

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 20.

Date of Request: December 17, 2007

Date Request Received: December 17, 2007

Board Meeting January 22, 2008

Board Meeting January 22, 2008

Date Requested:

Date Assigned:

Short Title: Resolution Approving Grant Application And Authorizing Local Share Of Community Transportation Program Operated By Pender Adult Services For Fiscal Year 08-09: \$23,728.

Request Status:

- Request is proceeding to Board of Commissioners
- More information is needed – see attached
- Request on hold – no further information needed
- Other:

Background: Pender Adult Services acts as Transportation Coordinator for Pender County. They operate the "Apple Bus" which provides transportation around Pender and New Hanover County. Patrons of this service pay \$1 each way for their transportation.

(Administrative Use Only)

This Administrative Portion provides for the Transportation Coordinator's salary, MV Transit dispatcher, vehicle insurance, driver training, drug and alcohol testing, marketing materials, employee training, indirect cost, postage, and computer supplies. This year, Pender Adult Services plans to replace two vans that will cost \$69,350.

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

This service is required, by law, to be provided for the benefit of Department of Social Services clients. PAS subsidizes the cost of this program by approximately \$60,000 annually from their operating budget.

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Specific Action Requested: The Board of Commissioners is requested to authorize the local share of the Community Transportation Program Grant in the amount of \$23,728 for FY 08-09 and approve the submission of the CTP Grant Application by Pender Adult Services

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

Requested by: Melinda Knoerzer
Department: Pender Utilities
Title: Administrative Assistant
Contact Phone: 910.259.1280
Contact Fax: 910.259.1579

FINANCE Sufficient Funds Available Not Available
Date Rec'd: Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: 1/18/08 Signed: *2007. maul*

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

JB
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Commissioners that

Pender Adult Services is authorized to submit a grant application to the North Carolina Department of Transportation for the Community Transportation Program and the local share of \$23,728 will be committed in the FY 2008/2009 budget. The Chairman/County Manager is authorized to execute any documentation necessary to implement this resolution.

100086-461920 Community Transportation Program \$23,728

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

J. David Williams, Jr., Chairman 01/22/08
Date

Attest 01/22/08
Date

LOCAL SHARE CERTIFICATION FOR FUNDING

Pender Adult Services, Inc
(Legal Name of Applicant)

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>111959</u>	\$ <u>16793</u> (15%)
Capital (Vehicles & Other)	\$ <u>69350</u>	\$ <u>6935</u> (10%)
Operating (Small urban & regional systems)	\$ _____	\$ _____ (50%)
<hr/>		
TOTAL	\$ <u>181309</u>	\$ <u>23728</u>
	Total Funding Requests	Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<u>County</u>	\$ <u>23728</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<hr/>	
TOTAL	\$ <u>23728</u>

I, the undersigned representing (*Legal Name of Applicant*) **Pender Adult Services, Inc** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2009 Community Transportation Program will be available as of July 1, 2008, which has a period of performance of July 1, 2008 – June 30, 2009.

Signature of Authorized Official

Wesley B. Davis, Executive Director
Type Name and Title of Authorized Official

January 10, 2008
Date

PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed Pender Adult Services, Inc. Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than January 31, 2008. The public hearing will be held at 7:00 p.m. on Tuesday, January 22, 2008 before the Pender County Board of Commissioners. Those interested in attending the public hearing and needing either auxiliary aids and services under the American with Disabilities Act (ADA) or a language translator should contact Judy Cromer at 910.259.9119, on or before January 10, 2008. The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Pender County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Lift equipped vans. Services are rendered by MV Transit. The total estimated amount requested for the period July 1, 2008 through June 30, 2009

Project	Total Amount	Local Share
Administrative	\$ <u>111959</u>	\$ <u>16793.00</u> (15%)
Capital (Vehicles & Other)	\$ <u>69350</u>	\$ <u>6935.00</u> (10%)
Operating (Small urban & regional systems)	\$ _____	\$ _____ (50%)
TOTAL	\$ <u>181,309.00</u>	\$ <u>23,728.00</u>

Total Funding Requests Total Local Share

This application may be inspected at Pender Adult Services, Inc. (901 S. Walker Street, Burgaw) from 8am until 4pm. Written comments should be directed to Judy Cromer before January 10, 2008.

AVISO DE JUNTA PUBLICA

Este aviso es para informar al público sobre la junta que se levantara acerca de la aplicación del Programa de Transporte para la Comunidad que será sometida al Departamento de Transportación del Norte de Carolina no mas tarde del Pender County Board of Commissioners. La junta se levantara el January 22, 2008 frente al grupo gobernador Pender County.

Personas interesadas en atender la junta que necesiten ayuda auxiliaria o servicios bajo el acto de Americanos con incapacidades o un intérprete favor de contactar a Judy Cromer

El Programa de Transportación para la Comunidad proporciona asistencia para coordinar programas de transporte ya en existencia y que operan en Pender County. El programa también proporciona opciones de transporte y servicios para las comunidades en el área de servicio. Estos servicios actualmente son proporcionados usando Lift equipped vans. Servicios son dados por MV Transit. La cantidad aproximada que será pedida para el periodo del 1 de Julio, 2008 al 30 de Junio, 2009

Proyecto	Cantidad Total	Porción local
Administrativo	\$ <u>111959</u>	\$ <u>16793</u>
Capital (vehículos y otros)	\$ <u>69350</u>	\$ <u>6935</u>
Operativo (Sistemas pequeños regionales y urbanos)	\$ _____	\$ _____
Total	\$ <u>181309</u>	\$ <u>23728</u>
	Cantidad Total pedido	Total de Porción local

Esta aplicación puede ser inspeccionada en Pender Adult Services, Inc de 8am until 4pm. Comentarios escritos deben ser hechos a Judy Cromer antes del January 10, 2008.

FY2009 Community Transportation Program (CTP) Grant Application

Project Nbr: 09-CT- 069

CAPITAL BUDGET SUMMARY

Legal Name of Applicant: Pender Adult Services, Inc.

Applicant's Federal Taxpayer Identification Number: 58-1482588

Period of Performance: July 1, 2008 - June 30, 2009

I. Total Project Expenditures (NCDOT Maximum Participation Amounts)	<u>Requested</u>	<u>NCDOT Approved</u>
Replacement Vehicles	\$ 69,350	\$ 0
Expansion Vehicles	\$ 0	\$ 0
Other Capital Expenses	\$ 0	\$ 0
Baseline Technology Expenses	\$ 0	\$ 0
Total	\$ 69,350	\$ 0

II. Funding (Do not complete this section - NCDOT only)				
	Total	Federal	NCDOT	Local
CAPITAL (State funding only)	100% <u>0</u>	0% <u>0</u>	90% <u>0</u>	10% <u>0</u>
CAPITAL (Federal/State funding)	100% <u>0</u>	80% <u>0</u>	10% <u>0</u>	10% <u>0</u>

FY2009 Community Transportation Program (CTP) Grant Application

Project Nbr: 09-CT- 069

ADMINISTRATIVE BUDGET SUMMARY July 2008 - June 2009

Legal Name of Applicant: Pender Adult Services, Inc. ▼

Applicant's Federal Taxpayer Identification Number: 58-1482588

Period of Performance: July 1, 2008 - June 30, 2009

I. Total Project Expenditures (NCDOT Maximum Participation Amounts)	<u>Requested</u>	<u>NCDOT Approved</u>
Administrative Expenses	\$111,959	\$0
Total	\$111,959	\$0

II. Funding (Do not complete this section - NCDOT only)				
	<u>Total</u>	<u>Federal</u>	<u>NCDOT</u>	<u>Local</u>
	100%	80%	5%	15%
TOTAL ADMINISTRATION	\$0	\$0	\$0	\$0
(Rural Systems) (federal & state funding)				
	100%	0%	85%	15%
TOTAL ADMINISTRATION	\$0	\$0	\$0	\$0
(Urban County and Human Service Systems) (state funding)				

FY2009 Community Transportation Program (CTP) Grant Application

Project Nbr: 09-CT-069

PROPOSED PROJECT BUDGET
- CAPITAL EXPENSES (Dept. 4523)

Applicant: Pender Adult Services, Inc.				NCBOT ONLY	
Object Code	Title	BUDGETED COST	QTY.	TOTAL COST	Maximum Participation
ROLLING STOCK REPLACEMENT VEHICLES					
G541	35- to 40-FT. Transit Bus w/Lift (Replacement) - 12 yr. bus Heavy duty diesel bus built as an integral unit.	\$350,000			
	<input type="checkbox"/> Alternative fuel engine, indicate type:	\$100,000		\$0	\$0
G542	30- to 35-FT. Transit Bus w/Lift (Replacement) - 10 yr. bus Medium duty diesel bus built as an integral unit.	\$300,000			
	<input type="checkbox"/> Alternative fuel engine, indicate type:	\$100,000		\$0	\$0
G545	Van Conversion (Replacement) - Modified standard van; RAISED ROOF; school bus door entry; lowered stepwell; NO LIFT; maximum capacity: 12 passengers. FLOOR PLAN WEB SITE: http://www.ncdot.org/transit/transitnet/OperationsAndPlanning/ConversionVanFloorPlans.pdf	\$35,300		\$0	\$0
G547	25' Light Transit Vehicle w/wheelchair lift (Replacement) - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; fully automatic side lift; 2 and 4 Wheelchair Stations floor plans Min. ambulatory capacity - 8 pax; Max. ambulatory capacity - 18 pax. <input type="checkbox"/> Optional engine; <input type="checkbox"/> Diesel <input type="checkbox"/> Brake retarder.	\$65,000			
		\$11,000		\$0	\$0
		\$6,500		\$0	\$0
	FLOOR PLAN WEB SITE: http://www.ncdot.org/transit/transitnet/OperationsAndPlanning/25ft LTV FloorPlans.pdf				
G548	Lift-Equipped Van (Replacement) - Modified standard van; RAISED ROOF; school bus door entry; lowered stepwell; fully automatic interior lifts; 2 to 4 Wheelchair Stations; Min. ambulatory capacity - 5 pax; Max. ambulatory capacity 8 pax. FLOOR PLAN WEB SITE: http://www.ncdot.org/transit/transitnet/OperationsAndPlanning/LiftVanFloorPlans.pdf	\$38,600	1	\$38,600	\$0
G549	Center-Aisle Van (Replacement) - Modified standard van; flat roof; 13 or 14 passenger seating with center aisle access and side door entrance. Note: Does not have a raised roof. FLOOR PLAN WEB SITE: http://www.ncdot.org/transit/transitnet/OperationsAndPlanning/CenterAisleVanFloorPlans.pdf	\$30,750	1	\$30,750	\$0
G571	Mini-Van (Replacement) - Small van; standard production vehicle; maximum capacity - 6 passengers	\$25,000		\$0	\$0
G573	Allowable Alternate Vehicle (Replacement) - Vehicle for child transportation; includes wheelchair lift and 1 wc station. <input type="checkbox"/> Optional engine; <input type="checkbox"/> Diesel	\$45,000			
		\$6,000		\$0	\$0
G575	20' Light Transit Vehicle (Replacement) - Body-on-chassis type vehicle (Cutaway van chassis); retaining the van-type cab; offering increased headroom and wider body; max. capacity - 13 passengers <input type="checkbox"/> Optional engine; <input type="checkbox"/> Diesel <input type="checkbox"/> Brake retarder.	\$53,200			
		\$11,000		\$0	\$0
		\$6,500		\$0	\$0
	FLOOR PLAN WEB SITE: http://www.ncdot.org/transit/transitnet/OperationsAndPlanning/20ft LTV FloorPlans.pdf				

PROPOSED PROJECT BUDGET
ADMINISTRATIVE EXPENSES (Dept. 4521)

Applicant		Pender Adult Services, Inc.	
Object Code	Title	Total Cost	NCDOT Maximum Participation
G120	- Salaries and Wages		
G121	Full-time employees	\$35,149	\$0
G122	Overtime		
G125	Part-time (receives benefits)	\$0	\$0
G126	Temporary and part-time (receives no benefits)	\$0	\$0
G127	Longevity		
	Subtotal Salaries:	\$35,149	\$0
G180	- Fringe Benefits		
G181	Social security contribution (7.65% of total salaries)	\$2,689	\$0
G182	Retirement contribution; total salaries X participating percentage		
	→ 35,149 X 3.4149%	\$1,200	
G183	Hospitalization insurance; ins. cost/month X the no. of employees.		
	→ 350 X 12.60	\$4,200	
G184	Disability insurance; cost/month X the no. of employees.		
	→ 37,04 X 11.44	\$444	
G185	Unemployment compensation		
G186	Workers compensation		
G189	Other: [REDACTED]		
	Subtotal Fringe:	\$8,533	\$0
	TOTAL SALARY & FRINGE:	\$43,682	\$0
G190	- Professional Services		
G191	Accounting		
G192	Legal		
G195	Management consultant contract (Admin only)		
G196	Drug & Alcohol Testing Contract		
G197	Drug & Alcohol Tests		
	Provide # of employees in test pool: [REDACTED]		
G198	Medical Review Officer		
G199	Other: [REDACTED]		
G200	- Supplies and Materials		
G211	Janitorial supplies	\$50	
G212	Uniforms		
G261	Office supplies and materials	\$300	
G281	Air conditioner / Furnace filters		
G291	Computer supplies	\$50	
G300	- Travel and Transportation (other than employee development)		
G311	Travel: Anticipated trips: [REDACTED]	\$1,500	
G312	Travel subsistence	\$1,500	
G314	Vehicle rental (does not include vehicles for providing contracted services)		

**PROPOSED PROJECT BUDGET
ADMINISTRATIVE EXPENSES (Dept. 4521)**

Applicant		Pender Adult Services, Inc.	
Object Code	Title	Total Cost	NCDOT Maximum Participation
G320 - Communications			
G321	Telephone service (includes mo. phone, modem, fax and cellular service)		
G322	Internet Service Provider Fee-Name: [REDACTED]		
G323	Combined Service Fee		
G325	Postage	\$410	
G329	Other: [REDACTED]		
G330 - Utilities			
G331	Electricity		
G332	Fuel oil		
G333	Natural Gas		
G334	Water		
G335	Sewer		
G336	Trash collection		
G337	Single/combined utility bill:		
G339	Other: [REDACTED]		
G340 - Printing and Binding			
G341	Printing and reproduction	\$1,000	
G349	Other: [REDACTED]		
G350 - Repairs and Maintenance			
G355	Office and computer equipment		
G357	Communications equipment		
G359	Other: [REDACTED]		
G370 - Advertising/Promotion			
G371	→ Marketing (paid ads, marketing firm, etc.) [REDACTED] \$2,139	\$4,000	
	Describe: [REDACTED]		
G372	→ Promotional items [REDACTED] \$1,000	\$1,000	
	Describe: [REDACTED]		
G373	Other; [REDACTED]		
G380 - Computer Support Services (contracted)			
G381	Computer programming services		
G382	Computer support/technical assistance		
G390 - Other Services			
G391	Legal advertising		
G393	Temporary Help		
G394	Cleaning services		
G395	Training - Employee Education Expense [REDACTED]	\$1,000	
G396	Management services (contracted transit system mgmt/admin services)	\$27,717	
G398	Security services		
G399	Other: [REDACTED]		

**PROPOSED PROJECT BUDGET
ADMINISTRATIVE EXPENSES (Dept. 4521)**

Applicant		Pender Adult Services, Inc.	
Object Code	Title	Total Cost	NCDOT Maximum Participation
G410	- Rental of Real Property (Include copy of current lease agreement)		
G412	→ Rent of building X number of payments annually		
	→ [redacted] X [redacted]	\$0	
G413	→ Rent of offices X number of payments annually		
	→ [redacted] X [redacted]	\$0	
G419	Other: [redacted]		
G420	- Service and Maintenance Contracts		
G422	Lease of Computer Software		
G430	- Lease of Equipment		
G431	Lease of Reproduction equipment		
G432	Lease of Postage Meter		
G433	Lease of Communications equipment (includes radio, cable lines and antennae)		
G439	Other: [redacted]		
G440	- Service and Maintenance Contracts		
G441	Communications equipment		
G442	Office equipment		
G443	Reproduction equipment		
G445	Computer equipment		
G449	Other: [redacted]		
G450	- Insurance and Bonding		
G451	Property and general liability (does not include vehicle insurance)		
G452	→ Vehicles [redacted] 10 Maximum Amount \$25,000	\$25,000	
G454	Professional liabilities		
G455	Special liabilities		
G480	- Indirect Costs		
G481	Central services: (CTP 2009 budget direct cost base) X (percentage rate)		
	[redacted] \$35,149 X [redacted] 12.66% Maximum Amount \$4,450	\$4,450	
Prior approval of Indirect Cost Percentage Rate required. Questions should be directed to Financial Management			
G490	- Other Fixed Charges		
G491	Dues and subscriptions	\$300	
	Describe: NCPA [redacted]		
TOTAL OTHER ADMINISTRATIVE EXPENSES:		\$68,277	\$0
TOTAL ALL ADMINISTRATIVE EXPENSES:		\$111,959	\$0