

CITY OF GARDEN GROVE
AMENDMENT NO. 3

To: Provide Transportation Services for the City of Garden Grove's Senior Mobility Program.

This Amendment No. **3** to the Agreement to Provide Transportation Services for the City of Garden Grove's Senior Mobility Program is made and entered into this ____ day of ____ 2017, by and between the **CITY OF GARDEN GROVE**, hereinafter referred to as "CITY", and **Cabco Yellow, Inc.**, hereinafter referred to as "CONTRACTOR".

WHEREAS, CONTRACTOR and CITY entered into Contract No. **152152** effective July 8, 2014 through June 30, 2016, with an option to extend the term for an additional three years, one year at a time (the "Agreement").

WHEREAS, CONTRACTOR and CITY desire to amend the Agreement as provided herein.

Now, therefore, it is mutually agreed, by and between the parties as follows:

Section 1. TERM and TERMINATION, shall be revised as follows:

The term of the Agreement shall be extended for the second option year through June 30, 2018, unless earlier terminated pursuant to Section 3.4 of the Agreement.

Section 2. SERVICES TO BE PROVIDED, shall be revised to add services as follows:

In addition to the services outlined in this section and on the original Scope of Work and Proposal attached to the Agreement as Attachments "A" and "B", the CONTRACTOR must also comply with the following:

CONTRACTOR agrees that all services provided to CITY will be exclusively for providing accessible senior transportation services as specified in Exhibit A to this Amendment No. 3, entitled "Senior Mobility Program Service Plan".

CONTRACTOR agrees to comply with the M2 Project SMP Funding and Policy Guidelines as specified in Exhibit B to this Amendment No. 3, entitled "M2 Project SMP Funding and Policy Guidelines".

CONTRACTOR agrees to provide CITY with monthly summary reports of the City's SMP, and shall submit the monthly summary report as specified in Exhibit C to this Amendment No. 3, entitled "Senior Mobility Program Monthly Reporting Form".

CONTRACTOR agrees to comply with the Drug Free Workplace Act of 1988 as specified in Exhibit D to this Amendment No. 2, entitled "Drug Free Workplace Act of

1988".

CONTRACTOR will perform maintenance of all vehicles used in the Senior Mobility Program, including the Daily Pre-Operation inspections that meet or exceed the guidelines provided in Exhibit E to this Amendment No. 3, entitled "Pre-Operation Inspection & Defect Report", and the Schedule preventative maintenance that meets or exceeds the guidelines provided in the Senior Mobility P.M. Check List provided in Exhibit F to this Amendment No. 3, entitled "Senior Mobility P.M. Check List".

CONTRACTOR shall keep maintenance records for each vehicle for five years and shall cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.

Section 3.1 AMOUNT, shall be revised as follows:

Total Compensation under this Amendment No. 3 shall not exceed (NTE) the amount of Two Hundred Four Thousand Two Hundred Twenty Five Dollars (\$204,225.00), for the period of July 1, 2017 through June 30, 2018.

Section 3.3 RECORDS OF EXPENSES, shall be revised as follows:

CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by the Contract, including Attachment A, Attachment B, and all other records required pursuant to this Amendment No. 3, including Exhibits A through F. These records will be made available at reasonable times to CITY.

Except as expressly amended herein and in Amendment No. 1, the all other terms of the Agreement shall remain in full force and effect as originally executed.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this Amendment No. 3 to the Agreement to be executed by their respective officers duly authorized as of the date first written above.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Cabco Yellow, Inc.

By: _____

Name: _____

Title: _____

Date: _____

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

Garden Grove City Attorney

Date



Senior Mobility Program Agency Service Plan

Jurisdictions and agencies participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program (SMP) must complete the following Service Plan in order to receive SMP funding. The Service Plan must be developed in accordance with SMP Guidelines, included as Attachment 1, and submitted to OCTA for review. Upon review from OCTA, the Service Plan must be formally adopted by the agency's council or governing body and approved by the OCTA Board of Directors. Any modifications to SMP services will require submittal of a new Service Plan.

Participant Information:

Agency	<u>City of Garden Grove</u>	Date	<u>March 29, 2016</u>
Program Contact	<u>Janet Pelayo</u>	Phone	<u>(714) 741-5215</u>
Email	<u>janetp@garden-grove.org</u>		

Service Description:

1. Program goals and objectives:

The H. Louis Lake Senior Mobility Program will promote the continuation of an independent lifestyle for individuals age 60 and older through the provision of dependable door-to-door transportation services for residents of the City of Garden Grove.

The Senior Mobility Program (SMP) will operate weekdays from 7:30 a.m. to 6:00 p.m. Other trips will be provided in response to rider request on a first-come, first-served basis as funding allows. Trips will also be provided on holidays and for special events on weekends.

2. Indicate how SMP service will be operated: *(Please check all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Directly-Operated | <input type="checkbox"/> Subsidized Taxi Program |
| <input checked="" type="checkbox"/> Contract Service Provider | <input type="checkbox"/> Other (Please Describe) |
| <input type="checkbox"/> Volunteers | |

3. Eligible trips provided under the SMP are limited to the following categories. Please indicate the categories of service to be provided by your program: *(Please check all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Senior Center | <input checked="" type="checkbox"/> Personal Care |
| <input checked="" type="checkbox"/> Nutrition | <input checked="" type="checkbox"/> Shopping |
| <input checked="" type="checkbox"/> Medical | <input checked="" type="checkbox"/> Social / Recreation (Please Describe) |

City events, whale watching, visits to other Senior Centers, special dinner and show venues, local fairs, local zoo, sporting events, convention center, local missions, local shopping mall centers, museums, concert venues, movie theater, performing arts theaters, beach, and local farmers markets.

4. SMP Guidelines restricts trips outside of Orange County to medical trips within approximately 10 miles of the Orange County border. Do you intend to provide medical trips outside of Orange County?

Yes No

If yes, please list the trip purpose and destinations: *(e.g., medical trips to the VA Hospital in Long Beach)*

5. Fare structure:

The SMP fare structure is based on a per trip charge, which is \$12.00 for a one-way trip within the City of Garden Grove. For one-way trips outside of City limits there is an additional charge of \$2.50 per mile.

6. Number of vehicles:

6

7. Projected annual ridership:

12,739 one-way trips

8. Source(s) of 20 percent match funding:

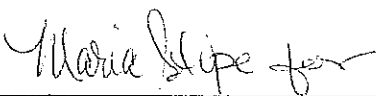
In-Kind Staff Services

Program Requirements:

1. Jurisdiction/Agency shall follow competitive procurement practices in selection of vendors for all services which it does not provide using its own work force. Any Request for Proposals (RFP) for services shall specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.
2. Jurisdiction/Agency will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
 - a) Daily Pre-Trip Inspections that meet or exceed the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 2)
 - b) Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles.
 - c) Maintain maintenance records for each vehicle for five (5) years and, if required, cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.
3. Jurisdiction/Agency will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.
4. Jurisdiction/Agency will establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.
5. Jurisdiction/Agency will submit a monthly report to OCTA's Community Transportation Services Department as illustrated in Attachment 3.
6. Jurisdiction/Agency will participate in OCTA marketing and outreach efforts to encourage use of fixed route transit service by older adults.
7. Jurisdiction/Agency will note OCTA sponsorship in any promotional material for service funded under this agreement and will display an OCTA Senior Mobility Program logo on vehicles used in this program (excluding taxis).
8. Jurisdiction/Agency will ensure that it maintains adequate oversight and control over all aspects of services that are provided by a contracted vendor.


IN WITNESS WHEREOF, has formally adopted the Senior Mobility Program Scope of Work as written above.

AGENCY REPRESENTATIVE



Name: Scott C. Stiles
City Manager

OCTA REPRESENTATIVE



Name: Beth McCormick
Title: General Manager, Transit

ATTEST: Kathleen Bailor
KATHLEEN BAILOR, CMC
City Clerk
City of Garden Grove

DATED: July 27, 2016



EXHIBIT B

Measure M2 Project U Senior Non-Emergency Medical Transportation Funding Guidelines May 2016

1.0 Overview

The Measure M2 (M2) Project U – Senior Non-Emergency Medical Transportation (SNEMT) Program provides funding to support the Orange County (County) Office on Aging (OoA) program which provides non-emergency medical transportation service for seniors such as trips to doctor and dental appointments, therapy, dialysis, and pharmacy visits. M2 Project U SNEMT funding was established to continue and expand the existing program which has been funded with Tobacco Settlement Revenue (TSR) funds since 2003. The County OoA administers the program which is operated through contract service providers.

The purpose of these guidelines is to provide procedures that assist in the administration of funding for the SNEMT program. The Orange County Transportation Authority (OCTA) shall enforce the provisions spelled out in these guidelines.

2.0 Objectives

- To enhance the existing Orange County SNEMT program.
- To sustain the SNEMT program by providing funds which augment declining TSR revenue.
- To provide non-emergency medical transportation for seniors as an alternative to OCTA ACCESS paratransit service.

3.0 Eligibility Requirements and Maintenance of Effort

The County must satisfy all M2 eligibility criteria to receive the formula allocation for this program.

The Maintenance of Effort requirement, as specified in the M2 Ordinance, indicates that the County shall continue to fund SNEMT program services in an annual amount equal to the same percentage of the total annual TSR funds received by the County as of November 2006. In Fiscal Year (FY) 2006-07, the TSR percentage allocated to the SNEMT program was 5.27 percent of the overall TSR received by the County.

The County is required to enter into a cooperative funding agreement with OCTA and adherence to strict funding guidelines is required by the M2 Ordinance.

4.0 Annual Maintenance of Effort Verification

The County must submit to OCTA an annual verification of the SNEMT program budget with supporting documentation to confirm the allocation of at least 5.27 percent of TSR funding to the SNEMT program as required by the M2 Ordinance.

Annual documentation submitted to OCTA should confirm budgeted TSR funding for the current FY and actual TSR funding for the prior FY. Verification documentation should be submitted to OCTA no later than December 31 of each calendar year.

5.0 Funding Allocation Method and Distribution

Funding for the program is identified as no less than the TSR funds annually expended and no greater than one percent of M2 net sales tax revenues plus accrued interest. Funding allocations are based on actual sales tax receipts. Funding will be distributed on a bi-monthly basis and must be expended within three years of receipt. OCTA may grant an extension beyond the three-year limitation; however, an extension may not exceed five years from the date of the initial funding allocation. The County must submit a justification letter requesting an extension beyond the three-year limitation for review and approval by OCTA at least 90 days prior to the end of the third year from the date of receipt of funds. Requests for an extension must include a plan of expenditure.

SNEMT earned interest must be spent on transportation activities consistent with SNEMT eligible expenses. Interest revenues must be expended within three years of receipt.

In the event the time limits for use of SNEMT funds are not satisfied, any retained SNEMT funds, including interest, shall be returned to OCTA.

6.0 Service Guidelines

SNEMT services are limited to non-emergency medical trips available to individuals 60 years of age and older.

The County is responsible for establishing program guidelines, operational policies, and administering and monitoring the provision of program services.

The County may initiate trip prioritization if actual expenditures exceed, or are within 25 percent of, the amount of TSR and M2 funding dedicated to the program

7.0 Eligible Expenses

The County shall ensure M2 funds and earned interest are used exclusively for eligible direct program-related expenses which may include contract service providers, staff time, program supplies and materials, marketing materials and community outreach. The County shall ensure all program costs are fair and reasonable. Administrative costs are allowed and considered eligible program expenses consistent with the County's approved cost allocation plan. All program expenses are subject to audit.

8.0 Program Revenue

The County must ensure their service contractors maintain adequate procedures for collecting and reporting program revenue, including fees, donations, and cash fares.

9.0 Reporting

The County is required to submit quarterly reports using a reporting template provided by OCTA. The County shall also be required to maintain supporting documentation, as specified by OCTA, to substantiate quarterly reporting data. Required reporting data may include, but is not limited to, the following:

- Quarterly TSR-Funded Trips
- Quarterly M2-Funded Trips
- Total Quarterly Trips
- Cumulative Total Trips
- Quarterly Program Operating Cost
- Quarterly OCTA Contribution
- Quarterly County Contribution
- Cumulative OCTA Contribution
- Cumulative County Contribution
- Program Monitoring Activities

Reports are due within 45 days from the end of each quarter. Failure to meet the established reporting deadline for two consecutive quarters during the fiscal year may result in a reduction of funding and/or other sanctions to be determined.

10.0 Audits and Inspection of Records

M2 funding is subject to audit. The County shall maintain program documentation and records for a period of no less than five years, including documentation evidencing the County's oversight and monitoring of contractors providing services under the Program. Program documents and records, including but not limited to contractor invoices, payroll records, trip sheets, and other program-related expenses, shall be available for review by OCTA SNEMT funding administrators, auditors, and authorized agents upon request. The County must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined by the OCTA Board of Directors. Audits shall be conducted by the OCTA Internal Audit Department, or other authorized agent, as determined by OCTA.



Senior Mobility Program

Exhibit C

Monthly Reporting Form

Program Information

Service for the - Month of: _____ Year of: 2017
 Program Name: _____
 Participating Agency: City of Garden Grove
 Agency Contact: _____
 Contact Number: _____

Trip Detail

Trip Category	One-Way Trips		Service Hours		Service Miles	
	2017	FYTD	2017	FYTD	2017	FYTD
Senior Center						
Medical						
Nutrition						
Shopping						
Personal Care						
Social / Recreational						
Beach / Park						
Charity-Social Group Event						
Education / Employment						
Family-Friends						
Funeral / Memorial Service						
Government Office / Service						
Library / Museum / Historical Site						
Movies / Theater / Concert						
Religious Institution						
Restaurant						
Transit Center / Hub						
Total	-	-	-	-	-	-



Senior Mobility Program

Monthly Reporting Form

Exhibit C

Program Information

Service for the - Month of: _____ Year of: 2017

Program Name: _____

Participating Agency: City of Garden Grove

Agency Contact: _____

Contact Number: _____

Cost Summaries

Cost Category	2017		FYTD	
	Cost	% of Total	Cost	% of Total
Direct Cost: Contracted Services		0.0%	\$ -	0.0%
Direct Cost: In-House Labor		0.0%	\$ -	0.0%
Direct Cost: Vehicle Expenses		0.0%	\$ -	0.0%
Direct Cost: Marketing & Outreach		0.0%	\$ -	0.0%
Subtotal Direct Costs	\$ -	-	\$ -	-
Indirect Costs	\$ -	0.0%	\$ -	0.0%
Total Expenses	\$ -	0.0%	\$ -	0.0%

Above Total Expenses Paid By...	2017	% of Total	FYTD	% of Total
OCTA Contribution	\$ -	0.0%	\$ -	0.0%
Agency Contribution	\$ -	0.0%	\$ -	0.0%

Above Agency Contribution Sources	2017	% of Total	FYTD	% of Total
General Fund	\$ -	0.0%	\$ -	0.0%
General Donations	\$ -	0.0%	\$ -	0.0%
Transportation Fees or Rider Fares	\$ -	0.0%	\$ -	0.0%
Title III B Funds	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%



Senior Mobility Program

Monthly Reporting Form

Exhibit C

Program Information

Service for the - Month of: _____ Year of: 2017
 Program Name: _____
 Participating Agency: City of Garden Grove
 Agency Contact: _____
 Contact Number: _____

Declaration and Submission Confirmation

Agency hereby certifies that this report is a true, complete and correct statement of program costs and revenues, and operating data.

Submitted By: _____

Signature: _____

Date: _____

! THIS REPORT IS DUE BY THE LAST DAY OF THE MONTH FOLLOWING THE REPORTING MONTH !

Please send this report by email to CTSPROGRAMS@OCTA.NET or by fax to **714-560-5927**.
 If there are any questions, please contact **JOANNE JACOBSEN** by email at JJACOBSEN@OCTA.NET
 or **JP GONZALEZ** by email at JGONZALEZ1@OCTA.NET.

Senior Mobility Program Project U Funding and Policy Guidelines

March 2016

1.0 Overview

The Measure M2 (M2) Project U – Senior Mobility Program (SMP) provides funding to support local, community-based transportation service for seniors. Originally established in 2001 using limited state funding for bus operations, M2 Project U SMP funding was established to continue and expand the existing program. A formula funding allocation was established for all Orange County local jurisdictions based upon their senior population. One percent of M2 net revenue is used to fund the program and local jurisdictions must provide a minimum 20 percent local match of the total annual program expenditures.

The Orange County Transportation Authority (OCTA) Board of Directors approved these guidelines on March 28, 2016. The purpose is to provide structure and definitions for all eligible M2 jurisdictions receiving SMP funding. OCTA shall enforce the provisions spelled out in these guidelines.

2.0 Objectives

- To provide for local, community-based senior transportation services.
- To allow local jurisdictions to develop and implement senior transportation services to serve their community.
- To provide transit options for seniors which complement rather than duplicate OCTA fixed route and ACCESS paratransit service.

3.0 Eligibility Requirements

Participation in the SMP is contingent upon maintaining M2 eligibility. Local jurisdictions must be eligible to receive M2 funding, established on an annual basis as specified in the M2 Ordinance Requirements for Eligible Jurisdictions, to receive the formula allocation for this program.¹ Adherence to strict funding guidelines is required.

Local jurisdictions are required to submit a Service Plan as described in Section 7.0 and must enter into a cooperative funding agreement with OCTA that defines the conditions of use of SMP funds prior to receiving their SMP funding allocation.

¹ Orange County Transportation Authority Ordinance No. 3, Attachment B, Section III

4.0 Funding Allocation Method & Distribution

Funding for the program is identified as one percent of M2 net sales tax revenue and will be allocated to eligible local jurisdictions based upon the participating jurisdiction's percentage of the senior population of the county. Senior population is determined by using the most current official decennial Census information provided by the U.S. Census Bureau.

Funding allocations are based on actual sales tax receipts. Funding will be distributed on a bi-monthly basis. SMP funds must be expended within three years of receipt.

OCTA may grant a two-year extension beyond the three-year expenditure limitation; however, an extension may not exceed five years from the date of the initial funding allocation. Jurisdictions requesting an extension beyond the three-year limitation must submit a justification letter for review and approval by OCTA at least 90 days prior to the end of the third fiscal year.

In the event the time limits for use of SMP funds are not satisfied, any retained SMP funds that were allocated to an eligible jurisdiction, including interest, shall be returned to OCTA.

5.0 Match Requirements

Participating jurisdictions must provide a minimum 20 percent local match of the total annual program expenditures. Match funding may be made up of cash subsidies, fare revenues, donations, or in-kind contributions such as salaries and benefits for the jurisdiction's employees who perform work on the program. Jurisdictions may also be required to submit supporting documentation to substantiate local match expenditures. Jurisdictions are not required to contribute the minimum match requirement on a monthly basis; however, the minimum 20 percent match requirement must be met by the end of each fiscal year, defined as June 30.

Jurisdictions not satisfying the annual 20 percent match shall be subject to withholding of funds from future bi-monthly allocations equal to the difference between the amount of Measure M funds actually spent and the amount of Measure M funds actually matched.

Example:

Total Program Expenditures	\$100,000
Total M2 Funding Allocation	\$ 80,000
20% Required Match	\$ 20,000
Actual Reported Match	\$ 15,000

Withholding Calculation:

Total M2 Funds Spent	\$ 80,000
M2 Funding Eligibility Based on Actual Reported Match	- \$ 60,000
Withholding from Future Allocation(s)	\$ 20,000

6.0 Service Guidelines

Services provided under the SMP are available to individuals 60 years of age and older. Jurisdictions have discretion in the types of trips provided within Orange County, such as trips to/from senior centers, medical appointments, shopping, personal care, and social/recreational activities. Jurisdictions should use discretion when providing trips for social/recreational activities when developing their Service Plan to ensure prudent and appropriate use of taxpayer funds. SMP trips outside Orange County are restricted to medical trips only within approximately 10 miles of the Orange County border.

Jurisdictions also have discretion in how the service is operated. Senior transportation services may be operated using employees, volunteers, or the jurisdiction may contract with a third-party service contractor. Contractors must be selected using a competitive procurement process and the jurisdiction must ensure the contractor is in compliance with program guidelines and provisions included in the cooperative funding agreement.

Jurisdictions whose program offers subsidized taxi service for seniors must ensure trips provided with SMP funding are consistent with the trip types as specified in these guidelines.

Wheelchair accessible vehicles must be available for SMP service.

Jurisdictions will perform, or ensure that a contractor performs, maintenance of all vehicles used in the Senior Mobility Program. Jurisdictions will ensure that its operators, or its contracted operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity.

Jurisdictions may receive retired OCTA ACCESS paratransit vehicle(s) to support their senior transportation program. Additional retired ACCESS vehicles may be

purchased, based on availability, for a cost equivalent to the refurbishment costs incurred by OCTA.

7.0 Service Plan Adoption

Participating jurisdictions shall submit to OCTA a SMP Service Plan which defines program services (Exhibit A). The Service Plan must be submitted using a template provided by OCTA and must be adopted by the jurisdiction's governing body and approved by the OCTA Board of Directors. Any deviation from the adopted SMP Service Plan must be submitted to OCTA in advance for review and approval and will require an amendment to the cooperative funding agreement prior to implementing a change in program services.

8.0 Eligible Expenses

Participating jurisdictions shall ensure M2 funds are used for eligible direct program-related expenses which may include contract service providers, staff time, vehicle maintenance, fuel, insurance, vehicle acquisition, program supplies and materials, marketing materials, and community outreach. Jurisdictions shall ensure all costs are program-related and are fair and reasonable. Administrative costs up to 10 percent are allowed and considered eligible program expenses. All program expenses are subject to audit.

No M2 funding shall be used by a jurisdiction for other than transportation purposes authorized in the M2 Ordinance.

9.0 Program Revenue

Participating jurisdictions must maintain adequate controls for collecting and reporting program revenue, including donations, fees, and cash fares. Program revenue must be used to support the transportation service and may be used as part of the jurisdiction's 20 percent local match requirement.

10.0 Reporting

Participating jurisdictions are required to submit monthly reports using a reporting template provided by OCTA (Exhibit B). Required monthly reporting data may include, but is not limited to, the following:

- Number of Trips by Category
- Vehicle Service Hours
- Vehicle Service Miles

- o Program Cost Detail by Expense Category and % of Total Operating Cost
- o Fares, Fees and Other Operating Revenue
- o Jurisdiction Total Contribution & Source
- o Jurisdiction Share as % of Total Operating Cost
- o Cumulative Jurisdiction Share to Date
- o OCTA Contribution
- o OCTA Contribution as % of Total Operating Cost
- o Cumulative Contribution Received from OCTA
- o Total Monthly Program Operating Cost
- o Cumulative Total Program Operating Cost

Jurisdictions shall also be required to maintain supporting documentation to substantiate reporting data. Supporting documentation may include, but is not limited to, actual receipts, contractor invoices, trip sheets, payroll, timesheets, fuel logs, and maintenance records/receipts.

Reports are due by the last day of the following month. A preliminary report may be submitted; however, submission of a final report is required within 15 days of the last day of the following month. Failure to meet the established reporting deadline for two months at any time during the fiscal year may result in future withholding of funding and/or other sanctions to be determined.

11.0 Audits & Inspection of Records

M2 funding is subject to audit. Jurisdictions shall maintain program documentation and records for a period of no less than five years. Program documents and records, including but not limited to payroll, trip sheets, invoices, vehicle maintenance, fuel, and other program-related expenses, shall be available for review by OCTA SMP administrators, auditors, and authorized agents upon request. Jurisdictions must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in withholding or loss of future funding. Failure to comply with the approved Service Plan will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined by the OCTA Board of Directors.

Audits shall be conducted by the OCTA Internal Audit Department, or other authorized agent, as determined by OCTA.

OCTA's failure to insist in any one or more instances of a jurisdiction's performance of the provisions set forth in these guidelines shall not be construed as a waiver or relinquishment of the jurisdiction's obligation to comply with these guidelines.

Moreover, only the OCTA Board of Directors shall have the authority to alter and/or waive any requirements/obligations set forth in these guidelines.

EXHIBIT D



DRUG-FREE WORKPLACE ACT OF 1988

THE FEDERAL LAW

This law, enacted November 1988, with subsequent modification in 1994 by the Federal Acquisition Streamlining Act, (*raising the contractor amount from \$25,000 to \$100,000*), requires compliance by all organizations contracting with any U. S. Federal agency in the amount of \$100,000 or more that does not involve the acquisition of commercial goods via a procurement contract or purchase order, and is performed in whole in the United States. It also requires that *all* organizations receiving federal grants, regardless of amount granted, maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The Law further requires that all *individual* contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.

Certification that this requirement is being met must be done in the following manner:

By publishing a statement informing all covered employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the covered workplace, and what actions will be taken against employees in the event of violations of such statement.

By providing **ALL** covered employees with a copy of the above-described statement, including the information that as a condition of employment on the Federal contract or grant, the employee must abide by the terms and conditions of the policy statement.

For Federal contractors this encompasses employees involved in the performance of the contract. For Federal grantees all employees must come under this requirement as the act includes all "direct charge" employees (those whose services are directly & explicitly paid for by grant funds), and "indirect charge" employees (members of grantee's organization who perform support or overhead functions related to the grant and for which the Federal Government pays its share of expenses under the grant program).

Among "indirect charge" employees, those whose impact or involvement is insignificant to the performance of the grant are exempted from coverage. Any other person, who is on the grantee's payroll and works in any activity under the grant, even if not paid from grant funds, is also considered to be an employee.

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EXHIBIT D

Temporary personnel and consultants who are on the grantee's payroll are covered. Similar workers, who are not on the grantee's payroll, but on the payroll of contractors working for the grantee, are not covered even if physical place of employment is in the grantee's workplace.

By establishing a continuing, drug-free awareness program to inform employees of the dangers of drug abuse; the company's drug-free workplace policy; the penalties for drug abuse violations occurring in the workplace; the availability of any drug counseling, rehabilitation, and/or employee assistance plans offered through the employer.

By requiring each employee directly involved in the work of the contract or grant to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not less than five (5) calendar days after such conviction.

By notifying the Federal agency with which the employer has the contract or grant of any such conviction within ten (10) days after being notified by an employee or any other person with knowledge of a conviction.

By requiring the imposition of sanctions or remedial measures, including termination, for an employee convicted of a drug abuse violation in the workplace. These sanctions may be participation in a drug rehabilitation program if so stated in the company policy.

By continuing to make a "good-faith" effort to comply with all of the requirements as set forth in the Drug-Free Workplace Act.

All employers covered by the law are subject to suspension of payments, termination of the contract or grant, suspension or debarment if the head of the contracting or granting organization determines that the employer has made any type of false certification to the contracting or grant office, has not fulfilled the requirements of the law, or has excessive drug violation convictions in the workplace. Penalties may also be imposed upon those employing a number of individuals convicted of criminal drug offenses as this demonstrates a lack of good faith effort to provide a drug-free workplace. The contract or grant officer may determine the number on a case-by-case basis. Employers who are debarred are ineligible for other Federal contracts or grants for up to five (5) years. Compliance may be audited by the Federal agency administering the contract or grant.

The Drug-free Workplace Act does not require employers to establish an employee assistance program (EAP) or to implement drug testing as a part of the program.

Source: Federal Registers April 11, 1988 & May 25, 1990 & the Federal Acquisition Streamlining Act of 1994 (FASA).

EXHIBIT E

Pre- Operation Inspection & Defect Report

Bus/Van No. _____ Date: _____

Federal Regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each coach driven.

1st Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: Defects: Signature: _____

2nd Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: Defects: Signature: _____

3rd Driver: _____

Miles Finish: _____ Miles Start: _____ Miles Elapsed: _____

No Defects: Defects: Signature: _____

PREOPERATIONS INSPECTIONS

Indicate with an (X) that each item has been checked:

AM/PM		AM/PM	
<input type="checkbox"/>	Tires/Lug Nuts (wheels & rims)	<input type="checkbox"/>	Emergency Reflectors
<input type="checkbox"/>	Motor-Guard	<input type="checkbox"/>	Turn Signal Switch/Horn
<input type="checkbox"/>	Air System	<input type="checkbox"/>	First Aid Kit
<input type="checkbox"/>	Lights/Reflectors	<input type="checkbox"/>	Radio
<input type="checkbox"/>	Wheelchair Lifts	<input type="checkbox"/>	Driver's Seat/Belt
<input type="checkbox"/>	Wheelchair Lift Cover	<input type="checkbox"/>	Door Interlock
<input type="checkbox"/>	Mirrors	<input type="checkbox"/>	W/C Tie Down Straps
<input type="checkbox"/>	Windshield Wipers/Washers	<input type="checkbox"/>	Manual Lift Bar
<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Conduct Walk Around
<input type="checkbox"/>	Steering Mechanism	<input type="checkbox"/>	Parking/Brakes/Service Brakes

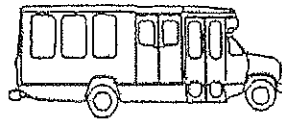
DEFECTS: Indicate with an (X) defective items only: (Explain in Detail)

BRAKES	RETARDER	ENGINE
<input type="checkbox"/> Brake Fluid Leaks	<input type="checkbox"/> Light On:	<input type="checkbox"/> Hot Engine/Water Leaks
<input type="checkbox"/> Soft/Hard	<input type="checkbox"/> Brakes Not Applied	<input type="checkbox"/> Low Oil/Oil Leaks
<input type="checkbox"/> Pull to L/R	<input type="checkbox"/> Light On:	<input type="checkbox"/> Starts Hard
<input type="checkbox"/> Dragging	<input type="checkbox"/> Brakes Applied,	<input type="checkbox"/> No Power/Eng. Ck. Light
<input type="checkbox"/> Smoking	<input type="checkbox"/> Bus Stopped	<input type="checkbox"/> Smokes
<input type="checkbox"/> Emergency Brake	<input type="checkbox"/> Light Not On:	<input type="checkbox"/> Idles Rough/Vibration
<input type="checkbox"/> Other - explain	<input type="checkbox"/> Brakes Applied,	<input type="checkbox"/> Exhaust, Vacuum Leaks
	<input type="checkbox"/> Bus Moving	<input type="checkbox"/> Fuel Leaks/LPG/Gas
TIRES/WHEELS	A/C & HEATING	<input type="checkbox"/> Other - explain
<input type="checkbox"/> Flat	<input type="checkbox"/> Off	TRANSMISSION
<input type="checkbox"/> Embedded Object	<input type="checkbox"/> Too Cold/Hot	<input type="checkbox"/> Won't Go into Gear
<input type="checkbox"/> Cut	<input type="checkbox"/> Defroster Defect	<input type="checkbox"/> Slips/Grinds/Lurches
<input type="checkbox"/> Smooth/Cord	<input type="checkbox"/> Ventilation (Blowers)	<input type="checkbox"/> Excessive Noise
<input type="checkbox"/> LF RF RR1 RR2 LR1 LR2	<input type="checkbox"/> Fumes	<input type="checkbox"/> Leaks
<input type="checkbox"/> Loose Missing Lugs	<input type="checkbox"/> Other - explain	<input type="checkbox"/> Drive Line Vibration
<input type="checkbox"/> Other - explain	ENTRANCE/EXIT DOORS	<input type="checkbox"/> Rear End Noise
LIGHTS	WINDOWS	STEERING
<input type="checkbox"/> Interior	<input type="checkbox"/> Slow	<input type="checkbox"/> Hard/Binds
<input type="checkbox"/> Exterior	<input type="checkbox"/> Inoperative	<input type="checkbox"/> Shimmy
<input type="checkbox"/> Location: _____	<input type="checkbox"/> Leaks Air	<input type="checkbox"/> Excessive Play
	<input type="checkbox"/> Excessive Play	<input type="checkbox"/> Other - explain
	<input type="checkbox"/> Other - explain	ELECTRICAL EQUIPMENT
VEHICLE CLEANLINESS	<input type="checkbox"/> Emergency Releases	<input type="checkbox"/> Generator/Starter
<input type="checkbox"/> Interior	WHEEL CHAIR LIFT	<input type="checkbox"/> Turn Signals/Flashers
<input type="checkbox"/> Exterior	<input type="checkbox"/> Will Not Fold Out	<input type="checkbox"/> Horn
<input type="checkbox"/> Floor	<input type="checkbox"/> Will Not Lower/Raise	<input type="checkbox"/> Fare Box
<input type="checkbox"/> Windows	<input type="checkbox"/> No Restraint Down/Up	<input type="checkbox"/> Instruments/Gauges
<input type="checkbox"/> Seat Condition	<input type="checkbox"/> Lift Will Not Fold into Bus	<input type="checkbox"/> Fuel, Oil, Amp Meter
<input type="checkbox"/> Explain: _____		

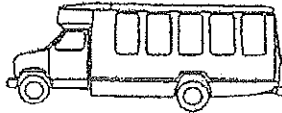
RADIO _____ Seats _____ Handrails _____ Modesty Panels _____

BODY DAMAGE:

Circle and describe any damage to a bus on diagram of front/rear and two side views



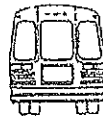
Description: _____



Description: _____



Description: _____



Description: _____

OPERATOR(S):

IMPORTANT! Help expedite repairs by providing necessary information regarding defects! Please print.

REPAIRS MADE:

ALL ITEMS COMPLETED - BUS SERVICED AND RELEASED:

Supervisor's Signature _____

Date _____

EXHIBIT F

Inspection

Senior Mobility P.M. Check List

Date	Bus#	TERMINAL	workorder#	Current Mileage
				Last Inspection miles
				Miles between

A. Employee must check off all boxes/ Note all discrepancies on reverse side

B. Check files and open workorders

C. Interior

		ok	rep req.
1	Entry door operation and seals		
2	Temperature and oil warning devices		
3	Neutral safety system		
4	Horn, gauges and dash lights		
5	Heater, defroster and fan		
6	Windshield wipers and washer		
7	Indicator lights		
8	Throttle operation		
9	Steering free play _____ in.		
10	Applied and unapplied brake test for vacuum loss		
11	Interior lights		
12	Windshield and window glass condition		
13	Window mechanism and seals		
14	Seat condition		
15	Interior body, floor and stantions		
16	Fire extinguisher date and bracket		
17	Road warning devices		
18	First aid kits		
19	Emergency exits operation, warning devices and signs		
20	Interior clean		
21	Back up alarm		

D. Exterior

		ok	rep req.
1	All exterior lights and signals		
2	Mirror condition and mounting		
3	Record body damage		
4	Bumper bolts		
5	Paint lettering and appearance		
6	Emergency exits		
7	Axle flange and lug nuts, oil hubs		
8	Tire side wall condition, cracked wheels, valve stem Valve stem cap, alignment of rear duels		
9	Tread depth LF _____ RF _____ LRO _____ LRI _____ RRO _____ RRI _____		
10	Tire inflation: Record and inflate LF _____ RF _____ LRO _____ LRI _____ RRO _____ RRI _____		

E. Under hood

		ok	rep req.
1	Check for visible leakage		
2	Engine oil level		
3	Transmission fluid level and condition		
4	Brake fluid		
5	Power steering fluid		
6	Check all belts		
7	Component and accessory mounting		
8	Check all hoses and routing		
9	Coolant level and protection _____ c/f _____ ph		
10	Pressure test cooling system		
11	Water pump and fan clutch play		
12	Air filter condition - check restriction gauge		
13	Check exhaust system		
14	Battery fluid level and mounting		
15	Clean battery and connections		
16	Drain fuel/water separator		

F. Under Bus

		ok	rep req.
1	Kingpin and wheel bearing play		
2	Tire wear, condition and matching		
3	Leakage at backing plates and wheel seals		
4	Steering box, mounting, leakage, looseness and leaks		
5	Front shocks and mounting		
6	Front springs, bushings		
7	Engine leaks, lines, filters, hoses and engine mounts		
8	Starter and connections		
9	Exhaust system and mounting		
10	Transmission mounted parking brake		
11	Transmission leaks		
12	Output shaft play		
13	Driveshaft guard, U joints and retarder		
14	Body hold downs and insulators		
15	Wiring along frame		
16	Differential leaks, fluid level		
17	Pinion play		
18	Breather vent		
19	Rear shocks and mounting		
20	Rear springs, bushings and U bolts		
21	Leakage at backing plates and wheel seals		
22	Fuel tank straps and lines		
23	Tail pipe hangers		
24	Lube entire chassis		
25	Check drag link, tie rods and idler arms		

Senior Mobility P.M. Check List

D. Brakes

		ok	rep req.
1	Visible and audible leaks		
2	Check all lines along chassis		
3	Check brake booster and hoses		
4	Hydraulic lines		
	Remove wheels and check the following items		
5	Pads and rotors		
6	Check pins and caliber's		

D. Lift Inspection

		ok	rep req.
1	Check lift for proper operations		
2	Inspect for stress, cracks, mounting and alignment		
3	Check pins		
4	Check the complete hydraulic system		
5	Check micro switches and electrical wiring		
6	Check all system covers and warning signs		
7	Check safety barrier		
8	Lube complete lift		
9	Check wheelchair securements, proper amount and operation		
10	Lift door warning device		
11	Lift cover in place		

H. Roadtest

I. Note repairs needed

Signature of Inspecting Mechanic

Signature of Supervisor

6,000 miles- inspection/oil change
 30,000 Transmission service
 60,000 Differential service