



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

**REQUEST FOR APPLICATIONS (RFA)**

Coordinated Alternative to Paratransit Services  
(Short name: **CAPS-DC**)

**RFA # CAPS-DC2014-10-001**

8/15/2014

**Application deadline: by 4:00 PM on 8/28/2014**

Government of the District of Columbia  
District of Columbia Taxicab Commission  
Office of Taxicabs  
2041 Martin Luther King, Jr. Ave., SE 4th Floor, Room 401  
Washington, DC 20020  
(202) 645-4435





## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>5</b>
1.1 INTRODUCTION .....	5
1.2 PURPOSE OF THE GRANTS .....	5
1.3 SOURCE OF FUNDS .....	5
1.4 COMPETITION FOR A GRANT AWARD.....	6
1.5 PROJECTS AND FUNDS AVAILABLE .....	6
1.6 ELIGIBILITY .....	7
1.7 PERMISSIBLE USE OF GRANT FUNDS.....	8
1.8 GRANT MONITORING.....	8
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES.....	8
1.10 DCTC’S AUTHORITY TO MAKE GRANTS .....	8
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW.....	9
<b>SECTION 2. SUBMISSION OF APPLICATION .....</b>	<b>9</b>
2.1 RFA RELEASE DATE.....	9
2.2 OBTAINING A COPY OF THE RFA .....	9
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	9
2.4 AWARD ANNOUNCEMENT .....	10
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	10
2.6 DCTC CONTACTS.....	11
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>11</b>
3.1 FORMAT.....	11
3.2 COVER SHEET .....	11
3.3 PROPOSAL CONTENT.....	12
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING.....</b>	<b>17</b>
4.1 REVIEW PANEL.....	17
4.2 SCORING CRITERIA .....	17
<b>SECTION 5. FILING REQUIREMENTS .....</b>	<b>18</b>
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL .....	18

5.2 DOCUMENTS TO FILE IF DCTC NOTIFIES THAT IT WILL MAKE THE GRANT.....	22
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS.....</b>	<b>23</b>
6.1 GRANT AWARD ADMINISTRATION.....	23
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>25</b>
7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS.....	25
7.2 PROJECT DESCRIPTIONS .....	25
<b>APPENDICES .....</b>	<b>37</b>
APPENDIX 1 – COVER SHEET .....	37
APPENDIX 2 – FINANCIAL STATEMENTS .....	38
APPENDIX 3 - PROMISES, CERTIFICATIONS AND ASSURANCES .....	39
APPENDIX 4 – APPLICATION CHECKLIST .....	48
APPENDIX 5 – APPLICATION RECEIPT .....	51

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Government of the District of Columbia, Taxicab Commission (DCTC) is soliciting applications from approved taxicab companies to provide, through the Coordinated Alternative to Paratransit Services (“CAPS-DC”) pilot program, a cost-effective, high quality MetroAccess paratransit service alternative to consenting MetroAccess dialysis patients. CAPS-DC stands to save District taxpayers as much as \$1.8 million a year while increasing the number of wheelchair accessible taxicabs in the D.C. fleet. Under CAPS-DC, taxicab companies approved by the Office of Taxicabs will provide dialysis patients with MetroAccess paratransit service to and from Washington Metropolitan Transit Authority (WMATA)-identified dialysis centers. Paratransit service will be provided by wheelchair accessible and non-accessible taxicabs, depending on the needs of the requesting dialysis patient. Upon approval, participating taxicab companies must purchase wheelchair accessible paratransit vehicles from WMATA. DCTC will make available, no later than October 1, 2014, grant funds for approved taxicab companies to purchase WMATA vehicles and for preparatory expenses (“hackup”). Those vehicles, subject to availability and service priority, can provide both CAPS-DC paratransit service AND wheelchair accessible taxicab service, District-wide. The following programs or offices of DCTC are administering this RFA: COORDINATED ALTERNATIVE TO PARATRANSIT SERVICES (“CAPS-DC”).

### **1.2 Purpose of the Grants**

The purpose of these grants is to provide a financial incentive to DCTC-approved taxicab companies to participate in the CAPS-DC pilot program, which will both provide dialysis patients with MetroAccess paratransit service to and from WMATA-identified dialysis centers by use of wheelchair accessible and non-accessible taxicabs (depending on the needs of the requesting dialysis patient) and increase the number of wheelchair accessible taxicabs in the District. A company applying to CAPS-DC that wishes information or documentation it files with the Office to remain confidential in the event of a FOIA request, it should check the appropriate box on the application. Appropriate information may be needed from the company to support withholding at that time.

### **1.3 Source of Funds**

The source of funds for the grant(s) is DCTC O Funds.

#### **1.4 Competition for a Grant Award**

Applicants will be evaluated according to their ability to carry out the objectives of the CAPS-DC program, including the essential requirement that any participating customer receive needed taxicab transportation (wheelchair or ambulatory) within one (1) hour of a request for service. Each Applicant must demonstrate its ability to carry out the activities for the program and the grant(s) for which it applies (called a “project”). A review panel will evaluate the applications for the program and advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score(s) will be approved to participate in CAPS-DC and be awarded grant(s) commensurate with the panel’s evaluation of the project.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’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 pilot project for the stated total dollar amount. Pending the availability of funds, DCTC will award through this RFA a total of \$207,500. One or more grants may be awarded in the amount of \$4,800 as a minimum or a maximum amount of up to \$207,500 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 seeks applications for:

<b>Project Number</b>	<b>Project Name</b>	<b>Project Amount</b>
CAPS-DC2014-10-001	Coordinated Alternative to Paratransit Services (CAPS-DC) Pilot Project	\$207,500.00

## 1.6 Eligibility

Only taxicab companies that have been approved by the Office to participate in CAPS-DC may apply for these grants. No person shall participate in a CAPS-DC trip unless the company, operator and vehicle have been approved to participate in CAPS-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). Specifically, applicants must be current taxicab companies in good standing with the Office, in compliance with all Title 31 and DCRA licensing requirements for taxicabs may apply to participate in CAPS-DC. The application fee is \$500. The Office shall, in writing, deny the application of any taxicab company not in compliance with the Clean Hands Act,<sup>1</sup> or failing 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 detailed further in Section 7 of this application, including:

- Maintain appropriate business records for five years;
- Acquire one or more WMATA paratransit vehicles with DCTC grant funds;
- Prioritize use of WMATA paratransit vehicles to provide service first to CAPS-DC passengers, second to any passenger requesting a wheelchair accessible vehicle and third to any other passenger;
- Replace a company vehicle (first replacing WMATA paratransit vehicles) with a new wheelchair accessible vehicle each time the company completes 3,000 one-way CAPS-DC trips;
- Dispose of each WMATA paratransit vehicle as required by law and the conditions of the DCTC grant(s);
- Provide invoices and reports of CAPS-DC trips and its compliance with Chapter 18 as directed by the Office;
- Ensure that all participating taxicab company drivers are properly licensed with DCTC to operate a taxicab;
- Ensure that participating taxicab drivers complete all requirements to obtain Accessible Vehicle Identification (AVID) licenses, including training in a DCTC-approved wheelchair service training curriculum and passing a written examination administered by the Office of Taxicabs;

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<sup>1</sup> D.C. Law 11-118, D.C. Code § 47-2861, *et seq.*

- Provide incentives to taxicab company drivers to obtain AVIDs;
- Provide to the Office a current and accurate inventory, as defined by rule, of all active taxicab drivers and taxicabs that will be providing CAPS-DC services;
- Make CAPS-DC service available through either a telephone dispatch or digital dispatch service to any CAPS-DC dialysis patient;
- Accept each booking for a CAPS-DC trip anywhere within the District made up to one hour prior to service;
- Ensure that participating taxicab drivers verify that the photo and/or information on the dialysis patient's MetroAccess ID card matches the information on the CAPS-DC debit card prior to each trip; and
- Ensure that participating taxicab companies are in compliance with all Title 31 requirements, including maintaining functional credit card machines to accept payments.

### **1.7 Permissible Use of Grant Funds**

Grantees may use grant funds only for allowable grant project expenditures: vehicle purchase or preparatory ("hackup") 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 grant, including site visits, periodic 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**

Please read carefully the attached 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 that appendix.

### **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 § 50-325(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 8/15/2014.

### **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: CAPS-DC2014-10-001.”

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:00 p.m. on 8/28/2014.

An application will be dated and recorded temporarily as “received” until DCTC staff have 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 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 – Office of Taxicabs**

**RFA – Grants**  
**2041 Martin Luther King, Jr. Ave., SE**  
**4<sup>th</sup> Floor Suite 401**  
**Washington, DC 20020**

**Attn: RFA CAPS-DC2014-10-001**

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

## **2.4 Award Announcement**

DCTC expects to notify each Applicant of its award status within thirty (30) 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](http://www.dctaxi.dc.gov). DCTC will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RFA CAPS-DC2014-10-001– 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 offices 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) through the following:

- (a) **Email** a request to [karl.muhammad2@dc.gov](mailto:karl.muhammad2@dc.gov) ~ with "CAPS-DC2014-10-001" in the subject line;
- (b) **In person** by making an appointment with (call Karl Muhammad at (202) 645-4435 and mention this RFA by name); or
- (c) **Write** DCTC at Office of Driver Services, 2041 Martin Luther King, Jr. Ave., SE, 4th Floor, Suite 401 Washington, DC 20020, Attention: Karl Muhammad RE: **CAPS-DC2014-10-001** 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 15 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 pursuant to Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

### **3.3 Proposal Content**

CAPS-DC will provide cost-effective, high service quality MetroAccess paratransit service alternative to consenting MetroAccess dialysis patients 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 your taxicab company will meet the eligibility and operating requirements of CAPS-DC contained in Chapter 18. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant's team and why the Applicant can successfully maintain participation in CAPS-DC.

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

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

**(b) Present the project in detail.**

After briefly stating how the company can meet the eligibility and operating requirements of CAPS-DC contained in Chapter 18, present the quantifiable CAPS-DC outputs and how to measure success. This will require identifying the target audience, explaining how the chosen operating methods will produce the outputs and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

**(1) Recognize the purpose and objectives.**

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

(2) Describe the target audience.

How will your taxicab company's participation in CAPS' DC contribute to the provision of wheelchair accessible taxicab service in the District? How will your taxicab company resolve concerns such as a driver that is late or not showing up to pickup a customer for an appointment for dialysis? Describe your protocols for handling such situations.

How will your taxicab company compensate drivers participating in the CAPS-DC program opposed to their regular method of service pay outside of the CAPS-DC program?

Describe your company's methodology of scheduling pickup and drop-off of dialysis patients to their scheduled appointments and from their dialysis appointment to their home. Taxicab companies are to include their methodology for the pickup of dialysis patients from their appointments in the event the dialysis facility is behind with the dialysis patient's appointment. In addition, "Taxicab companies must be able to demonstrate in their application narrative their ability to compensate participating cab drivers for services rendered under the CAPS-DC program from driver services outside of the CAPS-DC program."

Describe how you will meet the reporting requirements in section 6 of this application.

(3) Present the project outcomes, outputs, and activities.

DCTC evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved customer satisfaction with paratransit services to dialysis facilities. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

**An output** is a short-term result achieved at the end of the project period. Examples: an increase of MetroAccess customers utilizing taxicab services. Outputs can, and should be, quantified.

**Activities** are undertaken to achieve the outputs and outcomes. Examples: driver training and incentivizing drivers to participate in CAPS-DC. .

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness taxicab operators and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DCTC grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present Taxicab Company Financial Statements.

The proposal must include audited Financial Statements for the year 2013 including a balance sheet and profit and loss statement.

(8) Be aware of allowable costs.

Allowable costs are limited to:

1. Thirty-three (33) wheelchair accessible vehicles auctioned by WMATA for the purpose of this pilot program (\$4,800 towards the purchase of each vehicle); and
2. Vehicle preparation (“hackup”) costs (up to \$1,500 per WMATA wheelchair accessible vehicles purchased for participation in this program).

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

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

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food;
6. Land purchases;
7. Rental of office space, some vehicles, and some equipment;
8. Employee salaries and benefits;
9. Contractor labor, including professional services;
10. Accounting and bookkeeping services;
11. Communications, including telephone and data services;
12. Printing, reproduction, including signage;
13. Materials and supplies;

14. Many computers and printers;
15. Plants and tree-plantings;
16. Small tools;
17. Some field equipment, typically below \$5,000 in value;
18. Postage, shipping;
19. Some travel, meals and lodging; and
20. Insurance

(c) Describe the Applicant.

(1) Describe the organization.

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

(2) Identify key personnel.

The proposal should identify the key taxicab company management and drivers for the project and provide brief biographies or their resumes.

(3) Summarize past performance of DC taxicab services.

DCTC wants to know and applicants must include in your summary how many wheelchair-accessible vehicles you intend to purchase from the WMATA auction for this program with a minimum requirement of three (3) vehicles. Also include your time frame to get the purchased vehicles ready for the start (10/1/2014) of the program. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.



## **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 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 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 called "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 states 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 criminal history statement**

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.**

- (n) **A description of current dispatch and internal driver safety systems.**

## **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's reports**

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

1. Monthly status reports. These reports will be due on the 5<sup>th</sup> day of each month for services rendered during the previous month. For example, a November 5<sup>th</sup> report must include all required service information for the month of October (October 1<sup>st</sup> through Oct 31<sup>st</sup>). 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 CAPS-DC Pilot including documentation verifying eligible trips made to include the number of trips of MetroAccess trips taken by customers enrolled in CAPS-DC to the specified dialysis facilities and trips from dialysis facilities to their home destination to include pickup and drop-off address/location, customer name, date and time of eligible trips, vehicle information, and corresponding patient MetroAccess ID numbers for each trip and the total costs/charge for each trip.

Each taxicab company that has wheelchair accessible vehicles within its fleet or among the vehicles associated with the company to provide service shall maintain records that include:

- a) The number of wheelchair-accessible vehicles;
- b) A list of requests made to the company for wheelchair accessible service that notes the date, time, and location of the requested service;
- c) Whether the requested service was a street hail, a reservation made on the same day, or a reservation made before the date of requested service;
- d) For reservations made on the same day or made before the date of requested service, whether the requested service was provided, and if not, an explanation as to why; and
- e) For reservations made on the same day or made before the date of the requested service, the duration between the time of the reservation and the time that the



service began.

**(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 the one or more of the 33 WMATA paratransit vehicles being auctioned and "hackup" required for the vehicles to provide CAPS-DC service for the purpose of this project. In limited cases DCTC may pay start-up funds at the beginning of the grant period. 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 mailed to the address on file for the grantee. DCTC may make electronic payments in lieu of mailing checks. DCTC generally pays invoices six (6) weeks after DCTC receives them.

**SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

**7.1 Summary: Project Titles and Available Funds**

<b>Name</b>	<b>Total Projects</b>	<b>Total Amount</b>
CAPS-DC	1	\$207,500.00

**7.2 Project Descriptions**

**Project Period**

DCTC anticipates a start date of October 1, 2014. The project must be completed by September 30, 2015. No extensions will be given.

## **Background**

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

Under CAPS-DC, DCTC-approved taxicab companies will provide dialysis patients with MetroAccess paratransit service to and from WMATA-identified dialysis centers. Paratransit service will be provided by wheelchair accessible and non-accessible taxicabs, depending on the needs of the requesting dialysis patient. Upon approval, participating taxicab companies must purchase, with DCTC grant funds, wheelchair accessible paratransit vehicles from WMATA for use in the program. Those vehicles, subject to availability and service priority, can provide both CAPS-DC paratransit service AND wheelchair accessible taxicab service, District-wide.

## **Project Description**

CAPS-DC will initially target approximately 1,000 potential customers: 400 high frequency dialysis customers (3 visits per/week or 6 trips) and 600 who fall in the categories of either frequent dialysis customers (2 visits per/week or 4 trips) or regular dialysis customers (1 or less visits per week). A dialysis customer works with his/her physician in the selection of a dialysis facility. Taxicab companies and DCTC will have no role on those decisions whatsoever. The only factor is that the customer has to go to one of the 22 dialysis facilities in the District, but we have no say in terms of which customer chooses to attend.

Participating taxicab companies must purchase a minimum of three (3) wheelchair-accessible vehicles from a limited WMATA auction that will

include up to 33 wheelchair-accessible used vehicles. The auctions bids should “begin” as low as \$4,800 to \$6,000. DCTC intends to make available \$207,500 in grant funds, available no later than October 1, 2014, for DCTC-approved taxicab companies to purchase WMATA paratransit vehicles at a WMATA auction. WMATA will make at least thirty-three (33) vehicles available for sale during the course of the MOU, on a rolling basis, at an estimated value of \$4,800 to \$6,000 each, subject to the availability of grant funds. DCTC will issue grant funds in the amount of \$4,800 towards the purchase of each of the thirty-three (33) WMATA wheelchair accessible vehicles to be auctioned. DCTC will issue additional grant funds up to \$1,500 towards the “hackup” costs of the 33 wheelchair accessible vehicles purchased from the WMATA auction with proof of receipts for the preparation of each vehicle to be used for the purpose of the CAPS-DC program.

#### **Event Approval**

Before funds can be allocated for vehicle purchase(s) and “hackup”, the DCTC oversight officer must approve the expenditures.

#### **Project Deliverables**

Each company shall provide transportation to CAPS-DC enrolled dialysis customers to and from dialysis appointments. The dialysis appointment must be one of the 22 identified dialysis facilities located in the District.

Purchase one or more of the (33) wheelchair accessible vehicles from the WMATA closed auction to be utilized in the CAPS-DC program beginning October 1, 2014;

Provide monthly reports for transportation services rendered to dialysis customers to include:

- (a) The number of wheelchair accessible vehicles and non-accessible vehicles utilized with CAPS-DC;
- (b) A list of requests made to the company for wheelchair-accessible vehicles or non-wheelchair accessible vehicles for a dialysis visit to and from one of the 22 dialysis facilities that notes the date, time and location of the requested service;
- (c) For reservations made on the same day or made before the date of the

- requested service, whether the requested service was provided, and if not, an explanation as to why; and
- (d) For reservations made on the same day or made before the date of the requested service, the duration between the time of the reservation and the time that the service began.

**Project Deliverables corresponding to 31 DCMR Chapter 18:**

31 DCMR § 1801.1

No person shall participate in a CAPS-DC trip unless the company, operator and vehicle have been approved to participate in CAPS-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 § 1802.2

Each taxicab company interested in participating in CAPS-DC (“applicant”) shall be in compliance with the requirements of this section at the time of its application under § 1803.

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 approved by the Office to participate in CAPS-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 § 1806.3

Each approved company shall acquire one or more WMATA vans consistent with the approval under § 1804 or other written directive from the Office; all applicable

District, WMATA, and Federal laws and regulations, and with any applicable issuances, instructions, or guidance issued by the Office. Notwithstanding any applicable administrative issuance, instruction, or guidance previously issued by the Office, each WMATA van (but no other vehicles) shall be eligible to receive a new “H-tag” pursuant to all applicable rules and regulations of DMV.

#### 31 DCMR § 1806.4

The Office shall make a grant to each approved company for the acquisition of one or more WMATA vans pursuant to § 1806.3, not to exceed four thousand eight hundred dollars (\$4,800) for each WMATA paratransit vehicle. Each grant shall be made pursuant to all applicable laws, regulations, and guidelines. The company shall dispose of each WMATA van in the manner required by law and by the conditions of the grant. Failure to comply with the requirements of this subsection may result in the suspension or revocation of a company’s CAPS-DC approval, and the company may be required to refund to the Office any grant provided to the company for the acquisition of WMATA vans.

#### 31 DCMR § 1806.5

Companies participating in CAPS-DC shall comply with the following provisions concerning the replacement of vehicles:

- (a) Each company shall replace one of its existing vehicles each time the company completes three thousand (3,000) CAPS-DC trips.
- (b) 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 CAPS-DC approval, and may be required to refund to the Office any grant provided to the company for the acquisition of WMATA vans.

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 CAPS-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 shall maintain with the Office a current and accurate inventory of all active operators and vehicles approved for and providing CAPS-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 CAPS-DC trip shall be in accordance with the following requirements:

- (a) The fare for a CAPS-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 with the CAPS-DC debit card; and
  - (2) Five dollars (\$5.00) of the CAPS-DC fare shall be paid by any means allowed by Chapter 8 other than the CAPS-DC debit card, including a different payment card or cash;
- (b) Each CAPS-DC passenger shall be charged a flat rate fare of five dollars (\$5) per CAPS-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 CAPS-DC trip.

#### 31 DCMR § 1806.11

Each company shall make CAPS-DC service available through a telephone dispatch service to any CAPS-DC participant who requests service. Each company may also make CAPS-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 CAPS-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 CAPS-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 CAPS-DC service or booking is required to be available under this chapter.

31 DCMR § 1806.15

Each CAPS-DC trip shall be between a WMATA-approved dialysis center in the District and another location in the District, or vice-versa.

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 CAPS-DC debit card prior to the start of a CAPS-DC trip.

31 DCMR § 1806.17

Each company shall provide invoices and reports of its CAPS-DC trips and its compliance with this chapter at such times and in such forms as directed in an applicable issuance, instruction, or guidance issued by the Office.

### 31 DCMR § 1806.18

Where a vehicle dispatched to pick up a CAPS-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 CAPS-DC Project Proposals**

1. Ability to provide transportation to dialysis customers to and from their dialysis appointments including your ability to provide transportation to a dialysis customer in the event their dialysis visit is behind schedule. Explain the time frames or how much time is required to reschedule a pickup. **(15 points)**

2. Number of vehicles (wheel chair accessible and non-wheelchair accessible)

vehicles) and drivers that will participate in this pilot project. **(15 points)**

3. Ability to differentiate and compensate drivers for this program that provide taxicab services outside of this program that are normally on the meter rate. In addition, incentive for drivers to participate in this program **(20 points)**

4. Ability to maintain records that include:

- (a) The number of wheelchair accessible vehicles and non-accessible vehicles utilized with CAPS-DC;
- (b) A list of requests made to the company for wheelchair-accessible vehicles or non-wheelchair accessible vehicles for a dialysis visit to and from one of the 22 dialysis facilities that notes the date, time and location of the requested service;
- (c) For reservations made on the same day or made before the date of the requested service, whether the requested service was provided, and if not, an explanation as to why; and
- (d) For reservations made on the same day or made before the date of the requested service, the duration between the time of the reservation and the time that the service began. **(30 points)**

5. Ability to purchase and put into service a new wheelchair accessible vehicle within sixty (60) days of completing three thousand (3,000) CAPS-DC trips. **(10 points)**

6. Company Financial condition **(10 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 completed 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;
- Company Street address with zip code plus-four;
- Federal Tax Identification number;
- Duns Number;
- Contact person for project (name, telephone no., and email address);
- Funding amount requested; and
- Desired number of WMATA auctioned vehicles

## **Appendix 2 – Financial Statements**

Please submit a copy of your Financial Statements (Profit and Loss statement and Balance Sheet) and a copy of your 2013 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 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, 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**

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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<sup>2</sup> 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;

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<sup>2</sup> D.C. Official Code § 50-325(c)(3) and 31 DCMR 1800 *et. seq.*

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.
- An applicant shall inform the Office at the time of its application of any information submitted in connection with its application which it wishes to be kept confidentially for Freedom of Information Act and other non-court requests.
- All new H-tags made available to an approved applicant/grantee in connection with CAPS-DC are and shall at all times remain subject to all terms and conditions of the applicant's/grantee's participation in CAPS-DC, including the acceptance of the certifications stated below.

#### CERTIFICATIONS

- - The individuals who have filed this application (name, title, address, and phone number below) are duly authorized by the company to apply for approval to participate in CAPS-DC program and for a grant under the program, and to negotiate with the Agency on behalf of the applicant;
  - The applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
  - 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;
  - 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
- 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;
  - 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>);
  - 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;
  - 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;
  - The applicant has a satisfactory record of 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.
  - The Office may report each approved company's performance experience under CAPS-DC to OPGS, which may collect such reports and make the same available on its intranet website.
  - The applicant has a satisfactory record of integrity and business ethics;
  - The applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
  - The applicant is in compliance with the applicable District licensing and tax laws and regulations;

- The applicant in compliance with the provisions of the Drug-Free Workplace Act;
- The applicant meets and will remain in compliance with all qualifications and eligibility criteria necessary to receive an award and participate in CAPS-DC under all applicable laws and regulations;
- The applicant/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 or participation in the CAPS-DC program 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;
- The applicant/grantee will be eligible to apply for a new H-tag for each WMATA van placed into service in connection with participation in CAPS-DC; this H-tag may not be transferred to another vehicle and shall be returned to the Office of Taxicabs when the WMATA van is no longer used, available for use, or eligible for use in the program, or if and when the applicant/grantee voluntarily or involuntarily is no longer participating in the program, whichever is earlier.
- Each new wheelchair accessible vehicle required to be purchased by the applicant/grantee each time three thousand (3,000) CAPS-DC trips are completed will be eligible for a new H-tag, which may be transferred to another vehicle in compliance with all applicable DCTC rules and regulations and other applicable laws (including any applicable DCTC rules which may allow for transfer to another person under 31 DCMR § 1010), provided however that **such H-tag shall never be placed on a vehicle which is not wheelchair accessible.**
- The applicant's/grantee's central dispatch system shall provide telephone dispatch for use by CAPS-DC customers and for real-time communications between the applicant/grantee and each vehicle used to provide service.
- The applicant/grantee, if approved to participate in CAPS-DC and awarded a grant, agrees to and will at all times comply with all the above certifications.

I do solemnly swear subject to the penalties of perjury that the applicant/grantee agrees to all assurances and certification stated above. All certifications are true and correct to the best of my knowledge and information.

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Applicant/Grantee Name

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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 applicant fee of \$500 organization/entity has responded to all sections of the Request for Application.
- 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 (4) 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 page 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 08/28/2014  
Coordinated Alternative to Paratransit Services (CAPS-DC) RFA # CAPS-DC2014-10-001  
District of Columbia**

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

**Grant Category**

**Requested Amount**

**(A) Proposed WMATA Wheelchair-Accessible Vehicle Purchases**

No. of WMATA auction vehicles \_\_\_\_\_ x \$4,800 = \$ \_\_\_\_\_  
(Must purchase a minimum of 3 auction vehicles)

**(B) Vehicle Preparation**

No. of WMATA vehicles Purchased \_\_\_\_\_ x \$1,500 = \$ \_\_\_\_\_

**Grand Total Amount Requested (A + B) = \$ \_\_\_\_\_**

**Application Delivered by** \_\_\_\_\_  
(Print Name) Signature

This certifies that one (1) original plus 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