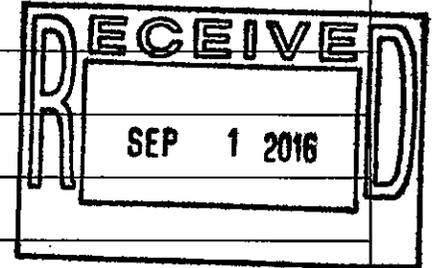


SECTION 5310 - FY 18 APPLICATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

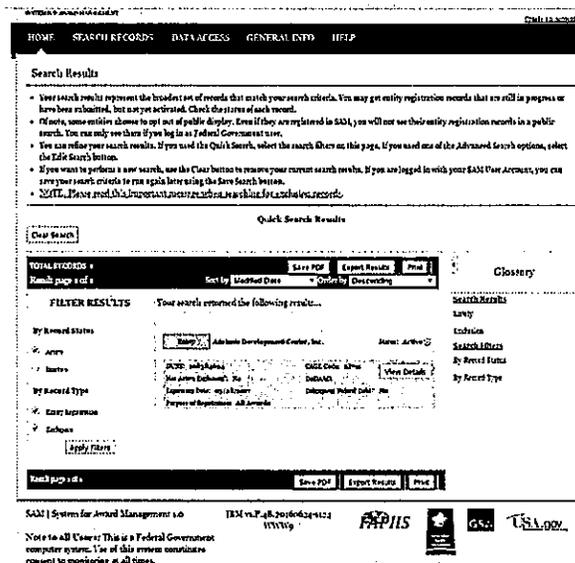
October 1, 2017 - September 30, 2018

I. Applicant Information

Organization:	Adelante Development Center, Inc.
Contact Person Name and Title:	Nancy Pope, VP of Development
Mailing Address:	3900 Osuna Rd. NE
City, State, ZIP:	Albuquerque, NM 87019
Physical Address:	Same
Phone and Cell Numbers:	(505) 449-4033, (505) 206-0117
FAX Number:	(505) 449-4479
E-mail Address: (Required)	nipope@goadelante.org
Regional Planning Transportation Organization: (circle one)	NERTPO MRTRPO SERTPO SWRTPO NPRTRPO NWRTRPO SCRTRPO
Applicant Signature and Date Signed:	<i>Nancy Pope</i> 8/26/2016
Please Print Name and Title:	Nancy Pope, VP of Development
DUNS Number *	108384694



*In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>



II. Summary of Budget Request

Please enter the dollar amount of and a description of the vehicle(s) you wish to purchase below.
 [NOTE: Section 5310 grants are for capital (vehicles) only]

	Total	Federal Share	Local Share
*Capital (80/20)	\$276,752	\$221,402	\$55,350
TOTAL	\$276,752	\$221,402	\$55,350

Capital Breakdown

Capital to Vendor (Required for Non-Profits)	\$276,752	\$221,402	\$55,350
List vendor if utilizing Capital to Vendor : Creative Bus Sales			
Capital to Subgrantee			
*TOTAL should equal 'Capital' amt. above	\$276,752	\$221,402	\$55,350

(3) minivans w/ wheelchair lift, fold out ramp, 2 passenger jump seat \$41,443 each
(2) full size vans w/ SmartFloor, 3 tie downs, two additional smart sets, rear lift \$55,490 each

Capital to Vendor – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

Capital to Subgrantee – When you purchase any approved capital item that that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.

CAPITAL TO SUBGRANTEE OPTION IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS

III. Financial Information

A) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses			
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)	\$173,696	\$191,948	\$276,752
3-01-50 15 Passenger Van (W/Ramp)			
3-01-60 Mobile Radios			
TOTAL ELIGIBLE COSTS			
VEHICLE DISPOSITION PROCEEDS			

NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)			
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LOCAL SHARE SOURCES (specify)

Adelante operating funds			
TOTAL LOCAL SHARE (20%)	\$38,389.60	\$34,739.20	** \$55,350

FEDERAL SHARE (80%)	\$153,558	\$138,956.80	** \$221,402
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B) OPERATING BUDGET: INFORMATION PROVIDED IN THE SPACE BELOW IS USED TO GET A BASELINE OF OPERATING FUNDS THAT YOU PROVIDE TO YOUR 5310 ELIGIBLE PROGRAM.

THESE FUNDS ARE NOT DIRECTLY RELATED TO THE CAPITAL GRANT YOU ARE APPLYING FOR.

ITEM DESCRIPTION	2016* ACTUAL EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	\$ 1,484,403	\$ 1,514,091	\$ 1,544,373
Support Staff/Fringe Benefits	\$ 371,101	\$ 378,523	\$ 386,093
Fuel, Lubricants, Tires	\$ 170,442	\$ 173,851	\$ 177,328
Maintenance	\$ 195,494	\$ 199,404	\$ 203,392
Insurance	\$ 157,252	\$ 160,397	\$ 163,605
Other (Please explain)	\$ 282,335	\$ 287,982	\$ 293,741
TOTAL TRANSPORTATION	\$ 2,661,027	\$ 2,714,248	\$ 2,768,533

NON-TRANSPORTATION			
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TOTAL EXPENDITURES	\$ 2,661,027	\$ 2,714,248	\$2,768,533
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* Prorate expenditures to end of the current fiscal year

1. Please list all other non-transportation services your agency provides.

Day habilitation, employment services, independent living, food recovery, residential living, benefits enrollment, durable medical equipment loans, senior meal services, and food pantry services.

2. Please list all funding sources and amounts received for both general budget and transportation budget.

There are no funding sources for transportation of clients other than Section 5310.	
Other agency funding sources include:	
Department of Health	\$ 850,499

Medicaid Waiver	\$ 11,417,762
NM DVR	\$ 81,398
Contracts	\$ 7,857,103
Sales	\$ 2,622,829
Donations	\$ 623,500
Miscellaneous	\$ 123,378
Rental	\$ 442,466
Other	\$ 803,490

3. Why do you need this equipment (check all that apply)?

a.	<input checked="" type="checkbox"/>	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)
b.	<input type="checkbox"/>	Establish service to new area
c.	<input type="checkbox"/>	Add wheelchair capacity to existing vehicles
d.	<input checked="" type="checkbox"/>	Increase number of vehicles available for demand responsive service
e.	<input type="checkbox"/>	Decrease vehicle size for service
f.	<input type="checkbox"/>	Increase vehicle size for service
g.	<input type="checkbox"/>	Improve passenger access to service

State price agreement for transit vehicles is available at this time (Web link to price agreement number):

Statewide Transit Vehicle Price Agreement - Agreement 60-00015

<http://www.generalservices.state.nm.us/uploads/files/SPD/Contracts/60-000-15-00015%20Transit%20Vehicles.pdf>

Agencies have two options for vehicle procurement:

- (1) Order vehicle(s) from approved price agreement (Web link above)
- (2) Implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:

Refer to Section 3-01-00-Capital Costs

(3) minivans w/ wheelchair lift, fold out ramp, 2 passenger jump seat \$41,443 each
(2) full size vans w/ SmartFloor, 3 tie downs, two additional smart sets, rear lift \$55,490 each

Vehicle I:

1. What is the length of the vehicle? Is it a replacement, expansion, or new vehicle?
VAN- replacement 17ft
2. What type of fuel will it use?
Gasoline
3. Will it be ADA Compliant?
Yes.

4. Will it have a wheelchair lift or ramp?

Yes.

Vehicle 2:

1. What is the length of the vehicle? Is it a replacement, expansion, or new vehicle?

VAN- new 17ft

2. What type of fuel will it use?

Gasoline

3. Will it be ADA Compliant?

Yes.

4. Will it have a wheelchair lift or ramp?

Yes.

Vehicle 3:

1. What is the length of the vehicle? Is it a replacement, expansion, or new vehicle?

VAN- new 17ft

2. What type of fuel will it use?

Gasoline

3. Will it be ADA Compliant?

Yes.

4. Will it have a wheelchair lift or ramp?

Yes.

Vehicle 4:

1. What is the length of the vehicle? Is it a replacement, expansion, or new vehicle?

VAN- replacement 19ft

2. What type of fuel will it use?

Gasoline

3. Will it be ADA Compliant?

Yes.

4. Will it have a wheelchair lift or ramp?

Yes.

Vehicle 5:

1. What is the length of the vehicle? Is it a replacement, expansion, or new vehicle?

VAN- replacement 19ft

2. What type of fuel will it use?

Gasoline

3. Will it be ADA Compliant?

Yes.

4. Will it have a wheelchair lift or ramp?

Yes.

C) Please provide and check item:

1- Copy of Articles of Incorporation

2- Copy of 501(c) 3 Certification

3- Copy of most current audit

4- If transit-related audit findings occurred, copy of corrective action response submitted to auditor.

5- If a non-profit organization (first time applicants only), copy of procurement procedures that comply with FTA Circular 4220.

http://www.fta.dot.gov/legislation_law/12349_16011.html

IV. Program Description

A) The service you provide or intend to provide will be (check all that applies):

	Fixed route
<input checked="" type="checkbox"/>	Modified fixed route
<input checked="" type="checkbox"/>	Demand responsive
<input checked="" type="checkbox"/>	Section 5310

B) This request for funding will (check all that apply):

	start up new services
	reduce service from current level
<input checked="" type="checkbox"/>	maintain service at current level
	expand existing service to additional areas

C) If applicable, please briefly describe the new or expanded service.

N/A

D) Is the program included in the RTP/MPO Coordinated Public Transit Human Services Transportation Plan?

<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO

E) 5310 Program

Number of one-way passenger trips per month	
Elderly (non-disabled)	
Disabled (including elderly)	1,235
General Public	
TOTAL	
Number of unduplicated persons transported per month	

V. Description of Service Area

A) Check the most appropriate description of your community:

<input checked="" type="checkbox"/>	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
<input type="checkbox"/>	Small Urban areas with population of 50,000 - 199,999
<input type="checkbox"/>	Non-urbanized/Rural (50,000 people or less)

B) Please list all the municipalities and counties served by your program:

Albuquerque, Los Lunas, Belen

Bernalillo and Valencia Counties

C) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	24,295	3%
Hispanic	378,295	50%
Asian or Pacific Islander	21,134	3%
American Indian or Alaskan Native	44,918	6%
White	261,813	35%
Other	21,967	3%
	*752,422	100%

= TOTAL * =

%	Population	Elderly/Disabled Category
14%	111,591	Elderly (non-disabled)
16%	108,269	Persons with Disabilities (including elderly)
70%	532,562	Other (everyone else)
100%	*752,422	

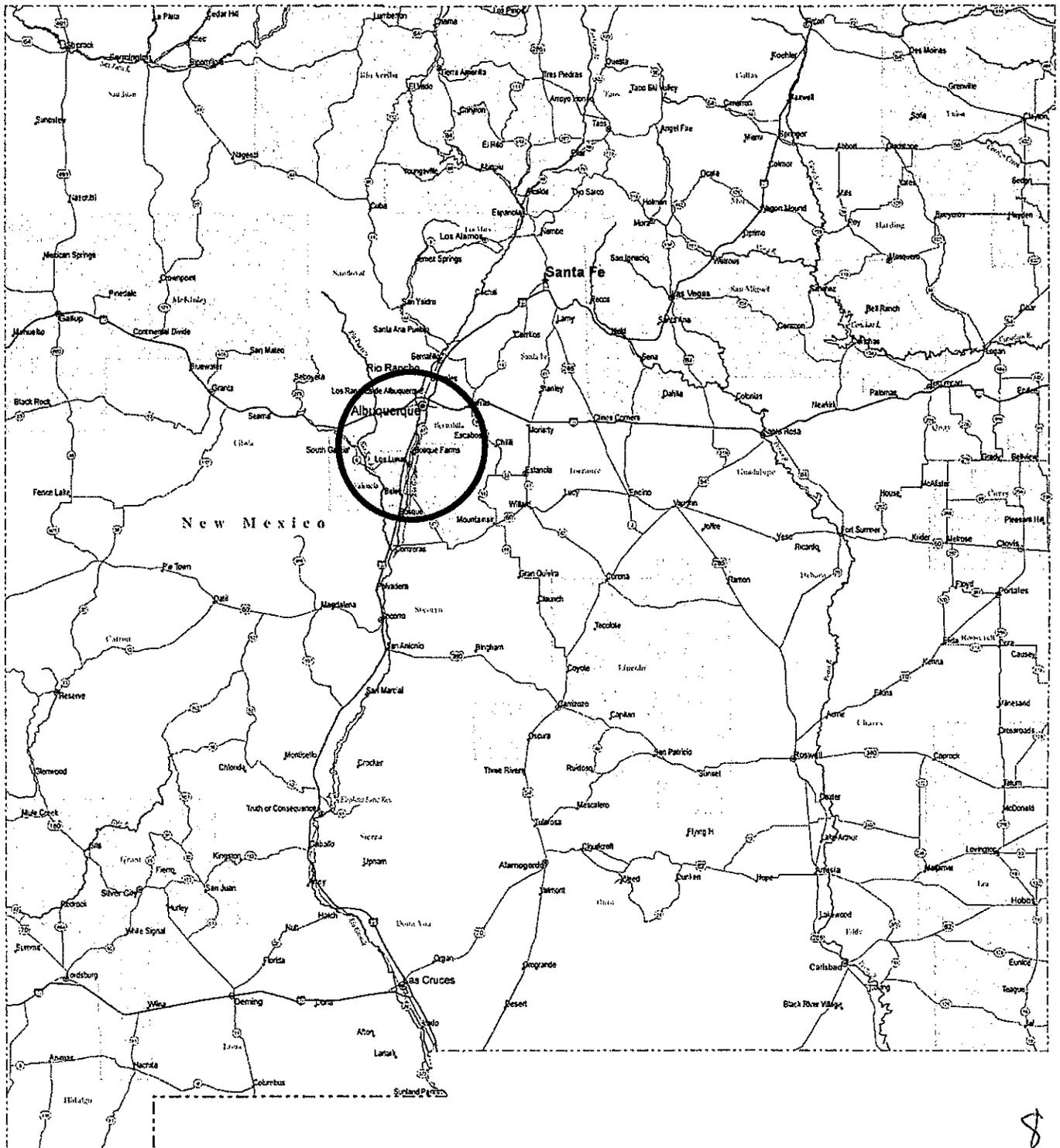
* These totals should equal.

1) Source (if other than US Census Bureau):

For disability statistics, info from the American Community Survey PUMS data was used.

D) When applying for Section 5310 funding as the coordinator of transportation services in your area, complete the section above using your current program information. In addition, please fill out the following section for the organizations/programs you will serve.

Name of Organization Served	Number of People Transported
Adelante Development Center	12,541
TOTAL:	



8

VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2016	2017	2018 Projected
1	Annual Ridership	11,380	12,541	12,917
2	Annual Mileage	108,392	204,889	211,036
3	Annual Vehicle Hours	2,710	5,122	5,276

* Prorate statistics to end of FY.

#	Make	Model	Year	Mileage	VIN	Status	Ambulatory/Walk-On Prg.	Capacity	Last Preventive Maintenance Date	Wheelchair Spaces	Lift/Ramp Equipped?	Condition	Grant Source of Funding	Estimated Replacement Date	Category	Length	Approximate GVW	# of Seats	Minimum Life	Vehicle W/ Gas or Alternative Fuel	Maturity Date
230	Ford	TRANSIT	2016	82	1F82Z2M7G6A6142	Regular Service	3	3	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	18'	9000 lbs.	3	9 yrs, 150,000 miles	Yes	4/25/2010
231	Dodge	El Dorado	2015	56	2C7WD0B0G0R705216	Regular Service	3	N/A	N/A	0	No	Excellent	5310 - Current	2025	Other (LD)	18'	6050 lbs.	3	10 yrs, 150,000 miles	Yes	4/25/2020
232	Dodge	El Dorado	2015	27	2C7WD0B0G0R705216	Regular Service	3	N/A	N/A	0	No	Excellent	5310 - Current	2025	Other (LD)	18'	6050 lbs.	3	10 yrs, 150,000 miles	Yes	3/24/2020
233	Dodge	El Dorado	2015	83	2C7WD0B0G0R705216	Regular Service	3	N/A	N/A	0	No	Excellent	5310 - Current	2025	Other (LD)	18'	6050 lbs.	3	10 yrs, 150,000 miles	Yes	3/17/2010
234	Freightliner	Truck	2016	0	3ALAC0Y0G0H0M1778	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)		35000 lbs.	3	10 yrs, 150,000 miles	Yes	2/24/2023
235	Freight	Heavy Truck	2016	0	3ALAC0Y0G0H0M1777	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)		35000 lbs.	3	10 yrs, 150,000 miles	Yes	2/24/2023
236	Dodge Caravan	Eldorado	2015	2226	2C7WD0B0G0R703501	Regular Service	3	5/10/2016	N/A	1	Yes	Excellent	5310 - Current	2025	Other (LD)	17'	6050 lbs.	3	10 yrs, 150,000 miles	Yes	6/17/2019
237	Ford	Transit	2015	1,364	1F82Z2M7G6A6142	Regular Service	3	5/10/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	18'	9000 lbs.	3	10 yrs, 150,000 miles	Yes	6/17/2019
238	Ford	Transit	2015	7,400	1F82Z2M7G6A6142	Regular Service	3	6/27/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	18'	9000 lbs.	3	10 yrs, 150,000 miles	Yes	6/17/2019
239	Ford	Transit	2015	3,263	1F82Z2M7G6A6142	Regular Service	3	5/20/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	18'	9000 lbs.	3	10 yrs, 150,000 miles	Yes	6/17/2019
240	Ford	Transit	2015	9,089	1F82Z2M7G6A6142	Regular Service	3	6/24/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	18'	9000 lbs.	3	10 yrs, 150,000 miles	Yes	6/17/2019
241	Isuzu	TRUCK	2016	0	JALCAW161G7000029	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	17'	14,500 lbs.	3	10 yrs, 150,000 miles	Yes	8/25/2021
242	HINO	TRUCK	2016	0	SPVNR1JXG556742	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	22'	25950 lbs.	3	10 yrs, 150,000 miles	Yes	9/17/2021
243	HINO	TRUCK	2016	0	SPVNR1JXG556742	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	22'	25951 lbs.	3	10 yrs, 150,000 miles	Yes	8/17/2021
244	HINO	TRUCK	2016	0	SPVNR1JXG556741	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	22'	25952 lbs.	3	10 yrs, 150,000 miles	Yes	8/17/2021
245	HINO	TRUCK	2016	0	SPVNR1JXG556739	Regular Service	3	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	22'	25952 lbs.	3	10 yrs, 150,000 miles	Yes	8/17/2021
246	Ford	F150	2015	29,561	1FTFW1E1F4E2A4805	Regular Service	3	5/26/2016	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	19'	7000 lbs	3	11 yrs, 150,000 miles	Yes	8/3/2020
247	Ford	E25	2014	0	1FTWNE2EWED019859	Regular Service	10	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	18'	5173 lbs.	10	11 yrs, 150,000 miles	Yes	4/10/2020
248	Ford	E25	2014	0	1FTNS2EWED040050	Regular Service	10	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	18'	8900 lbs	10	11 yrs, 150,000 miles	Yes	3/10/2020
249	Ford	E2E	2014	225	1FTNE2EWED0803192	Regular Service	10	N/A	N/A	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	18'	8900 lbs	10	11 yrs, 150,000 miles	Yes	3/11/2020
250	Isuzu	NPR	2001	177,876	JALB4B14917008213	Regular Service	3	1/26/2015	N/A	0	No	Good	Not 5310/Capital Outlay	2020	Other (LD)	17'	12000 lbs	3	11 yrs, 150,000 miles	Yes	11/5/2019
251	Acura	RDX	2015	28,887	S18TB3H5F0L010304	Regular Service	5	9/9/2015	N/A	0	No	Excellent	Not 5310/Capital Outlay	2020	Other (LD)	15'	4600 lbs.	5	11 yrs, 150,000 miles	Yes	N/A
252	Toyota	RAV4	2013	46,725	2T3BFREVD0W061398	Regular Service	5	7/15/2016	N/A	0	No	Excellent	Not 5310/Capital Outlay	2020	Other (LD)	15'	4600 lbs.	5	11 yrs, 150,000 miles	Yes	11/5/2019
253	Ford	DRW	2011	171,524	1FDUF4GT0B0EA09287	Regular Service	3	10/15/2014	N/A	0	No	Excellent	Not 5310/Capital Outlay	2020	Other (LD)	18'	6688 lbs.	3	11 yrs, 150,000 miles	Yes	11/14/2019
254	Isuzu	NPR	2003	170,023	J8DC4B1443T002584	Regular Service	3	9/17/2014	N/A	0	Yes	Good	Not 5310/Capital Outlay	2020	Other (LD)	17'	8910 lbs.	3	11 yrs, 150,000 miles	Yes	11/14/2019
255	Ford	CTV	2011	80,726	1FDSE3FE0B0A28289	Regular Service	3	1/11/2016	N/A	0	Yes	Excellent	Not 5310/Capital Outlay	2020	Other (LD)	17'	9900 lbs.	3	11 yrs, 150,000 miles	Yes	11/14/2019
256	Ford	E-350	2014	11,523	1FTSS3LE0D0A93880	Regular Service	2	4/22/2016	N/A	3	No	Excellent	5310 - Current	2025	Other (LD)	23'	0 lbs	5	11 yrs, 150,000 miles	Yes	6/26/2017
257	Ford	E-350	2014	12,287	1FTSS3LE0D0A93879	Regular Service	2	4/6/2016	N/A	3	No	Excellent	5310 - Current	2025	Other (LD)	23'	0 lbs	5	11 yrs, 150,000 miles	Yes	6/26/2017
258	Ford	E-350	2014	11,889	1FTSS3LE0D0A93878	Regular Service	2	4/19/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	23'	0 lbs	5	11 yrs, 150,000 miles	Yes	6/26/2017
259	Ford	E-350	2014	16,468	1FTSS3LE0D0A93881	Regular Service	3	4/20/2016	N/A	3	Yes	Excellent	5310 - Current	2025	Other (LD)	23'	0 lbs	6	11 yrs, 150,000 miles	Yes	6/26/2017
260	Grand Caravan	Eldorado	2014	9,248	2C7WD0B0G5E6R318326	Regular Service	5	4/10/2015	N/A	1	Yes	Excellent	5310 - Current	2025	Other (LD)	20'	0 lbs	6	11 yrs, 150,000 miles	Yes	6/26/2017

210	Dodge	Grand Caravan	2012	81,335	2CARD865CR821267	Regular Service	5	5/10/2016	1	Yes	Excellent	5310 - Current Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	6	13 yrs, 150,000 miles	Yes	6/11/2017
209	Dodge	Caravan 2WD	2012	80,321	2C4RD6B67CR81268	Regular Service	5	5/16/2016	1	Yes	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	6	13 yrs, 150,000 miles	Yes	6/11/2017
208	Dodge	Caravan 2WD	2010	186,478	2D4RM4DE4AR62604	Regular Service	5	7/11/2016	1	Yes	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	6	15 yrs, 150,000 miles	Yes	4/29/2014
207	Braun	Partransit	2013	39,201	1FTSS3EL6D9D5891	Regular Service	8	7/19/2016	2	Yes	Excellent	5310 - Current	2025	LD Small Bus	0'	8,900 lbs.	10	12 yrs, 150,000 miles	Yes	8/1/2017
206	Ford/Braun	Ambulette	2013	16,873	1FTDS3EL7DBD85892	Regular Service	5	7/7/2016	4	Yes	Excellent	5310 - Current	2025	Other (LD)	0'	8,900 lbs.	10	12 yrs, 150,000 miles	Yes	8/1/2017
205	Ford/Braun	Ambulette	2013	18,077	1FTSS3EL6D9D5891	Regular Service	6	11/6/2015	2	Yes	Excellent	5310 - Current	2025	LD Small Bus	22'	8,900 lbs.	11	12 yrs, 150,000 miles	Yes	7/1/2017
204	Ford/Braun	Ambulette	2013	20,934	1FTDS3EL6D9D5891	Regular Service	6	7/19/2016	3	Yes	Excellent	5310 - Current	2025	LD Small Bus	22'	8,900 lbs.	9	12 yrs, 150,000 miles	Yes	7/1/2017
203	Ford/Braun	Ambulette	2013	34,759	1FTSS3EL3DDA65074	Regular Service	6	7/29/2016	3	No	Excellent	5310 - Current	2025	LD Small Bus	22'	8,900 lbs.	9	12 yrs, 150,000 miles	Yes	7/1/2017
202	UT Trailer	UT Trailer	2013	0	4PST5167XD2184585	Regular Service	0		0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	0	15 yrs, 150,000 miles	Yes	N/A
201	Ford	F-150 4 Door	2010	142,996	1FTFW1C83AA26271	Regular Service	0	9/15/2014	0	No	Good	Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	0	15 yrs, 150,000 miles	Yes	9/11/2017
200	Chevrolet	Astro Van	2001	150,908	1GCCM19W718117941	Regular Service	0	1/20/2015	0	No	Good	Not 5310/Capital Outlay	2025	Other (LD)	0'	0 lbs	0	24 yrs, 150,000 miles	Yes	7/17/2017
198	Ford	El Dorado Versa Shuttle	2012	13,005	1FTDS3ELXCDA87046	Regular Service	10	7/22/2016	3	No	Excellent	5310 - Current	2025	LD Small Bus	18'	9,400 lbs.	13	13 yrs, 150 miles	Yes	7/1/2016
197	Ford	El Dorado Versa Shuttle	2012	11,542	1FTDS3ELXCDA87045	Regular Service	10	7/25/2016	3	No	Excellent	5310 - Current	2025	LD Small Bus	18'	9,400 lbs.	13	13 yrs, 150 miles	Yes	7/1/2016
196	Ford	El Dorado Versa Shuttle	2012	18,697	1FTDS3ELXCDA87044	Regular Service	10	7/22/2016	3	No	Excellent	5310 - Current	2025	LD Small Bus	18'	9,400 lbs.	13	13 yrs, 150 miles	Yes	7/1/2016
195	Ford	F-150	2010	5,033	1FTMF1CV9AKE32122	Regular Service	3	3/1/2016	0	No	Excellent	Not 5310/Capital Outlay	2025	Other (LD)	18'	4,803 lbs	3	15 yrs, 150,000 miles	Yes	11/8/2015
194	Ford	E350 Braun Partransit	2011	17,571	1FTDS3EL4BD45437	Regular Service	4	3/7/2016	3	No	Excellent	5309 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	7	14 yrs, 150,000 miles	Yes	12/31/2016
193	Ford	E350 Braun Partransit	2011	18,286	1FTDS3EL6DD45438	Regular Service	4	6/3/2016	0	No	Excellent	5309 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	4	14 yrs, 150,000 miles	Yes	12/31/2016
192	Ford	E350 Braun Partransit	2011	37,927	1FTDS3EL9DD45434	Regular Service	4	4/2/2016	3	No	Excellent	5302 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	7	14 yrs, 150,000 miles	Yes	12/31/2016
191	Ford	E350 Braun Partransit	2011	25,011	1FTDS3EL2DD45436	Regular Service	4	5/16/2016	0	No	Excellent	5303 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	4	14 yrs, 150,000 miles	Yes	12/31/2016
190	Ford	E350 Braun Partransit	2011	22,459	1FTDS3EL0DD45435	Regular Service	3	6/10/2016	3	Yes	Excellent	5304 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	6	14 yrs, 150,000 miles	Yes	12/31/2016
189	Ford	E350 Braun Partransit	2011	25,660	1FTDS3EL8DD45439	Regular Service	6	3/8/2016	0	No	Excellent	5305 - Transferred	2025	LD Small Bus	18'	9,500 lbs.	6	10 yrs, 150,000 miles	Yes	12/31/2016
188	Dodge Grand Caravan	Braun Entervan	2010	93,406	2D4RM4DE4AR296771	Regular Service	3	7/1/2016	2	Ramp	Excellent	5306 - Transferred	2017	LD Small Bus	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
187	Dodge Grand Caravan	Braun Entervan	2010	96,588	2D4RM4DE4AR296768	Regular Service	3	6/8/2016	2	Ramp	Excellent	5307 - Transferred	2017	LD Small Bus	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
186	Dodge Grand Caravan	Braun Entervan	2010	60,894	2D4RM4DE4AR296769	Regular Service	3	8/2/2016	2	Ramp	Excellent	5307 - Transferred	2017	LD Small Bus	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
185	Dodge Grand Caravan	Braun Entervan	2010	46,838	2D4RM4DE4AR296754	Regular Service	3	6/7/2016	2	Ramp	Excellent	5308 - Transferred	2017	Other (LD)	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
184	Dodge Grand Caravan	Braun Entervan	2010	90,077	2D4RM4DE4AR296744	Regular Service	3	6/22/2016	2	Ramp	Excellent	5309 - Transferred	2017	LD Small Bus	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
183	Dodge Grand Caravan	Braun Entervan	2010	99,592	2D4RM4DE4AR396743	Regular Service	3	8/1/2016	2	Ramp	Excellent	5310 - Transferred	2017	LD Small Bus	17'	6,050 lbs.	5	7 yrs, 150,000 miles	Yes	8/31/2014
181	Ford	E-250	2010	46,317	1FTNE1EL7AD347230	Regular Service	6	7/15/2016	1	Yes	Excellent	Not 5310/Capital Outlay	2017	LD Small Bus	18'	9,000 lbs	7	7 yrs, 150,000 miles	Yes	5/8/2015
179	Mitsubishi Fuso	FE123	2008	84,746	J16AA61528K002995	Regular Service	2	6/20/2016	0	No	Excellent	DOT - Capital Outlay - Current	2016	Other (HD)	20'	12,500 lbs.	2	8 yrs, 150,000 miles	Yes	6/16/2013
178	Ford	Focus Sedan	2009	61,857	1FAHP35N29W181266	Regular Service	4	8/1/2016	0	No	Excellent	DOT - Capital Outlay - Current	2016	Other (LD)	15'	2578 lbs	4	7 yrs, 150,000 miles	Yes	6/4/2013
177	Ford	Focus Sedan	2009	66,496	1FAHP35N49W179423	Regular Service	4	8/1/2016	0	No	Excellent	DOT - Capital Outlay - Current	2016	Other (LD)	15'	2578 lbs	4	7 yrs, 150,000 miles	Yes	6/4/2013
176	Ford	Ranger	2009	96,091	1FTYR10D19PA52386	Regular Service	3	5/34/2016	0	No	Excellent	DOT - Capital Outlay - Current	2014	Other (LD)	16'	4,450 lbs.	3	5 yrs, 150,000 miles	Yes	6/4/2013
175	Ford	E35 Boxtruck	2008	35,962	1FDWE3BL78DA65451	Regular Service	2	8/5/2016	0	No	Excellent	DOT - Capital Outlay - Current	2016	Other (LD)	31'	12,500 lbs.	2	8 yrs, 150,000 miles	Yes	6/4/2013

174	Chevrolet	Uplander	2008	75,280	1GBDV13W48D206892	Regular Service	3	6/15/2016	1	Ramp	Excellent	5310 - Transferred	2015	LD Small Bus	17'	5,842 lbs.	4	7 yrs, 150,000 miles	Yes	5/31/2013
173	Chevrolet	Uplander	2008	57,431	1GBDV13W78D206921	Regular Service	1	6/10/2016	1	Ramp	Excellent	5310 - Transferred	2015	LD Small Bus	17'	5,842 lbs.	2	7 yrs, 150,000 miles	Yes	5/31/2013
172	Chevrolet	Uplander	2008	62,297	1GBDV13W68D206828	Regular Service	0	3/23/2016	2	Ramp	Excellent	5310 - Transferred	2015	Other (LD)	17'	5,842 lbs.	2	7 yrs, 150,000 miles	Yes	5/31/2013
171	Chevrolet	Braun Para Transit	2008	29,898	1GBDV13W28D206826	Regular Service	3	8/13/2015	1	Ramp	Excellent	5310 - Transferred	2015	LD Small Bus	17'	5,842 lbs.	4	7 yrs, 150,000 miles	Yes	5/31/2013
169	Ford	UIC	2008	36,263	1FTZS34L28D841634	Regular Service	6	6/9/2016	3	Yes	Excellent	5310 - Transferred	2015	LD Small Bus	19'	9,500 lbs.	9	7 yrs, 150,000 miles	Yes	5/31/2013
168	Ford	E-350 Braun Paratransit	2008	36,783	1FTSS34L08D841633	Regular Service	8	6/7/2016	2	No	Excellent	5310 - Transferred	2015	LD Small Bus	19'	9,500 lbs.	10	7 yrs, 150,000 miles	Yes	5/31/2013
167	Ford	Braun Para Transit Van	2008	71,730	1FTSS34L08D841632	Regular Service	11	6/9/2016	0	No	Excellent	5310 - Transferred	2015	LD Small Bus	19'	9,500 lbs.	11	7 yrs, 150,000 miles	Yes	5/31/2013
166	Ford	Ranger	2007	271,891	1FTY064U77H429733	Regular Service	4	5/18/2016	0	No	Excellent	Not 5310/Capital Outlay	2014	Other (LD)	16'	4,450 lbs.	4	7 yrs, 150,000 miles	Yes	7/28/2013
165	Subaru	Forester	2009	108,615	1F15H63609H730950	Regular Service	5	8/15/2008	0	No	Excellent	Not 5310/Capital Outlay	2019	Other (LD)	15'	3,250 lbs	5	10 yrs, 150,000 miles	Yes	7/18/2013
164	Ford	Econoline E250 2 dr cargo	2007	149,667	1FTNEZ4W77DA29774	Regular Service	9	6/6/2016	0	No	Excellent	Not 5310/Capital Outlay	2014	LD Small Bus	19'	6000 lbs	9	7 yrs, 150,000 miles	Yes	7/23/2013
161	Isuzu	Truck-Stage Bed	2007	86,417	4NLC48L1U7801237	Regular Service	3	7/15/2016	0	Yes	Excellent	Not 5310/Capital Outlay	2014	Other (LD)	22'	4986 lbs	3	7 yrs, 150,000 miles	Yes	9/10/2012
160	Ford	E-350 Braun Paratransit	2007	68,864	1FTSS34L70B19658	Regular Service	11	8/2/2016	0	No	Excellent	5310 - Transferred	2014	LD Small Bus	18'	9,400 lbs.	11	7 yrs, 150,000 miles	Yes	5/31/2013
159	Ford	E-350 Braun Para Transit	2007	48,618	1FTSS34L570B19657	Regular Service	11	6/7/2016	0	No	Excellent	5310 - Transferred	2014	LD Small Bus	18'	9,400 lbs.	11	7 yrs, 150,000 miles	Yes	5/31/2013
158	Ford	E-350 Braun Para Transit	2007	81,686	1FTSS34L370B19656	Regular Service	3	5/20/2016	3	Yes	Excellent	5310 - Transferred	2014	LD Small Bus	18'	9,400 lbs.	6	7 yrs, 150,000 miles	Yes	5/31/2013
157	Ford	E-350 Braun Para Transit	2007	57,542	1FTSS34L170B19655	Back Up	3	12/4/2015	3	Yes	Excellent	5310 - Transferred	2014	LD Small Bus	17'	6,721 lbs	6	7 yrs, 150,000 miles	Yes	5/31/2013
156	Ford	E-350 Braun Para Transit	2007	29,346	1FTSS34LX70B19654	Regular Service	3	4/2/2016	3	Yes	Excellent	5310 - Transferred	2014	LD Small Bus	17'	6,721 lbs	6	7 yrs, 150,000 miles	Yes	5/31/2013
155	Ford	E-350 Braun Para Transit	2007	33,346	1FTSS34L870B19653	Regular Service	10	6/7/2016	2	Yes	Excellent	5310 - Transferred	2014	LD Small Bus	17'	6,721 lbs.	12	7 yrs, 150,000 miles	Yes	5/31/2013
152	Ford	Taurus Wagon	2004	89,369	1FAFP58U564173111	Regular Service	4	7/25/2016	0	No	Excellent	DOT Rescare-Transferred	2011	Other (LD)	16'	3,700 lbs.	4	7 yrs, 150,000 miles	Yes	1/28/2010
151	Ford	Freestar	2004	147,250	2FMZAS16048B15783	Regular Service	3	11/10/2015	0	No	Excellent	DOT Rescare-Transferred	2011	Other (LD)	17'	5,660 lbs	3	7 yrs, 150,000 miles	Yes	1/28/2010
149	Ford	E-350 SD Extended Pass	2004	75,034	1FBSS31L04HA43889	Regular Service	6	9/2/2014	3	Yes	Excellent	DOT Rescare-Transferred	2011	Other (LD)	18'	9,100 lbs	9	7 yrs, 150,000 miles	Yes	1/28/2010
148	Ford	E-350 Extended Pass	2004	117,758	1FBSS31L64HA43878	Regular Service	3	3/17/2016	3	Yes	Excellent	DOT Rescare-Transferred	2011	Other (LD)	18'	9,100 lbs	6	7 yrs, 150,000 miles	Yes	1/28/2010
146	Ford	E-350 SD Extended Pass	2004	99,638	1FBSS31L54HB3068	Regular Service	5	5/6/2016	2	Yes	Excellent	DOT Rescare-Transferred	2011	Other (LD)	18'	9,100 lbs	7	7 yrs, 150,000 miles	Yes	1/28/2010
145	Ford	E-35 SD Extended Pass	2004	69,428	1FBSS31L74HB3072	Regular Service	3	6/2/2016	3	Yes	Excellent	DOT Rescare-Transferred	2011	Other (LD)	18'	9,100 lbs	6	7 yrs, 150,000 miles	Yes	1/28/2010
144	Ford	E-350 SD Ext Pass	2004	99,812	1FBSS31LXHA02511	Regular Service	6	5/17/2016	3	Yes	Excellent	DOT Rescare-Transferred	2011	Other (LD)	19'	8,000 lbs	9	7 yrs, 150,000 miles	Yes	1/28/2010
140	Dodge	Ram 1500 Truck	2007	274,784	1D7HA16L1Z520880	Regular Service	3	5/9/2015	0	Yes	Excellent	Not 5310/Capital Outlay	2014	Other (LD)	18'	6,700 lbs	3	7 yrs, 150,000 miles	Yes	5/15/2012
135	Ford	Econoline Van	2006	56,701	1FTRE1AW26HA22542	Regular Service	2	4/18/2016	0	No	Fair	Not 5310/Capital Outlay	2013	Other (LD)	18'	6,700 lbs	2	7 yrs, 150,000 miles	Yes	10/13/2010
133	Honda	Hybrid Accord	2005	101,864	1HMCN9605C012826	Other	4	2/23/2012	0	No	Excellent	Not 5310/Capital Outlay	2015	Other (LD)	16'	3,501 lbs	4	10 yrs, 150,000 miles	Yes	7/21/2010
126	Subaru	Outback	2005	143,667	4S48P60C56357147	Other	5	8/22/2016	0	No	Excellent	Not 5310/Capital Outlay	2015	Other (LD)	14'	3,111 lbs	5	10 yrs, 150,000 miles	Yes	4/1/2010
124	Ford	E350	2002	115,860	1FBSS31L32HB47791	Back Up	11	5/20/2016	1	Yes	Good	5310 - Transferred	2012	Other (LD)	18'	9,400 lbs.	12	10 yrs, 150,000 miles	Yes	6/25/2010
123	Isuzu	NPR	1999	225,455	1JALC7B1413X011318	Regular Service	3	5/18/2016	0	No	Good	Not 5310/Capital Outlay	2006	Other (LD)	25'	14,500 lbs	3	7 yrs, 150,000 miles	Yes	12/3/2009
119	Ford	E350	2003	64,460	1FBSS31L63HB16512	Regular Service	5	3/2/2016	2	Yes	Good	Not 5310/Capital Outlay	2010	Other (LD)	18'	9,400 lbs.	7	7 yrs, 150,000 miles	Yes	8/15/2009

116	GMC	C2500	1995	221,529	1GTGC29M75E35865	Other	3	4/13/2016	0	No	Fair	Not 5310/Capital Outlay	2011	LD Small Bus	17'	5,801 lbs.	3	16 yrs., 150,000 miles	Yes	6/25/2009
114	Dodge	Grand Caravan	2003	192,348	1D4GF24343276218	Regular Service	8	12/18/2015	0	No	Excellent	Not 5310/Capital Outlay	2010	Other (LD)	17'	6,050 lbs.	8	7 yrs., 150,000 miles	Yes	6/25/2009
112	Chevrolet	S-10 Pickup	2003	110,655	1GCCS19H08138861	Regular Service	2	11/3/2015	0	No	Excellent	Not 5310/Capital Outlay	2011	Other (LD)	16'	5,400 lbs.	2	8 yrs., 150,000 miles	Yes	5/29/2009
111	Dodge	Ram 350	2002	104,241	2B5WB3523K147467	Regular Service	6	3/31/2016	2	Yes	Excellent	Not 5310/Capital Outlay	2011	Other (LD)	19'	5,740 lbs.	8	9 yrs., 150,000 miles	Yes	5/10/2009
109	Dodge	Grand Caravan	2003	154,691	1D4GF24343276218	Regular Service	9	5/23/2016	0	No	Good	Not 5310/Capital Outlay	2011	Other (LD)	17'	6,050 lbs.	9	8 yrs., 150,000 miles	Yes	4/8/2009
107	Dodge	Grand Caravan	2003	71,609	1D4GF24303B21880	Regular Service	8	3/14/2016	0	No	Excellent	Not 5310/Capital Outlay	2010	Other (LD)	17'	6,050 lbs.	8	7 yrs., 150,000 miles	Yes	12/22/2008
106	Dodge	Ram 350	2002	82,455	2B5WB3523K147475	Regular Service	8	12/8/2015	2	Yes	Fair	Not 5310/Capital Outlay	2010	Other (LD)	20'	8,700 lbs.	10	8 yrs., 150,000 miles	Yes	12/22/2008
104	Dodge	Ram 350	2002	109,156	2B5WB3523K147459	Regular Service	12	8/2/2016	0	No	Good	Not 5310/Capital Outlay	2009	Other (LD)	18	4,000 lbs	12	7 yrs., 150,000 miles	Yes	9/4/2008
103	Dodge	Grand Caravan	2002	95,950	2B4GF4435R758377	Regular Service	8	2/10/2016	0	No	Good	Not 5310/Capital Outlay	2010	Other (LD)	17'	6,050 lbs.	8	8 yrs., 150,000 miles	Yes	8/14/2008
100	Dodge	3500	2002	67,105	2B5WB3523K111648	Regular Service	8	5/17/2016	2	Yes	Excellent	Not 5310/Capital Outlay	2009	LD Small Bus	17'	5,000 lbs.	10	7 yrs., 150,000 miles	Yes	4/21/2008
98	Toyota	Camry Econoline 250	2003	182,956	4T1BF30K83U550243	Other	4	6/29/2016	0	No	Good	Not 5310/Capital Outlay	2010	Other (LD)	14'	3,258	4	7 yrs., 150,000 miles	Yes	2/28/2008
93	Ford		2002	105,567	1FR551152H847761	Regular Service	3	1/28/2016	3	Yes	Good	Transferred	2009	Other (LD)	18'	9,300 lbs	6	7 yrs., 150,000 miles	Yes	1/9/2007
91	Chevrolet	3500	2001	96,090	1GAKG39B31128029	Regular Service	11	5/31/2016	0	No	Fair	Not 5310/Capital Outlay	2009	LD Small bus	17'	7,000 lbs	11	8 yrs., 150,000 miles	Yes	8/14/2007
80	Chevrolet	Malibu	2001	106,308	1G1ND52716122441	Regular Service	5	5/17/2016	0	No	Good	Not 5310/Capital Outlay	2007	Other (LD)	15'	3,000 lbs	5	6 yrs., 150,000 miles	Yes	8/25/2005
79	Chevrolet	Astro Cargo Van	2000	71,023	1GCDM1BWB17715	Regular Service	7	8/8/2016	0	N	Fair	Not 5310/Capital Outlay	2007	LD Small bus	16'	5,600 lbs.	7	7 yrs., 150,000 miles	Yes	8/25/2005
60	Ford	F-150	1999	304,315	1FTEF728X82916	Regular Service	2	4/6/2016	0	No	Good	Not 5310/Capital Outlay	2006	Other (LD)	17'	5,600 lbs.	2	7 yrs., 150,000 miles	Yes	9/27/2004
59	Ford	E-350 Club Wagon	1999	122,416	1FBS5132WHB46623	Regular Service	5	4/7/2016	2	Y	Fair	5310 - Transferred	2006	Other (LD)	18'	9,500 lbs.	7	8 yrs., 150,000 miles	Yes	12/11/2006
58	Ford	E-150	1999	216,364	1FTRE42XXH870369	Regular Service	2	10/16/2015	0	N	Poor	Not 5310/Capital Outlay	2006	Other (LD)	17'	6,050 lbs.	2	7 yrs., 150,000 miles	Yes	6/25/2004
50	HMDE	Trailer	1999	0	NM161612	Regular Service	0	N/A	0	N	Good	Not 5310/Capital Outlay	2009	Other (LD)	0'	0 lbs	0	10 yrs., 150,000 miles	Yes	N/A

VII. Other Fixed Assets:

#	Year purchased	Description of Item	Physical Location (if mobile item =M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA -A
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge.

Signature: Nancy Pope

Title: VP of Development

VIII. Civil Rights

- A) Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

If there have not been any lawsuits or complaints, please respond "NONE."

None.

- B) Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.

N/A

- C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. (Describe any funds you already have that you plan to use to supplement this grant, and describe any applications you have made for funds to supplement this grant).

Please respond "N/A" if not applicable.

N/A

IX. Program Coordination

A) Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers or other \$5310 providers, local governments, etc.)

In addition to issuing a public notice, letters were sent to the following organizations:

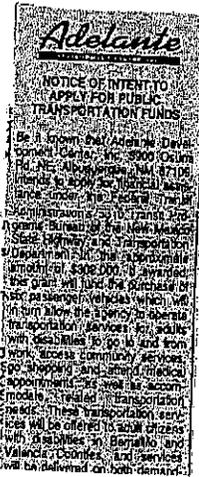
- Share Your Care
- ARCA
- Cornucopia
- Yellow Cab Company

A copy of the letter is attached.

B) Please document when and where your public notice appeared and discuss the responses received. Attach a copy of your affidavit of public notice of your intent to apply for federal funds here.

The public notice was published in the Albuquerque Journal on July 27, 2016. No responses were received.

AFFIDAVIT OF PUBLICATION



STATE OF NEW MEXICO
County of Bernalillo SS

Sharon Friedes, being duly sworn, declares and says that she is Advertising Director of The Albuquerque Journal, and that this newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Session Laws of 1937, and that payment therefore has been made of assessed as court cost; that the notice, copy of which is hereto attached, was published in said paper in the regular daily edition, for 1 times on the following dates:

July 27 2016

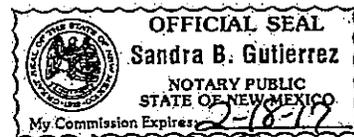
Sharon Friedes

Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 26 day of July of 2016.

PRICE \$38.54

Statement to come at end of month.

ACCOUNT NUMBER 1009651



Sandra B. Gutierrez

CLA-22-A (R-1/93)

C) Please check all that apply and provide copy:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:	
X	- Municipal, or Board, or Council: Signed Resolution of Financial Commitment for local match. Resolution must state dollar amount.
X	- Municipal, or Board, or Council: Letter of Support
X	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

D) Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
N/A	- Copy of Published Public Hearing Notice
N/A	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

Adelante

DEVELOPMENT CENTER, Inc.

a community resource

BOARD OF DIRECTORS CERTIFICATE OF RESOLUTION CONCERNING THE PURSUIT OF FUNDING THROUGH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, in accordance with Article XII, Section 5 of the By-laws, the Board of Directors may, acting within their discretion and upon their motion, authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these By-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation; and

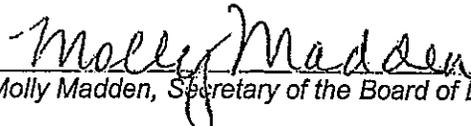
WHEREAS, The New Mexico Department of Transportation FTA funding through the 5310 Program is now available for application,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Vice President of Development of Adelante Development Center, Inc. shall be authorized to apply for funding through the 5310 program in the amount of \$276,752 for the purchase of 5 vans for the purpose of transporting clients with the local share amounting to \$55,350.

The undersigned, Molly Madden, Secretary of the Board of Directors hereby certifies that the Board of Directors duly adopted the foregoing resolutions on the 25th day of August 2016.

CORPORATE SEAL


Molly Madden, Secretary of the Board of Directors

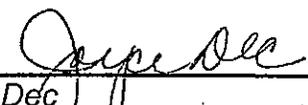
August 25, 2016
Date

NOTARIAL SEAL:

State of New Mexico
County of Bernalillo

Signed or attested before me on August 25, 2016 by Molly Madden.

(Seal)


Joyce Dec
My commission expires: July 10, 2018

We help people with disabilities achieve their goals.

Adelante

DEVELOPMENT CENTER, Inc.

a community resource

August 24, 2016

Nancy Pope
Adelante Development Center, Inc.
3900 Osuna Rd. NE
Albuquerque, NM 87109

Ms. Pope,

As per your intentions to apply for financial assistance under the Federal Transit Administrators 5310 Program to purchase five vans to provide transportation services for individuals with disabilities served by Adelante Development Center, Inc. in Bernalillo and Valencia Counties, we the Executive Committee of the Board of Directors for Adelante Development Center, Inc. fully support your efforts to upgrade vehicles and provide better services to those with disabilities.

Sincerely,

The Executive Committee of the Board of Directors of Adelante Development Center, Inc.

James Jimenez, Chair
Quinn Wingerd, Vice-Chair
Molly Madden, Secretary
Bob Walton, Treasurer
Mike Lowrimore, Immediate Past Chair

19

We help people with disabilities achieve their goals.

3900 Osuna Rd NE / Albuquerque, NM 87109 / Phone 505.341.2000 / Fax 505.341.2001 / www.GoAdelante.org



Mid-West New Mexico Community Action Program

549 Don Pasqual Rd. Los Lunas, NM 87031
Phone (505) 866-0466 Fax (505) 865-1506

July 27, 2016

Nancy Pope, VP of Development
Adelante Development Center, Inc.
3900 Osuna Rd. NE
Albuquerque, NM 87109

Dear Ms. Pope:

As per your intentions to apply for financial assistance under the Federal Transit Administrators #5310 Program to purchase six 13-passanger vans with wheelchair lifts to provide transportation services for Bernalillo and Valencia County residents, especially those with disabilities, we certainly endorse said program and efforts in trying to upgrade and provide better services to those with disabilities.

Good luck in your endeavors.

Sincerely,

Bill J. Silva
Chief Executive Officer
Mid-West NM CAP



Small Community • Big Possibilities



ADMINISTRATION DEPARTMENT

August 10, 2016

Nancy Pope, Vice President of Development
Adelante Development Center, Inc.
3900 Osuna Rd NE
Albuquerque, NM 87109-4459

Re: Letter of Support

Dear Ms. Pope:

On behalf of the Mayor and Village Council of the Village of Los Lunas, please accept this letter of support for Adelante Development Center, Inc.'s efforts to apply for financial assistance under the Federal Transit Act #5310 Program administered by the Transit and Rail Division of the New Mexico Department of Transportation to secure funding to purchase six 13-passenger vans with wheelchair lifts. The Village of Los Lunas wholeheartedly supports your organization's mission within the community, and we value the work you do to help people with mental, physical, and developmental disabilities, as well as disabled veterans and the elderly, achieve their goals. The Village understands the critical importance of maintaining transportation resources to the best of your ability to effectively deliver services to these highly vulnerable populations, including:

- Transportation to and from work
- Volunteer activities
- Community services
- Shopping
- Medical appointments
- Other related transportation needs

Therefore, the Village supports this initiative and hopes you will obtain funding to purchase new vans for your programs and services.

To best serve the residents of Los Lunas and surrounding areas, the Village understands we must work together. We acknowledge the long and successful history of Adelante as a community-based non-profit agency serving vulnerable populations, and we look forward to your continued role as a valued social service organization in our community. We are proud to recommend that your organization be approved for grant funding from the NM Transportation Department.

If I can be of further assistance in this matter, please do not hesitate to contact me at (505) 839-3840.

Sincerely,

Gregory D. Martin
Village Administrator

21

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

PAULETTE SANCHEZ-MONTOYA
COUNCILWOMAN

GERARD SAIZ
COUNCILMAN

CHRISTOPHER S. ORTIZ
COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR



«First_Name» «Last_Name»
«Company»
«Address»
«City_», «State» «Zip»

July 25, 2016

Re: #5310 Program - Public Transportation

Adelante Development Center, Inc. intends to apply for financial assistance under the Federal Transit Act #5310 Program administered by the Rail and Transit Division of the New Mexico Department of Transportation. If awarded, this grant will allow us to continue to provide transportation services within Bernalillo, Sandoval and Valencia Counties, New Mexico. We will be offering the following transportation services to and from desired locations to adults with disabilities:

- Work
- Volunteer activities
- Community services
- Shopping
- Medical appointments
- Other related transportation needs

These services will be delivered on both demand response and scheduled routes. Federal law and State administrative procedures require that all other transportation providers serving in the area be given a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of the proposed transportation services. For this reason, we invite your comments on this service until August 3, 2015. If you wish to comment, please contact us in writing by that time. If you indicate a desire to participate in the project, we will explore the opportunity of working together with you on the proposed project.

Sincerely,

Nancy Pope
VP of Development

Section X
Program Justification

X. Program Justification

A. Please attach an essay (no longer than five pages - the Operations Profile in Section X will not be counted as part of these five pages) explaining in detail the need for this program.

1. Mission, Description & History

Adelante Development Center, Inc. is a local nonprofit 501(c)3 human service agency with locations throughout New Mexico. The agency was founded in 1978, a time when ideas such as independence, rights, choice and respect were emerging. Adelante's mission is to support people with disabilities, people with disadvantages, and seniors to discover and achieve their personal goals in life. The word 'Adelante' means 'forward' in Spanish and describes our approach to supporting people with disabilities. Many times people are told to acknowledge stereotypes and limit them from moving forward. Adelante says, "Set goals and we will help you achieve them."

The agency currently offers residential support, therapy services, employment opportunities, and a variety of individualized services for people with moderate to severe developmental and physical disabilities. Today, as one of the largest nonprofits in New Mexico, Adelante supports almost 800 individuals with disabilities in addition to about 70,000 people served through programs including Senior Meal Services, Desert Harvest, The Storehouse, and Benefit Connection Center. The agency also employs over 800 people, about 350 of whom are people with disabilities working in Adelante's social business enterprises.

Adelante continually strives to provide the highest quality programs for people with disabilities. Over the past 38 years, we have won numerous quality awards and accreditations. In 2003, Adelante was one of the first nonprofit agencies in the nation to receive an ISO 9001:2000 quality certification. The agency also works to provide a wide variety of programs to meet the individual goals of the people we support. It is essential that we continue to help people with disabilities have greater access to the community, offering individuals the opportunity to live, work, learn, volunteer, and socialize in the community. As such, transportation is a crucial component in every aspect of providing these opportunities and their overall independence.

2. Need and Justification

Funds from the 5310 Program are crucial to providing transportation to clients served by Adelante in Bernalillo and Valencia counties. Adelante Development Center, Inc. is requesting an FTA share of \$276,752 to purchase five vans (3 minivans and 2 full-size vans). The justification of need for additional vehicles is outlined below:

Increased Use - Adelante responds to the needs and goals of people with disabilities and to the desire of the New Mexico Department of Health to provide more meaningful days for the people we support. Individuals choose how they will spend the day from a variety of services including employment, life skills, and volunteering. These individuals also

have the choice of spending part of the day at one location and transporting to another for the afternoon. A person might choose, for example, to participate in a day program for a morning, and spend the afternoon exploring community museums or going on social visits with peers. Others might work part-time at one of Adelante's social enterprise businesses, or volunteer to deliver food to homeless shelters. The focus remains on individual goals and desires.

Adelante continually strives to increase the amount of "community integration" hours and volunteer hours for clients, thus increasing the number of trips and hours for each vehicle. Adelante must provide the transportation and staffing that make these choices available for people with disabilities throughout the community, heavy use of Adelante's aging, high-mileage passenger vans and busses.

High Mileage and Age - Funds from the 5310 program are crucial to providing transportation to clients we support in Bernalillo and Valencia counties. 31% of vehicles in our fleet are ten years old or older and almost 40% of the van fleet has 75,000 miles or more. Furthermore, a staggering 26% of the fleet has over 100,000 miles.

Maintenance - Van repair and maintenance is tracked through Adelante's service request system. Annual maintenance costs are compounded by the aging and over-used fleet of vans. Unreliable transportation poses a large problem for the organization, since transportation resources are limited and demand is high. Adelante must juggle working vans between programs to ensure the safety of passengers.

Increased Ridership - Each year, the organization grows to meet the expanding needs of individuals with disabilities in New Mexico. While our needs are increasing, funding and sources of funding have decreased.

Expansion of Services - Many individuals suffering from disabilities need safe, specialized transportation to and from their homes, jobs, weekend and evening activities, day programs, and volunteer activities. The vehicles we are requesting will allow us to accommodate the need for specialized transportation, as well as replace vans with higher mileage.

3. Socioeconomic Characteristics and Need for Specialized Transportation

Adelante's client population is made up individuals 18 to 65 years of age or older who have developmental and other disabilities. The vast majority suffer from multiple disabilities and many suffer from mental retardation. Other disabilities include Down's Syndrome, cerebral palsy, autism and seizure disorders. Many clients are medically fragile and require 24-hour care. Additionally, some have physical disabilities like limited motor skills and speech impediments, making active involvement in the community without one-on-one support difficult, if not impossible.

In Bernalillo County, one in seven individuals have a disability while an estimated one in six individuals in Valencia County are disabled. Several of these riders require accommodation for wheelchairs and specialized equipment.

In Bernalillo and Valencia counties, transportation services continue to expand for the general population with mass transit systems such as the Railrunner and city buses readily available, but these systems are not always practical for individuals with disabilities nor do they adequately accommodate people with severe physical and developmental disabilities. In order to effectively and safely transport much of our client population, specialized transportation in the form of vans with modified safety lifts and specially trained drivers are necessary.

4. Summary

Adelante provides crucial transportation services to almost 800 individuals with disabilities in Bernalillo and Valencia counties. Our request for funds through the 5310 program is outlined through the following:

- The need for transportation resources for persons with severe disabilities is documented and continues to increase.
- Adelante's ability to effectively manage and coordinate the 5310 program and numerous Federal grants has been demonstrated.
- Program staff is knowledgeable, experienced, and familiar with the requirements of the 5310 program.
- Adelante is dedicated to providing clients with the highest level of safety and quality services as well as a wide variety of choices, each of which are dependent upon transportation resources.

Despite Adelante's large operating budget, there is little or no funding for capital purchases, including buildings, renovations, or vehicles. As a result, these projects a purchases are often put off until something breaks down or is completely necessary for safety.

Adults with severe disabilities cannot operate vehicles or navigate conventional public transportation, however, they still need to access places such as work, home, doctor appointments, and day programs among others. Additionally, many individuals with severe disabilities require experienced and knowledgeable staff who can quickly accommodate and respond to medical needs such as seizures, anxiety attacks, and various other disabling conditions, excluding them from use of conventional public transportation systems even if they are ADA compliant. People with disabilities often require special equipment such as lifts and tie-downs to enable them to travel safely. Adelante has the capacity and experience to successfully manage a specialized transportation system. Adelante is dependent upon this partnership with the New Mexico Department of Transportation through the 5310 program to meet transportation and client needs.

B. Please include any changes or expansions in your program and tie them to your request.

Due to poor sales revenue, an Adelante social enterprise, the Belen Bargain Square store has had to shut down. All current individuals with disabilities employed through the Belen store will have to be transported to the Los Lunas store in

order to maintain employment. This will increase the need for more client transportation vehicles and will increase the mileage on these vehicles.

Section XI

Operations Profile

XI. Operations Profile

(Items to be included)

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
 - a. Service area
 - b. Route design
 - c. Schedule (days and hours of operation)
 - d. Fare structure (amounts, how set and by whom?)
 - e. Advertising/marketing
5. Administrative Employees
 - a. Title and job description
 - b. Appearance and conduct
 - c. Training plan
6. Qualified Drivers and Dispatchers
 - a. Hiring procedure
 - b. Background check
 - c. Driver record
 - d. Valid drivers license
 - e. Training plan
 - f. Job description
 - g. Appearance and conduct
7. Vehicle fleet
 - a. Number of vehicles with NMDOT lien
 - b. Number of vehicles with no NMDOT lien
 - c. Maintenance schedules
 - d. Inspection procedures
 - e. Vehicle replacement
8. Accident/Incident Reporting Procedures
 - a. Insurance forms in vehicle
 - b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure

2. *Organizational Structure*

The Vice President of Community Operations oversees transportation at all residences, supported employment programs, social enterprises, and day programs while managing day-to-day transportation services, and monitoring individual client transportation needs. The Vice President of Management Systems oversees fleet maintenance. The Vice President of Development oversees the 5310 grant program. All have strong management backgrounds and extensive knowledge of Bernalillo and Valencia counties, as well as experience in administration of the 5310 program.

3. *Mission Statement*

Adelante's mission is to support people with disabilities, people with disadvantages, and seniors to discover and implement their personal goals in life.

4. *Brief Description of Transit Program*

The goal of the program is to provide transportation to individuals with disabilities who want to be more involved in their communities. Adelante will provide modified-fixed route and demand-responsive services to clients. This may include trips to and/or from home, employment, volunteer activities, community events, grocery shopping, doctor appointments, and day programs.

Additionally, Adelante staff meets with clients regularly to assist in setting goals, evaluating progress, and determining individual needs. The main objectives of the program are to:

- Determine and meet each client's needs associated with attaining their individual goals.
- Determine and provide demand-responsive and fixed-route services based on client needs. The transportation schedule is determined by the originating location of the vehicle, vehicle resources, length of time issued, etc.
- Comply with Section 5310 program requirements in order to meet the transportation needs of our clients and maintain funding.

In order to maintain a high standard of quality and continuous improvement, Adelante utilizes an internal reporting system that allows the agency to recognize an occurrence and to correct it quickly if needed. The occurrences system assigns responsibility to a particular individual who must complete a root cause analysis, define needed actions, ensure action completion, and gather evidence of completed actions. This system also generates reports for management to review and analyze. Additionally, Adelante uses an internally developed management software tool called Blueprint that tracks staff activity across all programs and positions relevant to the accomplishment of goals and tasks associated with projects.

a) *Service Area*

Adelante provides transportation and services for people with disabilities within Bernalillo, and Valencia counties. The agency operates residential homes, day

programs, and social enterprises that provide opportunities for individuals with disabilities to remain active in the community within these three counties.

Adelante's transportation services in Bernalillo County is provided in the urban environments of Albuquerque while services in Valencia County are provided in more rural areas of Belen, Los Lunas, and the surrounding areas. These areas are centrally located in New Mexico, bordered to the east by the Sandia and Manzano mountain ranges along the banks of the Río Grande. Together, these counties comprise the state's largest concentrated population. As a result, this area is also home to the state's highest concentration of people with disabilities, an estimated 108,269 according to the 2007 American Community Survey PUMS data report.

b) *Route Design*

Through integration of individuals with disabilities into the community, the agency will transport clients to destinations that fulfill their goals for work, help them to lead more independent lives, and give them opportunities to give back to the community through volunteer activities.

Transportation is provided by Adelante to individuals with disabilities throughout Bernalillo Valencia counties, and is not restricted to any city or other boundaries within the counties. Maps illustrating Adelante's service area can be found in Section IV (Description of Service Area).

c) *Schedule*

Transportation schedules vary by need and by program. The following is a brief summary of potential schedules by program:

- Day Programs: 8:00 a.m. to 4:00 p.m. Monday - Friday
- Residential Programs: 24 hours, 7 days a week
- Independent Living: 8:00 a.m. to 9:00 p.m., 7 days a week

d) *Fare Structure*

Not Applicable

e) *Advertising/Marketing*

Not Applicable

5. *Administrative Employees*

Adelante's team of managers and staff are dedicated to the organization and its mission. Those directly responsible for administering the 5310 program have years of experience with the organization and the transportation program.

Reina Chavez, *VP of Community Operations*

Reina is responsible for all day and residential programs. She schedules transportation for clients based on their needs and the resources of the organization. Reina has been with the organization for over 24 years.

Jim Bullard, Vice President of Management Systems

Jim is responsible for overseeing maintenance of agency facilities and vehicle fleet. Jim has managed many statewide federal grant projects and has extensive knowledge of service delivery and data management. He has been with the agency for over 29 years.

a) *Appearance and Conduct*

Adelante has an experienced, competent staff with expertise in operations management, contract compliance, training, quality assurance, finance, accounting, and providing services to persons with disabilities. Adelante staff is well acquainted with program requirements and responsibilities. In addition to the 5310 Program, Adelante has managed and administered four separate federal appropriations through the US Small Business Administration along with several federal grants.

b) *Training Plan*

Adelante has an internal team of training experts who ensure that all employees are continuously trained and certified in their specialized areas including transportation of individuals with severe disabilities and defensive driving.

6. *Qualified Drivers and Dispatchers*

a) *Hiring Procedure*

Driving is performed by client supervisors, assistants and other qualified staff. Driver qualification with Adelante is a one-time process that occurs during the pre-employment screening. The Human Resources department assures that all drivers remain qualified on an on-going basis.

b) *Background Checks*

Motor Vehicle Record Checks are obtained annually and as deemed necessary for all employees who transport clients or drive Adelante vehicles. Driver qualification files are kept to review employee adherence to the Driving Policy. Traffic violations are reported to Adelante's insurance carrier to determine if coverage should be discontinued.

c) *Driver Record*

Drug screening and background checks are performed prior to hiring and drug and alcohol testing is performed in the event of an automobile accident.

d) *Valid Driver's License*

All employed drivers undergo routine verification to ensure that they hold a valid driver's license and clean driving record.

e) *Training Plan*

Required training is given to all drivers, which includes basic bus/vehicle safety, First Aid, CPR, defensive driving, van tie-down/passenger assistance (wheelchair

training), and training for transporting individuals with disabilities. This training is provided through Adelante's Training program within 6 months of hire date.

f) *Job Description*

Any person who drives for the agency has the following requirements included in their job description: Must have reliable transportation, valid NM driver's license, insurable driving record and proof of current liability insurance. Any person transporting clients must undergo training and recertification through the agency.

g) *Appearance and Conduct*

Section 4.6 Dress and Appearance - Adelante Employee Handbook:

"It is important that employees present the best possible image to others and they should always be clean and as neatly dressed as work assignments allow. Employees are expected to dress in a professional manner at all times while on duty. Adelante frequently has visitors to our agency and all clothing should be appropriate to the work environment. Individuals who are going into the community should be very conscious of the fact that they are representing Adelante at all times and should be dressed appropriately.

Section 4.40 Employee Standards of Conduct - Adelante Employee Handbook:

"The employees of Adelante work closely together and rely on each other's work. It is therefore important that each employee conduct him/herself in a manner conducive to benefiting Adelante, our clients, and fellow employees. The policies relating to employee conduct are outlined in the Employee Handbook. Other employee conduct guidelines are contained in this policy.

Employees of Adelante are expected to know and follow the policies outlined in the Employee Handbook and any department specific guidelines that may exist. Our Mission and Values have existed for several years and generally are those principals expected of employees in any well-regarded, ethical organization. We must all use good judgment, have high ethical standards, and be honest in all of our interactions.

Failure to meet these expectations outlined in the Employee Handbook could lead to disciplinary action, which may include termination of employment."

7. *Vehicle Fleet*

a) *Number with NM DOT Lien-*
24

b) *Number with no lien by NM DOT -*
89

c) *Maintenance Schedules*

The Adelante Facilities Department, employs staff that support Bernalillo, and Valencia counties through oversight of vehicle maintenance. Adelante utilizes an online system that tracks all maintenance, including scheduled maintenance, invoices, mileage, etc. Oil changes and other routine maintenance is outsourced to local vendors and scheduled at regular intervals according to manufacturer recommendations or previous maintenance history. Major inspections are performed on a quarterly basis and are outsourced to qualified local mechanics. Adelante's excellent vehicle safety record is testimony to the agency's driver training and vehicle maintenance programs.

d) *Inspection Procedures*

Before starting vehicles, drivers use the Daily Vehicle Inspection Form to record information and to determine if any problems exist. Statistics are tracked on all vehicles with regard to passenger trips, trip purpose (employment, medical, volunteer work, social/recreational, etc.), mileage, and maintenance. Any problems with vehicles are reported immediately to the Facilities Department and promptly corrected.

e) *Vehicle Replacement*

Vehicle replacement is determined by previous maintenance history and overall condition and safety of each vehicle.

8. *Accident/Incident Reporting Procedures*

a) *Insurance forms in vehicle*

All vehicles have current insurance and registration forms, which are located on the driver's sun visor at all times.

b) *Accident/incident reporting forms in vehicle*

All vehicles are equipped with a vehicle accident reporting kit that is located on the driver-side sun visor. Additionally, a copy of the Driver's Handbook is located in every vehicle, which indicates step-by-step procedures to follow in the event of an accident. See the attached Driver's Handbook.

9. *Passenger Policy and Procedure*

The majority of Adelante's client passengers have developmental disabilities or physical disabilities or both in many instances, therefore, passenger policies and procedures must be overseen by the driver when appropriate. Please refer to the Driver's Handbook, *Safe Driver Practices*.

Section XII
Checklist

XII. Checklist

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. SHOULD ANY OF THESE ITEMS BE MISSING OR INCOMPLETE, THE APPLICATION MAY BE REJECTED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION. THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION. DO NOT LEAVE ANY ITEMS BLANK.

(MARK AS "N/A" IF NOT APPLICABLE)

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information (signed)	✓
II	Summary of Budget Request	✓
III	Financial Information	✓
	A. - Capital Budget	✓
	B. - Operating Budget	✓
	C. - Provide the following:	
	1 - Copy of Articles of Incorporation - Please see attachments	✓
	2 - Copy of 501(c)3 Certification - Please see attachments	✓
	3 - Copy of most current audit - Please see attachments	✓
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	N/A
	5 - If non-profit organization, copy of procurement procedures that comply with FTA Circular 4220.1F - First Time Applicants only	N/A
IV	Program Description	✓
V	Description of Service Area	✓
	- complete demographic information	✓
	- provide Map of Service Area (on 8 1/2 X 11 page)	✓
VI	Ridership and Transit System Statistics	✓
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	✓
	- complete all vehicle and transit-related inventory lists	✓
	- signed Inventory Certification	✓
VIII	Civil Rights	✓
IX	Project Coordination	✓
	- Municipal - Board - Council: Signed Resolution of Support	✓
	- Copy of your affidavit of public notice of your intent to apply for federal funds	✓
	<i>If Applicable:</i>	
	- Copy of Published Public Hearing Notice	N/A
	- Affidavit of Publication of Public Hearing Notice	N/A
	- Minutes of Public Hearing, Copies of Exhibits, and Written Statements	N/A
X	Program Justification	✓
XI	Operations Profile	
XII	Checklist	

Mail one application with original signature and one additional copy (total two copies) postmarked no later than Friday, August 26, 2016. Applications postmarked after this date will not be considered. Fax and e-mail copies of your application will not be accepted.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form.

Attachments

Articles of Incorporation

Corp. Docs

STATE OF NEW MEXICO



CERTIFICATE OF INCORPORATION
OF

NEW MEXICO SOCIETY FOR AUTISTIC CITIZENS, LA FAMILIA, INC.

(95,309)

The State Corporation Commission certifies that duplicate originals of the Articles of Incorporation attached hereto, duly signed pursuant to the provisions of the Non-Profit Corporation Act, have been received by it and are found to conform to law.

Accordingly, by virtue of the authority vested in it by law, the State Corporation Commission issues this Certificate of Incorporation, and attaches hereto a duplicate original of Articles of Incorporation.

*In Testimony Whereof, the State Corporation
Commission of the State of New Mexico
has caused this certificate to be signed
by its Chairman and the seal of said
Commission to be affixed at the City of
Santa Fe on
February 27, 1978*

Wes:

Manuel L. Salinas Director

Columbus Ferguson Chairman

STATE OF NEW MEXICO



CERTIFICATE OF AMENDMENT

OF

TEACHING HOME, INC.

(96, 296)

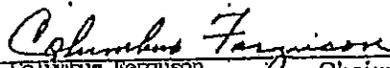
The State Corporation Commission certifies that duplicate originals of the _____
Articles of Amendment
attached hereto, duly signed and verified pursuant to the provisions of the Non-Profit
Corporation Act, have been received by it and are found to conform to law.

Accordingly, by virtue of the authority vested in it by law, the State Corporation Com-
mission issues this Certificate of Amendment
and attaches hereto a duplicate original of the Articles of Amendment

*In Testimony Whereof, the State Corporation
Commission of the State of New Mexico
has caused this certificate to be signed
by its Chairman and the seal of said
Commission to be affixed at the City of
Santa Fe on
May 10, 1978*

Attest:


Manuel L. Salinas Director


Columbus Ferguson Chairman

STATE OF NEW MEXICO



CERTIFICATE OF COMPARISON
OF

ADELANTE DEVELOPMENT CENTER, INC.

STATE OF NEW MEXICO

I hereby certify that the annexed is a true and complete copy of the 9 page document on file in this office.

DATED: July 31, 1981.

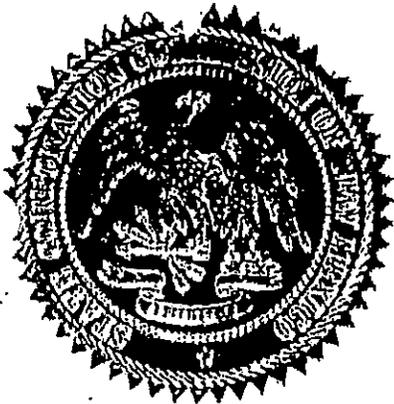
STATE CORPORATION COMMISSION

BY: [Signature]

This Certification Stamp Replaces Our Previous Certification System.

NMSA 53-18-4 and 53-8-93 Effective 11-1-80

In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the seal of said Commission to be affixed at the City of Santa Fe



[Signature]
Chairman

AFFIDAVIT OF ACCEPTANCE OF APPOINTMENT
BY DESIGNATED INITIAL REGISTERED AGENT

FILED IN OFFICE OF
STATE CORPORATION COMMISSION
OF NEW MEXICO

FEB 27 1978

To the State Corporation Commission
State of New Mexico

STATE OF New Mexico }
COUNTY OF Bernalillo } SS.:

CORPORATION AND
FRANCHISE TAX DEPTS.

On this 15th day of February, 1978, before me, a Notary Public in and for the State and County aforesaid, personally appeared Miles V. Pintz, who is to me known to be the person and who, being duly sworn, acknowledged to me that he does hereby accept his appointment as the initial Registered Agent of: N. M. Society for Autistic Citizens, La Familia, Inc., the Corporation which is named in annexed Articles of Incorporation, and which is applying for a Certificate of Incorporation pursuant to the provisions of the Nonprofit Corporation Act of the State of New Mexico.

Miles V. Pintz
REGISTERED AGENT

BY _____
PRESIDENT

Subscribed and sworn to before
me on the day, month, and year
first above set forth

Wanda E. Dudley
NOTARY PUBLIC

Commission Expires: 10/9/79

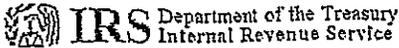
(notarial seal)

NOTE: If the Agent is a Corporation then the affidavit must be executed by the President or Vice-President of the Corporation.

RECEIVED

FEB 27 1978

501(c)3 Letter



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248132325
Jan. 24, 2011 LTR 4168C EO
85-0262072 000000 00

00014061
BODC: TE

ADELANTE DEVELOPMENT CENTER INC
3900 OSUNA RD NE
ALBUQUERQUE NM 87109-4459



.5346

Employer Identification Number: 85-0262072
Person to Contact: Paul M Perry
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 12, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1978.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Financial Audit

Adelante Development Center, Inc. and Subsidiary
CONSOLIDATED FINANCIAL STATEMENTS
June 30, 2015 and 2014

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Adelante Development Center, Inc. and Subsidiary

We have audited the accompanying consolidated financial statements of Adelante Development Center, Inc. and Subsidiary (Adelante), which comprise the consolidated statements of financial position as of June 30, 2015 and 2014, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Adelante's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Adelante's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Adelante as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidating Statements of Financial Position and Consolidating Statements of Activities on pages 28 and 29 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

September 24, 2015


Pulakos CPAs, PC

Adelante Development Center, Inc. and Subsidiary
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

June 30, 2015 and 2014

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Current assets		
Cash and cash equivalents	\$ 1,885,972	\$ 210,745
Accounts receivable		
Medicaid waiver	644,989	577,334
Program services, net	922,440	843,704
Governmental	68,937	92,807
Promises to give	232,384	72,807
Other receivables	121,050	10,294
Investments	11,504	12,708
Prepaid expenses and deposits	207,801	152,704
Inventories	282,879	40,869
Total current assets	4,377,956	2,013,972
Deferred compensation	974,093	888,008
Endowment	136,620	137,545
Beneficial interest in assets held by others	137,096	138,260
Property and equipment, net	12,846,947	10,918,771
Total assets	\$ 18,472,712	\$ 14,096,556
<u>Liabilities and Net Assets</u>		
Current liabilities		
Checks issued and not cleared	\$ -	\$ 135,169
Accounts payable	400,048	372,100
Accrued expenses		
Accrued leave and benefits	463,944	458,270
Salaries and wages	510,615	436,121
Other	35,069	52,046
Short-term debt	587,540	193,859
Current maturities of long-term debt	359,637	657,663
Total current liabilities	2,356,853	2,305,228
Long-term debt	8,425,262	5,297,957
Obligations under interest rate swap agreements	-	289,557
Deferred compensation	974,093	888,008
Total liabilities	11,756,208	8,780,750
Net assets		
Unrestricted	6,026,636	4,861,495
Temporarily restricted	684,868	449,311
Permanently restricted	5,000	5,000
Total net assets	6,716,504	5,315,806
Total liabilities and net assets	\$ 18,472,712	\$ 14,096,556

See Notes to Consolidated Financial Statements and Independent Auditors' Report.

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Adelante Development Center, Inc. and Subsidiary

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenues, Gains and Public Support				
Fees for Services				
Medicaid waiver	\$ 12,123,946	\$ -	\$ -	\$ 12,123,946
Program service fees	<u>1,471,246</u>	<u>-</u>	<u>-</u>	<u>1,471,246</u>
Total fees for services	13,595,192	-	-	13,595,192
Revenues Generated from Affirmative Enterprises				
Enterprise sales revenue	10,438,917	-	-	10,438,917
Public Support				
Federal and State grants	25,650	208,435	-	234,085
United Way	-	34,995	-	34,995
Contributions	323,558	256,815	-	580,373
Non-cash contributions	<u>2,536,506</u>	<u>-</u>	<u>-</u>	<u>2,536,506</u>
Total public support	2,885,714	500,245	-	3,385,959
Other Revenues, Gains and Losses				
Leases	457,453	-	-	457,453
Net gain on property lost due to fire	501,571	-	-	501,571
Net proceeds from business interruption insurance	55,493	-	-	55,493
Miscellaneous	100,506	-	-	100,506
Unrealized loss on investments	<u>(5,622)</u>	<u>-</u>	<u>-</u>	<u>(5,622)</u>
Total other revenues, gains and losses	1,109,401	-	-	1,109,401
Net assets released from restriction	<u>264,688</u>	<u>(264,688)</u>	<u>-</u>	<u>-</u>
Total revenues, gains and public support	<u>28,293,912</u>	<u>235,557</u>	<u>-</u>	<u>28,529,469</u>
Expenses				
Program services:				
Community Living	5,532,877	-	-	5,532,877
Adelante Enterprises	6,118,947	-	-	6,118,947
Facility Support Services	5,074,886	-	-	5,074,886
Community Options	2,934,665	-	-	2,934,665
Adelante Employment Services	835,840	-	-	835,840
Storehouse Program Services	1,856,546	-	-	1,856,546
In-kind contributions consumed	<u>84,439</u>	<u>-</u>	<u>-</u>	<u>84,439</u>
Total program services	22,438,200	-	-	22,438,200
Supporting services:				
Fundraising	245,101	-	-	245,101
Management and general	<u>4,470,842</u>	<u>-</u>	<u>-</u>	<u>4,470,842</u>
Total supporting services	<u>4,715,943</u>	<u>-</u>	<u>-</u>	<u>4,715,943</u>
Total program and supporting services	<u>27,154,143</u>	<u>-</u>	<u>-</u>	<u>27,154,143</u>
Change in net assets from operations	1,139,769	235,557	-	1,375,326
Change in fair value of interest rate SWAP	<u>25,372</u>	<u>-</u>	<u>-</u>	<u>25,372</u>
Change in net assets	1,165,141	235,557	-	1,400,698
Net assets, beginning of year	<u>4,861,495</u>	<u>449,311</u>	<u>5,000</u>	<u>5,315,806</u>
Net assets, end of year	<u>\$ 6,026,636</u>	<u>\$ 684,868</u>	<u>\$ 5,000</u>	<u>\$ 6,716,504</u>

See Notes to Consolidated Financial Statements and Independent Auditors' Report.

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Adelante Development Center, Inc. and Subsidiary

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Revenues, Gains and Public Support				
Fees for Services				
Medicaid waiver	\$ 12,195,770	\$ -	\$ -	\$ 12,195,770
Program service fees	1,352,366	-	-	1,352,366
Total fees for services	13,548,136	-	-	13,548,136
Revenues Generated from Affirmative Enterprises				
Enterprise sales revenue	8,711,971	-	-	8,711,971
Public Support				
Federal and State grants	184,036	-	-	184,036
United Way	-	21,000	-	21,000
Contributions	1,052,185	189,674	-	1,241,859
In-kind contributions	140,115	-	-	140,115
Total public support	1,376,336	210,674	-	1,587,010
Other Revenues, Gains and Losses				
Leases	479,417	-	-	479,417
Net gain on property lost due to fire	439,299	-	-	439,299
Net proceeds from business interruption insurance	172,000	-	-	172,000
Miscellaneous	65,231	-	-	65,231
Unrealized gain on investments	30,675	-	-	30,675
Total other revenues, gains and losses	1,186,622	-	-	1,186,622
Net assets released from restriction	385,977	(385,977)	-	-
Total revenues, gains and public support	25,209,042	(175,303)	-	25,033,739
Expenses				
Program services:				
Community Living	5,612,998	-	-	5,612,998
Adelante Enterprises	5,357,395	-	-	5,357,395
Facility Support Services	4,799,157	-	-	4,799,157
Community Options	3,066,471	-	-	3,066,471
Adelante Employment Services	762,905	-	-	762,905
In-kind contributions consumed	150,695	-	-	150,695
Total program services	19,749,621	-	-	19,749,621
Supporting services:				
Fundraising	222,509	-	-	222,509
Management and general	4,021,790	-	-	4,021,790
Total supporting services	4,244,299	-	-	4,244,299
Total program and supporting services	23,993,920	-	-	23,993,920
Change in net assets from operations	1,215,122	(175,303)	-	1,039,819
Change in fair value of interest rate SWAP	74,431	-	-	74,431
Change in net assets	1,289,553	(175,303)	-	1,114,250
Net assets, beginning of year	3,571,942	624,614	5,000	4,201,556
Net assets, end of year	\$ 4,861,495	\$ 449,311	\$ 5,000	\$ 5,315,806

Adelante Development Center, Inc. and Subsidiary
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2015

	Program Services					Supporting Services			Total Functional Expenses		
	Community Living	Adelante Enterprises	Facility Support Services	Community Options	Adelante Employment Services	Storehouse Program Services	Total Program Services	Fund-Raising		Management and General	Total Supporting Services
Salaries	\$ 3,608,878	\$ 3,384,671	\$ 3,712,263	\$ 1,698,483	\$ 595,898	\$ 105,566	\$ 13,105,759	\$ 174,374	\$ 1,904,427	\$ 2,078,801	\$ 15,184,560
Payroll taxes and employee benefits	765,456	654,530	546,206	419,394	152,280	26,978	2,564,844	38,843	499,588	538,431	3,103,275
Total salaries and related expenses	4,374,334	4,039,201	4,258,469	2,117,877	748,178	132,544	15,670,603	213,217	2,404,015	2,617,232	18,287,835
Food and clothing distributions	-	118,482	-	-	-	1,635,450	1,635,450	-	-	-	1,635,450
Professional fees	12,755	298,440	209,840	19,008	2,662	22,093	384,840	14,095	684,968	699,063	1,083,903
Supplies	33,474	197,221	309,478	39,871	3,302	6,249	690,814	2,684	94,245	96,929	787,743
Telephone and utilities	133,420	496,386	38,891	130,614	24,166	10,228	534,540	3,382	148,867	152,249	686,789
Food, care and support	496,386	51,944	604	6,188	1,570	-	510,699	-	15	15	510,714
Insurance - liability	51,944	63,718	33,646	56,510	1,346	(1,244)	205,920	493	298,949	299,442	505,362
Transportation	93,671	210,758	69,566	49,839	5,884	8,035	437,753	18	62,833	62,851	500,604
Rent	16,199	271,562	10,172	137,378	7,241	980	443,532	950	41,796	42,746	486,278
Repairs and maintenance	77,734	92,580	88,400	63,678	2,624	1,580	326,596	525	80,017	80,542	407,138
Cost of goods - other	-	363,387	8,673	-	-	-	372,060	-	-	-	372,060
Interest	10,471	42,664	90	3,060	303	16,865	73,453	-	270,313	270,313	343,766
Miscellaneous	3,033	33,673	1,733	73,949	2,510	241	115,139	846	74,146	74,992	190,131
Travel	11,116	17,968	8,518	3,314	16,968	-	57,884	2,181	28,435	30,616	88,500
Advertising and marketing	854	35,674	2,956	3,590	10,042	66	53,182	374	14,135	14,509	67,691
Bank fees	-	28,681	-	91	-	217	28,989	1,218	22,375	23,593	52,582
Publications	1,106	8,145	-	1,048	205	4,734	15,417	1,195	29,188	30,383	45,800
Activity expense	67	9,488	501	627	189	100	10,972	625	22,619	23,244	34,216
Postage and mailing	962	4,913	1,759	494	256	1,038	9,422	377	14,150	14,527	23,949
Cost of goods - thrift items	-	18,792	-	-	-	-	18,792	-	-	-	18,792
Employee training	622	1,010	424	359	1,241	500	4,156	659	12,044	12,703	16,859
Total expense before depreciation	5,318,148	5,862,308	5,043,899	2,707,495	828,687	1,839,676	21,600,213	242,839	4,303,110	4,545,949	26,146,162
Depreciation and amortization	214,729	256,639	30,987	227,170	7,153	16,870	753,548	2,262	167,732	169,994	923,542
TOTAL EXPENSES	\$ 5,532,877	\$ 6,118,947	\$ 5,074,886	\$ 2,934,665	\$ 835,840	\$ 1,856,546	\$ 22,353,761	\$ 245,101	\$ 4,470,842	\$ 4,715,943	\$ 27,069,704

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See Notes to Consolidated Financial Statements and Independent Auditors' Report

Adelante Development Center, Inc. and Subsidiary
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2014

	Program Services				Supporting Services				Total Functional Expenses	
	Community Living	Adelante Enterprises	Facility Support Services	Community Options	Adelante Employment Services	Total Program Services	Fund-raising	Management and General		Total Supporting Services
Salaries	\$ 3,771,906	\$ 3,097,813	\$ 3,620,729	\$ 1,860,067	\$ 560,832	\$ 12,911,347	\$ 166,871	\$ 1,915,126	\$ 2,081,997	\$ 14,993,344
Payroll taxes and employee benefits	712,495	537,170	433,965	411,857	124,150	2,219,637	26,722	385,647	412,369	2,632,006
Total salaries and related expenses	4,484,401	3,634,983	4,054,694	2,271,924	684,982	15,130,984	193,593	2,300,773	2,494,366	17,625,350
Professional fees	16,431	56,580	172,015	17,401	3,534	265,961	10,314	448,006	458,320	724,281
Telephone and utilities	125,282	180,367	40,263	137,429	19,670	503,011	3,031	139,768	142,799	645,810
Supplies	34,768	114,183	238,063	48,089	3,108	438,211	1,222	83,226	84,448	522,659
Rent	7,975	267,460	23,173	150,123	5,584	454,315	248	45,722	45,970	500,285
Food, care and support	482,382	3,153	32	3,619	479	489,665	-	44	44	489,709
Transportation	98,221	160,012	93,789	55,177	4,654	411,853	116	69,926	70,042	481,895
Insurance - liability	42,159	55,250	29,560	52,245	1,035	180,249	-	240,873	240,873	421,122
Repairs and maintenance	81,289	77,637	91,416	71,442	2,465	324,249	453	60,448	60,901	385,150
Interest	19,628	68,980	132	4,788	467	93,995	-	262,391	262,391	356,386
Cost of goods - other	-	324,811	7,387	-	-	332,198	-	-	-	332,198
Miscellaneous	2,744	37,377	3,828	26,735	2,828	73,512	2,591	59,090	61,681	135,193
Travel	14,352	16,606	6,475	5,667	17,235	60,335	1,334	29,938	31,272	91,607
Advertising and marketing	1,948	41,669	1,137	4,404	7,800	56,958	4,382	11,014	15,396	72,354
Publications	1,143	10,485	5,723	1,054	340	18,745	281	34,055	34,336	53,081
Activity expense	2,128	10,480	1,725	1,714	368	16,415	694	24,287	24,981	41,396
Bank fees	-	22,840	125	-	-	22,965	7	9,949	9,956	32,921
Employee training	1,689	1,384	502	1,408	694	5,677	1,874	16,125	17,999	23,676
Cost of goods - thrift items	-	21,767	-	-	-	21,767	-	-	-	21,767
Postage and mailing	759	4,068	1,666	1,155	158	7,806	35	11,204	11,239	19,045
Total expense before depreciation	5,417,299	5,110,092	4,771,705	2,854,374	755,401	18,908,871	220,175	3,846,839	4,067,014	22,975,885
Depreciation and amortization	195,699	247,303	27,452	212,097	7,504	690,055	2,334	174,951	177,285	867,340
TOTAL EXPENSES	\$ 5,612,998	\$ 5,357,395	\$ 4,799,157	\$ 3,066,471	\$ 762,905	\$ 19,598,926	\$ 222,509	\$ 4,021,790	\$ 4,244,299	\$ 23,843,225

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See Notes to Consolidated Financial Statements and Independent Auditors' Report

Adelante Development Center, Inc. and Subsidiary

CONSOLIDATED STATEMENTS OF CASH FLOWS

Years Ended June 30, 2015 and 2014

	2015	2014
Cash flows from operating activities		
Cash received from customers and donors	\$ 27,491,168	\$ 24,004,168
Cash paid to suppliers and employees	(26,204,387)	(22,839,763)
Interest paid	(367,351)	(355,115)
	919,430	809,290
Net cash provided by operating activities		
Cash flows from investing activities		
Purchase of property and equipment	(1,738,466)	(330,505)
Proceeds from disposal of property and equipment	91,200	10,640
	(1,647,266)	(319,865)
Net cash used by investing activities		
Cash flows from financing activities		
Proceeds from short-term borrowings	16,155,901	6,400,620
Payment on short-term borrowings	(15,762,219)	(6,243,002)
Proceeds from issuance of long-term borrowings	2,558,800	154,677
Payment on long-term debt	(549,419)	(646,190)
	2,403,063	(333,895)
Net cash (provided) used by financing activities		
Net change in cash and cash equivalents	1,675,227	155,530
Cash and cash equivalents, beginning of year	210,745	55,215
Cash and cash equivalents, end of year	\$ 1,885,972	\$ 210,745
Supplemental schedule of non-cash investing and financing activities - refinanced long-term debt borrowings	\$ 5,791,234	\$ -

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Adelante Development Center, Inc. and Subsidiary

CONSOLIDATED STATEMENTS OF CASH FLOWS - CONTINUED

Years Ended June 30, 2015 and 2014

	2015	2014
Reconciliation of change in net assets to net cash provided by operating activities		
Change in net assets	\$ 1,400,698	\$ 1,114,250
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	923,542	867,341
Bad debt expense	3,191	4,810
Unrealized loss (gain) on investments	3,293	(95,707)
(Gain) loss on disposal of assets	(59,854)	179,964
Fixed assets - in-kind (non-cash) donations	(614,258)	(1,350,773)
Decrease (increase) in:		
Accounts receivable	(396,045)	157,704
Prepaid assets and deposits	(55,097)	(12,206)
Inventories	(242,010)	(19,040)
Increase (decrease) in:		
Checks issued and not cleared	(135,169)	(8,178)
Accounts payable	27,948	92,601
Accrued liabilities	63,191	(121,476)
Total adjustments	(481,268)	(304,960)
Net cash provided by operating activities	\$ 919,430	\$ 809,290

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Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 1 – NATURE OF BUSINESS

Adelante Development Center, Inc. (Adelante) is a nonprofit agency whose mission is to “assist and support people with disabilities in achieving their personal goals in life”. Adelante provides individualized support services for nearly 2,000 New Mexicans with mental, physical, and developmental disabilities, disabled veterans, and the elderly. Adelante began over 35 years ago and has innovated and expanded over the years to meet the needs and goals of people with disabilities. The agency currently provides employment, vocational and life skills training, residential services, and volunteer opportunities for people with disabilities. Adelante also supports the elderly through day programs and Senior Meal Services, and operates a Benefits Connection Center and Back in Use programs to benefit seniors and people with disabilities in New Mexico. Adelante has innovated over the years under the common goal of serving as a “community resource”, which has led to a steady expansion of programs and business services. In 2014, Adelante stepped in to support the continued operation of Storehouse New Mexico, the state’s largest food pantry, and continues to support that nonprofit entity with management, marketing, and fundraising support.

Adelante currently operates the following programs:

Community Living

Residential services including 24/7 Supported Living, Independent Living and Home-Based Living, which enables people with disabilities the opportunity to live as independently as possible.

Community Options

In the counties of Bernalillo, Valencia and Sandoval, Community Options day programs teach the life skills necessary for people with severe mental and physical disabilities to have the opportunity to live their lives to the fullest as contributing members of the community. Personal and social support is provided for clients who choose not to participate in a full-day work program, including meaningful volunteer opportunities.

Adelante Enterprises

Adelante Enterprises division provides a variety of high quality business services including custom packaging and fulfillment solutions, bulk mailing; janitorial and facility management services; document management through scanning, storage and shredding services, call center operation, to businesses and governmental agencies throughout New Mexico. The agency also operates two thrift store locations. Following a social enterprise model, the nonprofit agency provides valuable business and community services while providing employment for people with disabilities.

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 1 – NATURE OF BUSINESS – CONTINUED

Back in Use

Adelante Back in Use recycles medical assistive devices and computer systems then provides them to people with disabilities and seniors who need them. The program is good for the environment, helpful to people receiving equipment, and provides jobs for people with disabilities, too.

Benefits Connection Center

Adelante offers a free service for adults across New Mexico, helping people discover which governmental benefits (SNAP, LIHEAP, SSI, etc.) they qualify for and then helps them enroll by assisting them in the application process.

Facility Support Services (FSS)

Through competitive contracts negotiated with commercial and federal entities, people with disabilities are employed providing facility maintenance, laundry, administration, janitorial and landscape maintenance services for State rest areas and local commercial, state, and federal buildings.

Adelante EmployAbility (Employment Services)

EmployAbility is an employment service designed to assist people with disabilities in the process of securing and maintaining employment with commercial businesses in the community.

Senior Meal Services

Under contract with New Mexico's non-metro Area Agencies on Aging, Adelante provides meals to seniors in Dona Ana County at six congregate senior center locations as well as home delivered meals. The service also includes some transportation services and employment opportunities for low-income seniors who qualify, in the Las Cruces metro area.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting and Presentation

Adelante reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Principles of Consolidation

The consolidated financial statements include the accounts of the Adelante and its subsidiary, the Storehouse New Mexico, which was created in 2014. All significant intercompany transactions and balances have been eliminated in consolidation. All entities are collectively referred to as Adelante. There was no activity for the Storehouse New Mexico as of June 30, 2014.

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Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Cash and Cash Equivalents

For purposes of the consolidated statements of cash flows, Adelante considers unrestricted highly liquid investments with an original maturity date of 90 days or less to be cash equivalents.

Accounts Receivable

Adelante utilizes the allowance method of accounts receivable valuation. The allowance for uncollectible accounts was \$10,000 at June 30, 2015 and 2014, respectively. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

Contributions and Promises to Give

Contributions and unconditional promises to give are recognized as revenues in the period received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional. Non-cash donations are recorded at their estimated fair value on the date of donation.

Restricted and Unrestricted Contributions

Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the consolidated statements of activities and changes in net assets as net assets released from restrictions. Contributions that are restricted by the donor are reported as increases in unrestricted net assets, if the restrictions expire in the reporting period in which revenue is recognized.

Investments

Investments have been presented at fair market value. Certain investments are held to satisfy deferred compensation arrangements and are classified as long-term. Alternative investments are carried at their net realizable value. Unrealized and realized gains and losses on investments are reported in the consolidated statements of activities and changes in net assets. Accordingly, the fair value measurement provisions of accounting principles generally accepted in the United States of America have been adopted by Adelante as disclosed in Note 4 to these consolidated financial statements.

Permanently Restricted Net Assets

The Uniform Prudent Management of Institutional Funds Act (UPMIFA) provides industry guidance to organizations similar to Adelante. The State of New Mexico adopted UPMIFA effective July 1, 2009. Adelante's board of directors has determined that \$136,620 of Adelante's net assets meet the definition of endowment funds under UPMIFA. These endowment funds are administered by the Albuquerque Community Foundation, a New Mexico non-profit corporation (the Foundation).

Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Permanently Restricted Net Assets - Continued

Permanently restricted net assets at June 30, 2015, include an initial endowment of approximately \$5,000 administered by the Foundation.

Adelante invests funds in investment pools as offered by the Foundation. Distributions are based on actual investment earnings. Income from the endowment is appropriated for program specific operational expenses as deemed necessary.

The investment with the Foundation is allocated among marketable securities, hedge funds, real estate, private equity and land.

Derivative Instruments

Derivative instruments are recorded at estimated fair value, see Note 8 to these consolidated financial statements.

Inventories

Inventories are comprised primarily of donated food and clothing items. Inventory is valued at the lower of cost or market on a first-in, first-out basis. The remaining amounts are comprised of assembly hardware, new tools held for resale, donated clothing and furniture at the Valencia County thrift stores. Postage used for mailing services is also held in the inventory account. Donated inventory is reported an estimated fair value of \$1.50 per pound on the date of donation.

Donated Assets and Services

Donated assets and services are recorded at their estimated fair values as of the date of contribution and capitalized if exceeding the \$1,000 threshold policy. Contributions of services are recognized in the consolidated financial statements if the services received enhance or create nonfinancial assets, require specialized skills and are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Services are provided by volunteers who perform a variety of tasks that benefit Adelante but are not recorded, as they do not meet the above criteria. Total in-kind contributions were \$84,439 and \$140,115 for the years ended June 30, 2015 and 2014, respectively.

Property and Equipment

Property and equipment are recorded at cost. Expenditures for repairs and maintenance are charged to expense as incurred. Depreciation and amortization of fixed assets are computed using the straight-line method at rates sufficient to recover the basis of the asset over its estimated useful life. The lives used to compute depreciation and amortization range from three to forty years. Acquisitions of property and equipment over \$1,000 and useful life greater than one year are capitalized.

Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Property and Equipment - Continued

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are recorded as temporarily restricted support. It is Adelante's policy to record donations of property and equipment that have no donor restrictions as unrestricted support in the period of contribution.

Impairment of Long-lived Assets and Long-lived Assets to be Disposed of

Adelante reviews its long-lived assets and certain identifiable intangibles for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to future net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceeds the fair value of the assets. Assets to be disposed of, if any, are reported at the lower of the carrying amount or the fair value less costs to sell.

Revenue Recognition

Support from grants and contracts is recognized when earned or when expenditures have been incurred in accordance with provisions of the grants and contracts. Monies received but not earned during the fiscal year are recorded as deferred revenue. Service revenue is recognized when the service is performed.

Functional Classification of Expenses

Adelante presents its expenses on a functional basis among its various programs and support services. Expenses and support services that can be identified with a specific program are allocated directly according to their natural expenditure classification. Other expenses that are common to several programs are allocated based on various relationships.

Advertising Costs

Advertising costs are expensed as incurred. Total advertising costs were approximately \$67,700 and \$72,500 for the years ended June 30, 2015 and 2014, respectively.

Fair Value Measurements

Accounting Standards Codification Topic 820 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets and liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Fair Value Measurements - Continued

Level 1 – Unadjusted quoted prices in active markets for identical investments that Adelante has the ability to access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the investment, either directly or indirectly. These inputs may include quoted prices for the identical instrument in an inactive market, inputs other than observable quoted prices, or inputs derived principally from or corroborated by observable market data by correlation or other means.

Level 3 – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Income Taxes

Adelante is a non-profit corporation and qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is classified as other than a private foundation. As such, its normal activities do not result in any income tax liability. However, income from certain activities not directly related to Adelante's tax-exempt purpose is subject to taxation as unrelated business income.

Adelante has adopted accounting principles generally accepted in the United States of America as they relate to uncertain tax positions for the years ended June 30, 2015 and 2014. Any interest and penalties recognized associated with a tax position would be classified as current in the Adelante's consolidated financial statements. No interest or penalties were recorded in 2015 or 2014.

Currently Adelante's 2012, 2013, and 2014 tax years are open and subject to examination by the Internal Revenue Service and New Mexico Taxation and Revenue Department. However, Adelante is not currently under audit, nor has Adelante been contacted by any of these jurisdictions. Based on the evaluation of Adelante's tax positions, management believes all positions taken would be upheld under an examination. Therefore, no provision for the effects of uncertain income taxes has been recorded for the years ended June 30, 2015 and 2014.

Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Those estimates and assumptions affect the reported revenues and expenses. Actual results could differ from these estimates.

Financial Instruments

The carrying amounts of cash, receivables, payables, debt, and accrued liabilities and other obligations approximate fair value due to the short-term nature of these instruments.

Subsequent Events

Adelante has evaluated all events occurring subsequent to June 30, 2015 through September 24, 2015, which is the date that the consolidated financial statements were issued, and does not believe that any events occurring during this period require either recognition or disclosure in the accompanying consolidated financial statements.

NOTE 3 – ACCOUNTS RECEIVABLE

As of June 30, 2015 and 2014, accounts receivable consisted of the following:

	2015	2014
Program services:		
Industries	\$ 385,839	\$ 392,369
Department of Labor	189,966	29,747
Source America FLETC	181,775	167,617
KAFB	102,799	191,163
Source America	55,873	54,852
ARCA	16,188	17,956
	932,440	853,704
Less allowance for doubtful accounts	(10,000)	(10,000)
Total program services	\$ 922,440	\$ 843,704

Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 3 – ACCOUNTS RECEIVABLE – CONTINUED

	2015	2014
Governmental:		
NM Department of Health	\$ 51,517	\$ 82,749
NM Department of Education - Division of Vocational Rehabilitation	17,420	10,058
Total governmental	\$ 68,937	\$ 92,807

NOTE 4 – FAIR VALUE MEASUREMENT

The following tables present the fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis at June 30, 2015:

Assets at Fair Value				
Description	Total	Level 1	Level 2	Level 3
Equity securities – large value	\$ 11,504	\$ 11,504	\$ -	\$ -
Deferred compensation agreement				
Mutual fund – large blend	421,796	421,796	-	-
Mutual fund – large growth	282,444	282,444	-	-
Mutual fund – mid cap	160,522	160,522	-	-
Money market	47,924	47,924	-	-
Mutual fund – mid blend	40,206	40,206	-	-
Mutual fund – small blend	21,201	21,201	-	-
Total deferred compensation agreement	974,093	974,093	-	-
Endowment	136,620	-	-	136,620
Beneficial interest in assets held by others	137,096	-	-	137,096
	\$ 1,259,313	\$ 985,597	\$ -	\$ 273,716

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 4 – FAIR VALUE MEASUREMENT – CONTINUED

The following tables present the fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis at June 30, 2014:

Assets at Fair Value				
Description	Total	Level 1	Level 2	Level 3
Equity securities – large value	\$ 12,708	\$ 12,708	\$ -	\$ -
Deferred compensation agreement				
Mutual fund – large growth	406,709	406,709	-	-
Mutual fund – large blend	266,687	266,687	-	-
Mutual fund – mid cap	118,210	118,210	-	-
Money market	42,114	42,114	-	-
Mutual fund – mid blend	35,717	35,717	-	-
Mutual fund – small blend	18,571	18,571	-	-
 Total deferred compensation agreement	 888,008	 888,008	 -	 -
Endowment	137,545	-	-	137,545
Beneficial interest in assets held by others	138,260	-	-	138,260
	<u>\$ 1,176,521</u>	<u>\$ 900,716</u>	<u>\$ -</u>	<u>\$ 275,805</u>

Liabilities at Fair Value				
Description	Total	Level 1	Level 2	Level 3
Interest rate swap agreements	\$ 289,557	\$ -	\$ 289,557	\$ -

Level 3 Investments

The following tables present the Adelante's activities for investments measured at fair value on a recurring basis using significant unobservable inputs (Level 3) for the years ended June 30, 2015 and 2014: Adelante activity follows:

	<u>2015</u>	<u>2014</u>
Beginning balances	\$ 275,805	\$ 256,372
Investment gains	5,802	22,313
Investment management fees	(7,891)	(2,880)
Ending balances	<u>\$ 273,716</u>	<u>\$ 275,805</u>

Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 4 – FAIR VALUE MEASUREMENT – CONTINUED

The following is a description of the valuation methodologies used for assets and liabilities measured at fair value.

Equity securities, deferred compensation agreement: Fair value determined using quoted prices in active markets for units held at the end of the year.

Endowment and Beneficial interest in assets held by others: Fair value determined using net realizable value as determined in good faith by the investment fund manager at the end of the year.

Interest Rate Swap agreements: Fair value determined using models that use primarily market observable inputs. The impacts of the derivative liabilities for Adelante's and the counterparties' non-performance risk to the derivative trades is considered when measuring the fair value of derivative liabilities.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

NOTE 5 – LONG-TERM INVESTMENTS

Adelante maintains a deferred compensation agreement for the benefit of certain employees. The chairman of Adelante's Board of Directors is named as the trustee. The market value of assets held by the Mutual of America was approximately \$634,823 and \$590,567 at June 30, 2015 and 2014, respectively. The principal of the agreement, and any earnings thereon, is held separate and apart from other funds of Adelante and is used exclusively for the purposes of the participants.

Adelante maintains another separate deferred compensation agreement for the benefit of certain employees. Adelante is the Plan sponsor. The market value of assets held by the Principal Financial Group was approximately \$339,270 and \$297,441 at June 30, 2015 and 2014, respectively. The principal of the earnings and any earnings thereon, are held separate and apart from other funds of Adelante, and is used exclusively for the purposes of participants.

Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 5 – LONG-TERM INVESTMENTS – CONTINUED

Investments classified as endowment and beneficial interest in assets held by others are administered by the Albuquerque Community Foundation, a New Mexico non-profit corporation (Foundation). The Foundation manages a pool of charitable funds in which Adelante's endowment and beneficial interest are invested. That pool is then invested in various investments including marketable securities, hedge funds, real estate, private equity, and land. In the case of Adelante's investments in the Foundation's investment pool, the inputs which would be used to measure its fair value fall into different levels of the fair value hierarchy. Classification is determined based on the lowest level in the fair value hierarchy therefore, the entire investment is classified as Level 3.

The endowment consists of \$5,000 permanently restricted net assets at June 30, 2015 and 2014, with remaining balances recorded as unrestricted net assets of \$131,620 and \$132,709 at June 30, 2015 and 2014, respectively. Distributions in the amount of zero and \$4,786 were made in 2015 and 2014, respectively. No contributions were made in either 2015 or 2014. All accumulation resulted from investment earnings that were recorded as unrestricted net assets, as Adelante can use these funds at their discretion for operations.

The beneficial interest in assets held by others is recorded as temporarily restricted net assets (see Note 9). There were no contributions or distributions in 2015 or 2014. All investment earnings were recorded as temporarily restricted net assets due to purpose restrictions imposed by the donor.

NOTE 6 – PROPERTY AND EQUIPMENT

As of June 30, property and equipment consisted of the following:

	<u>2015</u>	<u>2014</u>
Buildings	\$ 13,373,790	\$ 12,095,451
Vehicles	2,948,534	2,926,043
Furniture, equipment and machinery	3,067,507	2,714,036
Leasehold improvements	<u>609,582</u>	<u>609,582</u>
	19,999,413	18,345,112
Less accumulated depreciation	<u>(10,931,344)</u>	<u>(10,328,364)</u>
	9,068,069	8,016,748
Construction in progress	1,427,433	1,096,635
Land	<u>2,351,445</u>	<u>1,805,388</u>
Total property and equipment, net	<u>\$ 12,846,947</u>	<u>\$ 10,918,771</u>

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 6 – PROPERTY AND EQUIPMENT – CONTINUED

In May 2013, a fire significantly damaged the Belen Thrift Store. Adelante has filed a claim with their insurance company and has received what they believe to be a portion of the total amount to be received under the claim. The insurance company is still determining the amount of their contractual obligation to Adelante for the replacement and repair of facilities damaged by the fire. The ultimate amount to be received is indeterminable at this time. Management expects the costs to be incurred by Adelante will be minimal.

Insurance proceeds net of the book value of the damaged property in the amount of \$501,571 and \$439,299 were recorded to other revenue in 2015 and 2014, respectively. Insurance proceeds received for business interruption of \$55,493 and \$172,000 were recorded to other revenue in 2015 and 2014, respectively.

Management is continually evaluating the value of insurance proceeds received and expected to be received and is rebuilding the facilities at the existing location with the proceeds from insurance.

Construction in progress at June 30, 2015 consists of miscellaneous costs incurred for the rebuilding of property damaged by fire.

NOTE 7 – LINES-OF-CREDIT

Adelante has available an operating line-of-credit at a bank secured by accounts receivable and inventory with no stated maturity. Interest at the prime rate (3.25% at June 30, 2015 and 2014), with a floor of 2.65%, is due monthly. As of June 30, 2015, the total open line amount was \$1,200,000. The outstanding balance was \$587,540 and \$193,859 at June 30, 2015 and 2014, respectively.

NOTE 8 – LONG-TERM DEBT

As of June 30, long-term debt consisted of the following:

	2015	2014
Note payable to bank, secured by land and building, due in monthly installments of \$51,082, including interest at 4.75% with final payment due March 2035.	\$ 7,795,176	\$ -

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 8 – LONG-TERM DEBT – CONTINUED

	2015	2014
Note payable to bank, secured by real estate, due in monthly installments of \$2,979, including interest fixed at 4.60% through August 2019, at which point it is variable at five year constant maturity treasury rate plus 3.00% with a floor of 4.60%, final payment due July 2021.	527,957	-
Note payable to bank, secured by vehicles, due in monthly installments of \$9,267, including interest fixed at 4.00%, with final payment due November 2019.	446,766	-
Note payable to Source America, secured by equipment, due in quarterly installments of \$2,500, plus interest at 1.625%, with final payment due October 2016.	15,000	25,000
Note payable to bank, secured by land and building, due in monthly installments of \$51,146, including interest at 1 month LIBOR (0.191% and 0.191% at June 30, 2015 and 2014, respectively) plus 2.35%, consolidated and adjusted to fixed rates of 6.74% for \$1,761,006 and 5.89% for \$1,837,696 through an interest rate, swap transaction in August 2008.	-	3,200,651
Note payable to bank, secured by real estate, due in monthly installments of \$8,841, including interest fixed at 4.00%.	-	1,008,761
Note payable to bank, secured by real estate, due in monthly installments of \$5,971, including interest fixed at 4.78%.	-	684,582
Note payable to bank, secured by land and building, due in monthly installments of \$3,047, including interest fixed at 4.25%.	-	619,333

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 8 – LONG-TERM DEBT – CONTINUED

	2015	2014
Note payable to bank, secured by real estate, due in monthly installments of \$1,451, including interest at the weekly average yield on US Treasuries adjusted to a constant maturity of five years (adjustable on April 14, 2017) plus 2.8% (3.52% at June 30, 2015 and 2014).	-	169,394
Note payable to bank, secured by equity, due in monthly installments of \$3,042, including interest fixed at 4%.	-	134,053
Note payable to bank, secured by vehicle, due in monthly installments of \$3,053, including interest fixed at 4.14%.	-	105,513
Note payable to Source America, secured by equipment, due in quarterly installments of \$4,167, plus interest at 1.625%, final payment made in November 2014.	-	8,333
	8,784,899	5,955,620
Less current maturities	(359,637)	(657,663)
Total	\$ 8,425,262	\$ 5,297,957

Long-term debt maturities are as follows:

Years ending June 30:

2016	\$ 359,637
2017	371,357
2018	383,810
2019	402,098
2020	355,548
Thereafter	6,912,449
	\$ 8,784,899

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Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 8 – LONG-TERM DEBT – CONTINUED

Derivative Instrument

On August 22, 2008, Adelante refinanced a real estate loan, to mature October 1, 2020. Adelante entered into two interest rate swap contracts to convert the variable rate note to a fixed rate note. The original notional principal amounts of the swap agreements were \$2,500,000 and \$2,625,455, respectively. The fair values of each swap agreement were zero as of June 30, 2015 and \$165,460 and \$124,097 as of June 30, 2014. The agreement effectively fixed Adelante's interest rate exposure at 6.74% for \$2,500,000 of principal as of October 1, 2008 and 5.89% for \$2,625,455 of principal as of December 1, 2008. In February 2015, Adelante consolidated its outstanding debt agreements. The interest rate swap contracts were settled as part of the arrangement.

Adelante must comply with certain financial covenants, including a debt service coverage ratio, minimum net assets and a leverage ratio, as defined in the agreement. Management believes Adelante is in compliance with its financial covenants for the years ended June 30, 2015 and 2014, respectively.

NOTE 9 – TEMPORARILY RESTRICTED NET ASSETS

Adelante's temporarily restricted net assets consisted of the following:

<u>Restrictions</u>	<u>Balance June 30, 2014</u>	<u>Additions</u>	<u>Restrictions Released</u>	<u>Balance June 30, 2015</u>
United Way	\$ 37,530	\$ 34,995	\$ 48,576	\$ 23,949
NM State Grant	-	208,435	-	208,435
Pledges receivable Storehouse	-	67,336	-	67,336
Mutual of America	15,000	-	-	15,000
Source America Contact Center	60,000	-	-	60,000
Wilhelmina Coe/ Friends in Time	138,259	1,163	-	139,422
Other	<u>198,522</u>	<u>188,316</u>	<u>216,112</u>	<u>170,726</u>
Total	<u>\$ 449,311</u>	<u>\$ 500,245</u>	<u>\$ 264,688</u>	<u>\$ 684,868</u>

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Adelante Development Center, Inc. and Subsidiary

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 9 – TEMPORARILY RESTRICTED NET ASSETS – CONTINUED

<u>Restrictions</u>	<u>Balance June 30, 2013</u>	<u>Additions</u>	<u>Restrictions Released</u>	<u>Balance June 30, 2014</u>
United Way	\$ 44,146	\$ 49,081	\$ 55,697	\$ 37,530
NM State Grant	181,685	-	181,685	-
In-Kind contribution	48,250	-	48,250	-
Mutual of America	15,000	-	-	15,000
Source America Contact Center	60,000	-	-	60,000
Wilhelmina Coe/ Friends in Time	119,700	25,625	7,066	138,259
Other	<u>155,833</u>	<u>135,968</u>	<u>93,279</u>	<u>198,522</u>
Total	<u>\$ 624,614</u>	<u>\$ 210,674</u>	<u>\$ 385,977</u>	<u>\$ 449,311</u>

Temporarily restricted net assets are contributions with donor-imposed stipulations. Promises to give related to temporarily restricted net assets were \$684,871 and \$449,311 at June 30, 2015 and 2014, respectively. The promise to give receivable balance was \$72,807 and \$274,081 at June 30, 2015 and 2014, respectively.

NOTE 10 – EMPLOYMENT PROGRAM FUNDING

For the years ended June 30, 2015 and 2014, program service fees and enterprise sales revenue include various employment programs funded, in part, by the following:

	<u>2015</u>	<u>2014</u>
Source America FLETC - Ability 1	\$ 2,551,826	\$ 2,056,636
Source America KAFB - Ability 1	1,672,972	1,532,584
Industry sales	1,327,315	1,351,452
Retail sales	780,809	816,468
Recycle revenues	316,440	267,291
Senior meal services	767,261	155,420
ARCA-ICF	189,896	199,084
Ticket to work	133,505	139,835
Private pay	230,910	102,019
Other janitorial contracts	98,021	30,053
Snack bars and vending machines	12,053	10,655
Situational assessment revenue	<u>4,791</u>	<u>2,413</u>
Total employment program funding	<u>\$ 8,085,799</u>	<u>\$ 6,663,910</u>

Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 11 – LEASE REVENUE

Adelante leases portions of its commercial office buildings as operating leases to unrelated third parties. The operating leases expire at various times through fiscal year 2017.

Minimum future rentals do not include contingent rentals that may be received over the base amount, which are tied to operating results of the lessee. There were no contingent rentals received in 2015 or 2014. Annual lease revenue was \$457,453 and \$479,417 for 2015 and 2014, respectively. Future minimum lease payments related to the operating lease revenues are approximately:

Years ending June 30:

2016	\$ 74,141
2017	74,141
2018	<u>6,178</u>
Total minimum lease payments	<u>\$ 154,460</u>

NOTE 12 – BENEFIT PLANS

The board of directors of Adelante has adopted a retirement plan for substantially all employees pursuant to the Internal Revenue Code of 1986, Section 403(b), wherein Adelante matches employee contributions according to prescribed percentages after one year of eligible service. Employees are eligible to participate in the Plan at the age of eighteen on the first day of employment. Adelante contributed approximately \$69,000 and \$84,000 to this Plan during the years ended June 30, 2015 and 2014, respectively.

The Board of Directors also adopted a retirement plan for employees who have a qualifying disability under the Javits-Wagner-O'Day Act, in compliance with Federal Service Contract Act regulations. Adelante does not have an obligation to contribute to this plan and all participants are fully vested immediately. Only amounts designated by employees from their health and welfare benefit were contributed to this plan during 2015 and 2014.

NOTE 13 – LEASES

Adelante leases building space, vehicles and equipment used for training purposes under long-term operating lease agreements. The leases expire in various years through fiscal year 2020. One of the leases for building space contains a ten-year renewal option. Monthly lease expense ranges from \$279 to \$10,911.

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Adelante Development Center, Inc. and Subsidiary
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 13 – LEASES – CONTINUED

Future minimum lease payments related to the operating leases are approximately:

Years ending June 30:

2016	\$ 234,354
2017	184,252
2018	175,040
2019	145,635
2020	<u>130,932</u>
Total minimum lease payments	<u>\$ 870,213</u>

Total rent expense was approximately \$486,000 and \$496,000, for the years ended June 30, 2015 and 2014, respectively.

NOTE 14 – COMMITMENTS AND CONTINGENCIES

Major Customers

Adelante receives a significant portion of its revenue from grants and contracts from government agencies, which subjects it to possible fluctuations due to changes in funding priorities. During 2015 and 2014, Adelante received approximately 52% and 50%, respectively, of its gross revenues from such grants and contracts. Related receivables were approximately 48% and 42% of total receivables at June 30, 2015 and 2014, respectively.

Certain funds received are subject to review and audit by grantor agencies. Such audits could result in requests for reimbursements by the grantor agencies for amounts disallowed under terms and conditions of the grantor agencies. As of June 30, 2015, no amounts were due from these examinations.

Contingencies

Adelante is subject to various claims that arise in the ordinary course of business. In the opinion of management, the amount of the ultimate liability will not materially affect the financial position, results of operations, or liquidity of Adelante.

SUPPLEMENTARY INFORMATION

Adelante Development Center, Inc. and Subsidiary

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

June 30, 2015

<u>Assets</u>	<u>Adelante Development Center, Inc.</u>	<u>Storehouse New Mexico</u>	<u>Eliminations</u>	<u>Total</u>
Current assets				
Cash and cash equivalents	\$ 1,872,538	\$ 13,434	\$ -	\$ 1,885,972
Accounts receivable				
Medicaid waiver	644,989	-	-	644,989
Program services, net	922,440	-	-	922,440
Governmental	68,937	-	-	68,937
Promises to give	232,384	-	-	232,384
Other receivables	69,757	67,336	(16,043)	121,050
Investments	11,504	-	-	11,504
Prepaid expenses and deposits	207,801	-	-	207,801
Inventories	49,738	233,141	-	282,879
Total current assets	4,080,088	313,911	(16,043)	4,377,956
Deferred compensation	974,093	-	-	974,093
Endowment	136,620	-	-	136,620
Beneficial interest in assets held by others	137,096	-	-	137,096
Property and equipment, net	11,719,219	1,127,728	-	12,846,947
Total assets	<u>\$ 17,047,116</u>	<u>\$ 1,441,639</u>	<u>\$ (16,043)</u>	<u>\$ 18,472,712</u>
 <u>Liabilities and Net Assets</u>				
Current liabilities				
Accounts payable	\$ 381,843	\$ 34,248	\$ (16,043)	\$ 400,048
Accrued expenses				
Accrued leave and benefits	463,944	-	-	463,944
Salaries and wages	510,615	-	-	510,615
Other	35,069	-	-	35,069
Short-term debt	587,540	-	-	587,540
Current maturities of long-term debt	347,998	11,639	-	359,637
Total current liabilities	2,327,009	45,887	(16,043)	2,356,853
Long-term debt	7,908,944	516,318	-	8,425,262
Deferred compensation	974,093	-	-	974,093
Total liabilities	11,210,046	562,205	(16,043)	11,756,208
Net assets				
Unrestricted	5,214,538	812,098	-	6,026,636
Temporarily restricted	617,532	67,336	-	684,868
Permanently restricted	5,000	-	-	5,000
Total net assets	<u>5,837,070</u>	<u>879,434</u>	<u>-</u>	<u>6,716,504</u>
Total liabilities and net assets	<u>\$ 17,047,116</u>	<u>\$ 1,441,639</u>	<u>\$ (16,043)</u>	<u>\$ 18,472,712</u>

See Independent Auditors' Report.

Adelante Development Center, Inc. and Subsidiary

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2015

	<u>Adelante Development Center</u>	<u>Storehouse New Mexico</u>	<u>Eliminations</u>	<u>Total</u>
Revenues, Gains and Public Support				
Fees for Services				
Medicaid waiver	\$ 12,123,946	\$ -	\$ -	\$ 12,123,946
Program service fees	1,471,246	-	-	1,471,246
Total fees for services	13,595,192	-	-	13,595,192
Revenues Generated from Affirmative Enterprises				
Enterprise sales revenue	10,411,559	27,358	-	10,438,917
Public Support				
Federal and State grants	208,435	25,650	-	234,085
United Way	34,995	-	-	34,995
Contributions	284,774	295,599	-	580,373
Non-cash contributions	87,540	2,448,966	-	2,536,506
Total public support	615,744	2,770,215	-	3,385,959
Other Revenues, Gains and Losses				
Leases	457,453	-	-	457,453
Net gain on property lost due to fire	501,571	-	-	501,571
Net proceeds from business interruption insurance	55,493	-	-	55,493
Miscellaneous	159,769	-	(59,263)	100,506
Unrealized gain on investments	(3,292)	(2,330)	-	(5,622)
Total other revenues, gains and losses	1,170,994	(2,330)	(59,263)	1,109,401
Total revenues, gains and public support	25,793,489	2,795,243	(59,263)	28,529,469
Expenses				
Program services:				
Community Living	5,532,877	-	-	5,532,877
Adelante Enterprises	6,118,947	-	-	6,118,947
Facility Support Services	5,074,886	-	-	5,074,886
Community Options	2,934,665	-	-	2,934,665
Adelante Employment Services	835,840	-	-	835,840
Storehouse program services	-	1,856,546	-	1,856,546
In-kind contributions consumed	84,439	-	-	84,439
Total program services	20,581,654	1,856,546	-	22,438,200
Supporting services:				
Fundraising	245,101	-	-	245,101
Management and general	4,411,579	59,263	(59,263)	4,411,579
Total supporting services	4,656,680	59,263	(59,263)	4,656,680
Total program and supporting services	25,238,334	1,915,809	(59,263)	27,094,880
Change in net assets from operations	555,155	879,434	-	1,434,589
Change in fair value of interest rate SWAP	25,372	-	-	25,372
Change in net assets	580,527	879,434	-	1,459,961
Net assets, beginning of year	5,315,806	-	-	5,315,806
Net assets, end of year	\$ 5,896,333	\$ 879,434	\$ -	\$ 6,775,767

See Independent Auditors' Report.

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**Adelante Development Center, Inc.
and Subsidiary**

**COMMUNICATION OF
NO MATERIAL WEAKNESS**

June 30, 2015

PulakosCPAs

Performance Matters

5921 Jefferson NE
Albuquerque, New Mexico 87109
(505) 338-1500
www.pulakos.com

To the Board of Directors and
Management of Adelante Development Center, Inc.
and Subsidiary

Our consideration of internal control was for the limited purpose described in the following paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

In planning and performing our audit of the consolidated financial statements of Adelante Development Center, Inc. and Subsidiary (Adelante) as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered Adelante's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Adelante's internal control. Accordingly, we do not express an opinion on the effectiveness of Adelante's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of Adelante's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis.

This communication is intended solely for the information and use of management, the Board of Directors, and others within Adelante, and is not intended to be, and should not be, used by anyone other than these specified parties.

September 24, 2015


Pulakos CPAs, PC

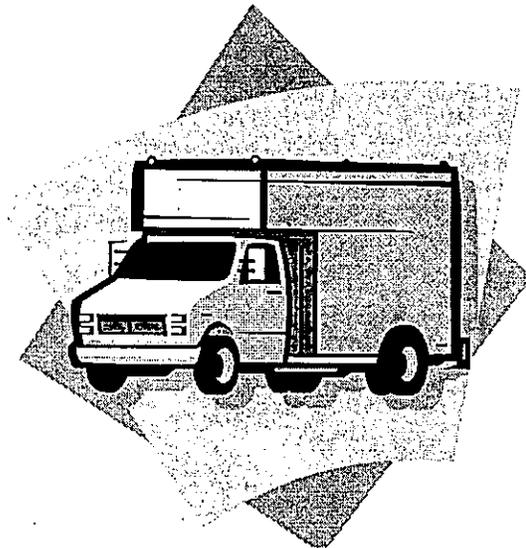
Driver's Handbook

Adelante

DEVELOPMENT CENTER, Inc.

DRIVER'S HANDBOOK

**Policies, Procedures &
Safe Driver Guidelines**



**KEEP A COPY OF THIS HANDBOOK
IN THE VEHICLE AT ALL TIMES**

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DRIVER'S HANDBOOK

Policies, Procedures & Safe Driver Guidelines

INTRODUCTION

The purpose of the instructions and directives included in this handbook describe your responsibilities as an Adelante driver. It contains specific performance guidelines to help you perform your driving duties safely and professionally. This manual also functions as a reference document for future consultation and review. **YOU WILL BE HELD RESPONSIBLE FOR KNOWING, UNDERSTANDING, AND ADHERING TO THE CONTENTS OF THIS HANDBOOK.**

The subjects covered in the manual include but are not limited to the following:

- ◆ Driver Qualifications & Requirements
- ◆ The Vehicle
- ◆ Driving Policies & Procedures
- ◆ Contingency / Emergency Procedures
- ◆ Driver Safety Rules
- ◆ Use of Personal Vehicles on Adelante Business

This manual is not intended to cover every eventuality that you, as a driver, might face. Much of this information will be covered in your initial and ongoing training activities offered by the Training and Organizational Learning Team. Use those other training activities to supplement the information contained in this document. The policies contained herein are subject to change with or without notice at the direction of the Adelante HR/Risk Management or Facilities Departments.

Staff members who drive agency vehicles or who are reimbursed for expenses when using their own vehicle must meet all Adelante driving requirements. This includes having and maintaining an acceptable and agency-insurable driving record, providing proof of insurance, and completing trainings as required by individual departments and the Training and Organizational Learning Team.

All drivers who transport individuals for Adelante Development Center must complete the Passenger Assistance and Defensive Driving classes offered by the Training and Organizational Learning Team **before transporting** any individuals we support. Staff who transport people using wheelchairs must also complete Adelante's Van Tie Down training **before** assisting with any tie-down equipment. Failure to follow these policies puts individuals we support, as well as your job, in jeopardy.

DRIVER AND VEHICLE REQUIREMENTS

Our job is to transport passengers safely. All drivers are expected to be responsible and professional at all times. "We are Adelante." Remember, we represent not only ourselves, but also our company. Adelante is committed to making sure that all vehicles it operates are safe and reliable. To keep a large fleet of vehicles running properly requires a large commitment from **YOU** as well as the facilities departments in both Albuquerque and Valencia County.

The agency owns and operates over 100 vehicles, which have a wide range of uses and locations. Each vehicle will be operated, inspected, and maintained according to the policies and procedures in this manual. Employees who use their personal vehicles for Adelante business must also operate and maintain their vehicles according to these policies and procedures as well as in accordance with applicable laws and regulations.

DEFENSIVE DRIVER TRAINING

All driver employees at Adelante providing service in an agency vehicle or personal vehicle must complete an approved classroom defensive driver training within the first thirty (30) days of employment or of taking a position that requires driving on Adelante business.

All Drivers responsible for transporting individuals for whom we provide supports must repeat Defensive Driver training every two years. Van Tie Down (Wheelchair Securement) recertification is required every year.



All other employees driving on Adelante business must repeat defensive driver training every two (2) years. Proof of course completion must be documented in the driver's personnel file and a copy kept in the training file.

CONDITIONS OF EMPLOYMENT FOR DRIVERS

Driver qualification with Adelante is a one-time process that occurs during pre-employment screening. Ensuring that the driver remains qualified is an on-going process administered by the Human Resources Department, with driver qualification determined at its sole discretion based on driving record and job requirements. Motor Vehicle Record Checks will be obtained at least annually and as deemed necessary for all "Driver" Employees. Driver qualification files will be maintained to facilitate review of a "Driver" Employee's adherence to the Policy and traffic violations will be reported to Adelante's insurance carrier so that a decision on continued coverage of the employee can be made.

- ◆ It is the "Driver" Employee's responsibility to maintain a driving record that is within the limitations of this Policy and applicable state laws. Any driver that becomes uninsurable by Adelante's insurance carrier may be subject to reassignment depending on the needs and/or availability of non-driving duties and/or disciplinary action up to and including possible termination of employment.
- ◆ The "Driver" Employee must, at all times, maintain a valid New Mexico driver's license and an insurable driving record and must provide current proof of individual vehicle insurance.
- ◆ Any driver who receives a traffic citation from or who is arrested by a law enforcement officer, or who is involved in any kind of accident while driving at **any time**, must inform their supervisor within 24 hours of the incident. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported to your supervisor within 24 hours of the incident. Payment is the sole responsibility of the driver.
- ◆ All moving violations must be reported to the Human Resources Department within 24 hours of the violation. All moving violations received while operating any motor vehicle will be used to determine Driver's continuing eligibility for employment; this includes but is not limited to, citations received while operating a privately owned vehicle for personal use. The license is attached to the driver, not the vehicle. **Note: Moving violations known to the Employee or to Adelante, but not yet reported on the Employee's MVR will be counted as awarded for purposes of this Policy.**
- ◆ In the event the Employee's driver's license is suspended or revoked, the Employee is required to report such occurrence in writing to the Human Resources Department within 24 hours of the revocation or suspension and must immediately cease driving for Adelante purposes until further notice from the Human Resources Department. Failure to report the revocation or suspension of the Driver's license will result in immediate termination of employment with Adelante.

DRIVER SAFETY RULES – Summary

Employees driving Adelante owned/leased vehicles or personal vehicles while on Adelante business are expected to perform in accordance with safe driving practices including but not limited to the following:

- ◆ All safety, traffic and criminal laws of this state must be adhered to at all times.
- ◆ Avoid vehicle accidents and moving violations by driving defensively.
- ◆ Avoid vehicle abuse by proper vehicle care, maintenance and use.
- ◆ Be courteous to other drivers.
- ◆ Never pick up or transport hitchhikers or other unauthorized passengers in Adelante vehicles or while on Adelante business.
- ◆ Carry no more than two passengers in the front seats.
- ◆ DO NOT TALK on cellular/mobile phones while driving – NO TEXTING (see next page).
- ◆ DO NOT drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance - drivers may not consume alcohol within 8 hours of the beginning of the employee's shift, and have the responsibility to arrive at work clear-headed and without alcohol in their system.
- ◆ Check with your doctor about possible adverse effects from prescription or over-the-counter medications that you may be taking to ensure that you are able to drive safely.
- ◆ Always use seat belts and ensure that passengers do as well
- ◆ NO SMOKING is permitted in any Adelante owned/leased vehicles; nor is smoking allowed in personal vehicles when you are transporting clients.
- ◆ You should not eat food and/or drink while driving any vehicle on Adelante business.
- ◆ When parking, try to leave the vehicle in a well-lighted, secure area.
- ◆ Equipment and material must be secured and load distributed properly before transporting. Large items such as equipment boxes, fire extinguishers and portable oxygen bottles must be secured.
- ◆ Inspect the vehicle at the beginning of each workday and each other time it is driven throughout the day, to ensure that it is in good working order.
- ◆ All emergency exits must remain unlocked during transport.
- ◆ Follow guidelines for fleet safety, maintenance, and use.
- ◆ **NOTE: Box and other large truck drivers have additional driver safety and vehicle operation rules that apply to those vehicles – these rules are available through the department Director or Program Manager and in Appendix A.**



VEHICLE OPERATION

- ◆ Drive with diligence at all times, following State of New Mexico regulations or regulations for the state within which you are traveling (**NOTE: Vans cannot be driven faster than 65 MPH at any time**)
- ◆ The number of passengers may not exceed the number of seat belts. All occupants of the vehicle are required to wear seat belts. **Positioning belts on wheelchairs is not a substitute for seat belts.**
- ◆ Use turn signals.
- ◆ Exercise extra caution when backing up vehicle.
- ◆ Use headlights ½ hour before sunset and after sunrise and during periods of reduced visibility (i.e., rain, fog, snow, etc.).
- ◆ Reduce speed according to weather and road conditions.
- ◆ Turn off ignition, remove key and lock the vehicle when unattended.
- ◆ When traveling on unfamiliar roads, acquaint yourself thoroughly with directions or by referring to a road map prior to departure.
- ◆ Allow plenty of time for contingencies when planning the time to arrive at your destination.

- ◆ The driver assumes all responsibility for any fines resulting from traffic or parking violations arising out of the use of an Adelante vehicle or of a personal vehicle while on Adelante business. In the event that Adelante has to pay such fines, the amount may be payroll deducted from the driver's subsequent paycheck(s).

DRIVER DISQUALIFICATION

Occasionally, an Adelante driver employee must be suspended, or terminated, or be required to complete intervention training as a result of policy violations or customer complaints. Grounds for immediate suspension or termination of employment may include but are not limited to

- ◆ Receiving a DUI (driving under the influence) of alcohol or drugs or DWI (driving while intoxicated) charge
- ◆ Suspension or loss of a valid Driver's license due to points, accidents, or other reason
- ◆ Adelante's inability to obtain an MVR due to not receiving appropriate authorization from the Employee
- ◆ Lapse of required insurance coverage
- ◆ Traffic law violation or chargeable collision
- ◆ Physical limitations preventing safe and proper customer assistance
- ◆ Criminal history conviction including, but not limited to, any crimes committed against a person
- ◆ Reporting to work or training under the influence of alcohol or illegal drugs
- ◆ Inability or unwillingness to properly assist all customers or clients
- ◆ Violence or theft
- ◆ Failure to follow defensive driving techniques
- ◆ Repeated collisions or a single serious collision (i.e., reckless driving)

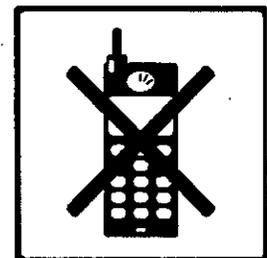
If driving has been restricted for any medical reason, a written physician's release is required before returning to driving. Reasons for intervention training include but are not limited to

- ◆ A moving violation
- ◆ A preventable collision or a series of collisions (preventable or non-preventable)
- ◆ Customer complaint about driving performance or customer relations abilities
- ◆ Staff or driver observation of changes in mental condition, general health, or stamina which affect the ability to perform job responsibilities
- ◆ Improper vehicle or program documentation

PERSONAL ELECTRONIC DEVICES (e.g., Cellular/Mobile Phones, iPods, and Other Electronic Communication or Entertainment Devices)

DO NOT USE Personal Electronic Devices (PEDs) such as cell phone, stereo, tape recorder, iPod, earphone equipment, or any other electronic communication/entertainment devices while driving.

Each vehicle that regularly transports individuals we provide supports for should carry a cell phone. This cell phone may be with the van or checked out by staff from a supervisor, or a staff person should carry a cell phone. This is for use in emergency only. **Remember that you must not drive and talk on the cell phone at the same time, even if you are using a hands-free device.** Only use the cellular / mobile phone while you are parked.



Remember, you must also comply with all state and local laws governing proper use of cellular / mobile phones and the use of other Personal Electronic Devices.

INSPECTION SCHEDULE

Any staff member observing a potentially serious safety or maintenance problem with an agency vehicle must notify their direct supervisor and the facilities department immediately. The vehicle may not be driven until the facilities department inspects it and makes a determination. All agency vehicles will be regularly inspected for safety and preventive maintenance according to the following schedule:

- ◆ **Residential vans**
 - ☑ Daily by first driver of the day – complete the Daily Vehicle Inspection Report form (document 15).
 - ☑ All other drivers of the day must also inspect the vehicle using the DVIR for reference.
- ◆ **Day Program vans/Mobile Work Crew vans**
 - ☑ Daily by first driver of the day – complete the Daily Vehicle Inspection Report form (document 15).
 - ☑ All other drivers of the day must also inspect the vehicle using the DVIR for reference.
- ◆ **Box and Other Large Trucks (e.g., DDS, Bargain Square)**
 - ☑ Daily by first driver of the day – complete the Daily Vehicle Inspection Report form (document 15).
 - ☑ All other drivers of the day must also inspect the vehicle using the DVIR for reference.
 - ☑ **NOTE:** All DDS trucks are also subject to US Dept. of Transportation (DOT) regulations concerning inspections – see Appendix A for more information on DDS vehicle inspections.
- ◆ **Maintenance vans**
 - ☑ Daily by first driver of the day – complete the Daily Vehicle Inspection Report form (document 15).
 - ☑ All other drivers of the day must also inspect the vehicle using the DVIR for reference.

Pre-Trip Inspection

A Pre-Trip Inspection is required each time a vehicle is used to carry passengers in order to prevent breakdowns, unnecessary mechanical damage and accidents. Following is a list of some of the items that are included in a Pre-Trip Inspection for drivers inspecting vehicles:

<u>Engine Compartment</u> Oil/Water Levels Belts Tight/Cracked No Fluid Leaks Visible	<u>Lights/Signals</u> Headlights-Hi/Lo Beams Parking Brake Lights Turn Signals/4-Way	<u>Doors/Windows</u> Doors Operable Windows Operable Emergency Exits OK	<u>Controls</u> Wipers/Washers Horn Mirrors Clean/Adjust Steering Tight Hand/Foot Brakes Interior Lighting Cruise Control Heater/Defroster Air Conditioner
<u>Engine Start</u> Oil Pressure Ammeter Temperature Normal	<u>Tires/Wheels</u> Tire Tread Depth Nuts In Place/Tight Wheels/Rims/Seals	<u>Exterior Body</u> Fresh Body Damage Loose Exhaust Pipes	
<u>Interior</u> Seat/Safety Belts Clean/Dry	<u>Safety Equipment</u> Shake-Up Fire Extinguisher Reflectors Emergency Equipment	<u>Wheelchair Lift</u> (If applicable) Securement Devices Seatbelt	

Employees using personal vehicles should also follow the pre-trip inspection procedures above.

Wheelchair Lift and Securement Devices Pre-Trip Inspection:

Each securement station must be properly equipped with four (4) securement straps, (Sure Lok, Q Straint), seatbelt, and shoulder belt, (if applicable). All straps must be in good working order. Any defects such as cuts, frays, damaged webbing, improperly functioning buckles or hardware must be replaced. All floor anchorages (tracks) must be clear of dirt or debris. There must be a clean dry storage container for stowage of the system when not in use. Deploy and stow wheelchair lift.

DL

ADELANTE VEHICLE DAILY VEHICLE INSPECTION REPORT

As a driver, you are required to inspect the vehicle for possible mechanical or other defects, prior to driving the vehicle. This is known as a pre-trip inspection:

The Daily Vehicle Inspection Report (DVIR) form (document 15) can be found in Adelante vehicles for this purpose. If you are the first driver of the day, it is your responsibility to use the Daily Checklist, checking off each item and initialing the form. If someone has driven the vehicle before you that day, you should also go through the checklist, noting problems that you find in the comments section of the Inspection Checklist, and dating and initialing your comments. The first driver of the month is responsible for entering the starting mileage at the beginning of the month as well as opening and closing all emergency exits and hatches to make sure they are working properly. The last driver of the month must enter the end-of-the-month mileage. Both beginning and ending mileage are entered at the top of the DVIR.

At the end of the month, the driver will place the yellow copy of the form in the vehicle. Give the original to your Supervisor as appropriate for your area, for review and filing. Keep at least three (3) months of report forms in the vehicle.

- ◆ **NOTE: Box and other large truck drivers have additional driver safety and vehicle operation rules that apply to those vehicles – for example, DDS trucks are subject to US DOT regulations. These rules are available through the department Director or Program Manager and in Appendix A.**

SAFETY AND EMERGENCY EQUIPMENT

All agency vehicles must be equipped with several safety and emergency items, including but not limited to the following safety equipment:

- ◆ Seat Belt Cutter
- ◆ Fire Extinguisher
- ◆ Triangles
- ◆ First Aid Kit and CPR equipment
- ◆ Bodily Fluid Clean up Kit

◆ Flashlight
◆ Reflective Vest (all 5310 vehicles)

These items are also noted on the checklist. Drivers must receive instruction on where these items are located in the vehicle and how and when they are to be used. If items are missing you **MUST IMMEDIATELY** inform your supervisor and the Facilities staff.

TRANSPORTING OXYGEN

In order to be transported safely, all oxygen tanks (including empty tanks) must be properly secured, kept upright, and stowed away from heat and flame. Also, because oxygen containers normally release small amounts of gas periodically, a window must be kept partially open, regardless of the weather.

There must be a designated space and bungee cords on the vans when needed to keep oxygen tanks with wheels or on stands upright and secure.



MAINTENANCE AND REPAIRS

The facilities departments will schedule any needed repairs or routine maintenance on Residential, Options, Enterprises, and Maintenance vehicles. FSS will schedule the maintenance on their assigned vehicles.

Note: Removing the pressure radiator cap while the engine is hot is very dangerous. Most vehicles now have fluid reservoirs that you can visually check to see if the level is sufficient. Do not attempt to remove a pressure cap on a radiator.



COMPLIANCE AND CORRECTIVE ACTION

The Program Manager, Maintenance Assistant, Facilities Manager, VP of Operations or the division VP shall remove a vehicle from service for any of the following reasons:

- ◆ Unsafe or suspected unsafe condition
- ◆ Repeated neglect by the department to which it is assigned
- ◆ Unsafe driver operation (alert supervisor)

As a driver of an agency vehicle, it is your responsibility to know the condition of the vehicle before operating it and to be aware of noises and other problems while operating the vehicle. **You must not drive a vehicle you feel is unsafe.** You should immediately report unsafe vehicles to the Facilities staff in Albuquerque or Valencia County and to your supervisor.

USE OF PERSONAL, PRIVATELY OWNED VEHICLES

When using a personal vehicle on approved Adelante business, any damages to the employee's personal vehicle are covered by the employee's own auto insurance and the employee is responsible for the insurance deductible. Under no circumstances will Adelante's property program pay for the employee's vehicle repairs. It is the employee's responsibility to carry personal auto liability insurance in accordance with State law. Recommended minimum limits of personal auto insurance coverage are \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident when two or more people are injured, and \$50,000 for property damage per accident.

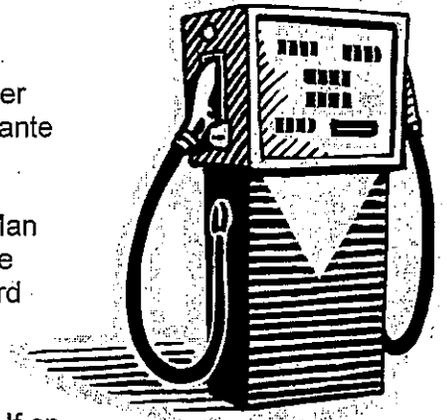
The employee's personal auto liability insurance also provides primary coverage for medical expenses incurred by other parties involved in an employee's at-fault accident, and primary coverage for repairs to other vehicles or property involved in an accident caused by the employee. Adelante's liability program only provides coverage for amounts in excess of the employee's auto liability insurance if the employee was negligent and within the scope of employment when the accident occurred.

Questions may be referred to the department director, agency fleet manager, risk manager, or to Human Resources.

VEHICLE FUEL POLICIES AND FUEL CARD USES

For Adelante-owned vehicles, Fuel Man fuel cards should be used whenever possible. Directions to these Fuel Man locations are included in each Adelante vehicle.

Public self-service, regular unleaded dispensers should be used if a Fuel Man station is not readily available. The most cost-effective vendor must also be used. The driver of the vehicle shall be trained how to use the fleet fuel card found in the vehicle. Use of Driver ID (PIN) and accurately recorded odometer readings are required to use these cards.



Fuel cards may not be used for the purchase of non-vehicle-related items. If an attendant error occurs and non-vehicle items are charged to the fuel card, it is the responsibility of the driver to notify and reimburse Adelante before the end of the current pay period. Fleet managers are responsible for reviewing fuel card charges and identifying non-qualified purchases. Failure to reimburse for such purchases may result in the loss of driving privileges, which may also result in termination of employment.

The purchase of personal items such as food, beverages and air fresheners with an Adelante fuel card as well as automotive products for personal use, is strictly prohibited. Use of an Adelante fuel card for any non-Adelante fleet vehicle, such as for a personal vehicle, is strictly prohibited.

Disciplinary action up to and including possible termination of employment will be taken for improper use of an Adelante fuel card. If an inappropriate charge occurs, the driver is responsible for reimbursing Adelante for the full amount of the inappropriate purchase. For additional information or clarification of fuel card use, drivers should contact their agency fleet manager/coordinator.

TRAFFIC OR PARKING VIOLATIONS & FINES

- ◆ The driver assumes all responsibility for payment of any fines and penalties resulting from traffic or parking violations arising out of the use of an Adelante vehicle or of a personal vehicle while on Adelante business.
- ◆ In the event that the driver is cited for a traffic or parking violation and fined while driving an Adelante vehicle, the amount of the fine may be deducted from his/her next paycheck.

WORKERS COMPENSATION COVERAGE

Injured Adelante employees may use their health insurance, worker's compensation, or self-initiated litigation to recover damages against negligent third parties. Worker's compensation *may* pay for medical expenses, hospital expenses and loss of wages for Adelante employees injured while in authorized work status. Workers Comp claims must be submitted to Human Resources and will be subject to verification by the workers compensation insurance carrier. There is no workers' compensation coverage when the employee is not in work status or is acting outside the scope of his/her employment.

28 SAFE DRIVER PRACTICES

THE DEFENSIVE DRIVER: Safe, Courteous and Reliable!

All employees, particularly those who transport our clients, whether in Adelante vehicles or private cars, are held to the highest degree of responsibility for the safety and well-being of their passengers. Each vehicle operator must consider the safety of passengers and the general public to be the number one priority.

Drivers who transport our clients are held to the highest degree of responsibility for the care and safety of their passengers. These standards of care are legally much higher than those applied to any other drivers.

Drivers must avoid any circumstances that might possibly lead to an accident. A **preventable accident** is one in which a driver did not do everything reasonably possible to avoid the circumstances that led to the accident.

The defensive driver answers these questions before going to work...

1) Am I physically ready?

Do I have a headache? Cold? Sore muscles? Am I taking medications that may affect my driving ability?

2) Am I ready to be patient?

Will I be patient with the passengers? Other motorists and pedestrians? Program rules?

3) Can I forget the past?

Can I forget daily events that might affect my driving? Can I forget an argument at home? Bad traffic or an accident on the way to work? A "problem passenger?" Poor scheduling that has "messed up" my run?

4) Is my vehicle ready?

Have I performed a Pre-Trip Inspection?



1. SPEED

Drivers must adhere to the legal speed limits at all times, except where noted below. Particular care should be exercised in residential areas and school zones. Common sense, tempered with professional driving skills is often the best measure of safe operating speeds.

Speed limit restrictions are in effect for agency passenger vans and converted vans that transport individuals we provide supports for. These vans should not be driven faster than 65 miles per hour. This restriction applies to vans commonly known as 15-passenger vans and "raised-roof" vans. These vans can be unstable at highway speeds, especially when fully loaded, and drivers must take extra precautions while driving these vehicles.

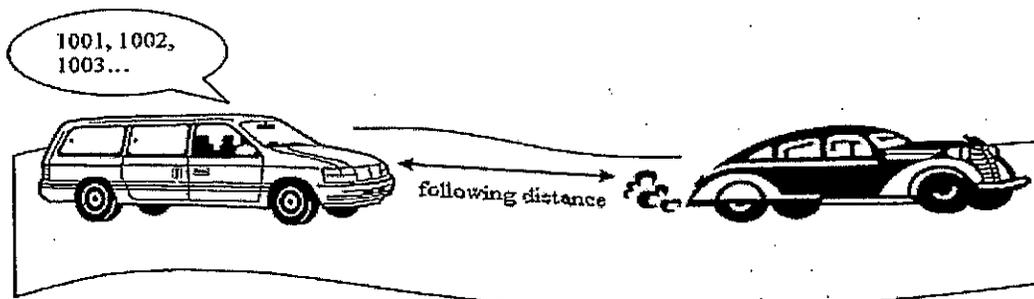
2. SEAT BELTS

New Mexico State Law mandates that all drivers and passengers use seat belts. Adelante also subscribes to this policy. Seat belts **MUST** be worn by both drivers and passengers whenever the vehicle is in operation.

3. FOLLOWING DISTANCE

Vehicles must be operated at a safe distance from the vehicle in front to avoid rear end collisions. Sudden stops caused by following another vehicle too closely are unnecessary and easily avoidable. Such unexpected stops are most disconcerting to the passengers transported by our organization. Remember to consider prevailing weather conditions when judging following distance. Adelante follows the **three-four second rule** for normal driving conditions. This rule is stated as follows:

Visually locate a stationary landmark on the edge of the roadway. This could be a lamppost, a road sign or other fixed object. Note when the car you are following passes this object and begin to count out two full seconds. This is best done with a "long" count, for example: "1000-1, 1000-2, 1000-3". Your car should not pass the same fixed landmark until after the count is complete. If your car passes the landmark before the count is complete you are following too close!!!!



In adverse conditions, drivers should increase following distance to five or more seconds. Additionally, as we age, our reaction time slows. Thus, mature drivers should increase following distance by a minimum of two seconds (see next section).

NOTE: Box and other large truck drivers have additional driver safety and vehicle operation rules that apply to those vehicles – these rules are available through the department Director or Program Manager and in Appendix A. The stopping distance for a box truck will vary greatly depending on the weight of the load in the truck.

4. HAZARDOUS WEATHER

There may be instances where you have to drive during inclement weather, including rainstorms, snowstorms, or slick road surfaces. A good driving practice should be to turn on your headlights if/when you use your windshield wipers. During these times, reduce your speed, and increase your following distance from the car ahead of you. You should use a **five-six second rule** at the minimum under such conditions. Special care must be taken when driving on surfaces covered with snow or ice. Avoid travel if possible during these dangerous road conditions.

5. BACKING VEHICLES

AVOID BACKING WHENEVER POSSIBLE.

NOTE: Whenever possible, park your vehicle in a "pull-through" spot so that you do not have to back up when you leave – this is particularly true for vans and trucks.

When a second staff person is available, the driver **MUST ALWAYS** use an assistant to help guide a vehicle when there is the ABSOLUTE NECESSITY to back a van or agency vehicle.

Extreme caution should be exhibited when you must back a vehicle. The height and physical design of the vehicle limits your visibility as a driver during a backing maneuver. The added distraction of passengers can make backing up even more difficult.

Be sure you check and re-check for approaching vehicles on the street and pedestrians along the sidewalk. If at all possible, ask all passengers to be quiet and do not have your radio on when you are backing our vehicles. **Always sound the horn three times prior to moving in reverse** as a policy for ALL Adelante vehicles (including vehicles with back up alarms).

6. ROAD HAZARDS

Considerable care must be exercised when road hazards are encountered that might endanger the passengers or cause undue discomfort. Road hazards include dips, bumps, and potholes that can be avoided or taken at low speed.

7. FLASHER SIGNALS

The emergency signals on each vehicle **must always be on** while the vehicle stops to pick up or deliver passengers. This is required by law if a vehicle is stopped for more than ten minutes.

8. PARKING VEHICLE

- ◆ When it is necessary to park and leave the vehicle, be sure to
 - a) Place the transmission in the "park" position;
 - b) Set the hand brake so that the vehicle cannot roll;
 - c) Turn off the headlights, radio, fan, heater, air conditioner, if on;
 - d) Turn off the motor and *remove the keys and take them with you.*
- ◆ Never leave the vehicle while the motor is running or if the hand brake is not engaged.
- ◆ Never leave individuals in a vehicle with the motor running or with the keys in the ignition.
- ◆ Never leave individuals who have a history of seizure activity in the vehicle unattended.
- ◆ ***NOTE: Whenever possible, park your vehicle in a "pull-through" spot, so that you do not have to back up when you leave.***

9. PASSENGER COMFORT

Periodically check with passengers to determine if the vehicle is too warm or too cold. Always adjust the temperature controls for maximum passenger comfort. Also, remember that smoking by either passengers or drivers is **prohibited**. Do not play the radio at a high volume.

10. LIFT OPERATION & SECURING WHEELCHAIRS FOR TRANSPORT

Always refer to the operation manual for your wheelchair lift **before** you attempt to operate the lift. Several different models are used in our vans. If you have not been trained to use the lift, ask for assistance from another employee who has been trained. Safety of people using wheelchairs on vans is of utmost concern.

NEVER COMPROMISE on making sure that lift and tie-down equipment is in good repair, proper for the individual and that you know how to properly secure the person in his/her wheelchair. Do not move the van unless all these policies are followed. Safety of the people we provide supports to is your first responsibility.

RIDING ON A LIFT BY STAFF IS NEVER ALLOWED!

Riding on the lift will cause the lift operation to be unstable, possibly resulting in failure of the lift with resulting injury to the individuals supported or staff.

The following are guidelines to follow when boarding or de-boarding a customer on a lift:

1. Stop the vehicle on level ground.
2. Watch for obstacles that may create problems during boarding or de-boarding of wheelchair lift.
3. Put the vehicle in park but leave the engine running.
4. Set the emergency brake.
5. Turn hazard lights on.
6. Operate the lift from the ground.
7. If it is a side lift, back wheelchair onto the lift. If it is a rear lift, roll the passenger onto the lift facing into the van.
8. Set **ALL** wheelchair brakes.
9. If lift is equipped with seatbelt, fasten seatbelt. If the lift is equipped with a front safety barrier make sure it is locked.
10. Let the rider know you are about to raise lift and raise the lift to vehicle floor level.
11. Tell passenger you are entering the vehicle.
12. Release the wheelchair brakes. Maneuver the chair into the wheelchair station.



WHEELCHAIR SECUREMENT – The following are guidelines that must be followed when securing a wheelchair:

- ◆ Do not take short cuts!
- ◆ Center chair between tracks
- ◆ Set the brakes
- ◆ Check all four tie downs for twists (more than one full twist is unacceptable)
- ◆ Do front tie downs first
- ◆ The latch on the keepers are put in the tracks facing away from the chair – the front tie downs should be at approximately a 45° angle and equidistant outside the front of the chair on both sides

- ◆ Put the straps (from the inside out) around the highest welded joint/designated tie down hook underneath the front of the chair
- ◆ Make sure the hooks at the end of the straps are facing up
- ◆ Tighten straps as much as possible and then move to the back of the chair
- ◆ Put keepers (latch facing away from chair) of rear tie downs in the track just to inside of the rear wheels
- ◆ Put tie down straps around the highest welded joint/designated tie down hook underneath the back of the chair
- ◆ Make sure hooks at the end of the straps are facing up
- ◆ Tighten the rear tie-down straps as much as possible
- ◆ Correctly put the lap belt around the person (not the chair), making sure that there are no twists
- ◆ Check and re-check both front and rear tie-down straps as well as lap belt
- ◆ After arriving at the destination, remove lap belt and tie down straps in the reverse order they were put on (seat belt-rear tie downs-front tie downs)
- ◆ Neatly fold tie downs and lap belt and put them in designated container (NEVER leave tie downs in tracks)

NOTE: Clients may NOT be transported with lap trays on. The trays need to be removed and securely stored in the vehicle.

11. STAFF SEATING

When transporting one or more people we provide supports for, one staff should be driving and the other employee(s) should be sitting in the back with the other individuals not in the front passenger seat. Exceptions may be made only when more than one employee besides the driver is present or the van is full.

12. NIGHT DRIVING

At night your headlights are your main source of light for you to see others and for them to see you. You are unable to see nearly as much with your headlights as you can see during the day. With low beams you can see about 250 feet and with high beams you can see about 350-400 feet. You must adjust your speed to keep your stopping distance within your sight distance. This means going slow enough to be able to stop within the range of your headlights. Otherwise, by the time you see a hazard, you will not have enough time to stop.

Night driving can be more dangerous if you have problems with your headlights. Dirty headlights may give you only half of the light they should, so keep them clean. Less light means you will be unable to see hazards as quickly. Road users who do not have lights are hard to see. There are many accidents involving pedestrians, bicyclists, and animals.

Night Driving Hazards

Some of the hazards that are present in night driving situations include:

- High beams on other cars, which can blind you.
- Difficulty seeing far enough ahead at night.
- Other drivers who may have difficulty seeing you.
- More people drink and drive at night.

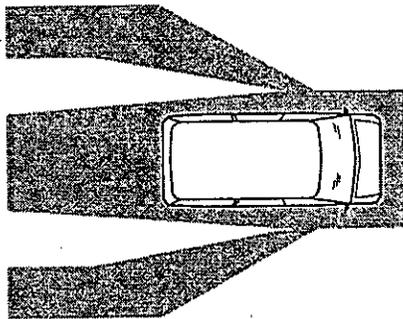
Some of the ways you can account for these hazards include:

- Slow down and don't "overdrive your headlights." If you drive too fast at night with the limited distance your headlights shine, you may not have enough stopping distance should a hazard appear.
- Establish a greater following distance.
- Look to the right if you are blinded by high beams.
- Increase your patience level.
- Be on the lookout for drunk or sleepy drivers.

13. BLIND SPOTS

Your "blind spots" are the areas to the rear and side of your vehicle that you cannot see from your driver's seat. You need to be aware of two types of blind spots: yours and the other driver's.

It is important for you to keep track of traffic moving into the blind spots behind your vehicle, especially when changing lanes. You can determine if you are in another driver's blind spot by looking at the inside rear-view mirror of the other car. If you can't see the mirror of the other vehicle, then the driver of that vehicle probably cannot see you. In this case, you should drop back to make yourself visible.

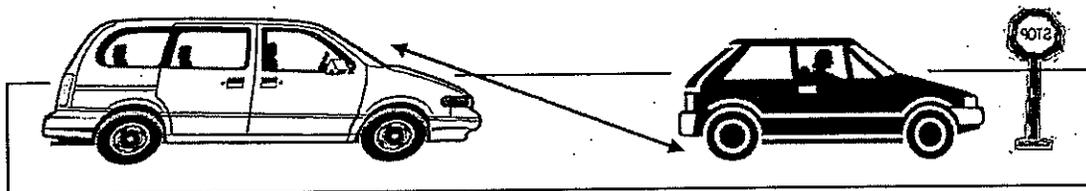


The gray areas represent blind spots around your vehicle.

When changing lanes, preparing to pass another vehicle, or entering traffic, you should first check your mirrors for safe conditions. After checking your mirrors, you should then check your blind spots by leaning forward and glancing over your shoulder to the rear in the direction of the lane toward which you are moving.

14. STOPPING BEHIND ANOTHER VEHICLE

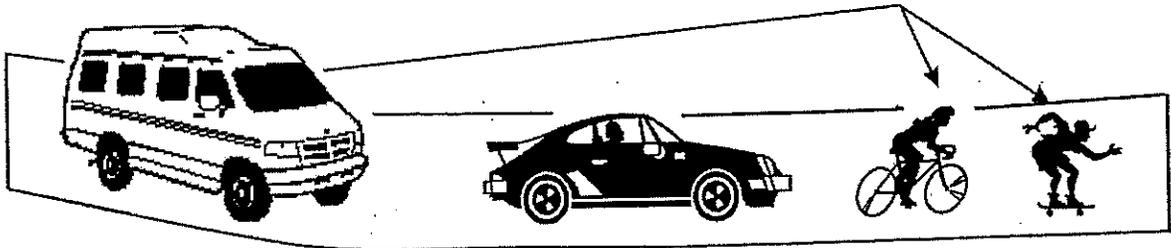
When stopping behind another vehicle, you should STOP with your tires straight, and be able to see the rear tires touching the pavement of the vehicle that is stopped ahead of yours. By following this guide, you will avoid being "trapped" and having to back up if the first vehicle cannot move. It will also help prevent you from being shoved into the vehicle ahead if you are rear-ended. Keeping your tires straight when stopped will also prevent you from being shoved into a lane with on-coming traffic if you are rear-ended by another vehicle.



15. SCANNING THE ROAD AHEAD

An important defensive driving tip is to see hazards before they become hazards. This has to do with how far ahead you should scan the road for hazards before they might affect you. Generally, you should **scan ahead 12-15 seconds**, depending on your speed. Always know what is happening in front of the vehicle that is ahead of you. By remembering this, you will see potential hazards before they become yours.

Always know what is happening in front of the vehicle ahead of you!



16. SAFE SITTING

1. Back and thighs aligned at 90 degrees
 prevents back strain
2. Feet can be rested flat on floor
 also prevents back strain
3. Feet easily reach accelerator/brake/clutch
 use right foot only for braking & accelerating
4. All mirrors easily seen
 adjust mirrors from the safe sitting position
5. If possible, position yourself at least 10" from the steering wheel
 Adjust a tilt steering wheel so that it is pointed toward your chest, not toward your head.
6. Seatbelt fastened and adjusted!
 required by law in New Mexico



17. MIRROR ADJUSTMENT

LOOK IN EACH MIRROR EVERY 3 TO 5 SECONDS!

Left Outside Mirror:	The left outside mirror should show only a trace of the body of the vehicle and no "sky." This means that when you are seated properly, you can see straight behind the vehicle in the left mirror without having the right side of the mirror taken up by the body of the vehicle or the top of the mirror taken up by a view of the sky. The line of sight in the top of the mirror should be down the mid-line of the vehicle just below the window level.
Right Outside Mirror:	The right outside mirror should be adjusted so that mid-line of the vehicle is visible in the top portion of the mirror and so there is very little body visible on the left side of the mirror. The right rear wheel should be visible in the right mirror. If the right mirror is convex, the same adjustment should apply.
Interior Mirror:	The interior mirror should be adjusted so as to see as much of the inside of the vehicle as possible. It should be tilted slightly to the right side so as to assist in seeing vehicles and/or pedestrians that come into the right, outside blind spot.

18. SAFE STOPPING DISTANCE

STOPPING DISTANCE =

Perception Distance + Reaction Distance + Brake Lag Distance + Effective Braking Distance

Perception Distance:	This is the distance a vehicle travels from the moment the event occurs – such as the brake lights come on – until the driver sees it and becomes aware of the potential danger.
Reaction Distance:	This is the distance a vehicle will travel during the time it takes to move your foot from the accelerator to the brake when a hazard is first sighted. Studies show that it is difficult to sight the hazard and move the foot in less than $\frac{3}{4}$ of a second.
Brake Lag Distance:	This is the distance a vehicle will travel after the driver's foot presses on the brake pedal and before the brakes actually become 100% effective. This can take up to $\frac{1}{4}$ second.
Effective Braking Distance:	This is the distance a vehicle will travel once the brakes are fully applied. This distance depends upon the weight of the vehicle and the speed the vehicle was traveling before the brakes were needed.
Stopping Distance:	This is the total distance it takes to fully stop a vehicle after a hazard was recognized.

Factors that may cause the total stopping distance to be greater than normal include:

- Fog, Wet Pavement, Ice & Snow
- Driver's Physical and Mental Condition
- Gravel Roads
- Brake System In Need of Maintenance

During these conditions, it is important that you allow for the added distance needed to come to a safe stop (*See next section*).

19. SLIPPERY CONDITIONS

The road surface becomes slippery when it is wet. This means that driving conditions are more hazardous, calling for greater caution on the part of the driver. In slippery conditions, you should:

- Increase *following distance*.
- Recognize that *stopping distance* is greater than normal.
- Recognize that many of the other drivers on the street are not accustomed to driving in adverse weather conditions. Increase your patience level.
- Travel at slower speeds.
- Use less acceleration and brake early.
- Don't travel in the "tracks" of other vehicles in snowy conditions.
- Beware of overpasses and bridges icing up first.
- Disengage cruise control.
- Turn in the directions of skids. (See following section on skids.)

A note about braking on slippery pavement...

Pumping brakes used to be the method of choice, but today's disc brakes do not release as quickly as traditional drum brakes. As a result, pumping may actually cause wheels to lock up making it impossible to steer. Experts now recommend controlled braking—squeeze the brake down steadily until you feel the wheels are about to lock up, ease off, push again and so on until you stop. If you have *anti-lock brakes*, you can simply apply firm, steady pressure, and the system's computer will control the braking for you.

A note about hydroplaning...

Vehicle tires sometimes hydroplane, which is skimming or floating over a wet road surface, leaving the vehicle without any road contact. When hydroplaning occurs, there is a loss of traction needed to safely steer and brake. ***Stopping distances may triple and steering control reduced or lost.*** Speed and low tire inflation are the two biggest causes of hydroplaning. How soon hydroplaning begins depends on speed, tire tread, tire inflation, water depth (even 2/10 of an inch) and road surface. One warning sign to beware of hydroplaning is when you can see reflection on the surface of the road.

20. SKIDS

When your vehicle skids, you should take your foot off of the gas and turn your wheels in the directions you want to go. Be prepared for a return skid in the other direction, and turn your wheels to keep them pointed in the right directions. Keep this up until you regain control of your vehicle.

21. APPROACHING YOUR VEHICLE FROM THE REAR

A good defensive driving rule of thumb is to approach your vehicle from the rear. This means that whenever you go to drive a vehicle, you should approach it from the rear in order to check for obstructions or hazards.

22. RAILROAD CROSSINGS



Passenger Cars & Mini-vans:	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Slow down enough to be able to stop if necessary.<input checked="" type="checkbox"/> Move head and eyes to see tracks in both directions.<input checked="" type="checkbox"/> Do not stop on tracks. Do not shift while crossing tracks.<input checked="" type="checkbox"/> Be aware of traffic following you that might not recognize that you are slowing for the tracks.
Standard Vans, Buses and Trucks:	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Signal that you are going to stop by activating flashers or right turn signal 150' before first rail.<input checked="" type="checkbox"/> Pull to shoulder of road if possible.<input checked="" type="checkbox"/> Stop between 15 and 50 feet from first rail.<input checked="" type="checkbox"/> Move head and eyes around to get clear view of rails.<input checked="" type="checkbox"/> Open window, eliminate noise and LISTEN for train.

23. TURNING CORNERS

- Before making a turn at an intersection, a driver should look LEFT then RIGHT then LEFT again. When checking left and right, check the mirrors as well.
- You should signal for 100 to 150 feet before making a turn.
- All corners should be taken at five miles per hour.
- A defensive driver takes into account the illegal actions of others when acting to avoid accidents. Being "legally right" has little to do with whether or not an accident could be prevented.
- Right turns should be made as close to the curb as possible to avoid the common accident called "the squeeze play." Defensive drivers do not let other vehicles, pedestrians, motorcycles or bicycles come between their vehicle and the curb when making a right turn. If another vehicle is coming along side your vehicle during a turning moment to the right, you should slow down or stop to be free of the hazard.
- Turning right on red allows more hazards to be in your safety zone. Pedestrians may enter the safety zone of your vehicle on the right side, and traffic coming from the left may be hidden in one of your blind spots.
- When waiting to make a left turn, do not turn your wheels to the left before starting the turn. This is a hazard because your vehicle will move into oncoming traffic if it is "tapped" in the rear.
- Before turning left, be sure to watch oncoming traffic, look left-right-left, and check the left rearview mirror for passing vehicles.
- Turn into the appropriate lane. DO NOT cross multiple lanes when making a turn.

24. STARTING UP IN TRAFFIC

When traffic starts up after a stoplight turns green, allow the vehicle ahead of you to establish the proper following distance by waiting two or more seconds after it has started up before you begin to move.

25. PULLING UP TO A CURB

When you pull up to a curb to let a passenger in or out of your vehicle, make every effort to avoid causing the passenger to "jump" or "hop" the curb. A good rule of thumb is the "six inches or six feet" rule. This means that if you cannot stop within six inches from the curb, then make it six feet. In either case, be sure to **watch out** for other vehicles passing on the right. In addition, when preparing to pull up to a curb, be sure to signal, check your mirrors and check your blind spots.

26. PULLING AWAY FROM A CURB

When pulling away from a curb into traffic, be sure to...

- Signal.
- Look in the right mirror for pedestrians and bicyclists.
- Look in the left mirror for other vehicles.
- Look over your left shoulder to eliminate blind spot hazards.
- Check in front of the vehicle to be sure nobody is crossing.
- Get away from hazards on your right side by moving directly to within two feet of the centerline.

27. RIGHT-OF-WAY

When you come to an intersection without traffic lights or signs, yield the right-of-way to the car on your right as well as any car that reaches the intersection before you. The defensive driver also yields to any car that looks like it isn't going to stop. Although the other driver may not have the legal right-of-way, you don't want to get in a collision to prove your point. Never assume that other drivers will give you the right-of-way. When you proceed through the intersection, be sure to go slowly and make your intentions known to other motorists. Try to establish eye contact and keep a lookout for vehicles that are unable or unwilling to stop at the intersection.

28. CHANGING LANES AND MERGING

Many of the previous statements about signaling and blind spots apply to lane changes and merging into traffic. The most important points to remember are to...

- Signal.
- Use the mirrors.
- Look over your shoulder.
- Move to the left or right cautiously.
- Repeat these procedures for each lane you cross.
- Never cross more than one lane at a time.

When driving onto a freeway via an entrance ramp, you should gradually accelerate to match traffic speed. The goal is to find a slot in the traffic and blend in smoothly—without erratic moves, sudden stops or excessive slowness that will confuse or impede other drivers.

CONTINGENCY / EMERGENCY PROCEDURES

Passenger safety and service are our primary consideration. An emergency is defined as any situation affecting service to, or the safety of, the passengers.

The following describes the procedures for various emergency situations. These procedures are designed to provide for passenger safety. In any of the following situations, never leave individuals unsupervised.

1. VEHICLE BREAKDOWN

Driver does the following:

- ◆ If you are not in an accident and it is possible, move the vehicle to a safe location off the roadway.
- ◆ Place the vehicle in PARK, set the parking brake and shut the engine off.
- ◆ If the vehicle is on a grade, turn the front wheels to either the right or left, depending on which direction would minimize rollaway, and block the rear wheels against the grade.
- ◆ Turn on your four way flashers.
- ◆ Put out triangles if the vehicle is not in a completely safe location.
 - a. If it is a two lane, two-way traffic road, place a triangle 100 ft behind the vehicle, another 10 ft to the rear of the vehicle, and the third triangle 100 ft in front of the vehicle.
 - b. If it is a multiple lane, one-way traffic road or highway, place one triangle 200 ft to the rear, another 100 ft to the rear, and your third 10 ft behind the rear of the vehicle.

ROADSIDE SERVICE:

When a vehicle is disabled, Maintenance will determine if a tow service needs to be called. Remember that the on-call Maintenance person is responsible for calling the tow service. Towing is expensive and they are responsible for making the decision to call.

2. DRIVER ILLNESS

Driver does the following:

- ◆ Move vehicle to side of road and/or other appropriate place in a safe and orderly manner.
- ◆ Call 911 giving location and urgency of needed aid, if illness warrants.
- ◆ Call your supervisor and Facilities.
- ◆ Remain with vehicle until paramedics or relief driver arrives.

3. PASSENGER ILLNESS / SEIZURE

Driver does the following:

- ◆ Move the vehicle to side of road and/or other appropriate place in a safe and orderly manner.
- ◆ Assess the severity of illness or seizure (carry out appropriate seizure protocols including a call to 911 if necessary).
- ◆ All passengers should remain inside the vehicle.

- ◆ After getting the individual in a safe and comfortable position, immediately contact your supervisor at your work site.
- ◆ If you are instructed to bring the person back to Adelante, advise a Service Coordinator as to the problem. Driver then makes proper notations on an Adelante Occurrence Report.
- ◆ If an individual needs to be taken to the hospital, the driver needs to hand over the individual to a physician's care. The driver then calls Adelante, advises the Service Coordinator of the situation, and obtains needed information (i.e., client's physician./ necessary numbers).
- ◆ If the illness warrants a 911 call, do not give the passenger anything to eat or drink unless their Medical Crisis Plan indicates otherwise.
- ◆ If the affected passenger is a staff member, the driver calls his/her supervisor to report the incident and receive further instructions.
- ◆ **Important:** If someone we support has to go to the emergency room and this happens without a directive from their PCP, staff must complete and file a State Incident Report Form within 24 hours.

Service Coordinator does the following:

- ◆ Provide needed information to driver if individual is at a hospital.
- ◆ Contact appropriate interested parties (case manager, guardian, physician, etc.) and advise of situation; release name and location of hospital, if necessary.
- ◆ Make appropriate notations in person's folder.
- ◆ Ensure a State Incident Report is completed.
- ◆ Bring the permanent file to the hospital.

4. WHAT TO DO WHEN A PASSENGER HAS A CHALLENGING BEHAVIOR

USE CAUTION WHEN TRANSPORTING A PERSON WITH CHRONIC CHALLENGING BEHAVIORS. YOU SHOULD HAVE A SECOND PERSON WITH YOU, UNLESS THE INDIVIDUAL CAN BE SAFELY SECURED WITH A SEAT BELT.

- ◆ If you know the person has a history of challenging behaviors, do not seat him/her beside or directly behind the driver. Seat them to the right and behind the driver or in the back of the van with a staff person beside them.
- ◆ If a person becomes violent while the vehicle is in motion, pull the vehicle over to the nearest, safest exit.
- ◆ Secure the safety of other passengers by removing the person with the challenging behavior from the vehicle using the appropriate intervention technique. If this is not feasible, evacuate the remaining passengers from the vehicle. Never leave individuals unattended if they are outside of the vehicle! One staff at least should be outside with the individuals in this situation.
- ◆ If the outburst does not subside, use a cell phone. Call your immediate supervisor at your worksite. If s/he is unavailable, call the Adelante main office at 341-2000, or the main office in Valencia County 864-1950. Give your location to a staff member and tell them you are requesting help.
- ◆ If the outburst subsides, seat the person in the best strategic position (away from other individuals as much as possible) and return to Adelante immediately.

5. VEHICLE COLLISION/ACCIDENT

All vehicle collisions and accidents involving Adelante vehicles and/or clients must be reported. In the event of an accident follow the instructions on the **Green Card** (document 738) located in the visor pocket or vehicle binder. Do not move the vehicle until police arrive and s/he instructs you to do so. Do not leave the scene of an accident until the Maintenance on-call staff person or your supervisor instructs you to do so.



The following procedures shall be used immediately following an accident:

- ◆ Turn on your four way flashers.
- ◆ Ensure that passengers are accounted for and assess their condition. Speak to them calmly and let them know that everything will be okay.
- ◆ Determine if anyone is hurt and Call 911 for medical assistance (if needed) and give the dispatcher the exact location of the accident.
- ◆ Make a decision to evacuate or not to evacuate the vehicle (see pg. 26). **EVACUATE ONLY IF NECESSARY.**
- ◆ Follow the instructions on the Green Card located in the visor pocket or vehicle binder.
- ◆ All vehicle occupants will be transported to an emergency services facility for medical examination, if necessary.
- ◆ Provide emergency responders with client information from "Face Sheet" if requested.
- ◆ Take the insurance card and registration from the visor pocket or vehicle binder.
- ◆ The driver should be available to answer questions from police and fire authorities – but provide them with facts only. **DO NOT MAKE ANY STATEMENTS ABOUT GUILT OR FAULT AT THE ACCIDENT SCENE TO ANYONE.**
- ◆ Assist the Maintenance on-call person with filling out Vehicle Accident Report if necessary
- ◆ Media Relations at the Scene of a Collision is important to manage properly. Additional liability at the scene of a collision because of poor media relations should be avoided. When communicating with the media in the event of a collision, the following guidelines have been established:
 - ☑ Assume the media is present.
 - ☑ Project a professional image.
 - ☑ Maintain control of the situation.
 - ☑ Do not quote hearsay or speculation.
 - ☑ Do not accept responsibility for the collision.
 - ☑ Explain "no comment" by saying, "I don't have enough information to answer that question accurately."
 - ☑ Never speak "off the record," and do not consent to being interviewed on camera or video.

Substance Abuse Testing Requirements

ALL ADELANTE STAFF IN THE VEHICLE MUST TAKE A DRUG SCREEN TEST WITHIN 24 HOURS OF A MOTOR VEHICLE ACCIDENT. STAFF IS SUBJECT TO TERMINATION OF EMPLOYMENT IF THIS POLICY IS NOT FOLLOWED.

6. GENERAL EVACUATION PROCEDURES

The driver has an important responsibility for the safety of the passengers. Drivers should be prepared to assist in evacuations, but ***do not evacuate the vehicle unless it is absolutely necessary to do so.*** When there is an accident or other reason to consider evacuation of the vehicle,

- ◆ *Remain calm* – passengers and clients will look to the driver to lead.
- ◆ *Assess the situation* - Is the safety of the passengers in jeopardy if they remain on the vehicle? **In the case of a fire, no matter how small, yes!** Where will they be evacuated to? Once the determination has been made to evacuate, placement of the vehicle should be considered. Location, terrain, how is the vehicle positioned (on its side, upside down), where the passenger will be once they leave the vehicle. Some other situations that warrant evacuation are
 - ✓ The vehicle is in a dangerous location and can not be moved
 - ✓ You see or smell smoke
 - ✓ You see leaking fuel coming from or underneath the vehicle
 - ✓ Any other conditions that would make it safer for the passengers to evacuate the vehicle
- ◆ *Communicate directions clearly* – speak calmly, slowly, and clearly - calmly inform the passengers what you are going to do. Establish which exits to use and stay clear of traffic hazards.
- ◆ *Assess the condition of the passengers and what assistance will be required* – evacuate all ambulatory passengers first.
- ◆ Ensure all passengers assemble in a safe location away from the vehicle and traffic hazards. Staff must **never leave individuals unattended** if outside the vehicle.
- ◆ When evacuating passengers who use wheelchairs, do the following:
 - ✓ Use a web cutter to cut through all securement devices.
 - ✓ If the wheelchair lift is operative, put the lift halfway down and use it as a step to roll the chair off the vehicle or to drag or carry non-ambulatory passengers off.
 - ✓ If the lift is not working, slide the passengers out of their wheelchairs and drag or carry them and any injured or unconscious passengers down the aisle and out the door. Dragging should be done by bending at the knees and grasping and pulling under the arms.
 - ✓ If the doors of the vehicle are blocked or non-functioning, evacuate any mobility impaired, injured, or unconscious passengers by getting them through emergency exit windows or roof hatches as the situation may dictate and preferably with assistance outside and inside.
- ◆ If exiting out a window:
 - ✓ If there is a second person – have them outside the vehicle and lower the individual out head first on to the helper's shoulder.

- ✓ If there is no second person – help the individual out the window feet first and lower them by their arms as far as possible until the person is resting on the ground.

7. ROLLOVERS

Because many of our vehicles (particularly the converted vans) are more susceptible to rollovers, extra caution must be taken when driving. Some tips to prevent rollovers:

- ☑ Reduce speed
- ☑ Use front seats first (if possible – taking into consideration physical and behavioral issues)
- ☑ Check tires for damage
- ☑ Adjust speed for wind conditions
- ☑ Slow down around curves

In the event of a rollover in which the vehicle lands upside down:

- ◆ Slide the seat belt as far down your thighs as possible.
- ◆ Put one hand above your head and release or cut through the belt with the seatbelt cutter.
- ◆ Assess the condition of the passengers.
- ◆ Help ambulatory passengers off the vehicle first.
- ◆ Position yourself underneath people in wheelchairs to help safely ease them down one at a time.
- ◆ Use the seatbelt cutter to cut through any seat or positioning belts and ease them onto your shoulder and then carry or drag them out of the vehicle.

8. VEHICLE ON FIRE

Pull the vehicle over at the first location that allows safe passenger evacuation. De-board passengers as quickly and safely as possible, directing them to emergency exits as necessary. **Evacuate the vehicle before using the fire extinguisher.** Use your own judgment and initiative in deciding to extinguish a minor fire. Your primary responsibility is the safety of the passengers and of yourself. Do not risk personal injury in an attempt to extinguish the fire.

Safety procedures during a fire:

- ◆ Shut off all power.
- ◆ Evacuate all passengers (see page 25)
- ◆ Take the fire extinguisher off of the van (*in the event there is a fire*).
- ◆ When using the extinguisher stay as far away from the fire as possible, position yourself upwind – let the wind carry the extinguisher contents toward the fire rather than the flames toward you.
- ◆ Aim at the source, or base of the fire – not at the flames.
- ◆ Only try to extinguish a fire if you are sure what you are doing and it is safe for you to do so. The fire extinguisher should be used primarily to fight your way off the vehicle and only after the vehicle has been evacuated.



9. SITUATIONS NOT COVERED BY RULES

Whenever situations occur that are not covered by the above rules, use your best judgment and call Adelante as soon as possible.

Appendix A

LARGE TRUCK DRIVER AND VEHICLE REQUIREMENTS

These requirements are subject to change at any time and may be supplemented with additional instructions and guidance by Adelante or its management. Most of the vehicles referenced herein are used by Document Destruction Services, and by the Bargain Square Stores.

Drivers - Must have a minimum of three years experience driving a 24-foot or larger box truck. Adelante may also require additional driver experience and/or certifications on a case-by-case basis.

Cell Phone use – Each driver is required to carry a cell phone and may be called while they are driving. If it is safe and legal for you to do so, you may answer your phone outside of the Albuquerque or Santa Fe city limits (or other municipalities with cell phone ordinances) while driving **but only if you are using an approved hands-free system**. However it is strongly encouraged that you pull over to the side of the road at the safest place to return calls. If you are called and you cannot answer your phone safely or legally, the person calling you should leave you a message and you can call them back when it is safe for you to do so.

Food – While you are out on the route or on the out of town routes, you may have food and drinks in the vehicle and may eat when it is safe for you to do so. All drinks must be secured with lids or caps. All food must be secured in a container that will not roll on the floorboard and cause an accident. All drivers are responsible for cleaning up the vehicle, including any messes at the end of each day. If you spill something, you are responsible for cleaning up spills and removing stains from the seats, dash, and floorboards. You must contain all trash in a bag that is secured and discard at each stop, or where ever possible.

Vehicle Inspections/Pre Trip inspections – All Adelante trucks are to be inspected at the beginning of each day. You must follow the daily vehicle inspection forms. You will also follow the recommended daily maintenance that pertains to the vehicle you are driving. After each stop you should do a quick walk around of your vehicle to ensure that there is no damage, leaks or issues that may cause an unsafe driving experience for you or the vehicle. If damage is noted, you must report it to your supervisor immediately. If there are multiple drivers of one vehicle, then each driver should do a daily vehicle inspection prior to taking that vehicle even if someone else has already done it for the day, to ensure that you can account for damages done to the vehicle before you take responsibility for that vehicle. You will be held accountable for any vehicle damage that is not accounted for as a part of that vehicle inspection.

NOTE: All Document Destruction Services (DDS) trucks must be inspected twice daily, once in the morning and once in the afternoon; using the US Department of Transportation (DOT) vehicle inspection forms, rather than the Adelante Daily Vehicle Inspection form.

Repairs/Maintenance – Out of town Route Drivers may be required to perform minor maintenance when out of the vehicle's "home" area. Minor maintenance may include, refilling of fluids, tightening of hoses, changing tires, or trouble shooting issues. You must note any such work that was necessary on your daily vehicle inspection and report to your supervisor when you return to your work location.

Speed – Drivers are responsible for ensuring that all Adelante trucks follow New Mexico and DOT Laws. This includes but is not limited to driving the posted speed limits and following safe driving practices at all times – particularly during inclement weather.

Safe Following Distance – All Adelante trucks are larger and heavier than most Agency vehicles. You must be aware of the weight of your vehicle and ensure that you give your self at least 1-2 truck lengths per every 10 miles for safe stopping distance. So if you are driving at 50mph you must have 5-10 trucks lengths between you and the car in front of you.

Securing Loads – All Adelante trucks are equipped with load bars and tie down straps. It is the driver's responsibility to ensure that whatever cargo is being carried is properly and safely tied down and secured in such a manner that the load will not shift during transport. It is the driver's responsibility to ensure that the load bar and tie down straps are on their trucks prior to starting their route for the day. If these items are missing they must alert their supervisor immediately and may not start their route until such items are provided.

Entering/Exiting – Adelante trucks are large in size, making the entry and exit of the cabs and boxes different from regular cars or vans. Steps and handles are provided on each side of the cab and each side of the back of the box. Please use these items safely and slowly. Do Not Jump or slide out of the cab or out of the box.

Use of Lifts/Box Doors – Most Adelante trucks are equipped with equipment lifts. With DDS, for example, these lifts are used to lift full bins and empty bins into and out of the box area of each truck. Employees may stand on these lifts during the operation of the lifts; however, please keep in mind that each employee may react to the movement of the lifts differently. Individuals with disabilities may have balance issues and must be fully supervised and trained prior to and always during their participation of lift use. It is the drivers' responsibility to care for and report any issues with the lifts or doors to the box trucks. All Box doors must be kept locked at all times unless being loaded or unloaded and fully supervised by employees with a line of sight to the open box door.

Load Capacity – It is every driver's responsibility to be aware of the load capacity for each truck and ensure that they do not over load during route pick-ups. Overload tickets will be the responsibility of the driver to pay.

Daily Communication – It may be necessary through out the day that each driver communicates with his or her supervisor or the front office in order to provide the best quality services to our customers. If a customer is asking something other than what is noted on your service tickets, you must call your supervisor or the office staff to verify that you can provide the services requested.

Routing – It is the drivers responsibility to understand and use maps and directions while on all routes. Drivers must be familiar with their routes and become fully trained on these routes in a short amount of time in order to be as efficient as possible as quickly as possible.

Uniform – All Adelante truck drivers must wear the Adelante specific uniform assigned to the employees. For example, DDS drivers are required to wear an Adelante Polo Shirt, full leather upper shoes, pants or shorts that are no shorter than 2 inches above the knee. All Drivers must be clean, neat in appearance, and have no holes or frayed pants. No excessively baggy pants are allowed. All Drivers will be provided with an employee identification badge. Badges must be worn at all times while on duty and must be visible.

Customer Service – All drivers must have excellent customer service skills. Remember you are the person who the customer sees; you represent Adelante at all times. You must present yourself with good customer service while in the customers business and while you are driving an Adelante truck.

Documentation – All Adelante drivers are responsible for filling out all required paperwork on time and neatly. Drivers are responsible for obtaining and turning in all receipts for purchases each day or upon return to their home office location from an out of town route.

GPS Messages – Some of the Adelante trucks are equipped with GPS and messaging systems. All drivers are required to check their GPS systems at each stop to obtain any messages sent from Base to the unit, as well as respond to messages either through the message board or by calling base with their cell phone.

Appendix B

EMERGENCY PROTOCOL FOR ROUTE DRIVERS ON OUT OF TOWN ROUTES

While each case will be evaluated individually on its own merits based on circumstances the following guidelines will be followed during the evaluation process and in the determination of how best to proceed.

1. If an emergency, whether business or personal, occurs while on duty or out of town on Adelante business. Employees must notify their supervisor immediately that there has been an emergency and what the issue is. If the supervisor is unavailable then the employee must notify the Director. If the Supervisor has been notified then the Supervisor must notify the Director immediately.
2. Once the appropriate people have been notified then the area Director will make the decision as to what procedures will be followed in order to assist the affected employee in dealing with the emergency, which may include transportation home and finding driver coverage for the routs.
3. It is the Director's responsibility to notify the AVP of Enterprises of the emergency and the Human Resources Dept.
4. In all instances if the Driver is able to do so, the Driver must secure the truck in a secured area and notify the Supervisor or Director of the location of the vehicle. The truck cab and box must be locked before the driver leaves the vehicle.

Medical Emergencies:

1. If the emergency is medical in nature for the employee, then the Director will instruct the employee to seek medical attention in the town that they are in or call 911. If the medical emergency is work related then it will be filed as a claim under workers' compensation.
2. If the medical emergency results in the driver not being able to continue on with his route, the driver will ensure that the Adelante vehicle is locked up and parked in a secured area, and wait for a relief driver to arrive.
3. If the medical emergency affects an immediate family member, then depending on the nature of the emergency the driver must secure the vehicle, either wait for assistance from Adelante Management or seek personal transport home at his/her own expense. A family member, Train, Bus, Airline, Rental Car, or other commercial conveyance can provide personal transportation.

Personal Emergencies:

1. If the emergency requires the Employee to leave his/her route and return home. Then the employee will secure the vehicle, notify their supervisor of the issue and will arrange for their own transportation home at their own expense. Adelante will arrange for a relief Driver to pick up the Adelante vehicle and finish the route.
2. Adelante strongly encourages all employees to take care of personal issues away from the work place. If an employee has personal issues that interfere with their ability to perform their job then a disciplinary action may occur.

End of Procedure

ADELANTE DEVELOPMENT CENTER

DRIVER POLICY AND DRIVER MANUAL ACKNOWLEDGEMENT

By my signature below, I (please print) _____
acknowledge and certify that I have read, been trained in, and understand the contents of the Adelante Development Center's Driver's Manual. I agree to follow all of the policies, procedures, and guidelines within the manual.

I agree, in the event that I am ever found to be uninsurable, or that I lack a clean driving record or a valid and current driver's license, that if necessary, I will accept whatever alternative assignment Adelante may give me and that I understand that a reduction in pay, change in hours, change in duties, and/or change in work location may result from the reassignment. I further understand that Adelante does not and cannot guarantee that any particular reassignment will be available in the event of a problem with my driver's license, driving record, or insurability as a driver, and that if no reassignment is possible, termination of my employment may occur.

I also agree to the following:

- ◆ I have provided Adelante with a copy of my driver license and, by completing and signing this policy statement, grant permission for Adelante to perform, at its discretion, a motor vehicle registration check of my driving record at any time during my employment.
- ◆ When on Adelante business, I will operate all vehicles in accordance with Adelante policy and regulations as detailed in the Driver Handbook. I will know and observe all applicable traffic laws, ordinances, and regulations, and use safe driving practices at all times.
- ◆ I will use Adelante vehicles for official Adelante purposes only.
- ◆ I will assume all responsibility for payment of any and all fines for traffic violations associated with my use of an Adelante vehicle or use of my personal vehicle while on Adelante business.
- ◆ I also understand that in the event that I am cited for any traffic or parking violation and fined while driving an Adelante vehicle, and I do not pay the citation myself, the amount of the fine may be deducted from my next paycheck.
- ◆ I agree not to transport passengers who are not on Adelante business, such as hitchhikers, family members or friends, and I will not permit unauthorized individuals to drive any Adelante vehicle.
- ◆ I understand that my driving privileges may be revoked at any time for failure to follow these policies.
- ◆ I also acknowledge that I am responsible for reviewing the manual and subsequent updates to this manual (current version is available on the Adelante intranet) periodically to ensure that I am familiar with all of the procedures and to refresh my understanding of the policies.

EMPLOYEE NAME AND SIGNATURE

Employee Print Name

Employee Signature

Date