



**Government of the District of Columbia  
Department of For-Hire Vehicles**

**March 6, 2017**

**REQUEST FOR APPLICATIONS (RFA)**

**FOR-HIRE VEHICLE INNOVATIONS GRANTS RFA # FHVINNO-2017-05-002**

**(Short Name: FHVINNO)**

**Pre-Application Conference: 1:00 p.m. Monday, March 6, 2017**  
(2235 Shannon Place, SE 2<sup>nd</sup> Floor Hearing Room)

**Application Submissions Accepted Beginning: Thursday, March 3, 2017**

**DFHV will accept applications until 3:00 pm Tuesday, March 14, 2017**

The first deadline is March 14, 2017 at 3:00 p.m. and every 90 days thereafter (June 12, 2017; September 11, 2017; and December 10, 2017)

**Applications not received by the March 14, 2017 deadline for the School Transportation Service pilot program will be accepted and reviewed on a rolling basis and awards may be made before the next deadline.**

**“Submission of an application does not guarantee grant funding”**

**Government of the District of Columbia  
Department of For-Hire Vehicles  
2235 Shannon Place, SE, Suite 2001  
Washington, DC 20020  
(202) 645-7300**

## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANT(S) .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD.....	4
1.5 PROJECTS AND FUNDS AVAILABLE.....	5
1.6 ELIGIBILITY .....	6
1.7 PERMISSIBLE USE OF GRANT FUNDS .....	7
1.8 GRANT MONITORING .....	7
1.9 RFA CONDITIONS - PROMISES, CERTIFICATIONS AND ASSURANCES .....	7
1.10 DFHV's AUTHORITY TO MAKE GRANTS.....	7
1.11 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	7
<b>SECTION 2. SUBMISSION OF APPLICATION.....</b>	<b>8</b>
2.1 RFA RELEASE DATE.....	8
2.2 OBTAINING A COPY OF THE RFA .....	8
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	8
2.4 AWARD ANNOUNCEMENT .....	9
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q&A) .....	9
2.6 THE DFHV CONTACTS .....	9
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>9</b>
3.1 FORMAT.....	9
3.2 COVER SHEET .....	10
3.3 PROPOSAL CONTENT.....	10
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>13</b>
4.1 REVIEW PANEL .....	13
4.2 SCORING CRITERIA .....	14
<b>SECTION 5. FILING REQUIREMENTS .....</b>	<b>16</b>
5.1 DOCUMENTS TO FILE AS PART OF THE PROPOSAL.....	16
5.2 DOCUMENTS TO FILE IF THE DFHV NOTIFIES THAT IT WILL MAKE THE GRANT .....	19
6.1 GRANT AWARD ADMINISTRATION.....	20
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>21</b>
7.1 SUMMARY: PROJECT TITLES AND AVAILABLE FUNDS .....	21
7.2 PROJECT DESCRIPTIONS.....	21
<b>APPENDICES.....</b>	<b>23</b>

APPENDIX 1 – COVER SHEET .....	23
APPENDIX 2 – PROMISES, CERTIFICATIONS AND ASSURANCES .....	24
APPENDIX 3 – ASSURANCES AND CERTIFICATIONS .....	28
APPENDIX 4 – APPLICATION CHECKLIST .....	32
APPENDIX 5 – APPLICATION RECEIPT .....	34

## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from for-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, solving problems within the taxicab industry that benefit taxicab consumers, and fostering innovation. **This RFA (FHVINNO-2017-05-002) consists of a variety of funding opportunities under our For-Hire Vehicle Innovations Grants.**

### 1.2 Purpose of the Grant(s)

The purpose of this grant opportunity is to select one or more For-Hire Vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, solving problems within the taxicab industry that benefit taxicab consumers, and fostering innovation. Transportation service may require the use of wheelchair accessible vehicles. Grant opportunities under this RFA will encompass the following:

1. School Transportation Service Pilot Program;
2. Non-Emergency Medical Transportation;
3. Electric Vehicles or Ride Subsidy programs;
4. Wheelchair Accessible Vehicle or Subsidy program(s); and
5. Other For-Hire Vehicle Innovation programs the DFHV may develop.

### 1.3 Source of Funds

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

### 1.4 Competition for a Grant Award

This RFA (FHVINNO -2017-05-002) is a competitive award. **Submission of an application does not guarantee a grant award.** Each Applicant must demonstrate their ability to carry out the activities for the program and the grant for which one 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 as a “FOR-HIRE VEHICLE INNOVATIONS” service provider and be awarded a grant commensurate with the panel’s evaluation of an 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 goals. **Each Applicant may submit one application for each category for this RFA.**

Non-Allowable Costs for this RFA include for such long-term items as real estate, and non-program related expenditures, **unless the expenditures are pre-approved by the DFHV prior to the start of your program**, as follows:

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment (this does not include rental vehicles which may be eligible for taxicab rental cost offsets)
6. Employee salaries and benefits;
7. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage costs;
11. Computer Equipment;
12. Plants and tree-plantings;
13. Small tools;
14. Equipment;
15. Postage, shipping;
16. Travel, meals and lodging; and
17. Insurance.

### **1.5 Projects and Funds Available**

The DFHV will make available, no later than March 6, 2017 a minimum of one-thousand five hundred dollars (\$150,000) in grant funds to for-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, solving problems within the taxicab industry that benefit taxicab consumers, and fostering innovation to provide School Transportation Service Pilot Program, non-emergency medical transportation, electric vehicles or ride subsidy programs, wheelchair accessible vehicle or subsidy program(s), and other programs the DFHV may develop.

One or more awards will be made, and award amounts will range from a minimum of \$10,000 up to a maximum of \$1,000,000 per award based on an applicant's ability to show it has the capacity to meet all proposed deliverables for the pilot program for which the applicant is applying as specified in this RFA during the course of the **grant period (April 1, 2017 through March 30, 2019)**. **All grant awards are subject to funding availability.**

**The pre-application conference is scheduled for 1:00 p.m. Monday, March 6, 2017.**

The DFHV seeks applications for:

Project Number	Project Name	Project Amount
FOR-HIRE VEHICLE INNOVATIONS 2017-05-002	<b>FOR-HIRE VEHICLE INNOVATIONS</b>	\$1,000,000

### **1.6 Eligibility**

For-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, and fostering innovation are eligible for this funding opportunity. Applicants and any partner organization that teams up with the applicant must be in good standing with the DFHV and be in compliance with all laws and regulations including Title 31 of the DCMR and DCRA licensing requirements to apply for and participate in the For-Hire Vehicle Innovations programs. The DFHV 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 agency during the application process.

Each applicant selected for this RFA shall be in compliance with, or ready to comply, with all program operating requirements contained in Title 31 of the DCMR, partnering agencies, and the proposed projects in Section 7 of this application, including:

1. Maintaining appropriate business records for three (3) years;
2. Making transportation services available as a DFHV approved taxicab company or independent operator to any For-Hire Vehicles Innovations program participant;
3. Accepting each booking for a For-Hire Vehicles Innovations program trip anywhere within the multi-state area (MSA);
4. Providing invoices and reports of For-Hire Vehicles Innovations program trips and its compliance with Title §31 of the DCMR as directed by the DFHV. Additional requirements may be added based on the unique requirements of the partnering agency;
5. Ensuring that all participating Transportation service will be provided by For-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, and fostering innovation;
6. If applicable, ensuring that participating WAV operators complete all requirements to obtain an Accessible Vehicle Identification (AVID) license, including training in a DFHV-approved wheelchair service training curriculum and passing a written examination;
7. Maintaining written policies to suspend or terminate drivers for not meeting Title §31 of the DCMR requirements;

8. Providing the DFHV with a current and accurate inventory, as defined by rule, of all active taxicab company operators and vehicles that will be providing For-Hire Vehicles Innovations program services; and
9. Ensuring that participating transportation service will be provided by for-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, and fostering innovation that are also in compliance with all Title §31 of the DCMR requirement and other applicable law, 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. 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**

The DFHV may use several methods to monitor the grants and services including site visits, periodic inspection of financial reports and the collection of performance data. Participants must maintain all appropriate business records for three (3) 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 DFHV’s Authority to Make Grants**

Pursuant to D.C. Official Code § 50-301.20 (b) (1), the DFHV is authorized to provide grants to owners of licensed taxicabs legally operating and incorporated in the District to offset the cost acquiring, maintaining, and operating wheelchair- accessible vehicles; to incentivize the purchase and use of alternative-fuel vehicles; to directing license taxicabs to underserved areas; and to offset cost associated with meeting the mandates of Chapter 3 of Title 50 of the D.C. Official Code. The DFHV has additional authority under D.C. Official Code §§ 50-301.07 (c) (13), 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 **March 6, 2017**.

### **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 the following to any correspondence or submitted documents Regarding RFA **For-Hire Vehicle Innovations-2017-05-002**.

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

**When:** The DFHV will accept applications a rolling basis beginning on Monday, March 6, 2017. The first application submission deadline is March 14, 2017 at 3:00 p.m. The second application submission deadline is June 12, 2017 at 3:00 p.m. The third application submission deadline is September 11, 2017 at 3:00 p.m. The fourth and final application submission deadline is December 10, 2017 at 3:00 p.m.

#### **Acceptance of an Application Does Not Guarantee a Grant Award**

An application will be dated and recorded as “received” until DFHV staff has reviewed it to see if it is complete. The DFHV 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:

One (1) electronic copy on a flash drive (USB storage device).

The DFHV will not receive or accept faxed copies. Do not submit a faxed copy. The required contents of the Application are specified, in Section 3.

The electronic copies must be filed with The DFHV at the following address:

**District of Columbia Department of For-Hire Vehicles  
Attn: For-Hire Vehicle Innovations RFA #2017-05-002  
2235 Shannon Place, SE, Suite 2001  
Washington, DC 20020**



## 2.4 Award Announcement

The DFHV expects to notify each Applicant of its award status within twenty-one (21) days following the respective application due dates in writing. The first due date is March 14, 2017 at 3:00 p.m. with remaining due dates every 90 days thereafter (June 12, 2017; September 11, 2017; and December 10, 2017). After the initial deadline of March 13, 2017, applications will be accepted and reviewed on a rolling basis and DFHV reserves the right to review an application and make an award before the next due date.

## 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 RFA for which one is applying.

The DFHV welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address listed paragraph 2.6. The DFHV will publish updates and the Q&A regarding the RFA at [www.dfhv.dc.gov](http://www.dfhv.dc.gov). DFHV will also create an email list. A person can be put on the email list by sending an email to the address below with the subject line "**RFA FHVINNO -2017-05-002. Add me to the email list.**"

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

## 2.6 The DFHV Contacts

The DFHV may be contacted about this RFA (use the RFA's short name (FOR-HIRE VEHICLE INNOVATIONS Program) and number whenever possible) as follows:

- (a) **By email** sent to [karl.muhammad@dc.gov](mailto:karl.muhammad@dc.gov) with "FOR-HIRE VEHICLE INNOVATIONS Program" in the subject line;
- (b) **In person** with an appointment (contact Karl Muhammad at (202) 645-4435 and mention this RFA by name); or
- (c) **In writing** sent to the Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020, Attention: Karl Muhammad RE: **For-Hire Vehicle Innovations** 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 **single-sided** if possible;
- (c) Limit each project narrative to 20 double-spaced pages; and,
- (d) Do not use a plastic cover or other form of binding and submitted with rubber bands or binder clips only.

### 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

The purpose of this grant opportunity is to select one or more For-Hire Vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, solving problems within the taxicab industry that benefit taxicab consumers, and fostering innovation. Transportation service may require the use of wheelchair accessible vehicles. Grant opportunities under this RFA will encompass the following:

1. School Transportation Service Pilot Program (**Application Submission Closing Date is 3:00pm Tuesday, March 14, 2017**);
2. Non-Emergency Medical Transportation;
3. Electric Vehicles or Ride Subsidy programs;
4. Wheelchair Accessible Vehicle or Subsidy program(s); and
5. Other For-Hire Vehicle Innovation programs the DFHV may develop.

Detailed Description: Your application should include proposal(s) addressing current industry concerns including increasing the use of WAVs; increasing ridership for electric vehicles; increasing the number fast charging stations for electrical vehicles; using technology to enhance customer experience and expand economic opportunities for drivers; and/or any other innovative ideas. Provide how you will accomplish the goals of the program for which you are applying as follows:

1. Explain how you will utilize your trip data to ensure operators/drivers do not circumvent applicable FOR-HIRE VEHICLE INNOVATIONS program guidelines to increase revenue or to achieve program goals. (*Using a full month of verifiable trip data to show*

***how your trip data will identify potential and actual circumventing of program guidelines in a Microsoft Excel spreadsheet and include on a USB drive).***

2. How will you or your company resolve customer and the DFHV concerns in matters such as the following:
  - a. A driver late arrival for a scheduled trip request made an hour or more in advance and a driver who does not show up for a customer trip request; and
  - b. A drivers who complains to customers regarding trip destination requests, is rude to customers, fails to accommodate customers' request regarding a/c or heat during extreme temperatures, or requests that a customer to get out of their vehicle.
  - c. Your ability to transfer trips to another taxicab company within a 10 minute window of a trip request and follow through on the trip request until the customer's transferred trip is fulfilled by a collaborating taxicab company.
  - d. How will your company compensate vehicle operators participating in the FOR-HIRE VEHICLE INNOVATIONS program as opposed to their regular method of service pay? Applicants must be able to demonstrate in their application narrative their ability to compensate participating vehicle operators for services rendered under the FOR-HIRE VEHICLE INNOVATIONS program.
  - e. Explain in detail the functionality and the name of your dispatch service. In addition, include with your application actual trip data in an electronic spreadsheet using Microsoft Excel using your dispatch system that includes the information in separate data fields (data fields/Columns) as follows (***For purpose of this grant opportunity the following data fields must be transmitted to the DFHV within 24 hours after each trip and be automated***):
    - i. Order Date;
    - ii. Taxicab Company Name;
    - iii. Trip Number;
    - iv. PSP;
    - v. Order Date;
    - vi. Trip Type (*Project/Contract Name*);
    - vii. Client/Customer Name;
    - viii. Customer Telephone Number;
    - ix. Complete Customer Profile (*Wheel Chair, Walker, Visually impaired, etc.*)
    - x. Order Status; Expected Pick Up Date and Time;
    - xi. Expected Pick Up Address;
    - xii. Expected Drop Off Address;
    - xiii. Request Type (*reservation, etc.*);

- xiv. Order Source (*Telephone, App, etc.*);
- xv. Vehicle Type;
- xvi. PVIN;
- xvii. HTAG #;
- xviii. Face ID;
- xix. WAV (*Yes/No*);
- xx. Pickup Date and Time;
- xxi. Pick Up Location;
- xxii. Drop-Off Date and Time;
- xxiii. Drop-Off Location;
- xxiv. Customer Costs;
- xxv. Payment Type (*Cash, Credit Card, Voucher, etc.*);
- xxvi. Flat Fare;
- xxvii. Trip Dollar Amount;
- xxviii. Dollar Amount Paid by Client/customer;
- xxix. Trip Distance; and
- xxx. Trip Time.

- f. Explain your ability to provide monthly trip data reports and access to DFHV staff with an interface or data stream to track vehicles in real time when the vehicle is in service.
- g. Provide your policy and procedure guidelines submitted with each application must include the roles and responsibilities drivers/operators, dispatch and call center staff, supervisor and management staff connected with program services.

**Additional Specific Goals For Funding Under the School Transportation Service Pilot Program:**

1. Provide a summary of how you will meet the eligibility and operating requirements of the Schools Transportation Service Pilot Program contained in Section 7 of this RFA.
2. Explain your company's internal control structure that will prevent a student from arriving late to their destination. Include your understanding of an Operator / Driver late arrival if a customer has requested a 6:45 a.m. pick up time for a FOR-HIRE VEHICLE INNOVATIONS program trip request. What is your company's remedy on behalf of a CFSA student for an operator's late arrival for a CFSA trip request.
3. Provide a copy of your dispatch service agreements with other public vehicle for-hire companies or independent operators that are willing to assist your company with providing transportation service to meet the service demand of the School Transportation Pilot Program.

4. Explain how you will ensure that a qualified aide will be present for each trip and your ability to provide appropriate child seat or booster seats as required.
5. How will your company resolve customer, CFSA or DFHV concerns in matters such as the following:
  - a. A driver's late arrival for a scheduled trip request made an hour or more in advance and a driver who does not show up for a customer trip request;
  - b. A drivers conduct such as: complaining to customers regarding a trip or destination requests, being rude to customers or aides, failing to accommodate a customer's or aide's request regarding a/c or heat during extreme temperatures, and requesting customers or aide to get out of their vehicle prior to their destination.

Introduction. After writing the proposal, and its details, the Applicant should summarize the FOR-HIRE VEHICLE INNOVATIONS program proposal in an introductory section of the document. The summary should consist of one or two (2) paragraphs.

Applicant Description. Each proposal should include an Applicant Description section and include:

- (a) Applicant's Background.
- (b) Description of your taxicab company's history, mission, and current or past projects that demonstrate the capacity to achieve the project's goals. This section should be limited to one (1) page.
- (c) Identify the company management and/or owner for the project and provide a brief biography or resumes of key operational staff.
- (d) Summarize past performance as a public vehicle for-hire service provider as it relates to transporting individuals with disabilities.

## **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 its 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) reviewers sit on a review panel. The review panel may consist of at least three (3) technical reviewers. At least two (2) of the review panel members will be the DFHV staff.

## **4.2 Scoring Criteria**

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

1. The DFHV 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;
2. Adequate financial resources or the ability to obtain them;
3. The ability to meet the program design specifications at a reasonable and competitive cost, as well as the ability to meet performance goals;
4. The applicants responses to under Section 3 of this RFA (Application Content);
5. A satisfactory record of past performance in the public vehicle for-hire business, including demonstrated quality of service delivery;
6. Documentation that the grantee has proper legal status (i.e. business license, non-profit incorporation, etc.) to conduct business within the District of Columbia;
7. A satisfactory record of integrity, business ethics, and fiscal accountability;
8. The necessary organization, experience, accounting and operational controls;
9. The technical skills to perform the work; and the freshness of the idea or proposal
10. The number of vehicle operators associated with the company that have already received wheelchair accessibility service training expected to meet the requirements of 31 DCMR § 1806.6, as applicable;

11. The applicant's plan for ensuring wheelchair accessibility service training to operators, and for offering incentives to obtain such training, as required by 31 DCMR § 1806.7, as applicable;
12. The applicant's experience in providing wheelchair accessible service, as applicable;
13. The applicant's plan for ensuring that wheelchair accessible service will be provided in compliance with all applicable provisions of Title 31 of Chapter 18, as applicable;
14. The strength and experience of the management team; and
15. History with dispatch service.

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 to grant funding is availability).

**Criteria for Evaluating "FOR-HIRE VEHICLE INNOVATIONS" Program Proposals**  
**(School Transportation Services Pilot Program Only)** *(Applications will be evaluated with a 100 point scale)*

Protecting the safety and well-being of CFSA children is a unique and critical aspect of the School Transportation Services Pilot Program, which mandates a commitment by approved providers to the highest levels of transportation service. This commitment already includes providing specially-trained operators, state-of-the-art equipment, outstanding performance levels, and internal controls for each applicant for quality assurance and to prevent fraud and abuse of customers, high quality maintenance of vehicles, and fixed fares that incentivize the delivery of service and participation by operators.

- (a) Applicant's responses to under Section 3 (Parts 3.1, 3.2, and 3.3) of this RFA. **(30 points)**
- (b) Ability to provide Aides and Taxicab Operators with required child protective screening clearance for travel on each trip. **(25 points)**
- (c) Ability to provide evidence that Aides and Taxicab Operators are currently certified to provide First Aid and CPR to children and teens that receive transportation service. **(20 points)**
- (d) Provide evidence that demonstrates you will have child safety seats and booster seats by the start date of the program. **(20 points)**
- (e) Ability to provide your company's written for drivers, call center, and dispatch staff for providing service in the FOR-HIRE VEHICLE INNOVATIONS program. Include in

your written policies suspension and/or termination of drivers for failure to meet Title 31 DCMR and program requirements **(5 points)**

**Criteria for Evaluating “FOR-HIRE VEHICLE INNOVATIONS” Program Proposals**  
**(Programs Other Than School Transportation Services Pilot Program)** *(Applications will be evaluated with a 100 point scale)*

- (a) Applicant’s responses under Section 3 (Parts 3.1, 3.2, and 3.3) of this RFA and measureable benefits. **(60 points)**
- (b) Provide your sustainability plan to keep the program operational beyond the funding period of March 30, 2019. **(20 points)**
- (c) Ability to provide your company’s policies and procedures for drivers, call center, and dispatch staff specific to the innovative service program for your application submission. Include in your written policies suspension and/or termination of drivers from the program for failure to meet Title 31 DCMR and program requirements. **(20 points)**

## **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 a required document is not in this filing, the DFHV 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, the DFHV 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 D.C. Department of Consumer and Regulatory Affairs. The Certificate shall be current.

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

Each Applicant must sign the 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 an ongoing 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 the DFHV. Rather, the DFHV requires that the Table of Contents and the signature page must be returned. 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 and in compliance with all obligations and requirements of the District, including those obligations and requirements of other District agencies. The DFHV defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. The DFHV will require, as a condition of continuing eligibility, that a grantee stay current on and in compliance with 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. The DFHV 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 the DFHV for another application, or for another purpose, the Applicant may submit a copy of that document.

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

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

**(e) Applicant’s Financial Statements**

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

**(f) Separation of Duties Policy**

Applicant must submit a statement that demonstrates how the organization separates financial transactions/duties between people within the organization, for the purposes of

preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. *The applicant should state which of these is the case.*

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

**(g) Sworn Written Statement About Criminal History of Company Leadership**

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

- (1) 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
- (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.

**(h) DC Office of Tax and Revenue ("OTR") Tax Law Filing Certificate**

**(i) 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.

A statement identifying any financial, personal, or familiar connections to any the DFHV or employees, contractors or other affiliated parties.

(j) **Driver Inventory**

A driver inventory that includes the operator(s) name(s), cellular telephone number(s), the DFHV operator's license number(s), and an indication of whether the operator(s) has completed the wheelchair service training, and, if so, the date of completion.

(k) **Vehicle Inventory**

A 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.

(l) **Copy of Training Curriculum, if Applicable.**

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

Each of the following documents must be filed with the DFHV before the DFHV 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, the DFHV 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 the DFHV 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 the DFHV.

**(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.

**(a) Access Statement**

The grantee shall sign a statement making clear that they understand that “The grantee shall allow reasonable access to the District, including the DFHV; 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 DFHV’s objective is to announce grant awards within 21 days after the **application closure date of 3:00 pm Friday, March 14, 2017**. The first deadline is March 14, 2017 at 3:00 p.m. and every 90 days thereafter (June 12, 2017; September 11, 2017; and December 10, 2017). The following terms and conditions apply after the DFHV has made its decision to grant an award:

**(a) Grantee Reports**

The Grantee must provide the DFHV with monthly reports as one of the continuing conditions for eligibility.

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, an August 5<sup>th</sup> report must include all required service information for the month of July (July 1<sup>st</sup> through July 31<sup>st</sup>). The reports must detail 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 FOR-HIRE VEHICLE INNOVATIONS – School Transportation Pilot Program trip report must include documentation verifying a CFSA student with a unique

identifier in a Microsoft Excel spreadsheet with the data fields listed in section 3.3.

**(b) Reimbursement of Project Expenditures**

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

The DFHV 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, no later than 30 days after the end of the performance period of the program.** Each request/invoice must include supporting documentation, such as trip documentation.

**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>
FOR-HIRE VEHICLE INNOVATIONS Program		Service Providers \$1,000,000

**7.2 Project Descriptions**

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from For-hire vehicle companies, owners and operators with current DFHV operating authority to participate in innovative pilot projects and partnership programs aimed at improving transportation equity, expanding economic opportunities, and fostering innovation are eligible for this funding opportunity. Applicants must be in good standing with the DFHV and be in compliance with all laws and regulations including Title 31 of the DCMR and DCRA licensing requirements to apply for and participate in the For-Hire Vehicle Innovations programs. Service will begin on or about April 1, 2017.

**7.3. Additional Program Requirements**

Protecting the safety and well-being of CFSA children is a unique and critical aspect of the For-Hire Vehicle Innovations program – School Transportation Pilot Program, which mandates a commitment by approved providers to the highest levels of transportation service. This commitment already includes providing specially-trained operators, state-of-the-art equipment, outstanding performance levels, and internal controls for each applicant for quality assurance and to prevent fraud and abuse of customers, high quality maintenance of vehicles, and fixed fares that incentivize the delivery of service and participation by operators.

Rapid advances in mobile technologies now offer additional opportunities for the program to improve the ridership experience, to further reduce the cost of service, and to position caretakers to quickly respond to silent alarms and calls for assistance, among other advances. For this

reason, the DFHV may require company participants to join a pilot to headline new technologies, including: apps and hardware to ultimately replace dated payment terminals with a more secure EMV chip PCI- compliant payment system, and a state-of-the-art meter to prevent fraud and allow drivers greater opportunities via dispatch during downtime. The new metering technology will also enable real-time tracking of vehicles to ensure that customers are picked up and dropped off on time at their scheduled destinations, a central part of the high level of service mandated by the DFHV programs.

Key aspects of the technology that may be included in the pilot are: use of a meter which supports open API integration with dispatch systems approved by the DFHV; allowing each service provider to see citywide trips for the purpose of stacking trips; a GPS meter; authentication of operators against the DFHV taxicab data management system (“TDMS”); support for a digital meter to calculate fares and process payments; and other equipment, such as a small passenger information module).

Providers may not be compensated for the costs of equipment necessary for participation in the FOR-HIRE VEHICLE INNOVATIONS program, whenever service is provided.

## **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 for 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 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 Department of For-Hire Vehicles (“DFHV”) on their cover sheet:

1. The name of the applicant;
2. The trade name(s) and logo used by the company, if any;
3. RFA Name and RFA Number;
4. Street address with zip code plus-four;
5. Federal Tax Identification number/Social Security Number;
6. D-U-N-S (Data Universal Number System) Number;
7. Contact person for project (name, telephone no., and email address); and
8. Funding amount requested; and

## **Appendix 2 – PROMISES, CERTIFICATIONS AND ASSURANCES**



### **GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF FOR-HIRE VEHICLES**

#### **Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace**

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;



- d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

## **2. Debarments and Suspension, and Other Responsibility Matters**

As required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency

### **The Grantee certifies that it and its principals:**

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## **3. Drug-Free Workplace (Awardees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's

workplace and specifying the actions that will be taken against employees for violation of such prohibition.

- b) Establishing an on-going drug-free awareness program to inform employee's about:
- c) The dangers of drug abuse in the workplace;
- d) the Grantee's policy of maintaining a drug-free workplace;
- e) Any available drug counseling, rehabilitation, and employee assistance programs; and
- f) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- g) 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).
- h) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
- i) Abide by the terms of the statement; and
- j) 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.
- k) 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 Department of For-Hire Vehicles Driver Services, D.C. Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.
- l) 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).
- m) 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-

- n) 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

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:

District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE,  
Suite 3001 Washington, DC 20020

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF FOR-HIRE VEHICLES

**Appendix 3 – 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 grant making rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A-102, 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 Office of Tax and Revenue (“OTR”) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
  - 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 grant making Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
  - 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;
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

---

Applicant/Grantee Name

---

Street Address

---

City

---

State

---

Zip Code

---

Application Number and/or Project Name

---

Grantee IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

Signature

---

Date

## **Appendix 4 – Application Checklist**

### **Application Checklist**

- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be forwarded to the review panel.
- ☐ Include a completed Form W-9
- ☐ The application is unbound and submitted with rubber bands or binder clips only.
- ☐ One (1) electronic copy on a flash/thumb drive.
- ☐ Two (2) hard copy Application Receipts one (1) marked original and (1) marked copy (Appendix 5).
- ☐ The assurance packages are submitted marked “original.”
- ☐ 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 DFHV no later than 3:00 p.m. on the deadline date of Friday, March 31, 2016.
- ☐ Statement of insurance carriers and policies.
- ☐ Sworn written criminal history statement.
- ☐ The Applicant Cover Sheet.
- ☐ Company financial statements for 2016 (Balance sheet and profit and loss statement).
- ☐ D.C. Office of Tax and Revenue Tax Law Filing Certificate.
- ☐ Statement identifying any financial or familial connections to any DFHV employees.
- ☐ The project narrative section is complete and is within the application limit (15 pages or less 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.
- ☐ 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.

