



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

April 25, 2016

REQUEST FOR APPLICATIONS (RFA)

**WHEELCHAIR ACCESSIBLE VEHICLE TAXI GRANT
(Short name: WAV TAXI GRANT)**

AMENDED APRIL 14, 2016

RFA # WAVTAXI 2016-03-004

Pre-Application Conference: 10:00 a.m. Thursday, May 5, 2016

**Application Submission Deadline: Monday, May 30, 2016
(DCTC will make awards until funds are exhausted or July 31, 2016)
(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**



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Government of the District of Columbia, Taxicab Commission (“DCTC”) is soliciting applications from approved District of Columbia based taxicab companies with current DCTC operating authority and taxicab operators who have current DCTC operator’s licenses to purchase wheelchair accessible taxicabs. Awardees must provide, through the TRANSPORT DC pilot program, a cost-effective, high quality Metro Access paratransit service alternative to Metro Access clients and to individuals with disabilities. Under TRANSPORT DC, approved taxicab companies and operators will provide transportation for certified Metro Access clients and individuals with disabilities to and from various locations within the District of Columbia. Upon approval, participating taxicab companies and operators must purchase a **new 2015 or newer wheelchair accessible vehicle (“WAV”) and complete WAV and sensitivity training.** The DCTC, Office of Taxicabs (“Office”), is administering this RFA: **“WAV TAXI GRANT.”** In addition, operators and companies are encouraged to apply for rental assistance under this funding opportunity to off-set weekly rental costs as a participant of this notice of funding availability.

1.2 Purpose of the Grants

The purpose of this funding opportunity is to provide a financial incentive to DCTC approved taxicab companies and operators to purchase new wheelchair accessible vehicles (WAVs) to increase the number of available wheelchair accessible taxicabs in the District of Columbia. The purpose of this funding is also to offset the rental costs of operators that rent taxicabs from DCTC approved taxicab companies within the District of Columbia. This funding opportunity is also designed to increase the number of WAVs participating in the TRANSPORT DC program to provide services to and from locations within the District of Columbia by use of wheelchair accessible taxicabs. **All company and operator documents submitted for the purpose of this funding opportunity will be kept confidential within DCTC and will not be shared outside of the District of Columbia Government unless disclosure is required by law.**

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 their 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 **WAV TAXI GRANT** for the stated total dollar amount. Pending the availability of funds, DCTC intends to make available \$300,000 in grant funds, available no later than April 25, 2016. Grant awards may range from a minimum of \$7,500 for purchase of a WAV and \$2,500 for rental assistance to a maximum of \$200,000 for purchase of a WAV and \$100,000 for rental assistance will be awarded to offset the purchase of a new WAV and to offset vehicle rental cost. Grants will be awarded to offset the purchase of a new WAV and to offset operator rental costs. This grant opportunity requires that all awardees complete wheelchair accessible vehicle and sensitivity training prior to the operation of a wheelchair accessible taxicab.

This funding opportunity is for taxicab operators and taxicab companies that are licensed by DCTC and in compliance with DCTC laws and regulations. The pre-application conference is scheduled for 10:00 a.m. Thursday, May 5, 2016. DCTC seeks applications for:

Project Number	Project Name	Project Amount
WAVTAXI03-004	WAV TAXI (WAV Purchases & Rental Assistance)	\$300,000.00

1.6 Eligibility

District of Columbia Taxicab companies and DCTC licensed taxicab owners 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 operators 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 applicant not in compliance with the Clean Hands Act or that has failed to cooperate with the Office during the application process.

Each Applicant 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 (5) years;
- Acquire one or more brand new (*2015, 2016 or newer bill of Sale must state the vehicle is “new”*) WAV with DCTC grant funds;
- Prioritize use of WAV to provide service first to TRANSPORT DC passengers, second to any passenger requesting a WAV 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 of Columbia in accordance the program guidelines.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for the purchase of a new WAV. 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 §50-301.20 (b) (1). DCTC has additional authority under D.C. Official Code §§ 50-301.07 (c) (10) and (12), and 50-301.25 (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 **April 25, 2016**.

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 WAV TAXI 2016-03-004.”

2.3 Applications: When, What, and Where

When: DCTC will begin accepting applications on April 18, 2016. **The deadline for application submissions is 3:00 p.m. Monday, May 30, 2016.** DCTC will continue making awards until funds are exhausted or until July 30, 2016, 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 “accepted” 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 “accepted.”

What: Each application must consist of:

- Five (5) hard copies (**one original and four copies**); and
- One (1) electronic copy on a 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# WAVTAXI2016-03-004

2.4 Award Announcement

DCTC expects to notify each Applicant of its award status within fourteen (21) 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 they are 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. *Individuals may ask questions by sending an email to karl.muhammad2@dc.gov with the subject line "RFA: WAV TAXI 2016-03-004."*

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 in Driver Services located on the second floor of the DC Taxicab Commission 2235 Shannon Place, SE Washington, DC 20020. DCTC will NOT mail out updates or Q&A materials.

2.6 DCTC Contacts

DCTC may 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 "WAV TAXI 2016-03-004" in the subject line;
- (b) **In person DC Taxicab Commission** 2235 Shannon Place, SE, 2nd Floor Suite 2001 in Driver Services; or
- (c) **In writing** sent to the Office of Driver Services, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020, Attention: Karl Muhammad RE: **WAV TAXI 2016-03-004 (WAV TAXI GRANT)** 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) Print application double-sided if possible;
- (c) Limit each project description to 5 double-spaced pages; and
- (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

DCTC will provide grant assistance towards the purchase of a new (*2015 or newer bill of Sale must state the vehicle is “new”*) wheelchair accessible vehicle. Each operator must complete wheelchair accessible vehicle and sensitivity training prior to operating a wheelchair accessible taxicab. **Operators may enroll in wheelchair accessible vehicle and sensitivity training by contacting TRANSCO / District Cab at (202) 398-0533.**

- (a) **Present the Summary of the Project.**

Prepare a summary narrative of your operational experience in the taxicab industry. Your summary narrative must explain how you will meet the eligibility and operating requirements of TRANSPORT DC contained in Chapter 18 of Title 31 of the DCMR. Then describe how you will purchase a brand new wheelchair accessible vehicle (*2015 or newer, bill of Sale must state the vehicle is “new”*) and complete or provide WAV and sensitivity training for individuals with disabilities. Explain what a **new wheelchair accessibility vehicle** means to you. The summary should not be more than two (2) paragraphs.

- (1) Recognize the Purpose and Objectives.

The purpose and objective of this RFA is to assist with the purchase of more wheelchair accessible vehicles and increase the number of operators that receive WAV and sensitivity

training that participate in the TRANSPORT DC pilot program and to increase wheelchair accessible taxicab service in D.C. In addition, each operator of a WAV purchased through this RFA must obtain wheelchair accessible vehicle and sensitivity training for providing taxicab service to individuals with disabilities. Narrative must explain how TRANSPORT DC program participants, District of Columbia residents and visitors with disabilities will benefit in the event your application is awarded through this funding opportunity and meet the purpose and objective of this RFA.

(2) Describe Methods.

The narrative must explain and show through financial documentation the applicant's ability to purchase, have the vehicle painted in the uniform colors (red and silver), obtain and install the necessary dispatch equipment required to provide service to TRANSPORT DC program participants within 60 days of being awarded a grant for this RFA.

The narrative must include a 60 day timeline and documentation to support the costs for each area. The timeline must provide the number of days from the date of the grant award to the date of purchase (number of days) and include the purchase price. The timeline must also include the total number of days to have the vehicle painted in the uniform colors (red and silver), the costs to paint the vehicle and the company that will be painting your vehicle. The time line must include the total costs for dispatch equipment, the costs for the installation of the dispatch equipment, the taxicab company that you will be partnering with for dispatch service, the costs for dispatch service, and the total number of days to install the dispatch equipment.

The narrative must include wheelchair accessible vehicle and sensitivity training dates for operators that will be driving vehicles purchased through this RFA: **WAV TAXI**.

(3) Documentation for Narrative.

Documents may include proof of a preapproved loan from a financial institution that includes the VIN, make, model and year, and cost of a vehicle. Bank statements may be used as proof of the ability purchase in the event an applicant chooses to pay cash for a WAV purchase.

An Applicant may demonstrate an operator's ability to complete sensitivity and WAV training within the 60 day period following the date of the grant award by including proof of wheelchair accessibility and sensitivity training enrollment that is scheduled within the 60 day time frame. Applicants must provide a three (3) year commitment to operate the wheelchair accessible vehicle purchased with grant funds in the TRANSPORT DC program.

(4) Present Financial Documents.

Applicants that are awarded grant funds under this funding opportunity must provide **proof of purchase of the WAV, proof of vehicle insurance, and proof of acquisition of the vehicle** prior to receiving any grant funds. The proposal must include proof of the Applicant's ability to purchase a new WAV such as securing financing for a WAV that includes the make, model, and year of the vehicle identification number. The proof of financing documents must be in the name of the Applicant. If the vehicle will be purchased with cash and without any financing, the Applicant must provide a bank statement in the name of the Applicant that shows an account balance in excess of the total cost for the vehicle intended to be purchased. Cash purchases must also provide dealer costs documentation for the WAV that includes the make, model, year, and vehicle identification number.

(5) Be Aware of Allowable Costs.

Allowable costs are limited to:

The purchase of a brand new WAV vehicle and rental costs.

Non-allowable costs include those for such long-term items as real estate, and other expenditures such as:

- A. Lobbying, including salaries and overhead and out-of-pocket expenses;
- B. Entertainment;
- C. Most food;
- D. Land purchases;
- E. Rental of office space, some vehicles, and some equipment;
- F. Employee salaries and benefits;
- G. Contractor labor, including professional services;
- H. Accounting and bookkeeping services;
- I. Communications, including telephone and data services;
- J. Printing, reproduction, including signage;
- K. Many computers and printers;
- L. Plants and tree-plantings;
- M. Small tools;
- N. Equipment;
- O. Postage, shipping;
- P. Some travel, meals and lodging; and
- Q. Insurance

(b) **Describe the Applicant.**

(1) Applicant's Background.

Applicant must describe Applicant's history as an operator, mission, and current or past operating history that demonstrates the Applicant's capacity to achieve the project's goals of TRANSPORT DC. This section should be limited to one (1) page.

The proposal should identify the applicant for this RFA and provide brief biographies or resumes for key officials (management and owners) for a company.

- (2) Summarize Past Performance as a DC Taxicab Service Provider.

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 (3) to five (5) people sit on a review panel. The review panel will consist of at least three (3) technical people. At least one (1) of the review panel members will be a DCTC staff member.

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:

- (a) The Applicant's compliance with the Clean Hands Act (D.C. Law 11-118, D.C. Code § 47-2861, *et seq.*) and the Office shall deny the application of any applicant not in compliance with the Clean Hands Act;
- (b) The adequacy of financial resources or the Applicant's ability to obtain them; The ability of the Applicant to meet the program design specifications at a reasonable and competitive cost, as well as the ability to meet performance goals;
- (c) The Applicant's satisfactory record of past performance in the taxicab business, including demonstrated quality of service delivery;

- (d) The Applicant's the legal status (i.e. business license, non-profit incorporation, etc.) which authorizes the Applicant to conduct business within the District of Columbia;
- (e) The Applicant's satisfactory record of integrity, business ethics, and fiscal accountability;
- (f) The Applicant's necessary organization, experience, accounting and operational controls;
- (g) The Applicant's technical skills to perform the work;
- (h) The number of taxicab operators associated with the Applicant's company that have already received wheelchair service training expected to meet the requirements of 31 DCMR § 1806.6; and
- (i) The applicant's plan for ensuring that wheelchair service will be provided in compliance with all applicable provisions of Chapter 18 and other applicable law.

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

If the Applicant does not have an address in the District, they are not eligible for this funding opportunity.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to be filed as Part of the Proposal

Each of the following documents must be filed as part of the proposal package. If the document is not included with the filing, DCTC may classify the grant application as "received" but not "accepted." Applications must be "accepted" prior to 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. DCTC only 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 U.S. 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) **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:

(1) been indicted or had charges brought against them (if still pending) and/or been convicted of (i) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (ii) any crime or offense involving financial misconduct or fraud, or

(2) 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.

(g) **DC Office of Tax and Revenue ("OTR") Tax law filing certificate**

(h) **Statement of Insurance Carriers and Policies:**

The Applicant 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.

(i) **Conflict of Interest.**

The Applicant shall provide a statement identifying any financial or familial connections to any DCTC employee, contractor or other affiliated parties.

(j) **Driver /Operator Inventory (Companies Only)**

The Applicant shall provide a driver inventory that must include the operator(s) name(s), cellular telephone number(s), DCTC operator's license number(s), and an indication of whether the operator(s) has/have completed the wheelchair service training pursuant to § 1806.6, and, if so, the date of completion.

(k) **Vehicle Inventory (Companies Only)**

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

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. The Grantee shall be required to submit any documents required under 5.1 (b) if not previously provided.

(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 individual or entity has complied with the filing requirements of District of Columbia tax laws, and whether the individual or 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 Grantee understands that “The Grantee shall allow reasonable access by the District, DCTC, any other Agency of the District, any applicable federal department or agency including 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 requirements of the Transport 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 Grantee’s 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 twenty-one (21) days after the application due date.

(b) 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 (1) or more WAVs. 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 current fiscal year. Each request/invoice must include supporting documentation, such as receipts.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Titles and Available Funds

Name	Total Amount
WAV TAXI GRANT	\$300,000.00

7.2 Project Descriptions

Project Period

DCTC anticipates a start date of May 9, 2016. The project must be completed by September 30, 2016. No extensions will be provided.

Background

The TRANSPORT DC Pilot Program (previously known as CAPS-DC) was initiated pursuant to a Memorandum of Understanding (“MOU”) between the 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 quality MetroAccess paratransit service alternative to consenting MetroAccess customers, saves District taxpayers as much as \$1.8 million a year and increases the number of wheelchair accessible taxicabs in the District.

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

Project Description

The WAV TAXI grant targets licensed taxicab operators and District-based taxicab companies that have completed sensitivity training for servicing individuals with disabilities.

Participating DCTC licensed companies and operators must purchase a new wheelchair accessible vehicle (*2015, 2016, or newer, bill of Sale must state the vehicle is “new”*). The minimum grant amount will be

\$7,500 for a WAV purchase \$2,500 for rental offset. DCTC intends to offer a total of \$300,000 in grant funds, available no later than April 25, 2016.

Event Approval

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

Project Deliverables

Each taxicab company and operator shall provide transportation to TRANSPORT DC Metro Access customers to and from District of Columbia locations for WAV purchases. Operators renting taxicabs must show proof that they are renting from a DCTC approved taxicab company.

Each Grantee shall purchase one (1) or more new wheelchair accessible vehicles within 60 days after being awarded a grant;

Each taxicab operator must complete WAV and sensitivity training prior to operating a wheelchair accessible taxicab (Sensitivity and **WAV training is currently being offered at TRANSCO (District Cab) 3399 Benning road, NE Washington, DC 20019. To schedule training you may dial (202) 398-0533**);

Each Grantee must obtain and provide to DCTC the following:

1. **A Form W-9;**
2. An original signed letter of agreement from Transco, Inc., Yellow Cab Company, or Grand Cab that they will dispatch Grantees vehicle(s); (the letter must include VIN numbers from all vehicle(s));
3. A One Stop form and proof of insurance; (Insurance must be in the name of the vehicle owner);
4. A Bill of Sale or Title for Grantee's new (2015, 2016, or newer bill of Sale must state the vehicle is "new") WAV (**Must be in the name of the operator or the company only. NO co-ownership.**);
5. Validation that vehicle(s) meet accessibility compliance in accordance with the Americans with Disabilities Act (ADA);

6. A temporary Vehicle Registration of **Brand New Vehicles (Dealer Tag, Temp Tag, or Transport Tag for One Stop Form)**;
7. DCTC onsite verification of vehicle;
8. A DCTC Public Vehicle Identification Number (PVIN);
9. A Department of Motor Vehicle inspection;
10. The \$50 One Stop Form payment to DCTC for each vehicle after **passing inspection**;
11. A copy of Grantee's **newly issued** vehicle registration from DMV immediately upon issuance.

All vehicles that are registered in the TRANSPORT DC program will remain in the program for three (3) years or for such shorter period 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

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

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 TRANSPORT DC; 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 TRANSPORT DC, meets all applicable provisions of this chapter for use in TRANSPORT DC; and

(4) Has an MTS unit which complies with § 603, which has been configured to report TRANSPORT DC trip data in the format directed by the Office, allowing the Office to identify TRANSPORT 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 DCTC.
- (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 Metro Access 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 Wheelchair Accessible Vehicle Purchase applications (taxicab companies and operators) Project Proposals

1. Ability to purchase a new WAV, complete painting (red and silver uniform color scheme), retrofitting of WAV within 60 days after the date of the signed grant agreement. 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. Provide a completed **Form W-9** and ability to complete sensitivity and WAV training prior to operating the WAV purchased through this funding opportunity. **(15 points)**
3. Individual Owner Operator - Commitment to operate the wheelchair accessible vehicle in the TRANSPORT DC program for a three (3) year commitment. **(5 points)**
4. Ability to provide the costs and a scheduled date for the painting of the WAV to be purchased including the vendor name and costs for painting vehicle **(20 points)**
5. Ability to provide the rental costs and installation costs and date for the dispatch equipment to be installed in the purchased wheelchair accessible vehicle. **(20 points)**

**Criteria for Evaluating RENTAL ASSISTANCE applications
(taxicab companies and operators) Project Proposals**

1. Ability to complete sensitivity and WAV training prior to application submission for this funding opportunity (WAVTAXI2016-03-004). **(30 points)**
2. Provide a completed Form W-9 from the taxicab company you are currently renting from. **(30 points)**
3. Individual Owner Operator - Commitment to operate the wheelchair accessible vehicle in the TRANSPORT DC program for a three (3) year commitment. **(10 points)**
4. Letters of reference from one or more taxicab companies for which you have rented **(30 points)**

APPENDICES

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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, 2235 Shannon Place, SE, Suite 3001, 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 67.615 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, 2235 Shannon Place, SE, Suite 3001 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 regulations 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.
- 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

- FORM W-9.
- 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 4/25/2016
TRANSPORT DC EXPANSION RFA # WAVTAXI2016-03-004
District of Columbia**

Directions: Complete and sign this form below. Submit **the original and one copy** with the application. In addition, provide an electronic file of your complete application submission

Grant Category

(A) Proposed Wheelchair-Accessible Vehicle Purchase

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

Application Delivered by _____
(Print Name) Signature

This certifies that one (1) original plus four (4) 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