

FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION (FAMPO)

Fredericksburg City
Spotsylvania County
Stafford County

Matt Kelly
Chairperson

Lloyd Robinson
FAMPO Administrator

FAMPO RESOLUTION FY 09-12

A RESOLUTION TO AMEND THE FY09 - FY12 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO ADD ROLLING STOCK TO THE RAPPAHANNOCK AREA AGENCY ON AGING (RAAA) FLEET

WHEREAS, the RAAA has applied to the Virginia Department of Rail and Public Transportation (DRPT) for a grant funded by the FTA Section 5310 Program in the amount of \$297,000, 80% or \$237,600 in FTA funds and a 20% local match of \$59,400, and

WHEREAS, the RAAA is a valuable contributor to Regional services for older residents and operates a program highly coordinated with other community services organizations and

NOW THEREFORE BE IT RESOLVED BY THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION THAT THE FY09-FY12 TIP IS AMENDED BY ALLOCATING \$237,600 OF FTA FUNDING AND A LOCAL MATCH OF \$59,400 FOR A TOTAL OF \$297,000 TO PURCHASE RAAA PASSENGER VANS.

Adopted by the FAMPO Policy Committee at its meeting on May 18, 2009.

FAMPO Resolution 09-12



Chairman

Fredericksburg Area Metropolitan Planning Organization

Date: _____



FTA Section 5310 - Elderly Persons & Persons with Disabilities Grant Application

App Num: 004302

Applicant:	Rappahannock Area Agency On Aging	Status:	Pending
For Fiscal Year:	2010	Start Date:	1/12/2009 11:05:03 AM
Type:	FTA Section 5310 - Elderly Persons & Persons with Disabilities	Last Updated:	1/29/2009 3:26:22 PM
Version:	Original		

General Information

Area Served (Counties & Cities)	City of Fredericksburg Counties of Caroline Knig George Spotsylvania and Stafford
Congressional District (of applicant's mailing address)	1
Coordinated Human Service Mobility Plan Name (For your region)	Human Service Mobility Plan Transportation Advisory Committee

Vehicle Summary

Summary of Vehicles	
Number of vehicles your agency has:	73
Number of vehicles which have less than 100,000 miles:	35
Number of backup vehicles (vehicles only used when route vehicle is out of service):	6
Number of wheelchair accessible vehicles:	44
Number of vehicles to be received through past grants or other funding sources within the last year:	7
Vehicle Operating Intentions	
<u>The vehicles proposed to be acquired by the applicant organization under the Section 5310 Program are intended to be operated in the following way:</u>	
By one or more private, nonprofit organizations (including the applicant) in the provision of coordinated services for a variety of elderly and disabled persons as described in the grant application.	

Operating Expense Budget

Item Code	Item Description	Amount
501	Labor	\$503,072
502	Fringe Benefits	\$81,519
503	Maintenance	\$126,780
504	Vehicle Insurance	\$24,313
505	Purchased Transp Service	\$3,000

506	Other Expenses	\$458,661
		TOTAL: \$1,197,345

Capital Budget - Vehicles

Description	Quantity	Unit Cost	Total Cost
14 Pass. body on chassis w/ wheelchair lift	5	\$45,000	\$225,000
9 Pass. raised roof with lift	2	\$36,000	\$72,000
TOTAL: 7			\$297,000

Title VI Demonstration

Ethnic Composition by Percentage	Percentage
Black / African American	30
Asian or Pacific Islander	0
Native American or Alaskan Native	0
Hispanic	0
Caucasian	70
Other	0

Management and Arrangements

Project Needs, Goals, and Objectives

1 - Briefly describe your agency's purpose and programs.

Rappahannock Area Agency on Aging (RAAA) and its partner Rappahannock Area Community Services Board (RACSB) provide services to 11 programs in 20 sites to socially disadvantaged, elderly, and persons affected by mental health, mental retardation, and substance abuse issues in Planning District 16. The common mission of our agencies is to prevent unnecessary institutionalization of our consumers by providing integrated, cost efficient community based services as close to home as possible. Transportation is a vital component of that effort. Emphasizing community integration, approximately 800 riders annually are transported to day programs, meal programs, residential services, medical appointments, shopping, employment and rehabilitation.

2 - Explain why your proposed service is needed. Describe the annual number passengers you provide transportation services for and their travel needs.

This specialized service targets persons who need critical linkages to day-support and residential programs, and who have mobility challenges that cannot be solved by using public or other para-transit providers. FTA Section 5310 grants are the major source of our capital assistance. Our transportation system provides critical linkages to 800 unduplicated passengers riding 170,000+ trips annually throughout the 1400+ square mile area surrounding the City of Fredericksburg. More than 235 low income elderly residents are transported to six meal centers dispersed in the area. All riders are dependent on the transportation system for access to these essential nutrition and socialization activities. This service also provides access to crucial community integration and shopping activities including grocery stores, pharmacies, banks and retail stores. Moreover, RAAA operates a medical transportation service that provides access to a full range of medical appointments and services. More than 60 elderly and disabled persons were provided medical transport during FY08. Finally RAAA provides weekly specialized transportation to physically and developmentally disabled clients of the disAbility Resource Center for after school activities. Services would be unavailable without the participation of RAAA. RACSB delivers transportation to 500 additional persons with developmental disabilities, mental illness and substance abuse disorders. Covering more than 900,000 miles annually with specialized transportation, funding is derived from programs served. Most consumers do not pay and no one is charged beyond their ability to pay.

3 - If you receive approval of this grant, how many additional consumers will be provided transportation?

An additional 14 consumers will be provided transportation with approval of this grant. Our service area of 343,000+ people is among the fastest growing in Virginia, and our ridership grows annually. In the current economic climate our most critical need is to replace five aging vehicles and maintain existing service

patterns. Our overall transportation services have increased 6,000-7,000 trips annually, i.e. 4% each of the past three years. Medical transportation increased by 3%. It is anticipated that a similar increase can be sustained in FY09. This would increase ridership by 10,000 trips. Critical services to the disAbility Resource Center will continue. Approval of all the vehicles requested will generate an additional 10,000 trips to 14 new riders. A new group home for 6 participants who have severe disabilities is being constructed in Stafford County. Another 8 consumers will be served in Spotsylvania County in Day Support Services. Each person will be transported 5-7 days weekly to day support, homes, and community integration activities.

4 - Explain why the public transportation services in the agency's service area (public transit, private bus or taxi, etc.) cannot provide the transportation service you are proposing for the bus(s) requested in this application.

Our first choice is to use families, public transit, private taxis and para-transit providers to transport our riders. We provide transportation as a last resort. In all cases of coordination our major concern is "who can best serve the rider." We have developed alternative transportation with 12 FRED riders, 22 para-transit riders, 10 family assisted riders and almost \$3,000 paid to taxis to deliver transportation. We have reduced duplication, scheduling conflicts, mixing of disability groups, labeling of vans, and transportation crisis among many programs. The persons we serve in transportation are those requiring the most intense supports, highest training, most compassion and most flexible provision of transportation services. They are indeed the most mobility challenged persons in the planning district.

5 - Explain how your organization decides who is to receive transportation, and how you decide how often and when they are to receive it.

Transportation to day support and meal programs for the persons who are elderly or have disabilities related to MH, MR, SA are prioritized through lengthy detailed assessment. Elderly persons are assessed for service eligibility using the Uniformed Assessment Instrument process which in most cases involves a lengthy in-home interview. Some clients are assessed through a shorter phone interview utilizing a questionnaire provided by the Virginia Department for the Aging. All forms require information about age and socio-economic status reflecting mobility challenges. Persons found eligible to receive RAAA programs may utilize transportation services according to established program guidelines. We accommodate the vast majority of requests from participating day support programs. Persons in crisis are prioritized. With more than 26 routes running throughout the Planning District, we accommodate funded requests for rides along our scheduled routes. Those riders we cannot accommodate due to unusual circumstances are referred to other human service agencies with extensive consultation. RAAA coordinates additional medical transportation service with Comfort Keeper, a private in-home care provider. Private providers, including Medicaid vendors, are also considered. However, some riders lack demand-response transit and/or are not enrolled in programs to fund their transit. Additionally, we are working to provide aides to persons needing one-on-one staffing to ride successfully.

6 - Explain why you are requesting the number and type of vehicles within this application. This explanation should be based on the volume of rides, service hours and miles operated the cost of service, and accessibility needs.

Seven vehicles are requested in this application to provide 20,000 more trips, 40 more hours of service, and increased capacity for 7 more wheelchair users. Five requested Body-On-Chassis vehicles are needed as replacements for vehicles that are over four years old and have in excess of 100,000 miles. Each of these diesel vehicles will be designed with three wheelchair placements allowing greater flexibility and seating capacity for wheelchair and ambulatory users. These vehicles will replace older raised roof vans as well as 3 BOC's that have less seating capacity and fewer wheelchair placements. These vehicles will enable us to accommodate anticipated increased ridership of 4% per year. The diesel powered vehicles should allow for longer vehicle life, improved vehicle mileage over comparable gasoline powered types and lower maintenance costs. The vehicles will be employed on the 26 routes operating 120 hours weekly and covering 900,000 miles yearly with 170,000 trips and 800 unduplicated passengers. Two raised roof vehicles with wheelchair lifts will provide new service. Six severely disabled persons will move in to a home constructed for them next year. This vehicle will be custom built for their needs. The second raised roof van will provide new community integration activities to participants in Spotsylvania County. The smaller raised roof vehicle is needed instead of a Body on Chassis due to the narrow roads, parking lots, and community integration factors. As a result of this grant, service delivery will be dependable, flexible, and comfortable best meeting the needs of our ridership. While ridership will increase, the more significant impact of this request will be to maintain a dependable, quality system that has no other funding alternatives. The vehicles will significantly improve the lives of its riders who tend to be medically fragile and seek to enjoy community life.

7 - What changes in service, if any, will be made as a result of this grant?

Significant changes in services will be made as a result of this grant. The five Body On Chassis vehicles will prevent serious breakdowns stranding medically fragile riders, and reduce disruptions in services caused by delays or postponements of services. The two raised roof vehicles will create two additional routes. One route will be in rural parts of Spotsylvania County providing community integration activities. The other van will provide critical transportation to a new group home in Stafford County.

Ability of Applicant

1 - List the availability of necessary matching funds for the capital purchase and identify the source of those funds.

We have met our obligations in the 5310 grant process for more than 20 consecutive years and pledge match money for the requested vehicles. Projected combined resources totaling \$1,204,345 are budgeted for transportation. Among the letters of support is a pledge for \$7500 match from the Civitan Club and a RACSB certification that \$895,815 is currently available for transportation budgets. The current RACSB budget is \$27.4 million. The RAAA transportation budget for FY09 is \$308,530. Included in this amount is \$25,000 which is specifically designated as matching funds for vans acquired through the FTA5310 grant program. Matching funds are provided to the RAAA by the Rappahannock United Way.

2 - Provide number of years the applicant has provided services/transportation for individuals with disabilities and/or for the elderly.

RAAA and its transportation partner RACSB have provided transportation to services for individuals with disabilities and/or elderly for more than 30 years. During those years we have consolidated transportation provided by several other agencies: Rappahannock Adult Activities, Inc; Rappahannock Goodwill Industries; Kenmore Club; and A Woman's Place.

3 - Identify the staff that is responsible for supervising transportation, and the number of hours a week supervising the transportation.

Rappahannock Area Agency on Aging (RAAA) and Rappahannock Area Community Services Board (RACSB) each employ transportation managers working 70 hours per week directing and supervising 25 drivers in the respective programs. The Executive Director of the RAAA and the RACSB CSS Director provide additional oversight as do the Finance Directors of both agencies. Total time devoted by all these individuals is approximately 90 hours per week. Additionally 2 FTE staff and a contracted answering service provide 24 hour client coverage, dispatching and support.

4 - Describe your driver training program. List the minimum standards required to place a driver in service. List the training courses and the number of drivers who have completed those courses in the current year.

The following courses are required of new employees and refresher courses are provided yearly for most of our 25 drivers as well as 75+ program staff who drive vans: 3-D DRIVING IMPROVEMENT COURSE; FIRST AID/CPR; NONVIOLENT INTERVENTION TECHNIQUES; HUMAN RIGHTS; CTAA PASSENGER ASSISTANCE AND SAFETY; DMHMRSAS RESIDENTIAL COMPETENCIES; CULTURAL DIVERSITY; DMV DEFENSIVE DRIVING COURSE. In addition several routes are contracted to Logisticare with training provided as follows: Accident Avoidance Course; CTAV Transportation Roadeo, Driving Obstacle Course, HIPPA; Deficit Reduction Act/Corporate Compliance regulations.

5 - Describe your driver and passenger safety policies and procedures.

Driver and passenger safety policies and procedures are well established and documented. The RACSB transportation program is nationally accredited by CARF, a.k.a. Commission on Accreditation of Rehabilitation Facilities. We also operate under the guidelines established by the Virginia State contractor for Medicaid Services, Logisticare. Likewise RAAA drivers are provided annual driver training in passenger safety/assistance, wheelchair lift/securement training and passenger relation training. All RAAA drivers are required to have a pre-employment physical and a drug screen. Drug screens may be repeated due to accident or unusual behavior. Drivers and passengers must always use seat belts and be certain wheelchairs are secured. Pre-trip vehicle inspections are required to ensure road worthiness. A comprehensive driver's manual specifies policies and procedures designed to promote safety.

6 - Describe your agency's vehicle maintenance program addressing Pre-trip Inspections.

Safety is the most important reason to inspect our vehicles. It helps find problems that could cause a breakdown or crash. To enhance client safety, driver pride and accountability for vehicles, each driver is

made responsible for completing the daily "pre-trip inspection" form. The inspection is carried out daily before the vehicle is placed in service. The inspection includes looking for damage and leaks, all vehicle systems, fluids, tires and lift equipment, heating and air conditioning systems, lights, instrument gauges, fire extinguisher, first aid and spill/Biohazard kits secured and general cleanliness. Problems discovered during the inspection are reported to the transportation manager for correction. Drivers are also responsible for reporting any damage to the vehicles and the need for state inspections and oil changes according to maintenance requirements described in the transportation manual.

7 - Describe your agency's vehicle maintenance program addressing Preventative Maintenance.

Preventative maintenance schedules and procedures are detailed in each agency's transportation manual. In general each vehicle is serviced according to the maintenance schedule recommended by the manufacturer. Wheelchair lifts are serviced semi-annually. A detailed maintenance history is kept for every vehicle. Vendors who perform regular service on agency vehicles also maintain records on each vehicle. Each time a vehicle is serviced a preventative maintenance check is performed including oil and transmission fluid levels, tire pressure and condition. As a result of our preventative maintenance program no routes were cancelled this year due to vehicle breakdown.

8 - Describe your agency's vehicle maintenance program addressing Routine Maintenance.

Routine maintenance is performed every 3,000-6,000 miles, or earlier if prescribed by the manufacturer owner/maintenance schedule. Brakes, windshield wipers and tires are also checked at this time. Vendors report the problems that are discovered during routine checks and they are then authorized to make the needed repairs. State inspections and emission tests are performed at designated intervals. Maintenance cost for our 73 van fleet was \$126,780. Vans are quickly repaired through numerous contractual arrangements at a variety of private vendors insuring the best quality of work and competitive prices.

9 - Describe your agency's vehicle maintenance program addressing Contingency Plan for when equipment is out of service.

No routes were cancelled during the past year due to vehicle breakdown. Transportation managers and directors confer on a regular basis to ensure that vehicles are properly distributed and available to meet passenger needs. Coalition participants designate vehicles as backup, but also exchange and share vehicles when necessary. There are currently four vehicles that are shared or on loan across the system.

Coordination of Efforts

1 - In addition to the Coordinated Human Service Mobility Plan, describe the efforts you have made to coordinate transportation services and identify the other agencies (even if coordination was not successful or agreed upon).

RAAA and RACSB have been actively engaged in promoting increased access and coordination of transportation for the elderly, disabled and low income. Through the opportunities offered by the FTA New Freedom Grants, we have partnered with civic organizations to pioneer transportation options in rural parts of our planning district. Working with the local Rotary Club and the Caroline Department of Social Services, we have successfully applied for a New Freedom Grant that will soon establish a transportation service in Caroline County providing access to medical appointments and shopping. A second grant facilitated by RAAA/RACSB has been successfully submitted by the George Washington Regional Commission/Frederickburg Area Metropolitan Planning Council. It will soon establish a Human Service Mobility Manager for PD16. This position will further coordinate existing transportation of all types and purchase transportation for the most difficult cases as a last resort. Within this current grant the Rappahannock Civitan Club has offered to provide \$7500 towards match in order to create new transportation in rural parts of Spotsylvania County. These projects will become important components of the PD16 Coordinated Human Service Mobility Plan and certainly highlight additional avenues for coordination.

2 - If transportation is coordinated, describe how the project will be coordinated with other agencies in the area.

All the vehicles requested in this application will become part of a coordinated transportation operation that allows for the exchange of vehicles among various agencies based on the need for vehicles regardless of which agency actually owns them. Formal interagency agreements exist that formalize the exchange of vans. RAAA and RACSB are actively engaged with numerous community groups and agencies in a concerted effort to further cooperation leading to increased access to transportation by the clients of the agencies that do not operate vehicles. Five programs representing mental health, substance abuse and developmental

disabilities meet weekly to monthly to coordinate transportation. Rappahannock Goodwill, RAAA, RACSB Case management, Kenmore Club and A Woman's Place have coordinated schedules to develop a unified transportation service. Monthly meetings with Rappahannock Area Disability Network (RADN) are held to bring together numerous agencies at which coordinated transportation is a regular topic. These meetings facilitated the development of the Planning District 16 Coordinated Human Services Mobility Plan under the auspices of DRPT and GMRC/FAMPO. Opportunities to utilize existing resources to increase transportation access for the elderly, the disabled, and the low-income will be enhanced by the vans herein requested.

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Virginia Department of Rail and Public Transportation
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