



Access for All Grant Program

Call for Projects – Cycle 1

Program Website

www.sandag.org/AFA

Program Contact

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Available Funding

\$2,530,004

Eligible Applicants

Eligible Applicants must directly provide, or contract with a separate organization or entity to provide, on-demand WAV transportation in the County of San Diego to meet the needs of persons with disabilities.

- Transportation carrier(s) that hold a Commission -issued permit prior to applying
- Non-permitted transportation carrier(s) if the Applicant provides specific documentation as noted in this Call for Projects (CFP)
- A TNC that has completed at least one WAV trip that originated in San Diego County under certain conditions
- A TNC that has not provided WAV service in San Diego County since July 1, 2019

Overview

Program Description

The SANDAG Access for All Grant Program (AFA) funds projects and programs in the San Diego region that expand on-demand Wheelchair Accessible Vehicle (WAV) options for individuals with disabilities whose needs cannot be met by conventional transit or paratransit services.

Funding Source

California Public Utilities Commission (CPUC)

Fiscal Year of Funding: State Fiscal Year 2021/2022

Eligible Expenses

Eligible expenses must be directly related to the execution of the Project Scope of Work proposed in the application and finalized in the executed grant agreement. SANDAG will only reimburse costs that were actually incurred for the project after the Notice to Proceed has been issued, and only up to the amount awarded in the grant agreement. In the event of project cost overruns, SANDAG will not pay more than the original amount specified in the grant agreement.

A qualifying expense for an Access Provider is:

- a reasonable, legitimate cost that improves WAV service, and
- on the list of eligible WAV expenses provided by the CPUC

Timeline

Activity	Date
Release of the Call for Projects	5/5/2022
Prospective Applicant Workshop	5/19/2022
Call for Projects Question Deadline (by 5 p.m.)	7/20/2022
Responses to all questions released in BidNet	7/27/2022
Application Deadline (by 5 p.m.)	8/3/2022
Notice of Intent to Award (SANDAG Transportation Committee Recommendation)	9/16/2022
Notice of Award (SANDAG Board Approval)	9/23/2022
Grant Execution/Notice to Proceed Issued	10/1/2022

Attachments

Access for All Program - Application
Access for All Program - Sample Agreement
Access for All Program - Sample Resolution
Access for All Program – Project Scope of Work Template
Access for All Program – Project Budget Template

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I. Glossary of Key Terms

Access for All (AFA) refers to the TNC Access for All Program, created by the California Public Utilities Commission to implement [Senate Bill \(SB\) 1376](#) or the Access for All Act (Hill: 2018). In this Call for Projects, AFA also refers to the SANDAG Access for All Program.

Access Provider means an organization or entity that directly provides, or contracts with a separate organization or entity to provide, On-Demand Transportation to meet the needs of persons with disabilities, as defined in Public Utilities Code Section 5431.5(a).

Americans with Disabilities Act (ADA) prohibits discrimination against and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation (42 U.S.C. § 12101 et seq.).

Applicant is an organization that is considering or has submitted an application in response to a Call for Projects.

California Public Utilities Commission (CPUC) is a regulatory agency that regulates privately owned public utilities in the state of California, including TNCs. The CPUC was required to establish a program relating to accessibility for persons with disabilities as part of its regulation of TNCs under the implementation of SB 1376.

Direct Cost is an expense that can be directly assigned to a grant-funded project relatively easily with a with a high degree of accuracy.

Fixed-Route Transportation uses buses, vans, light rail, and other vehicles to operate a transportation service on a predetermined route according to a predetermined schedule.

Fulfilled Trip means a trip is requested by a rider, the trip is accepted by a provider, and the rider reaches their requested destination.

Grant Term is the period in which expenses for project-related activities can be incurred to be eligible for reimbursement.

Grantee is an organization that has been awarded funding through the Access for All Grant Program and has entered into a grant agreement with SANDAG.

Indirect Cost is an expense incurred for a common or joint purpose benefitting more than one grant-funded project that cannot be readily assigned to a specific grant, contract, or other activity, without effort disproportionate to the results achieved.

Matching Funds refers to the amount of funding other than the grant award that goes towards the Net Project Cost.

Net Project Cost is calculated as the Total Project Cost less any revenue generated through the project.

Non-scalable Project is a project whose Project Scope of Work cannot be reduced because doing so (a) is not possible, (b) would create an incomplete project that contributes little to the grant program goals or provides little value to those intended to benefit from the project,

and/or (c) would have scored substantially differently in the competitive process with a reduced Project Scope of Work.

Notice to Proceed is the written authorization SANDAG issues to a Grantee after a Grant Agreement has been executed to allow for a project to begin. The Notice to Proceed includes the date the Grantee can incur expenses that may be eligible for reimbursement.

On-Demand Transportation means a transportation service that does not follow a fixed route or schedule and the provider can fulfill trip requests within twelve hours.

Period of Performance is the total time interval between the start of an awarded project that has received a Notice to Proceed, and the project's planned end date as specified in the Grant Agreement or, if applicable, an amendment to the Grant Agreement.

Response Time is the elapsed time between when a trip is requested and when the passenger is picked-up.

Scalable Project is a project whose Project Scope of Work can be reduced and still further the grant program goals while providing significant value to the public intended to benefit from the project. SANDAG staff will consider how the project would have scored in the competitive process if the Project Scope of Work were reduced. If the project would have scored substantially the same with the scaled-down Project Scope of Work and the scaled-down project would further the grant program goals and provide significant value to the public intended to benefit from the project, then the project may be scaled.

Total Project Cost is calculated as the sum of the grant award and any Matching Funds.

Transportation Network Company (TNC) is an organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides prearranged transportation services for compensation using an online-enabled platform to connect passengers with drivers using their personal vehicles.

Wheelchair-Accessible Vehicle (WAV) means a vehicle equipped with a ramp or lift capable of transporting non-folding motorized wheelchairs, mobility scooters, or other mobility devices, as defined in Public Utilities Code Section 5431.

II. List of Resources

Below is a list of resources referenced in or related to this Call for Projects and a description of how to use these resources.

Resource/Links	What to do?
SANDAG Grants Webpage	Explore SANDAG's grant programs, review grant project progress reports, access documents applicable across all grant programs such as the Grant Program Protest Procedures, and how to register your organization on BidNet Direct.
CPUC AFA Program Access Provider Webpage	Information on eligible Access Provider Applicants, application instructions & reporting templates, and the approved Local Access Fund Administrators (LAFAs) in California.
SANDAG Access for All Webpage	Access general information about the AFA Cycle 1 Call for Projects.
BidNet Direct	Access the Call for Project materials, submit and receive responses to questions, receive any updates to the Call for Projects, and submit completed application(s) for consideration
SANDAG Board Policy No. 035	Review the Board Policy that governs SANDAG's Competitive Grant Programs. An overview is provided in this Call for Projects.
CPUC SB 1376 Webpage	Learn how the CPUC is implementing the TNC Access for All Act, including CPUC Rulemaking 19-02-012 and the resulting Commission Decisions.

III. Background

A. About SANDAG

The San Diego Association of Governments (SANDAG) is the primary public planning, transportation, and research agency for the San Diego region, which consists of the 18 cities and County of San Diego. SANDAG serves as the public forum for regional policy decisions about growth, transportation, environmental management, housing, open space, energy, public safety, and binational collaboration.

SANDAG's **vision** is to pursue a brighter future for all people living, working, or recreating in the San Diego region. To this end, SANDAG plans and implements projects that seek to use land more wisely, build a more efficient and accessible transportation system, protect the environment, improve public health, promote a strong regional economy, better manage our access to energy, incorporate equity into the planning process, address pressing needs on tribal lands, and support a vibrant international border.

SANDAG receives local, state, and federal funds to implement regional policies, programs, and projects that advance its vision. SANDAG passes through a portion of the funding it receives through several [competitive grant programs](#). These grant programs provide local,

state, and federal funding to local jurisdictions, nonprofits, and other partners to accomplish regional goals at the local level. Awarded grants range from infrastructure projects to habitat management and monitoring efforts to specialized transportation services for senior and disabled populations. While each individual grant program maintains a particular focus, all work together to enhance our region's quality of life.

B. Access for All Grant Program

1. Overview

In 2018, the passage of California Senate Bill 1376 directed the CPUC to develop the Access for All Program and create regulations around accessibility for persons with disabilities in On-Demand Transportation services, including wheelchair users who need a Wheelchair-Accessible Vehicle (WAV). The Access for All Program provides two different ways to meet the statute's goal of expanding and improving on-demand WAV transportation service in California; (1) through TNC investments and (2) through Local Access Fund Administrators (LAFAs).

When a TNC trip is provided, a \$0.10 fee is collected and deposited in the CPUC's Access Fund. TNCs can invest Access Fund revenue to expand or improve on-demand WAV service in each county or geographic area. In return, they can file offset requests on a quarterly basis with the CPUC. The Commission sets aside the remaining monies not claimed by TNCs in the offset process for distribution by LAFAs.

On June 28, 2021, SANDAG was designated as the LAFA for San Diego County for Fiscal Year 2021/2022. In this first Cycle of the program, SANDAG is issuing a Call for Projects (CFP) to solicit applications from interested entities to build WAV services in the region.

2. Goal and Objectives

The goal of the San Diego AFA Program is improve on-demand mobility for individuals with disabilities, including wheelchair users needing a WAV in the region by meeting their accessibility needs through the expansion of service options and removal of existing barriers.

Objectives:

- Fund innovative, flexible, data driven projects that improve WAV presence, availability, and Response Times.
- Fund projects that provide transportation services specifically designed to meet the special needs of individuals with disabilities in the San Diego region and that strive for continual improvement as demonstrated by capacity building and increases in individuals with disabilities served.
- Provide incentives for the coordination among specialized transportation providers to create efficiencies in service delivery, reduce duplication of services, and address any gaps in WAV service for individuals with disabilities.
- Encourage cost-efficient WAV service through coordination, innovation, and the leveraging of Matching Funds.
- Publicize and promote on-demand WAV transportation with the disability community.

IV. Eligibility

A. Eligible Applicants and Projects

1. Eligible Applicants

- Transportation carrier(s) that hold a Commission-issued permit prior to applying.
- A non-permitted transportation carrier if the Applicant provides documentation that demonstrates the following. The non-permitted carrier shall submit a declaration in its application to SANDAG affirming compliance with each of these requirements and that each requirement will be in effect during the term the carrier operates as an Access Provider:
 - Background checks: Carriers must perform background checks that meet or exceed what is required of TNCs under the [TNC Applications Form](#)
 - Insurance: Carriers must have levels of insurance equivalent to or higher than to what is required of charter-party carriers under [General Order 115](#)
 - Controlled substance and alcohol testing: Carriers must be enrolled in a controlled substance and alcohol testing program.
 - Secretary of State registration: Carriers must have their articles of incorporation filed with the Secretary of State.
 - Motor Carrier Profile with California Highway Patrol (CHP): Carriers must complete the [CHP 362 Motor Carrier Profile](#) and obtain a CA Number from the CHP.
- TNC Applicants
 - A TNC must demonstrate that it meets the requirements provided above for non-permitted transportation carriers by submitting an attestation with its application.
 - A TNC that has completed at least one WAV trip that originated in San Diego County is eligible if the following conditions can be met:
 - The TNC qualifies for an exemption in San Diego under [Decision 21-03-005](#); and
 - Certifies that the TNC's collected fees during the Exemption Year were exhausted to provide WAV service.
 - A TNC that has not provided WAV service in San Diego County since July 1, 2019.

In the event SANDAG receives an application from a TNC, SANDAG will consult with CPUC staff to verify whether the TNC has met these eligibility requirements.

2. Eligible Projects and Project Types

Eligible Applicants must directly provide, or contract with a separate organization or entity to provide on-demand WAV transportation in the County of San Diego to meet the needs of persons with disabilities.

To be eligible to receive grant funds, an Applicant must also:

- Have the technical and financial capacity to implement the proposed project if awarded
- Have adequate methods for ensuring the benefits of the proposed project(s) are distributed equitably among low-income and minority (LIM) and non-LIM groups in the proposed service area(s) as provided in the Applicant's non-discrimination assurances.

B. Eligible Expenses

Eligible expenses must be directly related to the execution of the Project Scope of Work proposed in the application and finalized in the executed grant agreement. SANDAG will only reimburse costs that were actually incurred for the project after the Notice to Proceed has been issued, and only up to the amount awarded in the grant agreement. In the event of project cost overruns, SANDAG will not pay more than the original amount specified in the grant agreement.

A qualifying expense for an Access Provider is:

- a reasonable, legitimate cost that improves wheelchair accessible vehicle service, and
- on the list of eligible WAV expenses:

Vehicle Costs
Lease/Rental/Purchase Costs
Rental Subsidies for Driver
Inspections
Maintenance, Service & Warranty
Fuel Cost
Cleaning Supplies/Services
Partnership Costs
Transportation Service Partner Fees/Incentives and/or Management Fees
Vehicle Subsidies
Consultants/Legal
Marketplace Costs
Recruiting
Driver Onboarding
Training Costs
Driver Incentives
Promo Codes for WAV
Operational Costs
Marketing Costs

Technology Investments/Engineering Costs/Enhancements
Community Partnership/Engagement Costs
Rental Management
Pilot Management
Wages, Salaries and Benefits (non-maintenance personnel)

C. Ineligible Activities and Expenses

Ineligible projects and activities are those that do not align with program goals and objectives. The following activities and expenses are ineligible through the grant program:

- Administrative costs of persons employed by the Grantee for activities not directly related to the preparation and adoption of the proposed activity or activities;
- Costs for work performed prior to SANDAG issuing a Notice to Proceed to the Grantee; or
- Claims or litigation costs.

V. Funding

A. Available Funding

\$2,530,004 is available through this call for projects. SANDAG reserves the right to partially fund grants, and to fund less than the amount available in a grant cycle. See Partial Awards.

B. Minimum and Maximum Grant Awards

1. Per Applicant

The minimum and maximum grant request per Applicant are included in the table below.

Minimum Request	Maximum Request
\$50,000	\$2,530,004

C. Partial Awards

Given the competitive nature of the grant program and the finite amount of funds available through this CFP, Applicants may receive partial awards. Additionally, SANDAG may choose to rollover any remaining funds not awarded through this call for projects to a future CFP. SANDAG handles partial awards differently based on the scalability of a project. SANDAG at its sole discretion will determine whether a project is Scalable or Non-scalable using the definitions listed above.

Applicants whose projects are recommended for partial award and are Scalable will be required to work with SANDAG staff prior to grant agreement execution to alter the Project Scope of Work and Project Budget, submitted as a part of the application to reflect a reduced Project Scope of Work.

Applicants whose projects are recommended for partial award and cannot be scaled will be asked if they would like to accept the partial funding award with the condition that the entire project as proposed in the Project Scope of Work included in the application must be completed. Applicants will be required to contribute Matching Funds to complete the Project Scope of Work or “make the project whole.” If an Applicant cannot come up with the necessary Matching Funds and declines the partial funding award, the award will be offered to the next highest-ranked project on the ranked project list. (See the section entitled “Application Evaluation Process”.) If no Applicant accepts the funding, the funding will be kept within the grant program and may be rolled over to future funding cycles.

D. Expenditure Deadline/Grant Term

SANDAG has flexibility in executing grant agreements and issuing a Notice to Proceed, which marks the beginning of the Grant Term. The grant agreement execution window is anticipated to occur in Fall 2022. AFA funds must be expended by Grantees no later than June 30, 2023. In order to meet this deadline, all grant agreements will contain a grant expiration date of June 30, 2023.

E. Matching Funds Requirement

1. Minimum Matching Funds Requirement

Matching Funds are not required; however, points will be awarded based on evidence of Matching Funds.

2. Eligible Matching Funds

Matching Funds must be from a source other than the grant funding source. Eligible Matching Funds sources include:

- Cash (federal, state, local, or private funding sources)
- In-kind services (e.g., volunteer labor, donated goods or services, etc.)

Applicants are required to provide adequate documentation of Matching Funds and the Matching Fund source(s) in the application.

VI. Other Program Requirements

A. SANDAG Board Policy No. 035

[SANDAG Board Policy No. 035](#) “Competitive Grant Program Procedures” applies to all grant programs administered through SANDAG.

1. Resolution

Per Board Policy No. 035, Applicants must provide a resolution from the Applicant’s governing body that:

- commits to providing the amount of Matching Funds set forth in the grant application; and

- authorizes Applicant's staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

Failure to provide a resolution that meets the above requirements will result in rejection of the application and the application will be dropped from funding consideration. Per Board Policy No. 035, signed resolutions are due at least two weeks prior to the review of the funding recommendations by a policy advisory committee. See the timeline for specific dates.

Applicants are encouraged to use the sample resolution included in this CFP.

2. Grant Agreement Execution

Board Policy No. 035 requires Grantees to sign a grant agreement within 45 days of receiving the grant agreement from SANDAG. Applicants are encouraged to review the sample grant agreement included in this CFP to ensure compliance with this provision of Board Policy No. 035. Failure to sign and return the grant agreement promptly may result in revocation of the grant award.

3. "Use It or Lose It"

Board Policy No. 035 includes a "use it or lose it" policy, which requires that Grantees make diligent and timely progress toward the completion of the grant project within the timelines set forth in the Project Schedule. Failure to meet project milestones and deadlines may result in the early termination of the grant agreement.

Per Board Policy No. 035, Grantees may request and be granted up to a six-month extension at the SANDAG staff level. Due to the expenditure deadline however, no requests for time extensions beyond the initial grant term will be granted.

B. Progress Reports, Invoices, and Matching Funds

1. Progress Reports

Grantees must complete and submit quarterly progress reports with documentation in conjunction with an invoice in order to receive reimbursement. Progress report data from Grantees must be submitted to SANDAG within 30 days after the end of each quarter. Copies of subcontracts must be submitted with the first report containing subcontracted work. Grantees may be required to use specific report templates and an online platform for submissions to SANDAG.

SANDAG will measure grant performance against the stated project goals and deliverables in the Project Scope of Work included in the grant agreement. Poor performance may be grounds for termination of the grant agreement and revocation of the grant.

2. Invoices

Grant funding is by reimbursement only. Funds will not be disbursed until a grant agreement has been approved and fully executed by SANDAG and the Grantee. Project expenses incurred by the Grantee prior to execution of a grant agreement are not eligible for reimbursement. To be reimbursed for project expenses, Grantees must

submit an invoice packet consisting of an invoice, documentation of all project expenses, and a progress report. Grantees are required to submit invoices quarterly, which are due 30 days after the end of each quarter. Grantees may be required to use specific invoice templates and an online platform for submissions to SANDAG. Grantees must conform to the following in order to qualify for reimbursement:

- Staff costs must be submitted with certified payroll reports.
- Consultant or contractor invoices must be submitted with proof of payment.
- Receipts or invoices must be detailed, dated, and be directly related to the Project Scope of Work.

C. Public Record and Record Retention Policy

All applications submitted in response to this CFP become the property of SANDAG and are considered a public record. As such, applications and other project-related documentation may be subject to public review per [SANDAG Board Policy No. 015: Records Management](#).

Grantees must retain project-related documents for at least three years after receipt of final payment and make these documents available to SANDAG upon request.

D. Insurance Requirements

Awarded Applicants will be required to provide proof of insurance. The required insurance certificates (or proof of self-insurance for public entities) and endorsements must comply with all requirements included in the grant agreement and must be provided prior to grant agreement execution. Grantees are encouraged to submit their certificate(s) of insurance following issuance of the Notice of Intent to Award to ensure there is no delay in executing a grant agreement.

VII. Application and Submittal Process

A. Application Materials

Application materials are available online at <https://www.bidnetdirect.com/sandag/sandag-grants>. Applicants are responsible for downloading relevant application materials to develop and submit an application.

Applicants will submit their completed application with all required signatures by the Application deadline. An incomplete application may be disqualified. For an application to be considered complete, it must include all of the materials described in the Application.

SANDAG reserves the right to cancel or revise, for any or no reason, in part or in its entirety, this CFP. If SANDAG revises and/or cancels the CFP prior to the deadline for applications, Applicants will be notified by email.

B. Prospective Applicant Workshop and Questions

1. Prospective Applicant Workshop

SANDAG will host a Prospective Applicant Workshop to provide an overview of this CFP, the application process, and to address any questions. SANDAG staff will also provide information and address questions on the eligibility, approval, contracting, and specific requirements of this grant program. This workshop will be held virtually. SANDAG will post the virtual meeting link and other details on BidNet.

2. Call for Projects Questions

Potential Applicants may submit questions through the SANDAG web-based vendor portal BidNet Direct, available at <https://www.bidnetdirect.com/sandag/sandag-grants>. Questions submitted after the Question Deadline or outside of BidNet will not be answered.

See the Timeline for the date of the public workshop and the deadline to submit questions.

C. Submittal Process

Applicants shall submit application documents via the SANDAG web-based vendor portal BidNet Direct, available at <https://www.bidnetdirect.com/sandag/sandag-grants>. Applications submitted by mail, facsimile, or email in lieu of electronic copies uploaded onto the online web-based portal will not be accepted. Any application that is missing pages or cannot be opened for any reason may be considered unresponsive.

Applicants are responsible for fully uploading their entire application before the stated deadline. It is the Applicant's sole responsibility to contact the SANDAG bid management provider, BidNet Direct, to resolve any technical issues related to electronic submittal, including, but not limited to, registering as a vendor, updating password, updating profiles, uploading/downloading documents, and submitting an electronic application, prior to the submission deadline. BidNet Direct's Vendor Support team is available Monday-Friday from 5 a.m. to 5 p.m. Pacific Time at (800) 835-4603 or e-procurementssupport@bidnet.com.

VIII. Application Evaluation Process and Awards

A. Eligibility Screening

Following the application submittal period, SANDAG staff will perform an eligibility screening of all submitted applications. An eligibility screening involves verifying that an Applicant and its proposed project(s) meet the eligibility requirements included in this CFP. During the eligibility screening process, SANDAG reserves the right to request additional information and/or clarification from any or all Applicants but is not required to do so. Staff also may seek input from a policy advisory committee to determine eligibility but is not required to do so. Projects that pass the eligibility screening will be scored (see Project Scoring).

Any Applicants who have been deemed ineligible or whose projects have been deemed ineligible during the eligibility screening will be notified in writing at the time the determination is made. Applicants may protest the eligibility determination pursuant to the protest procedures (see Protest Procedures).

This CFP does not commit SANDAG to award a contract, defray any costs incurred in the preparation of an application pursuant to this CFP, or to procure or contract for work. SANDAG may reject applications without providing the reason(s) underlying the rejection. Failure to award a funding agreement to Applicants will not result in a cause of action against SANDAG.

B. Scoring, Ranking, and Awarding of Funds

Eligible projects will be scored using qualitative and quantitative criteria approved by the SANDAG Board of Directors. Definitions of qualitative and quantitative criteria are provided below.

1. Qualitative/Subjective Scoring

Qualitative or subjective criteria are those criteria in which discretion is needed to provide a score. Often qualitative criteria seek to evaluate how well an Applicant responded to an application question or how well the proposed project will achieve a stated goal. These criteria are subjective in nature and scores are determined at the discretion of the evaluator.

An external evaluation panel will score eligible applications based on qualitative criteria. The evaluation panel will consist of at least three but no more than ten members of the public who:

- Are familiar with the San Diego region and the AFA goals and objectives,
- Have diverse expertise in fields related to transportation of individuals with disabilities,
- Do not have a prohibited conflict with any of the Applicants or proposed projects that would preclude a fair evaluation, and
- Agree to keep confidential information related to this Call for Projects protected from disclosure.

2. Quantitative/Objective Scoring

Quantitative or objective criteria are those criteria that a formula or conditional statement is used to provide a score. Often quantitative criteria seek to evaluate a project-related data point or metric against a range or scale and assign a point value based on where the data point or metric falls within the range or scale. Other quantitative criteria assign a point value based on responses to a conditional statement such as a yes/no question or the presence or absence of a condition.

SANDAG Grants staff will score proposed projects based on quantitative criteria. Points associated with quantitative criteria undergo a quality assurance/quality control (QA/QC) review to ensure data used in the quantitative scoring process are accurate and points are awarded appropriately.

3. Ranking and Funding Recommendations

An application's quantitative score will be added to the scores it received from each evaluation panelist (evaluator), forming a total score from each evaluator.

Funding recommendations will be based on project rankings, using a "Sum of Ranks" approach. For each evaluator, the total scores for all projects will be ranked. For example, the project an evaluator scores the highest will rank number one; the second-highest scoring project will rank number two; and so on. The rankings an application receives from each evaluator will be summed to produce an overall project ranking (sum of ranks). Projects with the lowest overall sum of ranks will have performed the best.

The ranked project list will be used to recommend funding allocations in order of rank. The top-ranking projects (the projects with the lowest sum of ranks) will be recommended for funding in descending order until funding is exhausted.

As previously stated, partial awards may be recommended (see Partial Award).

4. Minimum Average Score

To ensure grant funds support quality projects, a project must receive an average score that is equal to or exceeds 60 points to be eligible for funding.

5. Tiebreakers

In the event that two or more projects receive the same overall ranking, the following criterion will be used as the tiebreaker:

- Question 4A related to the Applicant's ability to provide a sufficient number of WAVs to meet current demand and the Applicant's strategy or plans to meet future demand

In the event that the two or more tied projects maintain the same overall ranking after the scores for the above criterion have been applied, the following criteria in descending order will be used as the tiebreaker:

- Question 2C related to whether the Applicant's on-demand services will be available to individuals who do not have a smartphone, internet, or need additional assistance in requesting the service
- Question 4C related to whether the Applicant has a strategy to ensure completed on-demand WAV trip Response Times are reasonable and comparable to what a non-WAV on-demand requestor would receive, and to what extent the Applicant indicates they will make progress toward improving Response Times and on-demand WAV presence and availability over the grant period

6. Social Equity Analysis

SANDAG will conduct a social equity analysis to determine whether the funding recommendations, if approved, will result in an equitable distribution of funding and benefit resulting from the funded projects between low-income and minority areas of

the region and non-low-income and non-minority areas. If the social equity analysis shows that the proposed funding recommendations would result in an inequitable distribution of funding and benefit, staff reserves the right to adjust the project rankings so that funding recommendations result in an equitable distribution.

7. Awards and Funding Contingency List

Funding recommendations will be presented to the relevant policy advisory committee for recommendation to the Board of Directors. The Board of Directors will then be asked to approve the proposed funding recommendation and authorize staff to execute grant agreements with Applicants whose projects are recommended for funding.

If an Applicant is unable to use its awarded funds on its selected project(s), staff may be authorized to offer funding to the next highest ranked project(s) on the ranked project list that meet(s) the average minimum score requirement.

SANDAG will provide Applicants with a Notice of Intent to Award with the publication of the meeting agenda in which the funding recommendations will be presented. See the Timeline for the Notice of Intent to Award and Awards Announcement.

C. Protests

SANDAG Grant Program protest procedures may be obtained online at www.sandag.org/grants.

D. Grant Agreement Execution

If awarded funds, an Applicant will enter into a grant agreement with SANDAG for the approved project scope of services and become a "Grantee." A sample grant agreement is included in the CFP.

Applicants are encouraged to review the sample grant agreement within their organization prior to submitting an application. Aside from any potential errors or omissions, the terms of the grant agreement will be in substantially the same form as those in the sample grant agreement and are non-negotiable. Failure to sign and return the grant agreement within 45 days of receiving the grant agreement from SANDAG may result in revocation of the grant award. See the section entitled "SANDAG Board Policy No. 035."

A grant agreement will not be executed until all certificates of insurance and any other necessary forms are received and deemed in compliance with the requirements of the grant agreement.

SANDAG will not reimburse the Grantee for costs incurred prior to the executed grant agreement or the Notice to Proceed.

IX. Evaluation Criteria

Applications will be scored based on how the Applicant responses meet the criteria below. Quantitative criteria are marked with an asterisk (*). See Quantitative Scoring and Qualitative Scoring for more details. The Scoring Rubric is a guide for SANDAG staff and the Evaluation Panel to assist with awarding points based on the criteria below.

No.	CRITERIA	POINTS POSSIBLE
1.	Project Readiness and Technical Capacity	
*A.	Does the Applicant demonstrate project readiness in providing on-demand WAV services?	5
B.	To what extent does the Applicant demonstrate the technical capacity to manage a grant-funded project?	5
2.	Coordination and Program Outreach	
A.	How comprehensive are the Applicant's proposed strategies to publicize and promote available on-demand WAV services to disability communities?	5
B.	How well does the Applicant propose to market and promote public awareness of their on-demand WAV services in both low income and minority areas as well as populations with limited English proficiency?	10
*C.	Will the Applicant's on-demand WAV services be available to individuals who do not have a smartphone, internet, or need additional assistance in requesting the service?	10
3.	Safety	
	How thorough are the Applicant's procedures for preventative and routine vehicle maintenance, driver training, and other safety measures? Does the Applicant currently or at the time of grant agreement execution can the Applicant comply with the safety protocols required by the CPUC?	10
4.	Operational/Implementation Plan	
A.	Is the Applicant's WAV fleet able to meet current demand? Does the Applicant have a strategy or plans to meet future demand?	10
B.	How thorough is the Applicant's operational plan? Does the application provide detail for the on-demand WAV service to be provided and describe day-to-day operations?	5
C.	Does the Applicant have a strategy to ensure completed on-demand WAV trip Response Times are reasonable and comparable to what a non-WAV on-demand requestor would receive? To what extent does the Applicant indicate they will make progress toward improving Response Times and on-demand WAV presence and availability over the grant period?	10
D.	How comprehensive are the Applicant's proposed methodologies and procedures for ongoing monitoring and evaluation of the project's effectiveness in providing on-demand WAV service? What steps will be taken if Applicant's original goals are not achieved?	5

5.	Project Budget and Cost Efficiency	
A.	Is the proposed Project Budget reasonable given the service proposed to be provided by the Applicant?	5
B.	How comprehensive are the Applicant's proposed methodologies and procedures for ongoing monitoring and evaluation of the service's cost efficiency?	5
C.	Has the Applicant demonstrated an effort to diversify and pursue funding from sources other than the AFA program? Does the Applicant demonstrate ability to continue the service beyond the Grant Term?	5
6.	Innovation	
A.	Does the proposed service include creative solutions or innovations that could be applied to other services in the region or other AFA programs across the state?	5
B.	Are there elements of the proposed service that are environmentally sustainable (including grouping trips and the use of alternative fuel or clean air vehicles)?	5
Total		100

X. Scoring Rubric

The Rubric is a guide for SANDAG staff and the evaluation panel to assist with awarding points based on the Evaluation Criteria.

1. Project Readiness and Technical Capacity

- A. Does the Applicant demonstrate project readiness in providing on-demand WAV services? Applicants who have a fleet of WAV vehicles or can contract with existing providers of WAV service within 30 days of grant agreement execution will receive 5 points. Applicants who do not demonstrate an ability to begin offering on-demand WAV services within 30 days of grant execution will receive zero points. **Either 0 or 5 points possible**
- B. To what extent does the Applicant demonstrate the technical capacity to manage a grant-funded project? Applicants who demonstrate the capacity to meet the grant agreement requirements and the ability to provide on-demand WAV service, including potential users who do not have a smartphone or internet access, will receive more points. Applicants who are unable to demonstrate the capacity to fulfill the grant requirements or provide on-demand WAV service to a broad range of users will receive fewer points. **Up to 5 points possible**

2. Coordination and Program Outreach

- A. How comprehensive are the Applicant's proposed strategies to publicize and promote available on-demand WAV services to disability communities? Applicants who demonstrate a comprehensive and effective strategy to reach disability communities about their on-demand WAV services will receive more points. Applicants who are unable to provide a holistic approach to the targeted promotion of their on-demand WAV services will receive fewer points. **Up to 5 points possible**

- B. How well does the Applicant propose to market and promote public awareness of their on-demand WAV services in both low income and minority areas as well as populations with limited English proficiency? Applicants who can demonstrate a strategy to effectively reach these populations will receive more points. Applicants who are unable to specifically identify how they will target low income, minority and limited English proficiency populations in their outreach efforts will receive fewer points. **Up to 10 points possible**
- C. Will the Applicant's on-demand WAV services be available to individuals who do not have a smartphone, internet, or need additional assistance in requesting the service? Applicants who provide alternative means to smartphones and other digital tools to access on-demand WAV services will receive 10 points. Applicants who will not provide alternatives for those without digital access will receive 0 points. **Either 0 or 10 points possible**

3. Safety

How thorough are the Applicant's procedures for preventative and routine vehicle maintenance, driver training, and other safety measures? Does the Applicant currently or at the time of grant agreement execution can the Applicant comply with the safety protocols required by the CPUC? Items include:

- Background checks: Applicant or its contracted service provider must perform background checks on all of its drivers that meet or exceed the following CPUC requirement. A national criminal background check, including the national sex offender database, is performed on all drivers providing the AFA services. The criminal background check must be based on the driver's social security number and not just the driver's name. In order to protect public safety, any person who has been convicted within the past seven years of driving under the influence of drugs or alcohol, fraud, sexual offenses, use of a motor vehicle to commit a felony, a crime involving property damage and/or theft, acts of violence, or acts of terror shall not be permitted to provide AFA services. Drivers with convictions for reckless driving, driving under the influence, hit and run, or driving with a suspended or revoked license shall not be permitted to be an AFA driver. Drivers may have a maximum of three points on their driving records for lesser offenses (e.g., equipment problems, speeding, or child safety seat violations).
- Insurance: Applicant or its contracted service provider must have levels of insurance that are equivalent or higher than what is required for charter-party carriers under [General Order 115.2](#)
- Driver training: Applicant or its contracted service provider must have certification that its drivers have completed WAV driver training on transporting people with disabilities within the past three years including but not limited to sensitivity training, passenger assistance techniques, accessibility equipment use, door-to-door service, and safety procedures.
- Controlled substance and alcohol testing: Applicant or its contracted service provider must be enrolled in a controlled substance and alcohol testing program.
- Secretary of State registration: Applicant or its contracted service provider must have its articles of incorporation filed with the Secretary of State.

- Motor Carrier Profile with CHP: Applicant or its contracted service provider must complete the [California Highway Patrol \(CHP\) 362 Motor Carrier Profile](#) and obtain a CA Number from the CHP.
- Inspection: Applicant or its contracted service provider must have certification that all WAVs have been inspected and approved to conform with the Americans with Disability Act Accessibility Specifications for Transportation Vehicles within the past year, including the “19-point” vehicle safety inspection as required by the CPUC under [General Order 157-E](#).

Applicants who are able to demonstrate the above safety policies and procedures will receive more points. Applicants who are unable to demonstrate compliance with some or all of the above safety policies and procedures will receive fewer points. **Up to 10 points possible**

4. Operational/Implementation Plan

- A. Is the Applicant’s WAV fleet able to meet current demand? Does the Applicant have a strategy or plans to meet future demand? Applicants who currently have a WAV fleet with sufficient capacity to meet current demand and can demonstrate how this can be Scalable to future potential demand will receive more points. Applicants who are unable to provide sufficient WAVs and/or cannot demonstrate they can meet current and future demand for on-demand WAV services will receive fewer points. **Up to 10 points possible**
- B. How thorough is the Applicant’s operational plan? Does the application provide detail for the on-demand WAV service to be provided and describe day-to-day operations? Applicants who can provide a comprehensive operational plan that includes how on-demand WAV service will be provided on a consistent basis will receive more points. Applicants who cannot provide an operational plan that details how on-demand WAV service will be consistently provided will receive fewer points. **Up to 5 points possible**
- C. Does the Applicant have a strategy to ensure completed on-demand WAV trip Response Times are reasonable and comparable to what a non-WAV on-demand requestor would receive? To what extent does the Applicant indicate they will make progress toward improving Response Times and on-demand WAV presence and availability over the grant period? Applicants who can demonstrate on-demand WAV trip Response Times that are comparable to non-WAV on-demand Response Times and can show a plan to improve Response Time and on-demand WAV presence and availability over the grant period will receive more points. Applicants who are unable to provide a strategy to ensure that on-demand WAV Response Times are commensurate with non-WAV on-demand Response Times and/or are unable to demonstrate a plan for showing improvement in Response Times and on-demand WAV presence and availability during the grant period will receive fewer points. **Up to 10 points possible**
- D. How comprehensive are the Applicant’s proposed methodologies and procedures for ongoing monitoring and evaluation of the project’s effectiveness in providing on-demand WAV service? What steps will be taken if Applicant’s original goals are not achieved? Applicants who can demonstrate that (1) their methodologies and procedures are comprehensive to effectively monitor and evaluate the project’s ability to provide on-demand WAV service, and (2) provide steps to be taken to address unmet goals will receive more points. Applicants who cannot ensure

monitoring, evaluation and appropriate follow-up to address unmet goals will receive fewer points. **Up to 5 points possible**

5. Project Budget and Cost Efficiency

- A. Is the proposed Project Budget reasonable given the service proposed to be provided by the Applicant? Applicants who provide a Project Budget that is appropriate to the proposed project will receive more points. Applicants who are unable to propose a Project Budget that reflects the level of service provided will receive fewer points. **Up to 5 points possible**
- B. How comprehensive are the Applicant's proposed methodologies and procedures for ongoing monitoring and evaluation of the service's cost efficiency? Applicants who can demonstrate the capacity to monitor and evaluate the service's cost efficiency will receive more points. Applicants who are unable to demonstrate comprehensive methodologies and procedures to monitor and evaluate the service's cost efficiency will receive fewer points. **Up to 5 points possible**
- C. Has the Applicant demonstrated an effort to diversify and pursue funding from sources other than the AFA Program? Does the Applicant demonstrate an ability to continue the service beyond the Grant Term? Applicants who can demonstrate the ability to find other funding sources for their service and the capacity to continue to provide the service beyond the Grant Term will receive more points. Applicants who are unable to show efforts pursuing diversified funding for the service and capacity for continuing the services beyond the Grant Term will receive fewer points. **Up to 5 points possible**

6. Innovation

- A. Does the proposed service include creative solutions or innovations that could be applied to other services in the region or for other AFA programs across the state? Applicants who demonstrate innovative components within the proposed service that have the potential to be solutions to other services and programs on the regional or state level will receive more points. Applicants who are unable to provide creative solutions and innovations as a part of their project will receive fewer points. **Up to 5 points possible**
- B. Are there elements of the proposed service that are environmentally sustainable (including grouping trips and the use of alternative fuel or clean air vehicles)? Applicants who can demonstrate environmental sustainability as a part of their proposed service will receive more points. Applicants who are unable to include environmentally sustainable components into their proposed service will receive fewer points. **Up to 5 points possible**