- The company’s experience in providing wheelchair service;
- The company’s plan for ensuring that wheelchair service will be provided in compliance with all applicable provisions of Chapter 18;
- The number of WMATA vans which the company is interested in being allotted by the Office;
- The strength and experience of the management team; and
- History with telephone dispatch.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the approved taxicab companies for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based taxicab company partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DCTC may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a

government agency must issue the document, and the Applicant has requested the document, DCTC may accept a copy of the Applicant's request to the agency as proof of the request.

(a) **Certificate of Good Standing**

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) **Promises, Certifications and Assurances Document**

Each Applicant must sign the lengthy document titled "Promises, Certifications and Assurances" ("PCA") in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may "attest to the truth."

The Applicant is not required to send the entire document back to DCTC. Rather, DCTC requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DCTC defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DCTC will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) **W-9 Tax Form**

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DCTC defines "current" to mean that the document was

completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DCTC for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) Applicant's Most Current End of Fiscal Year Financial Statements

The Applicant must submit its full budget, including projected income, for the organization's current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(e) Applicant's Financial Statements

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

(f) Separation of Duties Policy

Applicant must submit a statement that demonstrates how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. *The applicant should state which of these is the case.*

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(g) Sworn Written statement About Criminal History of Company Leadership

State whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or
- been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

(h) **DC Office of Tax and Revenue (“OTR”) Tax law filing certificate**

(i) **Statement of insurance carriers and policies:**

The grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers’ Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

(j) **A statement asking entities to identify any financial or familial connections to any DCTC employees, contractors or other affiliated parties.**

(k) **Driver Inventory**

The driver inventory must include the operator(s) name(s), cellular telephone number(s), DCTC commercial operator’s license number(s), and an indication of whether the operator(s) has completed the wheelchair service training pursuant to § 1806.6, and, if so, the date of completion.

(l) **Vehicle Inventory**

The vehicle inventory must include the year, make, model, color, PVIN, tag number, and an indication of whether the vehicle is wheelchair accessible for each vehicle.

- (m) **Copy of training curriculum, if applicable.**

5.2 Documents to File if DCTC Notifies That It Will Make the Grant

Each of the following documents must be filed with DCTC before DCTC can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DCTC may accept a copy of the Applicant's request to the agency as proof of the request.

- (a) **Certificate of Insurance**

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences.

- (b) **Assurance of Continued Truth and Accuracy**

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise DCTC of material changes since the filing of the application.

- (c) **Tax Certification Affidavit**

The grantee shall submit an affidavit indicating whether the entity has complied with the filing requirements of District of Columbia tax laws, and whether the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with the Office of Tax and Revenue (OTR). The affidavit can be obtained from DCTC.

- (d) **Current Taxes Affidavit**

The grantee shall submit an affidavit indicating that they are current on all taxes, including Unemployment Insurance and Workers' Compensation premiums.

- (e) **Access Statement**

The grantee shall sign a statement making clear that they understand that "The grantee shall grant reasonable access to the District, the Agency, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized

representatives to any books, documents, papers, and records (including computer records) of the grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies; this right of access also includes timely and reasonable access to grantees' personnel for the purpose of interviews and discussions related to such documents.”

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant Award Administration

The following terms and conditions apply after DCTC has made its decision to grant an award.

(a) DCTC's announcement of award

DCTC's objective is to announce grant awards by at least four (4) weeks after the application due date.

(b) Grantee Reports

The Grantee must provide DCTC monthly reports as one of the continuing conditions for eligibility:

Monthly status reports. These reports will be due on the 5th day of each month for services rendered during the previous month. For example, an August 5th report must include all required service information for the month of July (July 1st through July 31st). The reports discuss grant activities for the preceding month.

If a report's due date falls on a weekend or District holiday, the report will be due the next business day. The report must detail actions taken for the month preceding the report date and the reports must include the following:

A monthly evaluation of the TRANSPORT DC trainings must include documentation verifying eligible participating taxicab drivers names, Face ID Number, and training date(s).

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DCTC awards the grant.

DCTC intends to reimburse for expenditures related to the purchase of one or more WAVs, rental costs, and WAV and Sensitivity training. If the Applicant seeks start-up payments it should make the request in its proposal, and explain the request.

DCTC operates on the District’s fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year. Each request/invoice must include supporting documentation, such as receipts.

Reimbursements will be received from a current TRANSPORT DC service provider.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Titles and Available Funds

Name	Total Projects	Total Amount
TRANSPORT DC	4	\$750,000.00

7.2 Project Descriptions

Project Period

DCTC anticipates a start date of August 17, 2015. The project must be completed by September 30, 2015. No extensions will be given.

Background

The TRANSPORT DC Pilot Program (previously known as CAPS-DC) was initiated pursuant to a Memorandum of Understanding (“MOU”) between the DC Taxicab Commission (“DCTC”), the DC Office of the Chief Financial Officer (“OCFO”), and the Washington Metropolitan Area Transit Authority (WMATA). TRANSPORT DC provides a cost-effective, high service quality MetroAccess paratransit service alternative to consenting MetroAccess customers, saves District taxpayers as much as \$1.8 million a year and increase the number of wheelchair accessible taxicabs in the D.C. fleet.

Under TRANSPORT DC, DCTC-approved taxicab companies provide MetroAccess customers transportation service to and from District of Columbia locations. Transportation service will be provided by wheelchair accessible and non-accessible taxicabs, depending on the needs of the requesting customer. Upon approval, participating taxicab companies and drivers must purchase, with DCTC grant funds, a new wheelchair accessible vehicle for use in the program. Those vehicles, subject to availability and

service priority, can provide both TRANSPORT DC paratransit service and wheelchair accessible taxicab service, District-wide.

Project Description

TRANSPORT DC will target licensed taxicab owners and companies, WAV training companies and individuals, and companies and individuals that provide sensitivity training for servicing individuals with disabilities.

Participating DCTC licensed companies and drivers must purchase a new wheelchair accessible vehicle (*2014, 2015 or 2016 bill of Sale must state the vehicle is new*). Companies and individuals that provide WAV and Sensitivity training for serving individuals with disabilities may also participate. The minimum grant amount will be \$2,500. DCTC intends to make available \$750,000 in grant funds, available no later than August 10, 2015.

Event Approval

Before funds can be allocated, the DCTC oversight officer must approve the expenditures.

Project Deliverables

Each taxicab company and driver shall provide transportation to TRANSPORT DC MetroAccess customers to and from District of Columbia locations.

Purchase one or more new wheelchair accessible vehicles before September 30, 2015;

Each taxicab driver must complete WAV training and sensitivity training prior to September 30, 2015;

Sensitivity and WAV training companies or individuals must provide training to drivers prior to September 30, 2015.

Each taxicab company and driver must obtain the following:

1. Obtain an original signed letter of agreement from Transco, Inc. or Yellow Cab Company that they will dispatch your vehicles; (the letter must include VIN numbers from all vehicles)
2. Provide a One Stop form and proof of insurance; (Insurance must be in the name of the vehicle owner.

3. Provide a Bill of Sale or Title for your new (2014, 2015 or 2016 bill of Sale must state the vehicle is new) WAV; **(Must be in the name of the driver or the company only. NO co-ownership.)**
4. Provide validation that vehicles meet accessibility compliance in accordance with the Americans with Disabilities Act (ADA); and
5. Provide a temporary Vehicle Registration of **Brand New Vehicles (Dealer Tag, Temp Tag, or Transport Tag for One Stop Form)**.
6. Provide DCTC an onsite verification of vehicle.
7. Provide DCTC a Public Vehicle Identification Number (PVIN).
8. Take vehicle through inspection and come to DCTC with \$50 One Stop payment for each vehicle after **passing** inspection.
9. Immediately provide DCTC a copy of your **newly issued** vehicle registration from DMV.

All vehicles that are registered in the TRANSPORT DC program will remain in the program for the life of the vehicle or as directed by DCTC. Vehicles can operate on a 24 hours per day and seven (7) days per week basis.

Project Deliverables corresponding to 31 DCMR Chapter 18 and the Taxicab Service Improvement act of 2012:

31 DCMR § 1801.1

No person shall participate in a TRANSPORT DC trip unless the company, operator and vehicle have been approved to participate in TRANSPORT DC under this chapter, and the company, operator, and vehicle are in compliance with all applicable provisions of this title and other applicable laws.

31 DCMR § 1803.1

Each applicant shall provide the following information and documentation to the Office of Taxicabs (“Office”):

- (a) The name of the applicant;
- (b) The trade name(s) and logo used by the company, if any;

- (c) Information and documentation showing that the business is in compliance with, or ready and able to comply with, all the eligibility requirements of § 1802 and all the operating requirements in § 1806;
- (d) Information and documentation showing that the business seeks and would be eligible to receive a grant from the Office for the purpose of acquiring and placing into service one or more wheelchair accessible paratransit vans transferred from the Washington Metropolitan Area Transit Authority (“WMATA vans”), pursuant to § 1806.3; and
- (e) Such other information and documentation as the Office deems necessary to determine that the applicant meets the requirements for approval under this title and other applicable laws.

31 DCMR § 1803.2

Each application filed with the Office under this section shall be:

- (a) Full and complete;
- (b) Accompanied by full and complete documentation;
- (c) Notarized and provided under penalty of perjury;
- (d) Submitted no later than the deadline stated in any applicable administrative issuance, instruction, or guidance issued by the Office; and
- (e) Accompanied by an application fee of five hundred dollars (\$500).

31 DCMR § 1806.1

Each company and driver approved by the Office to participate in TRANSPORT DC shall have current operating authority under Chapter 5 of Title 31 of the DCMR, be in good standing with the Office, including no pending enforcement actions, and be in compliance with all other applicable provisions of this title and other applicable laws.

31 DCMR § 1806.2

Each approved company shall maintain appropriate business records of its compliance with the provisions of this chapter and participation in CAPS-DC, shall retain such records according to industry best practices for not less than five (5) years.

31 DCMR § 1806.5

Companies and drivers participating in TRANSPORT DC shall comply with the following provisions concerning the replacement of vehicles:

- (a) Each company shall replace an existing vehicle with a new wheelchair accessible vehicle which has a side or rear entry and a ramp which meets ADA requirements, and has one of the following sources of propulsion:
 - (1) Compressed natural gas (CNG);
 - (2) Gasoline-electric hybrid;
 - (3) Diesel or bio-diesel;
 - (4) Liquid propane; or
 - (5) Ethanol (E85).
- (c) A company that fails to comply with the requirements of paragraph (a) or (b) shall be subject to suspension or revocation of its TRANSPORT DC approval, and may be required to refund to the Office any grant provided for the acquisition of a WAV.

31 DCMR § 1806.6

Prior to providing wheelchair service, each taxicab operator shall:

- (a) Have completed wheelchair service training approved by the Office, including either:
 - (1) Current training offered by an approved company pursuant to § 1806.7 which teaches a curriculum developed by the Office, including interfacing with persons with disabilities, operating mobility equipment, passenger assistance techniques, and operating wheelchair accessible vehicles;
 - (2) Prior training offered in connection with rollDC; or
 - (3) A combination of subparagraphs (1) and (2) as determined by the Office to be sufficient to meet the needs of TRANSPORT DC;
- (b) Pass a written examination, administered by the Office, establishing the operator's competency to provide wheelchair service consistent with the Office's curriculum; and

- (c) Be issued an Accessible Vehicle Identification (“AVID”) operator’s license by the Office.

31 DCMR § 1806.7

Each company shall offer wheelchair service training to its associated operators to allow them to obtain AVID licenses consistent with the provisions of § 1806.6, and shall provide reasonable incentives to operators to obtain such training.

31 DCMR § 1806.8

Each company and driver shall maintain with the Office a current and accurate inventory of all active operators and vehicles approved for and providing TRANSPORT DC service, updated in such manner and at such times as determined by the Office, with the following information:

- (a) For each operator: name, cellular telephone number, DCTC operator’s license number, and an indication of whether the operator has completed the wheelchair service training pursuant to § 1806.6, and, if so, the date of completion; and
- (b) For each vehicle: year, make, model, color, PVIN, tag number, and an indication of whether the vehicle is wheelchair accessible.

31 DCMR § 1806.9

Each company shall ensure that:

- (a) Each operator:
 - (1) Possesses a current and valid DCTC operator’s license; and
 - (2) If the operator is operating a wheelchair accessible vehicle, the operator has a wheelchair service certification, as required by § 1806.6, and has been issued an AVID operator’s license.
- (b) Each vehicle:
 - (1) Is in compliance with all applicable provisions of this title, including: vehicle licensing requirements; uniform color scheme requirements in Chapter 5; and equipment requirements in Chapter 6 (including the requirements for a modern taximeter system (MTS) unit and a uniform dome light);
 - (2) If it is a wheelchair accessible vehicle, is operated only by an

operator trained to provide wheelchair service, as required by this chapter;

(3) If it is a wheelchair accessible vehicle, other than a WMATA van, or a wheelchair accessible vehicle that was associated with the company prior to its approval to participate in CAPS-DC, meets all applicable provisions of this chapter for use in CAPS-DC; and

(4) Has an MTS unit which complies with § 603, which has been configured to report CAPS-DC trip data in the format directed by the Office, allowing the Office to identify CAPS-DC trips.

31 DCMR § 1806.10

The rates and charges, and acceptable forms of payment, for each TRANSPORT DC trip shall be in accordance with the following requirements:

- (a) The fare for a TRANSPORT DC trip shall be the flat rate of thirty three dollars (\$33), plus any gratuity which a passenger chooses to add to the total fare, payable as follows:
 - (1) Twenty eight dollars (\$28) shall be paid by TRANSPORT DC; and
 - (2) Five dollars (\$5.00) of the TRANSPORT DC fare shall be paid by any means allowed by Chapter 8 other than TRANSPORT DC, including credit card or cash;
- (b) Each TRANSPORT DC passenger shall be charged a flat rate fare of five dollars (\$5) per TRANSPORT DC trip, with the remaining fare of twenty eight dollars (\$28) to be paid by the CAPS-DC debit card.
- (c) No passenger surcharge shall be collected from a passenger for a TRANSPORT DC trip.

31 DCMR § 1806.11

Each company shall make TRANSPORT DC service available through a telephone dispatch service to any TRANSPORT DC participant who requests service. Each company may also make TRANSPORT DC service available through a single digital dispatch service. All dispatch services shall be provided in accordance with the provisions of Chapter 16.

31 DCMR § 1806.12

Each company shall accept each booking for a TRANSPORT DC trip anywhere within the District which is made at least one (1) hour prior to service.

31 DCMR § 1806.13

Each company shall provide service using its WMATA vans in the following descending order of priority to the extent permitted by all applicable laws:

- (a) A TRANSPORT DC passenger, for which the fare shall be consistent with § 1806.10;
- (b) Any passenger requesting a wheelchair accessible vehicle, for which the fare shall be consistent with the provisions of Chapter 8; and
- (c) Any other passenger, for which the fare shall be consistent with the provisions of Chapter 8.

31 DCMR § 1806.14

Each company shall ensure that wheelchair service is available at all times when TRANSPORT DC service or booking is required to be available under this chapter.

31 DCMR § 1806.16

Each company shall require each operator to verify that the photograph and information on the passenger's MetroAccess Card matches the information on the TRANSPORT DC debit card prior to the start of a TRANSPORT DC trip.

1 DCMR § 1806.18

Where a vehicle dispatched to pick up a TRANSPORT DC passenger is unable to render service for any reason, including the passenger's inability to pay or equipment (vehicle or MTS unit) malfunction, the following provisions shall apply:

- (a) The operator shall immediately notify the passenger and the company of the circumstances;
- (b) If the passenger is unable to pay, the operator shall provide service and the company shall promptly notify the Office and make appropriate arrangements for payment; and
- (c) If there has been an equipment malfunction, the company shall immediately dispatch another vehicle to that location. The passenger may choose to wait inside the first vehicle until the second vehicle arrives, at no charge to the passenger. The operator shall comply with

the requirements in Chapter 6 concerning equipment malfunctions.

An operator who fails to comply with part (a), (b), or (c) of this subsection shall be subject to a civil fine of two hundred fifty dollars (\$250). A company which fails to comply with part (b) or (c) shall be subject to a civil fine of five hundred dollars (\$500).

**Criteria for Evaluating TRANSPORT DC (taxicab companies and drivers)
Project Proposals**

1. Ability to purchase a new WAV complete painting (Red and Silver color scheme), retrofitting, if applicable prior to September 30, 2015. Explain the time frames and when vehicles will be in service. Documents may include proof of a preapproved loan that includes the VIN, make, model and year, etc. **(40 points)**
2. Ability to complete sensitivity and WAV training prior to September 30, 2015. **(40 points)**
3. Individual Owner Operator - Commitment to operate the wheel chair accessible vehicle and keep it in service for more than 6 months every year or complete more than 2400 trips a year **(20 points)**

Criteria for Evaluating WAV and Sensitivity training Project Proposals

1. Ability to provide a detailed training curriculum. **(40 points)**
2. Ability and capacity to train drivers prior to September 30, 2015. **(20 points)**
3. Training history
 - Demonstrated competence in delivering e-learning and class room training, ability to host learning management system for a year, and training certifications **(40 points)**

Criteria for Evaluating Rental Offset Proposals

1. Commitment to rent a wheelchair accessible vehicle for a one year minimum. **(40 points)**
2. Proof of Rental History **(10 points)**

3. Commitment to complete WAV sensitivity training and operating a WAV (**30** points)

4. Letters of reference (one personal reference and one professional reference from the industry) (**20** points)

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use this Appendix to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items below must stay in their numbered order. This cover sheet may be submitted single-spaced.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Each applicant shall provide the following information and documentation to the Office of Taxicabs (“Office”) on their cover sheet:

- The name of the applicant;
- The trade name(s) and logo used by the company, if any;
- RFA Name and RFA Number;
- Street address with zip code plus-four;
- Federal Tax Identification number/Social Security Number;
- Duns Number (companies only);
- Contact person for project (name, telephone no., and email address);
- Funding amount requested; and

Appendix 2 – Financial Statements (Companies Only) / Drivers 2014 Tax Return

Please submit a copy of your Financial Statements (Profit and Loss statement and Balance Sheet) and a copy of your 2014 tax return filings to the IRS. The applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES



GOVERNMENT OF THE DISTRICT OF COLUMBIA TAXICAB COMMISSION

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 of 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.
- (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.

2. Debarments and Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

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. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; 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 Awardees, 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 employee's about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (5) 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).
 - (6) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - (7) Abide by the terms of the statement; and
 - (8) 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.
 - (9) Notifying the agency, in writing, within 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 Taxicab Commission Driver Services, D.C. Taxicab Commission, 2041 Martin Luther King, Jr.

Ave, Suite 401, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.

- (10) 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 ---
- (a) 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
 - (b) 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.
 - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).

- (11) 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-

- (12) 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
- (13). 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 10 calendar days of the conviction, to:

D.C. Taxicab Commission, 2041 Martin Luther King, Jr. Ave, Suite 401
Washington, DC 20020

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TAXICAB COMMISSION



REQUESTS FOR APPLICATIONS – 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 grantmaking 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 regulations¹ that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A-102, A-133, 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.

¹ D.C. Official Code § 50-325(c)(3) and 31 DCMR 1800 *et. seq.*

- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.
- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
 - The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
 - That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
 - That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
 - That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
 - That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
 - That, if required by the grantmaking Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
 - That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions (<https://www.sam.gov/index.html/#1>) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency (<http://ocp.dc.gov/page/accountability-transparency>);

- That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or the ability to obtain them;
- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to the Office of Partnerships and Grant Services (OPGS) which shall collect such reports and make the same available on its intranet website.
- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act; and,
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant/Grantee Name

Street Address

City

State

Zip Code

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

Appendix 4 – Application Checklist

Application Checklist

- The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be forwarded to the review panel
- The application is unbound and submitted with rubber bands or binder clips only.
- One hard copy marked “original” with all attachments is in an individually sealed envelope and four (3) hard copies.
- Two Application Receipts one (1) marked original and (1) marked copy (Appendix 5).
- The assurance packages are submitted marked “original.”
- One hard copy marked “original” with all attachments is in an individually sealed envelope and four (4) hard copies. One (1) electronic copy on a flash/thumb drive
- Applications will not be forwarded to the review panel if the applicant fails to submit the required submission.
- The applicant has submitted only one application per company. Multiple applications from a single entity will be deemed ineligible and will not be reviewed.
- The application is submitted to the DCTC no later than 4:00 p.m. on the deadline date of August 28, 2014.
- Statement of insurance carriers and policies.
- Sworn written criminal history statement.
- The Applicant Cover Sheet.
- Company financial statements for 2013 (Balance sheet and profit and loss statement).
- DC Office of Tax and Revenue Tax Law Filing Certificate.
- Statement identifying any financial or familial connections to any DCTC employees.

- The project narrative section is complete and is within the application limit (15 pages for narrative section) for this section of the RFA submission.
- The Certifications and Assurances, and all of the items listed on the Assurance Checklist, are complete and are included in the assurance package.
- Driver Inventory.
- Vehicle Inventory.
- Copy of current training curriculum.
- Description of current dispatch and driver safety systems.

The appropriate appendices, including sub-contractual agreements, job descriptions; licenses (if applicable) and other supporting documentation are enclosed.

Appendix 5 – Application Receipt

APPLICATION RECEIPT

**Request for Application Taxicab Commission Driver Services / ADA 7/25/2015
TRANSPORT DC EXPANSION RFA # TRANSPORT DC2015-07-001
District of Columbia**

Directions: Complete and sign this form below. Submit **the original and one copy** with the application.

Grant Category

(A) Proposed Wheelchair-Accessible Vehicle Purchase

Wheelchair Accessible Vehicle Purchase Grant _____ Quantity (Companies Only)_____

(B) Vehicle Rental Assistance _____

(C) WAV and Sensitivity Training Grant _____

Application Delivered by _____
(Print Name) Signature

This certifies that one (1) original plus 5 copies were delivered to the District of Columbia Taxicab Commission, along with one copy on a flash/thumb drive.

Application Received by _____
(Print Name) Signature