

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

October 1, 2017 - September 30, 2018



I. Applicant Information

Organization:	ARCA
Contact Person Name and Title:	Antoinette P. Wright, Grant Manager
Mailing Address:	11300 Lomas Blvd. NE
City, State, ZIP:	Albuquerque, NM 87112-5512
Physical Address:	Same as above
Phone and Cell Numbers:	505.332.6847 (W) 505.235.5147 (Cell)
FAX Number:	505.332.6800
E-mail Address:	awright@arcaspirit.org
Regional Planning Transportation Organization:	NERTPO MRTRPO SERTPO SWRTPO NPTTPO NWRTPPO SCRTPO
Applicant Signature and Date Signed:	<i>Edward J. Kaul</i> 8/24/16
Please Print Name and Title:	Edward J. Kaul, President/CEO
DUNS Number *	182769034

*See attachment for copy of ARCA's DUNS Number from <https://www.sam.gov>

II. Summary of Budget Request

	Total	Federal Share	Local Share
*Capital (80/20)			
Vehicles	\$103,337.90	\$82,670.32	\$20,667.58
Fleet Management Software	\$10,800.00	\$8,640.00	\$2,160.00
Smart Travel Program (Devices Only)	\$20,921.90	\$16,737.52	\$4,184.38
*Operating (50/50)			
Smart Travel Program	\$91,500.00	\$45,750.00	\$45,750.00
TOTAL	\$221,038.90	\$153,797.84	\$72,761.96

Capital Breakdown

Capital to Vendor (Required for Non-Profits)	\$135,059.80	\$108,047.84	\$27,011.96
Vendor List	Creative Bus Sales; AbleLink Technologies; and Fleetmatics		
*TOTAL should equal 'Capital' amt. above	\$135,059.80	\$108,047.84	\$27,011.96

III. Financial Information

A) CAPITAL BUDGET

ITEM DESCRIPTION	2016 ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations	----	----	----
3-01-60 Smart Travel Program	\$16,593.25	\$20,279.25	\$20,921.90
3-01-40 Surveillance System	----	----	----
3-01-45 15 Passenger Van (W/Lift)	\$97,692	\$146,117.00	\$103,337.90
3-01-50 15 Passenger Van (W/Ramp)	----		
3-01-60 Mobile Radios	----	----	----
Fleet Management Software			\$10,800.00
TOTAL ELIGIBLE COSTS	\$114,285.25	\$166,396.25	\$135,059.80
VEHICLE DISPOSITION PROCEEDS	\$9,045*	---	---
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)	\$105,240.25	\$166,396.25	\$135,059.80

*NOTE: Sold 2010 Dodge Caravan purchased 5/19/10 for \$9,045. It had been fully depreciated.

LOCAL SHARE SOURCES (specify)

ARCA will use generated revenues from Medicaid Waiver, State Contracts Fees/Rents, Contributions/Grants and Other Revenue as source for local share.			
TOTAL LOCAL SHARE (20%)	\$21,048.05	\$33,279.25	\$27,011.96

FEDERAL SHARE (80%)	\$84,192.20	\$133,117.00	\$108,047.84
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B) OPERATING BUDGET:

ITEM DESCRIPTION	2016* ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018** PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	\$496,245	\$651,985	\$684,584
Support Staff/Fringe Benefits	\$41,629	\$54,694	\$57,429
Fuel, Lubricants, Tires	\$173,245	\$259,657	\$272,640
Maintenance	\$116,704	\$123,060	\$129,213
Insurance	\$133,606	\$117,977	\$123,876
Other (Mileage & Per Diem Travel)	---	---	---
TOTAL TRANSPORTATION	\$961,429	\$1,207,373	\$1,267,742
NON-TRANSPORTATION	\$26,090,976.80	\$29,248,105	\$30,710,510
TOTAL EXPENDITURES	\$27,052,405.60	\$30,455,478	\$31,978,252

* Prorate expenditures to end of the current fiscal year

**2018 projected expenditures are calculated based on 5% increase from FY17 budget

B1) SMART TRAVEL PROGRAM OPERATING BUDGET

ITEM DESCRIPTION	2016* ACTUAL EXPENDITURES	2017 APPROVED EXPENDITURES	2018 PROJECTED EXPENDITURES
2-01-00 Salaries and Wages	\$99,275.22	69,158.00	69,158.00
2-02-00 Fringe Benefits	\$17,271.70	12,976.00	12,976.00
2-03-00 Communications	\$2,551.83	3,436.00	3,436.00
2-08-00 Supplies	\$1,245.55	1,500.00	1,500.00
2-09-00 Training	\$1,248.04	--	1,500.00
2-10-00 Travel	\$2,304.05	2,930.00	2,930.00

NON-TRANSPORTATION	N/A	N/A	N/A
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TOTAL EXPENDITURES	\$123,896.39	\$90,000.00	\$91,500.00
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*Prorate expenditures to end of the current fiscal year

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

ARCA provides non-transportation services within the following programs and areas: Supported, Independent and Family-based Living; Vocational and Employment Services, Prader-Willi Syndrome Services, Specialized Foster Care, and Intermediate Care Facility-MR

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

ICF	\$8,613,859.00
Medicaid Waiver	\$14,173,090.00
State Contracts	\$3,143,445.00
Fees/Rents	\$1,514,182.00
Contributions/grants	\$514,058.00
Other Revenue	\$1,503,100.00
Total	\$29,461,734.00

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

a.	<input checked="" type="checkbox"/>	Replace existing vehicle(s)
b.	<input type="checkbox"/>	Establish service to new area
c.	<input type="checkbox"/>	Add wheelchair capacity to existing vehicles
d.	<input 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

a. Existing Vehicles to be Replaced

	Vin	Type	Mileage	Age of Vehicle	Reason for being replaced
74	1GBDV13W18D154279	Chevy Braun	102,210	8	Age and Mileage
13	1FDWE35L37DA61258	Ford Startran	40,000	9	Age and repetitive mechanical issues

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

ARCA will replace two existing vehicles due to age, mileage and/or repetitive mechanical issues with (1) StarCraft Starlite Transit Van with wheelchair lift (total \$54,783.30) and (1) Eldorado Amerivan (total \$48,554.60). ARCA is requesting capital funding in the amount of \$8,640.00 to purchase fleet tracking and management software. Additionally, ARCA will increase the number of PDA devices available for Smart Travel Program services and purchase (9) devices, which includes specialized software and insurance coverage (total \$20,921.90).

C) Please provide and check item:

1	<input checked="" type="checkbox"/>	Copy of Articles of Incorporation (See Attachments)
2	<input checked="" type="checkbox"/>	Copy of 501(c) 3 Certification (See Attachments)
3	<input checked="" type="checkbox"/>	Copy of most current audit (See Attachments)
4	<input type="checkbox"/>	If transit related audit findings occurred, copy of corrective action response submitted to auditor.
5	<input checked="" type="checkbox"/>	If a non-profit organization (first time applicants only) , copy of procurement procedures that comply with FTA Circular 4220 (See Attachments)

IV. Program Description

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

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

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

<input type="checkbox"/>	start up new services
<input type="checkbox"/>	reduce service from current level
<input checked="" type="checkbox"/>	maintain service at current level
<input type="checkbox"/>	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)	11,117
General Public	
TOTAL	
Number of unduplicated persons transported per month	11,117

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:

ARCA serves Bernalillo, Sandoval, Valencia and Torrance counties with emphasis in Bernalillo and Sandoval County for transportation services.

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	23,742	2%
Hispanic	414,222	33%
Asian or Pacific Islander	18,851	1%
American Indian or Alaskan Native	51,987	4%
White	617,629	49%
Other	136,567	11%
	*1,262,998	100%

=
TOTAL*
=

%	Population	Elderly/Disabled Category
9%	114,282	Elderly (non-disabled)
10%	122,899	Persons with Disabilities (including elderly)
81%	1,025,817	Other (everyone else)
100%	*1,262,998	

* These totals should equal.

1) Source (if other than US Census Bureau): N/A

D)

Name of Organization Served	Number of People Transported
ARCA	617
	TOTAL: 617

E) Please provide and check:

1- Map of Service Area (See Attachment)

VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2016	2017	2018 Projected
1	Annual Ridership	170,500	172,205	186,012
2	Annual Mileage	1,479,821	1,494,619	1,500,000,000
3	Annual Vehicle Hours	36,996	37,366	37,875

* Prorate statistics to end of FY.

- Rides = One-way
- Mileage = Fleet vehicles plus employee vehicles
- Hours = 15 min per 10 miles

VII. Other Fixed Assets:

Transit-related items purchased with FTA funds that have been purchased within the last five years and have not been disposed.

#	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: *Edward P. Howard* Title: President/CEO

No purchases for transit-related items have been made since 2009.

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.

ARCA does not have any active law suits or complaints naming our organization with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

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.

N/A

C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant.

ARCA will utilize the Rides 2 Wellness Discretionary Grant (award pending) to supplement the 5310 grant for Smart Travel Program operating expenses.

ARCA will provide the local match for both capital and operating expenses to supplement the 5310 grant.

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.)

To help support the metropolitan Albuquerque area growing transit needs, ARCA collaborates with other 5310 providers, such as Adelante, and over 200 community agencies, institutions, organizations, and medical providers to coordinate drop-offs and pick-ups daily to day programs, employment, medical services, libraries, stores, community and senior centers, and cultural and recreational activities.

ARCA has coordinated public transportation services with the Rio Metro Regional Transit District for both employees and individuals receiving services to help increase transit options throughout the communities served. ARCA is a Gold Level Smart Business Partner.

ARCA's application and program services are historically supported by the City of Albuquerque, County of Bernalillo and Sandoval Counties as supplementary to existing municipal paratransit services.

A) Please document when and where your public notice appeared and discuss the responses received.

ARCA placed a public Legal Notice of Intent to Apply in the Albuquerque Journal on July 14, 2016. No responses or hearings have been requested.

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

X. Program Justification

Summary of the Request: ARCA, a New Mexico human services transportation provider, is requesting *capital funding* in the amount of **\$82,670.32 (federal match)** to replace two existing vehicles in effort to meet the transportation needs for individuals with intellectual and developmental disabilities (IDD). In effort to provide accurate reporting, promote safe driving, and further meet state, agency and NMDOT regulations, ARCA is requesting *capital funding* in the amount of **\$8,640.00 (federal match)** to purchase fleet tracking and management software. In addition, ARCA is requesting *capital funding* in the amount of **\$16,737.52 (federal match)** and *operating funding* in the amount of **\$45,750.00 (federal match)** to support ARCA's Smart Travel Program, a program designed to teach individuals with IDD how to travel with purpose and without harm.

History of ARCA: Founded in 1957, ARCA is one of the largest private, not-for-profit providers of life-long community-based services to 620 people with disabilities.

Our mission is "to work together to open doors for people with intellectual and developmental disabilities to be valued members of the community."

ARCA Programs and Services: ARCA provides a comprehensive array of services. A small sample of these supports are residential and family living services, healthcare and nutrition, employment and vocational services, specialized foster care for medically fragile infants and children, community inclusion and special projects.

ARCA Demographics: One hundred percent of the population served by ARCA is disabled and low-income; Ninety nine percent of the individuals within our care do not or cannot own or drive a personal vehicle due to their physical, mental and financial limitations.

ARCA Transportation Services: ARCA provides specialized transportation services throughout New Mexico, including Bernalillo, Sandoval, Tarrant and Valencia Counties. Core transportation services are mainly provided in Bernalillo and Sandoval Counties. As a contractor with the Department of Health, Developmental Disabilities Supports Division (DDSD), ARCA is required to help individuals with IDD carry out Individual Service Plan mandates, including specific transportation needs. Statewide transportation is made available to individuals receiving ARCA services on an as needed basis and in accordance with state regulations (i.e. ARCA may transport individuals to statewide athletic events or to visit their families.)

Our transportation goal is to provide safe, timely and easily accessible transit services for individuals with IDD. ARCA's transportation services helps alleviate transportation barriers and ensure that individuals with disabilities access essential medical, dental and therapeutic appointments, volunteer opportunities, paid community work, paid employment, work-related training and programs and connections to other modes of transportation.

ARCA Transportation Needs: Community inclusion and obtaining employment is a valued goal for most people with disabilities and their families. Yet many individuals with IDD are unable to actively participate within their community and maintain employment due to daily living challenges and barriers to accessing affordable and reliable transportation. Although there are established paratransit services within the metro areas to help individuals with IDD get to and from work, these services are often overburdened and do not meet growing demands.

ARCA uses over 100 agency-owned¹ and a large number of private-staff vehicles to meet the specialized transit service needs of ARCA individuals. ARCA purchases sedans and smaller vehicles to supplement transit-related funding. Yet, our organization continues to have a constant need for adequate modified/adapted vehicles for individuals that are wheelchair bound, require a walker, need special steps, and/or need extra on-board room for adaptive aids.

ARCA is requesting newer vehicles to manage existing demand for transportation services and to replace older, high mileage vehicles requiring costly, repetitive repairs **(Total Cost: \$103,337.90)**. ARCA vehicles are scheduled to be replaced on a 10-year cycle but some vehicles wear better than others over time and may require earlier replacement. Assistance from NMDOT Section 5310 will help ARCA ensure that every home serving individuals with IDD, that need a vehicle or replacement vehicle, has one.

ARCA Fleet Management: Despite having a relatively large fleet, ARCA does not currently own or utilize fleet tracking and management software. On a quarterly basis, all NMDOT required reporting is done manually and, as a result, is heavily subjected to human error. In effort to become more proficient and efficient, ARCA proposes to purchase fleet management solutions for NMDOT funded vehicles. These solutions will ensure more accurate reporting, reduce staff reporting time and ensure all agency, state and NMDOT compliances are met **(Total Cost: \$10,800.00)**.

SMART Travel Program: The overall goal of the ARCA SMART Travel Program is to provide innovative mobility tools to help meet the accessibility needs of adults with IDD. Individuals receiving SMART Travel services are able to travel freely and safely to and from work, medical appointments, social events, or any desired location on public transportation (walking, biking, and riding the city bus and/or train).

With funding, ARCA will expand our existing SMART Travel Program and purchase 10 additional PDA devices to meet program demands and increase public transit ridership **(Total Cost: \$20,921.90)**. Due to an aging platform, our program has initiated and completed Phase One of transitioning from outdated, Windows-based phones (no longer supported by Vendor) to Android devices. The Smart Travel Program will begin Phase Two of our strategic technology plan which includes the purchase of more sustainable Apple devices.

ARCA is requesting operating support towards the following expenses only: Salaries, FICA Benefits and Public Transport Fares. The purpose of this request is to fund program costs related to providing bus and train passes and one-on-one and/or group in-home and field training designed to increase individuals' basic travel skills, promote self-sufficiency, promote self-advocacy and build self-confidence in fundamental areas, including navigating public transit system, budgeting and social behaviors **(Total Cost: \$91,500.00)**.

¹ Does not include ARCA InterCare service vehicles which derive from separate federal funding.

XI. Operations Profile

ARCA VEHICLE HANDBOOK



11300 Lomas Blvd. NE
Albuquerque, NM 87112
(505) 332-6700

www.ARCASOpeningDoors.org

ABOUT ARCA

ARCA is a private non-profit organization providing comprehensive services to individuals with intellectual and developmental disabilities (IDD).

- **Vision:** To be the role model of excellence in life-long services for people with intellectual and developmental disabilities.
- **Mission:** “Working together to open doors for people with intellectual and developmental disabilities to be valued members of the community.”
- **Purpose:** To provide the supports needed, up to 24 hours a day, so that individuals with intellectual and developmental disabilities live their dreams, work, and learn and enjoy health, safety, and happiness.
- **Strategic Goals:** To engage customers for long-term relationships; to enhance a culture of learning; to achieve business excellence; and to ensure a sustainable future.

INTRODUCTION

This handbook describes how ARCA transportation services operate and the experience of the transportation program leadership and staff.

ARCA’s transportation policies are reviewed on a set basis by the Board of Directors to assure the provision of safe reliable transportation for individuals receiving services that meet all pertinent federal, state and local laws, regulations, and codes pertaining to transportation. Because we serve transportation disadvantaged vulnerable disabled and elderly population the ARCA driver is responsible for the safety and security of our passengers, i.e. individuals with mental retardation and other developmental disabilities cannot be held accountable to know and follow safety rules on their own and need assisted transportation.

ARCA drivers receive documented training on all vehicle operations, driving policies, and operating protocols of ARCA. ARCA drivers receive continuous policy and training updates through weekly/monthly staff trainings. Each driver is trained to know and use the ARCA Vehicle Book, which contains policies, procedures, guidelines and forms for managing daily transportation services, which book is placed in each ARCA vehicle.

The ARCA Management and Leadership Teams and the Executive Director monitor all driving related policies and procedures, reports, and actions with reports to the Board of Directors. The safety and security of our passengers is of utmost importance to ARCA.

BRIEF DESCRIPTION OF THE TRANSIT PROGRAM

- a. **Service area:** The highest demand in ARCA’s transportation services is to meet the daily transportation needs of 617 individuals with intellectual and developmental disabilities living, working and recreating with the Albuquerque metro area. Our Section 5310 service is urban.

- b. Route design: Drivers work on demand response schedules to and from 189 ARCA owned metro area homes and offices and multiple community locations daily. Some services are door-to-door.
- c. Schedule (Days and Hours of Operation): Schedules include routine and on-demand trips for work and day programs and for recreation, community involvement, and medical, dental, and therapeutic care 24 hours a day, seven days a week, 365 days a year. ARCA uses more than 80 agency fleet vehicles and a large number of private staff vehicles to provide rides. We provide over 1,000,000 miles of transportation services annually to bridge temporal gaps and excessive demand in specialized transportation services in the metro operations area, and to provide services to individuals who lack the mean or knowledge to fixed-route rides or own and run personal vehicles.
- d. Fare structure: No ride fee is charged.
- e. Advertising/marketing: There is no advertising or marketing for the service.
- f. SMART Travel Program (STP): ARCA provides travel training beyond the requirements of the ADA as a means for those individuals who can, to learn to take fixed-route rides using electronic GPS based smart phones with route maps and appropriate cognitive cues. Individuals complete literacy and street travel assessments on entering the program and annually thereafter to track skills gains. The STP increases the independence of individuals with DD and meets municipal goals for maximizing the use of public transportation.

THE ROLE OF THE DRIVER

Your job is to transport passengers safely, courteously, and reliably in accordance with the training you have received. All drivers represent themselves, the company, your management team, your fellow employees, and most importantly vulnerable individual relying on you for a safe, comfortable ride.

All drivers must follow the Policies, Procedures and Protocols that make-up the ARCA Vehicle Handbook. You will review the handbook with trainers and supervisors and will find one in each vehicle that is to be driven.

The following essential behaviors are expected of all drivers:

Drive Safely and Defensively – Always practice defensive driving skills; obey traffic laws and signs; stay focused on your driving duties; and immediately report all personnel or vehicle concerns. .

Be Courteous – Make your passengers feel comfortable and safe. Treat all passengers with disabilities with sensitivity and in accordance with their special needs. Always be positive, helpful and polite – even when the passengers make you angry. Let them know that you enjoy your job. Never give orders or be argumentative. Instead, use polite requests to get your point across. Remember, we provide specialized transportation. Consult with your supervisor as often as needed to keep your communications and assistance skills sharp.

Keep Accurate Records – Fill out and turn in the pre and post-trip inspection reports as required and mileage trip sheets.

Report All Accidents and Incidents - If you are involved in a vehicle accident (collision), if you have a passenger who has an incident (e.g., a fall or trip, etc.) or gets ill on the bus or van, or if you experience any security threat while on duty, then you must notify your Chain of Command immediately (Supervisor, Program Manager or Vehicle Coordinator, Division Director, Executive Director). Take care of any injuries first and follow protocols for accident management and reporting.

Keep Your Vehicle Clean – Your team is responsible for the care and cleanliness of each vehicle that you also drive. Keep steps clean and the aisle clear of possible obstructions. Keep all seat belts and restraints stowed neatly out of the way. Keep Oxygen secured as required through policy and work with the team to maintain A CLEAN VEHICLE.

Assist ALL PASSENGERS – Give appropriate assistance to all of your passengers. If your vehicle is so equipped, open door for passengers, but drivers should not exit vehicle into traffic to help passengers. Make sure their seatbelts are properly fastened, and give them assistance on and off the vehicle if needed. **DO NOT ASSUME THAT ALL AMBULATORY PASSENGERS CAN GET ON AND OFF THE VEHICLE WITHOUT ASSISTANCE.** Make sure they use handrails and are careful on the steps. Stand by (behind if necessary) and be prepared to catch them should they lose their balance and/or trip and fall. Some passengers require door-to-door assistance.

Use Good Safety and Security Awareness - Always be vigilant when coming to and from work as well as during the performance of your duties. Use “common sense” and protect yourself, your passengers, and all company assets. Report any unusual, unsafe, or suspicious activity to your Chain of Command. Always wear your company Identification Badge. Never leave your vehicles unattended without locking them up. When finished with your run, secure your vehicles to include locking all doors and exits.

Maintain a Good Attendance Record – Regular on-time attendance is essential to the effective operation of the system.

Secure All Wheelchairs- Wheelchairs must be secured to be transported.

GENERAL PERSONNEL PRACTICES

ARCA’s operations are community-based and largely decentralized; therefore, drivers may be required at any time round-the-clock. All employed staff who must drive as part of their employment meets strict standards.

Hiring Procedure: Employees are screened for hire. This includes a face-to-face interview and the viewing of a nationally produced video that shows the nature of our work. All new employees complete a three-day Orientation, followed by ten days of required competency based classroom training and “new hire assignment” visits to work locations that have vacancies. Upon completion of core training, employees are cleared to work, and may bid for permanent positions or fill substitute work assignments. ARCA has a career progression system that identifies success with direct support positions and

encourages transitions to management and progression to leadership positions through competencies and expansion of the scope of responsibilities.

Background Check: Applicants who successfully pass the initial screening interview must pass a multi-stage background check process:

- Initial FBI criminal record/fingerprint check fingerprinted for state and nationwide Caregivers Criminal History Screening (employment is conditional for new employees until the criminal screening clearance letter is received from the State of New Mexico).
- Verification of employment history, education and credentials driving background (every thirty days)
- Drug and alcohol screen (at hire or as a referral to a laboratory for screening as part of the organization's accident/vehicle safety protocols. A questionable or positive result will initiate physician review of the test sample and an ARCA review of the employee's (driver's) continued employability.
- Reference check.

Valid Driver's License/Insurance: All prospective and current employees must continuously validate their driver's license by providing a copy to ARCA. An employee's inability to produce a valid driving license or insurance coverage of their personal vehicle that is used when working as requested may experience separation from employment.

Training Plan: ARCA's training plan is designed to exceed the New Mexico Department of Health, Developmental Disabilities Supports Division criteria and to meet the needs of the individuals we serve, our organization, and our staff. ARCA maintains a full service training department that also reaches employees from more than 40 external community agencies with required and supplemental training programs each year.

ARCA employees must complete 80 hours of state- mandated core competencies within the first two and a half weeks of hire and 50 hours of other state-mandated competencies within six months. ARCA provides additional hours of specialized training to compliment the skills of our staff. Examples include: sensory integration, American Sign Language, English as a Second Language, psychotropic medications, and stress relief, etc.

ARCA employees must complete Defensive Driving and Safety training related to the transportation of individuals with disabilities at hire and vehicle orientations at each worksite. In addition, ARCA drivers receive basic and person specific training on adaptive communications and personal and physical assistance. ARCA's driving program includes a safety component of a 1-800 telephone reporting system. Each fleet vehicle has a visible identification sticker motorists can use to report infractions and provide positive comments on driver actions. When infractions are reported they are documented and the driver is subject to mandated retraining and progressive disciplinary action and/or separation from employment when indicated. ARCA community home staff teams are eligible to receive safe driving awards quarterly.

Job Description: Job descriptions outline the education, knowledge, experience, and skills required for each position. Management and supervisory training courses are open

to employees seeking advancement. Driving duties, skills and requirements are explicitly stated in all ARCA job descriptions. Drivers have an immediate supervisor who reports to a Program Manager who reports to a Division Director who reports to an administrator (Community Services Director).

ARCA's President/Chief Executive Officer personally communicates employee performance expectations beginning with the first day of employment by sharing ARCA's Vision, Mission, Code of Ethics and SPIRIT of Excellence Core Values. A commitment to these core values is the foundation of building a successful career with ARCA. Core values and expected behaviors are integrated into all job descriptions and performance appraisal processes with formal feedback reviews occurring at six months of employment and annually thereafter. The performance review includes a performance improvement plan for any area of job performance that does not meet expectations and a professional development plan for learning goals.

Appearance and Conduct: As a community based organization, ARCA purposefully does not maintain a formal dress code. Each employee's personal appearance and professional conduct are critical to building a positive and credible public perception and maintaining confidence in the organization and its services. Staff and volunteers are expected to maintain high standards of professional conduct and personal appearance at all times in carrying out their assigned job duties. ARCA's Policies and Procedures are provided to all employees at hire or when the Policies and Procedures are updated. The Policies and Procedures set parameters for conduct and personal appearance, and when same shall not be acceptable, may result in disciplinary action including discharge.

Your job is to transport passengers safely, courteously, and reliably. All drivers are expected to act responsibly and professionally at all times. You represent not only yourself, but also the company, your management team, your fellow employees, and the agencies paying for the service whenever you are on the job. Hopefully you will find much satisfaction in helping many people each day who rely on our important community service.

VEHICLE INSPECTION PROCEDURES

Drivers must allow time for inspection of the vehicle before each trip. No driver shall begin operation of a vehicle until parts and accessories have been checked by the driver and are in good working order. The ARCA Vehicle Safety Inspection Form shall be legible completed and signed by the vehicle operator.

When malfunctions and/or defects are identified on the VSI Form contact the Chain of Command immediately for instructions for holding/replacing the vehicle.

1. Lights and Reflectors – High/low beams, tail lights, turn signals, 4-way hazard flashers, marker lights, license plate light and reflectors. They should be cleaned as needed before and during periods of operation.
2. Brakes – both foot and emergency, capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke and no noises, vibration or steering changes result from applying brakes while moving.
3. Horn – Gives an adequate and reliable warning signal.

4. Windshield, washers, wipers and defroster – Mechanical systems must be functioning properly to assure clean and clear windshields, inside and outside. Surfaces must be clean and unobstructed. Washer reservoirs are to be filled as needed.
5. Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed for driver use. Outside mirrors must be mounted on both sides.
6. Tires – All vehicles must be equipped with tires of adequate load capacity to support the gross vehicle weight when fully loaded. Tires should be inflated to the recommended pressures. All tires, including the spare, should be compatible within each set (i.e., all radials or all bias ply; no mixed tire sets). Tire wear surfaces and sidewalls must be inspected daily for debris, damage and wear. Tires should be even across the full tread surface. Tires must be replaced prior to revealing the “wear bars” between the treads at the contact surface.
7. Speedometer – Operational and accurately record speed in miles per hour.
8. Seat Belts – In good operating condition and used by all passengers and drivers. Wheelchair passenger restraint and securement systems must be fully operational.
9. Doors – Maintained in safe operating condition, capable of being opened, shut and locked as required.
10. Fluids – All vehicle fluids should be maintained at the manufacturers recommended operating levels, including engine coolant, oil, battery electrolyte, brake fluid, power steering fluid, transmission fluid and washer solvent. The vehicle should have sufficient fuel to meet foreseeable needs.
11. Emergency Equipment – All vehicles must be equipped with the following emergency equipment which should be in good working condition and securely stored to prevent movement in the event of an accident or sudden stop: fire extinguisher, reflective triangles, first aid kit, and blood-borne pathogens clean up kit, safety vest and seat belt cutter.
12. Cleanliness – The vehicle interior shall be properly maintained and kept free of loose articles. Windows and exterior surfaces should be kept as clean as weather permits.
13. Back up Alarms – If the vehicle is so equipped, check the backup alarm. Making sure that there are no persons or objects behind the vehicle, set the parking brake and firmly apply the foot brakes; only then shift into reverse. The alarm should sound. Do not back up.
14. Wheelchair Lifts – Check operating and structural condition daily by operating through one complete cycle.

PASSENGER ASSISTANCE PRACTICES

Follow your ARCA training for assisting passengers with special needs Guidelines for Transporting Persons Served by ARCA, which meet NM Developmental Disabilities Supports Division Requirements, through New Hire and ongoing staff training and competencies.

VISUAL IMPAIRMENTS: BASIC GUIDELINES FOR ASSISTING CUSTOMERS WITH VISUAL IMPAIRMENTS

- Before boarding, visually impaired passengers should be told, and/or reassured of the route and destination of the bus.

- When assisting an individual with a visual impairment to a seat, remember that the seat next to the front door is preferable to the one behind the driver. It will be easier to remember to provide that extra service when announcing stops and providing passenger information. It is important to remember, however, that visually impaired customers may choose to sit in any seat they wish and still expect such assistance.
- Remember to call out all stops. It is the law. It is very disorienting to de-board at the wrong stop.
- When giving verbal directions to a passenger with a visual impairment be very simple and very specific. Say "turn right," "turn left," or "step up" or "step down", etc. rather than "over there" or "that way."

SERVICE GUIDELINES FOR CUSTOMERS WITH VISUAL IMPAIRMENTS

1. Never make assumptions about individuals with visual impairments. When you interact, ask them if they would like your assistance and if you may touch them. Usually you may assist by touching a shoulder or placing your hand under their elbow.
2. Repeat instructions as needed - background noise can distort the sound of your voice.
3. When you talk to individuals with visual impairments, talk directly to them and not to someone who may be traveling with them. A visual impairment does not imply a cognitive disability. Please do not "talk down" to the person or overly loudly.
4. Good service to one is good service to all. Adjustments you make in service delivery to customers with disabilities often result in better service to all passengers, (e.g., speaking clearly and giving precise directions).
5. Individuals with visual impairments often appreciate your providing them an escort at destinations (e.g., to and from the restroom, finding the door to the building, etc. Special attention to special needs is our basic service.
6. Stay alert to clues which indicate someone who does not use a white cane or a guide animal may have a visual impairment.
7. When offering service to individuals with vision impairments, greet them by saying, "Hello" and your name.
8. Offer the same service options to individuals with visual impairments as you would to other customers.
9. When individuals with visual impairment need Braille documents these should be managed by their ISP team and/or your supervisor. .
10. Don't pet guide dogs or other service animals...they are working.

COGNITIVE DISABILITY: Your ARCA state-mandated training will provide comprehensive information and response protocols for the needs of persons with intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors

TIPS FOR ASSISTING CUSTOMERS WITH COGNITIVE AND PHYSICAL

DISABILITIES: Adults with mental retardation are adult who need accommodations for

learning that are fully defined in each individual's service plan. All drivers are fully trained on each passengers plan before providing assistance.

- Be patient. They may be a little slower in doing things like boarding, taking a seat, buckling their seat belt, and settling their carry bags.
- Practice "active" listening skills. They may ask something obvious (i.e., "Where is the bus going?"); ask something repeatedly; have difficulty expressing themselves, or have speech impairment.
- Be prepared to repeat what you say. They may not remember something told to them a few minutes earlier.
- Ask them to repeat what you tell them and be careful of what you ask them to do. Speak in direct short phrase using words than convey exactly what you are asking. Avoid abstract concepts.
- They are very often open and friendly and may have a tendency to touch or hug others, even strangers; however, you may politely teach social boundaries and demonstrate a side-hug or a hand shake as a preferred greeting.
- Keep your tone and manner pleasant and even. If the person is anxious or upset, your calm friendly manner can help reduce stress.
- If the person is speaking to him or others, in a disjointed, rambling or confused manner, refer to your training and call or consult with your supervisor as needed.
- If the person is talking constantly and it is interfering with your job, explain in a matter-of-fact, friendly voice that you cannot talk right now because you have to help other customers, pay attention to traffic, etc. If the situation escalates stop the vehicle safely on the side of the road can call your supervisor for assistance.
- Be firm in saying "no" when appropriate if a person is behaving in a way that is unsafe.

TIPS FOR ASSISTING CUSTOMERS WITH COMMUNICATION IMPAIRMENTS: Your ARCA state mandated training will provide comprehensive information and response protocols for the needs of persons with intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors

- You will know when a person you are transporting has a communication impairment based on their Individual Service Plan. Follow the customized training for responding to each individual with communication impairment.
- Seek to learn how to provide the best assistance.

TIPS FOR ASSISTING CUSTOMERS WITH SEIZURE DISORDERS:

Your ARCA state-mandated training will provide comprehensive information and response protocols for the needs of persons with seizure disorders. Follow your person specific training and emergency protocols for responding to each person's seizures. Call 911 when indicated* and seek to learn as needed by communicating with your supervisors. (Some person specific protocols do not require a call to 911 when seizures are over five minutes.)

TIPS FOR ASSISTING CUSTOMERS WHO HAVE ALZHEIMER'S DISEASE or COGNITIVE DEMENTIA: Your ARCA state-mandated training will provide comprehensive information and response protocols for the needs of persons with

intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors

TIPS FOR SERVING CUSTOMERS WITH MOBILITY IMPAIRMENTS AND SPECIAL NEEDS: Your ARCA state-mandated training will provide comprehensive information and response protocols for the needs of persons with intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors.

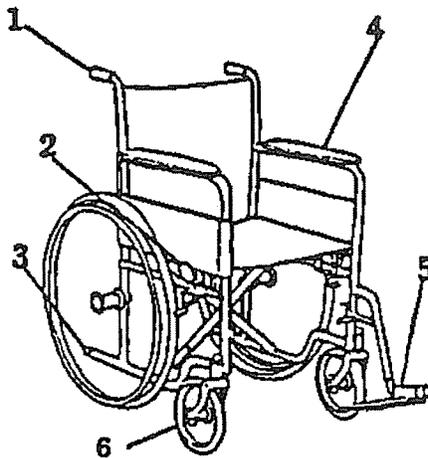
- Ask the customer what type of assistance he/she needs and how you can best provide it and/or follow person specific training for assistance if the individual is non-verbal. .
- Always ask to assist and touch.
- Always prepare individuals using wheelchairs for movement by telling them you are ready to move them or asking if they're ready to go. When assisting with a wheelchair push the chair slowly and gently.
- When assisting customers in wheelchairs, it is safer to go up a ramp or curb facing forward and down a ramp or curb backward. You are then always on the "down" side of the chair and better able to control its movement and prevent an accident.



WHEELCHAIR HANDLING TECHNIQUES

Proper wheelchair handling techniques insure the safety and comfort of the occupant. You should always observe the following tips when assisting a wheelchair user:

- Give a verbal cue to prepare the passenger for movement (e.g., "Here we go", or "Are you ready?" etc.).
- Move the chair slowly and smoothly, avoiding jolts and quick movements which can be uncomfortable and/or painful.
- Grip the wheelchair firmly and make sure the hand grips are secure.
- Use good body mechanics by keeping your back straight, bending at the knees and leaning your body into the chair to increase control.
- Be sure of your footing, especially on wet or icy surfaces, and wear shoes that are tied tightly and will not cause you to trip or turn your ankle.
- Never attempt to lift a wheelchair by its wheels or armrests: the wheels will spin and the wheelchair will tip over on its back and armrests are often removable and may come off in your hands.
- Always hold onto the wheelchair until its wheel locks are set - even then, be wary of their ability to hold, especially on a grade.



- 1- Push Bar Handgrips**
- 2 - Wheel Lock Levers**
- 3- Tipping lever/tilt bar**
- 4-Armrests**
- 5- Footrests**
- 6- Casters**

Going Up a Curb

- Approach the curb with the chair facing the curb and stop a few inches before the footrests reach the curb's edge.
- Give a verbal cue indicating that you will be tilting the chair.
- Make sure the handgrips are secure.
- Tilt the chair backward into the balance position.
- Move the chair forward until both rear wheels contact the curb.
- Lower the front casters onto the curb surface.
- Place one foot forward and bend the knees slightly.
- With a straight back, pull up on the handles as you push your hip and thigh into the back of the wheelchair. The wheels will easily roll up and over the edge of the curb.
- Be sure the chair is completely up on the curb before stepping up.

Going Down a Curb

- Approach the top side of the curb and turn the chair facing away from the curb.
- Back the rear wheels of the chair to the edge of the curb.
- Plant both feet about 12-18" away from the bottom of the curb, with one foot in front of the other.
- Lean into the back of the chair with your hip and thigh as you pull it just over the edge of the curb. Allow the chair's back wheels to roll to the ground.
- Tilt the chair to the balance position.
- Pull the chair away from the curb until you are sure the footrests will clear the top edge.
- Ease the front casters to the ground using the tilt bar.

Wheelchair Loading Procedures (LIFT OPERATIONS)

- Stop the coach at a point which will allow the lift to be deployed at a spot which is level and free of obstacles. The coach can be positioned 1-2 feet from curbs.
- **Secure the vehicle. ALWAYS engage the parking brake before attempting to operate the lift.**
- Turn on power to the lift.
- Exit the vehicle and open and secure door(s) to the lift.
- Disengage the lift platform from any vehicle restraints, unfold the platform, and raise the handrails, as necessary.
- Make sure yourself and others are clear of the lift's moving parts during operation of the lift.
- Lower the lift platform until it makes level contact with the ground and the front barrier lowers for boarding.
- Push the wheelchair backward, and centered, onto the lift platform.
- Set the wheelchair wheel locks.

- Cue the customer as you prepare to raise the lift.
- Keep one hand on the wheelchair as you raise the lift platform.
- Observe the operation of the lift and the movement of the customer at all times as you raise the lift.
- After the platform stops at the floor position of the coach, unlock the wheel locks and carefully push the wheelchair into the bus. Apply the wheel locks (ask individual to assist if they can). Enter the bus and move the customer to the seating area.

Wheelchair Unloading Procedures

- Exit the vehicle and open and secure door(s) to the lift.
- Disengage the lift platform from any vehicle restraints, unfold the lift, and raise the handrails, as necessary.
- Reenter the bus and pre – position the wheelchair at the threshold to the lift (but not on the lift)
- Exit the bus and carefully pull the wheelchair, forward and centered, onto the lift platform.
- Set one wheel lock and then the other, always holding the chair with one hand (**CAUTION:** If the vehicle is parked tilting to the side of the lift, then the lift platform is tilted downward. There will be an added pull on the wheelchair as you are setting the brakes. Be sure you have a firm grip on the chair and make sure the front barrier of the lift platform is in the locked upright position to prevent the chair from rolling off the lift!).
- Cue the customer as you prepare to lower the lift.
- Keep one hand on the wheelchair as you lower the lift platform.
- Observe the operation of the lift and the movement of the customer at all times as you lower the lift.
- Make sure you and others are clear of the lift's moving parts during operation of the lift.
- Lower the lift platform until it makes level contact with the ground and the front barrier lowers for deboarding.
- At ground level, pull the wheelchair toward you and off the lift platform.

Securing the Wheelchair

- Position the wheelchair evenly between the four floor brackets and apply the chair's brakes.
- Separate the front and rear wheelchair securement belts.
- **Always secure the front of the chair first**, making sure the casters do not face to the sides.
- Attach the top hooks of the front belts to a solid structural frame member of the wheelchair (**as high as possible**) and the anchor ends to the floor brackets. (**3” to 8” outside of the casters**).
- Maintaining a belt angle of **about 45 degrees**, remove slack in the front belts and lock.

- Attach the top hooks of the rear belts to a solid structural frame member of the wheelchair (*as high as possible*) and the anchor ends to the floor brackets (**just inside the rear wheels**).
- Maintaining a belt angle of *about 45 degrees*, remove slack in the rear belts.
- Securely tighten and lock the rear belts.

Securing the Occupant

- Separate the lap and shoulder belts.
- Place the lap belt around the passenger.
- Place each end of the lap belt between the side panels of the seat or through the gap between the chair and the seat behind the passenger (**CAUTION: Never put the lap belt over the arm rests or the side panel of the wheelchair.**)
- Connect the anchors on loose ends of the belt to either the floor brackets or the rear wheelchair securement belts.
- Connect the shoulder belt to the lap belt.
- Tighten the lap belt comfortably but securely around the passenger (across the hip/pelvic area, not the abdominal area).
- Adjust the shoulder belt, as necessary.

ASSISTING AMBULATORY AND SEMI-AMBULATORY PASSENGERS: Your ARCA state-mandated training will provide comprehensive information and response protocols for the needs of persons with intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors.

DRIVING PROCEDURES

Your ARCA state mandated training will provide comprehensive information and response protocols for the needs of persons with intellectual and developmental disabilities in your annual Defensive Driving class. Follow your training and seek to learn as needed by communicating with your supervisors.

- **Never exceed the posted speed limits.**
- Obey all federal, state, and local ordinances and regulations regarding vehicle and public transportation operations.
- Always turn headlights on while operating the vehicle for added safety.
- Wear seatbelts and shoulder harnesses and make sure all occupants do the same.
- The alert driver will watch for road hazards, low branches, overhangs, new traffic patterns, and other obstacles.
- Use extra caution on wet and slippery roads. Shortly after a rain shower can be extremely dangerous as the residual oil on the surface of the road and the coating of water is especially slippery. **SLOW DOWN.**
- Drivers must be mindful to stay a sufficient distance from the vehicle in front of them – use the **4 second rule** whenever possible and do not box your vehicle in.

- **Backing should be avoided as much as possible.** Drivers should not back out into a street or highway. If absolutely necessary to back, a safety observer should be used.
- Never exceed the rated capacity of the van or bus according to protocols set by ARCA.
- Any time outside visibility becomes obscured, (e.g., heavy rain showers, snow, fog, etc.) the driver should pull off the road in a safe place until the visibility clears up sufficiently to proceed. Notify your supervisor of any delays.
- When a vehicle has a mechanical problem on the road, notify the Chain of Command immediately (Supervisor, Vehicle Coordinator, Division Director, Executive Director). Be very specific about the problem give an accurate location so that maintenance can be dispatched as required. Drivers should not attempt to repair the vehicle.
- **Use the brakes judiciously and economically.** Excessive wear and tear can be avoided by driving smartly. Look ahead and anticipate stops well in advance. Slow down by easing up on the accelerator and using the friction of the engine and tires to slow the vehicle gradually rather than using excessive brake applications at the last minute.
- Always use turn signals to signal your intentions to other drivers.
- Come to complete stops at STOP signs. Do not make rolling stops. Make sure you are clear in all directions prior to proceeding.
- **Always expect other drivers to do the unexpected.**
- Leave yourself a safety margin on all four sides of your vehicle. Create “**space cushions**” around your vehicle and always leave yourself an out (room to maneuver around or away from potential problems).

HAZARDOUS DRIVING CONDITIONS

Slippery Road Surfaces: It will take longer to stop and it will be harder to turn without skidding when the road is slippery. You must drive more slowly to be able to stop in the same distance as on a dry road. Wet roads can double stopping distance. Reduce speed by about 1/3 (i.e., slow from 55 to 35 mph) on a wet road. On packed snow, reduce speed by ½ or more. If the surface is icy, reduce speed to a crawl or discontinue operations until it is safe to drive.

Signs that the road is slippery:

- Shaded areas – shady areas of the road will remain icy and slippery long after open areas have melted.
- Bridges - when the temperature drops, bridges will freeze before the road will. Be especially careful when the temperature is close to 32 degrees F.
- Melting ice – slight melting will make ice wet. Wet ice is much more slippery than ice that is not wet.
- Black ice – black ice is a thin layer that is clear enough that you can see the road underneath it. It makes the road look wet. Any time the temperature is below freezing and the road looks wet, watch out for black ice.

- Vehicle icing – an easy way to check for ice is to open the window and feel the front of the mirror, mirror support or antenna. If they are icy, the road surface is probably starting to ice up.
- Just after rain begins – right after it starts to rain, the water mixes with oil left on the road by vehicles. This makes the road very slippery. If the rain continues, it will wash the oil away.
- Hydroplaning – in some weather conditions, water or slush collect on the road. When this happens, your vehicle can hydroplane. The tires lose their contact with the road and have little or no traction. You may not be able to steer or brake. You can regain control by releasing the accelerator. This will slow your vehicle and let the wheels turn freely. If the vehicle is hydroplaning, do not use the brakes to slow down. It does not take a lot of water to cause hydroplaning. Hydroplaning can occur at speeds as low as 30 mph if there is a lot of water. Hydroplaning is more likely if tire pressure is low or the tread is worn. The grooves in a tire carry away the water; if they are not deep, they cannot work well.

Driving at Night: You are at greater risk when you drive at night. In the winter it gets light later and gets dark early. Drivers cannot see hazards as soon as in daylight, so they have less time to respond. Drivers caught by surprise are less able to avoid a crash.

Driver Vision - Drivers cannot see as sharply at night or in dim light. Also, the eyes need time to adjust to seeing in dim light. Slow down.

Glare - Drivers can be blinded for a short time by bright lights. It takes time to recover from this blindness. All drivers face these risks when driving at night. The risks are greater for some drivers whose visual recovery time is higher than others. Visual recovery time is the time it takes a driver's night vision to return to normal after being blinded by bright lights. Listed below are some specific causes that make visual recovery time higher for some individuals than for others:

- Age - recovery time increases as people get older
- High blood pressure
- Diabetes
- Other medical conditions

These drivers will need to take special care when driving at night. Older drivers are especially bothered by glare. Even two seconds of glare blindness can be dangerous. A vehicle going 55 mph will travel more than half the distance of a football field during that time. Do not look directly at bright lights when driving. Look at the right side of the road. Watch the sidelines when someone coming toward you has very bright lights.

Other Drivers - There is an increased number of tired and intoxicated drivers on the road at night, so be on the alert for them and be prepared to respond.

Poor Lighting - In the daytime there is usually enough light to see well. This is not true at night. Some areas may have bright streetlights, but many areas will have poor lighting. On most rural roads, you will probably have to depend entirely on your headlights.

Less light means you will not be able to see hazards as well or as quickly as in daytime. Road users who do not have lights are hard to see. There are many accidents that

involve pedestrians, joggers, bicyclists, and animals.

Even when there are lights, the road scene can be confusing. Traffic signs and hazards can be hard to see against a background of signs, shop windows, and other lights. Drive slower when lighting is poor or confusing.

Headlights - At night your headlights will sometimes be the main source of light for you to see and for others to see you. You cannot see nearly as much with your headlights as you can see in the daytime. With low beams you can see ahead about 250 feet and with high beams about 350 to 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 time to stop.

If you are using your high beams, make sure you dim them within 500 feet of another vehicle so they will not cause glare for other drivers.

Night driving can be more dangerous if you have problems with your headlights. Dirty headlights may give you only half the light they should, so keep them clean. If your lights fail you should:

Try low and high beams (one may work). Pull safely off the roadway and inform the passengers. Call the dispatcher for further instructions.

Turn Signals and Brake Lights - At night your turn signals and brake lights are even more important for telling other drivers what you intend to do. Make sure you have clean, working turn signals and brake lights.

Other Lights - In order for you to be seen easily, the reflectors, clearance lights and taillights must be clean and working properly.

Windshield and Mirrors - It is more important at night than in the daytime to have clean windshields and mirrors. Bright light at night can cause dirt on your windshield and mirrors to create a glare, blocking your view.

Driving Through Water – Exercise Extreme Caution: Do not drive through flood waters. Stop your vehicle safely and call Chain of Command.

When driving through puddles slow down and slowly move over the puddle. Make a test stop when it is safe to do so making sure first that no one is following, then apply gently pressure to the brakes to be sure they work correctly.

Winter Driving: During pre-trip inspections pay extra attention to the following:

- Coolant level/antifreeze amount
- Defrosting/heating equipment
- Wipers/washers
- Tires/chains
- Lights/reflectors
- Windows/mirrors
- Handrails and steps

- Exhaust system

Special Techniques for Driving on Ice and Snow

When first starting, get the feel of the road. Do not hurry.

Glare - Snow produces a glare which can adversely affect vision. The sun shining on the snow makes the problem worse. Keep a pair of sunglasses in your vehicle and use them.

Fog - Remember, with moisture on the ground (in the form of snow) you are apt to run into foggy conditions frequently. Fog, coupled with slippery conditions, requires slowing down, as well as more alertness and attention to maintaining a safe following distance. In fog, driving with lights on low beam improves your visibility and your vision. Watch the right edge of the roadway to assure your vehicle is positioned correctly.

Braking - Know how and when to brake. When possible, use the braking power of the engine by downshifting to a lower gear rather than by using the brakes. When you must brake, do not jam on the brakes. For older vehicles tap and release them in a pumping motion. Newer vehicles have ABS brakes and require steady pressure rather than pumping. Know which type of brakes your vehicle has. Do not brake in the middle of a curve. If your vehicle goes into a skid, take your foot off the brake.

Skids - Do not panic. Do not over steer. Do not jam on the brakes. Remove your foot from the accelerator. For rear drive vehicles, turn the steering wheel in the direction of the skid, e.g., if the rear end of the vehicle is skidding toward the right, turn the steering wheel to right. When you are able to regain steering control, you may be able to resume braking by applying the brakes lightly.

Traction - To gain traction and avoid skids, start out slowly if parked on a slippery surface. If your wheels start spinning, let up on the accelerator until traction is returned. Before going up a hill, increase speed within reason to build up momentum to help you climb. Before going down a hill, especially a steep one, slow by shifting into a lower gear. Use your brakes only with extreme caution when going down a slippery hill. Remember the points discussed earlier in this chapter under "slippery road surfaces".

Hills - When approaching, either descending or ascending, observe other vehicles on the hill and how they are reacting to conditions. Stay well behind the vehicle in front so that you can go around it if it becomes stuck. If other cars begin to slide, spin out or have to back down the hill, wait until you have enough room to maneuver before going up the hill yourself. If an alternative route is available it should be used.

By observing what other vehicles are doing, it may be apparent that the hill is just too slippery and dangerous. Contact your dispatcher and report the conditions.

Stuck - If you are stuck, use your judgment. The action you take depends on how badly you are stuck. Whatever you do, avoid spinning your wheels since this will aggravate the problem and could cause serious equipment damage. Also be realistic about your physical capability. Do not over exert yourself.

You must call the Chain of Command if you are stuck and advise that you need help. Until help arrives, set out triangles to alert other traffic. Do not run the engine without checking to be sure the exhaust pipe is clear of snow or other obstructions.

If possible, try to keep the front wheels pointed straight ahead until the vehicle is moving. The rolling resistance of the front wheels is lessened when they are not trying to move sideways.

If your wheels keep spinning and the vehicle does not move, stop and let your tires cool. Tires heated from spinning will just dig deeper into ice and snow.

If nothing works, try to rock the vehicle out of the rut by alternatively shifting from reverse to drive. With automatic transmissions check the owner's manual to make sure such a procedure can be followed with your particular vehicle.

Snow and Ice Removal: Visibility is always critical. If your vehicle is covered with snow, it is essential that all snow be removed from hood, glass surfaces, roof and lights before driving. While driving, the movement of the vehicle and stops can result in snow sliding from the roof onto the windshield or rear window, obscuring visibility. Wind can have the same effect.

Ice scrapers should be used with care and replaced as needed.

Recessed Wipers – If you have windshield wipers that disappear into a recess below the windshield when not in use, be especially careful to keep such recesses free of obstructions during snowy or cold weather. If the vehicle is outside during a snowstorm, such recesses must be cleared of snow and ice before wiper use.

While driving in a snowstorm, it may be necessary to stop periodically and clear accumulated snow and ice from such recesses. In cold weather, even if there has not been snow, it is a good idea to check wiper blades before driving to make sure they operate properly. Should wiper arms or wipers be frozen fast, the wiper motors could be seriously damaged, a fuse may blow, or bits of the blade rubber may be torn loose making the wiper ineffective.

Always keep your gas tank at least half full.

Respond promptly to ARCA's preventive maintenance system of schedule service calls and independent vendor inspections of vehicles to maintain vehicles in good operating condition.

Driving in Very Hot Weather: During pre-trip inspections pay special attention to the tires, engine oil, engine coolant and engine belts and hoses. Tar in the road pavement frequently rises to the surface in very hot weather. Spots where the tar "bleeds" to the surface are very slippery

See Driving Incidents Procedures

CRISIS MANAGEMENT PROCEDURES

FOLLOW ARCA Policies and Procedures for operating vehicles and managing crisis/accident scenes. Seek to learn as needed by communicating with your supervisors.

The Six Basic Crisis Management Steps

1. Keep calm and assess the situation.
2. Contact Chain of Command and, if necessary, emergency responders.
3. Protect yourself and your passengers.
4. Secure and protect your vehicle.
5. Reassure and assist passengers (to the extent you are trained and able).
6. Complete the required documentation.

See:

- List of emergency phone numbers
- Proof of Vehicle Insurance
- Proof of Vehicle Registration
- Guidelines for Transporting Persons Served by ARCA
- Driver Vehicle Orientation
- Driving Incidents and Procedures
- Emergency Procedures for Vehicle Evacuation and Road Emergencies
- Vehicle Evacuation Best Practice Session
- Fire Extinguisher Guide
- Vehicle Accident Report Form
- Vehicle Evacuation Drill Form
- Bodily Fluid Clean-Up Contents Checklist
- Driver Mileage Log
- Vehicle Vendor List

HANDLING CONFLICT PROCEDURES: Your ARCA state-mandated training will provide comprehensive information and communication and response protocols for the needs of persons with intellectual and developmental disabilities. Follow your training and seek to learn as needed by communicating with your supervisors.

Name: _____

Emp #: _____



Transportation Guidelines

1. **Driver status:** Only ARCA Employees who are approved to drive for ARCA, and appropriately licensed, may perform driving responsibilities while on duty in an ARCA Vehicle or personal vehicle including transporting individuals receiving services from ARCA. Drivers must follow State of New Mexico driving and transportation laws and regulations. (See ARCA Program Policy 2.8 Transportation and Personnel Policy 4.8 Driving Responsibilities)
2. **Safe driving practices:** Employees are responsible for their own safety and the safety of their passengers and must be aware of all driving conditions to include inclement weather conditions.
3. **Seat belts:** In accordance with NM State law, all occupants must wear a seat belt while the vehicle is in motion.
4. **Vehicle inspection:** Each time an employee drives an ARCA owned vehicle he/she will conduct a 360 walk-around. (See ARCA Program Policy 2.8.5.1 Transportation)
5. **Smoking:** ARCA prohibits smoking or the use of tobacco in any form through the use of tobacco products, smokeless tobacco products, or "vaping" with e-cigarettes by the employees or passengers in vehicles owned by ARCA. Employees are also prohibited from smoking or using tobacco products in their personal vehicles while transporting individuals served by ARCA. (See ARCA Personnel Policy 4.39 Smoking)
6. **Medications:** The employee who is driving will not operate a vehicle while on medication that could put the passengers or the vehicle at risk. (See ARCA Personnel Policy 4.38 Alcohol and Drugs in the Workplace)
7. **Drugs and Alcohol:** Employees will not be under the influence of illegal drugs, alcohol and/or engaged in controlled substance abuse prior to or while operating a vehicle. (See ARCA Personnel Policy 4.38 Alcohol and Drugs in the Workplace)
8. **Gas card:** The use of the company gas credit card for other than ARCA vehicles is strictly prohibited. Any exceptions must have prior approval from ARCA Director for each specific occasion.
9. **Citations:** The employee driving the vehicle is responsible for any fines or tickets incurred while driving or parking.
10. **Plan ahead:** The employee who is driving is responsible for leaving on time in order to arrive at the appointed destination on time.

11. **Fuel supply:** Employees must ensure that the vehicle does not go below ¼ tank in fuel at all times to avoid running out of gas.
12. **Security:** Employees who are driving should always secure the vehicle appropriately when it is parked, i.e. lock doors, close windows, put in proper gear, and set brake. Employees should not leave personal valuables or ARCA equipment in the vehicle.
13. **Safety materials:** All employees who drive for ARCA must make themselves familiar with the safety materials made available for use in agency vehicles, i.e., fire extinguisher, bodily fluid and first aid kits.
14. **Insurance coverage:** All employees who transport individuals served by ARCA in their personal vehicle must maintain personal automobile insurance. Additionally, all employees who have driving responsibilities must be approved to drive by ARCA's liability insurance carrier to drive an agency vehicle and/or their personal vehicle for work.
15. **Passenger supports:** All employees should be aware of the behaviors and needs of the passengers they are transporting. If passengers are aggressive or are in need of special attention while in vehicles, the driver should ensure that seating arrangements are planned ahead to ensure safe driving conditions and/or ensure another ARCA employee is available to assist with transporting those individuals in need of special assistance. If an employee does not feel safe transporting specific passengers they should communicate with their supervisor to ensure passenger assistance is available. Employees should ensure that they are following the Individual Service Plan with respect to individual behaviors.
16. **Supervision of individuals:** Individuals receiving services are not to be left unattended in vehicles at any time. When transporting individuals to another location (i.e. work site, day activities, appointment, etc.) staff must ensure the individual(s) are escorted into the building/location and under the supervision of an appropriate responsible person at that location before the staff departs.
17. **Distracted driving:** Employees understand that use of cell phone/electronic devices while driving including texting or using a hands-free (blue tooth) system is prohibited while driving for ARCA in a personal vehicle or ARCA vehicle. Employees are also prohibited from eating or performing other tasks that may be distracting while driving.
18. **Post-accident drug/alcohol screening:** In the event an employee is involved in an accident and/or moving violation while on duty all staff are required to adhere to ARCA policy 4.38 (Alcohol and Drugs in the Workplace) to be promptly tested for drug and alcohol use.
19. **Vehicle loading:** Staff providing transportation in 12 passenger vans and larger Goshen vans should be aware of ensuring proper weight distribution. Avoid loading the van to capacity and ensure that passengers ride in the middle of the vehicle between the front and rear axles when not fully loaded.
20. **Flat tires/roadside assistance:** Employees are not to attempt to change flat tires on agency vehicles at any time. In the event of a flat tire employees are to call for roadside assistance.
21. **Driving as an essential function:** If an employee, who is required to drive as an essential function of his/her position, has his/her driver's license suspended or revoked for any reason, or receives a moving violation that may affect his/her good driving record, he/she must notify his/her supervisor and the Human Resources Director immediately. The employee may

be subject to reassignment to a non-driving position or to discharge from employment if he/she is excluded from coverage by ARCA's liability insurance and is unable to perform his/her driving responsibilities.

- 22. **Accident reporting:** Employees are required to report any vehicle accident that they are involved in while driving ARCA vehicles or their personal vehicles while on the job and acting within the scope of their employment for ARCA.
- 23. **Passengers:** Employees who drive for ARCA may not transport non-employees and/or individuals from another agency in ARCA vehicles or personal vehicles while on duty. Exceptions to this guideline must be approved in advance by an ARCA Director.
- 24. **Pets:** Pets are prohibited from traveling in ARCA vehicles and personal vehicles while on duty unless prior approval from an ARCA Director. Pets must be in a secure kennel at all times while in the vehicle.
- 25. **Motorcycles and scooters:** Motorcycles, motor bikes, and/or motor scooters may not be used to perform work-related driving or transportation.
- 26. **Vehicle Training/Driver role:** All employees must complete driver orientations before driving ARCA vehicles. Employees who will be driving large passenger vans or mini buses must complete specific training before driving these vehicles. Any employees who do not feel confident or safe to drive ARCA vehicles or their own personal vehicle for work must notify a supervisor or management staff person. Employees may be subject to reassignment to a non-driving position or to separation from employment if non-driving positions are not available.

I, _____ (print name) certify that this information has been reviewed with me on _____ (date) by an HR Team member or my supervisor. I understand that failure to comply with these guidelines may result in loss of approved driver status, possible transfer to a non-driving position, or termination from employment with ARCA.

Employee Signature

Date

HR Team Member/Supervisor Signature

Date

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 <input checked="" type="checkbox"/>
I	Applicant Information (signed)	<input checked="" type="checkbox"/>
II	Summary of Budget Request	<input checked="" type="checkbox"/>
III	Financial Information	<input checked="" type="checkbox"/>
	A. - Capital Budget	<input checked="" type="checkbox"/>
	B. - Operating Budget	<input checked="" type="checkbox"/>
	C. - Provide the following:	<input checked="" type="checkbox"/>
	1 - Copy of Articles of Incorporation	<input checked="" type="checkbox"/>
	2 - Copy of 501(c)3 Certification	<input checked="" type="checkbox"/>
	3 - Copy of most current audit	<input checked="" type="checkbox"/>
	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	<input checked="" type="checkbox"/>
IV	Program Description	<input checked="" type="checkbox"/>
V	Description of Service Area	<input checked="" type="checkbox"/>
	- complete demographic information	<input checked="" type="checkbox"/>
	- provide Map of Service Area (on 8 ½ X 11 page)	<input checked="" type="checkbox"/>
VI	Ridership and Transit System Statistics	<input checked="" type="checkbox"/>
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	<input checked="" type="checkbox"/>
	- complete all vehicle and transit-related inventory lists	<input checked="" type="checkbox"/>
	- signed Inventory Certification	<input checked="" type="checkbox"/>
VIII	Civil Rights	<input checked="" type="checkbox"/>
IX	Project Coordination	<input checked="" type="checkbox"/>
	- Municipal - Board – Council: Signed Resolution of Support	<input checked="" type="checkbox"/>
	- Copy of your affidavit of public notice of your intent to apply for federal funds	<input checked="" type="checkbox"/>
	<i>If Applicable:</i>	
	- Copy of Published Public Hearing Notice	
	- Affidavit of Publication of Public Hearing Notice	
	- Minutes of Public Hearing, Copies of Exhibits, and Written Statements	
X	Program Justification	<input checked="" type="checkbox"/>
XI	Operations Profile	<input checked="" type="checkbox"/>
XII	Checklist	<input checked="" type="checkbox"/>

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.

1992/11/11

1992/11/11

1992

ATTACHMENTS

- Screen Print of SAM Registration
- Creative Bus Sales Invoice (Capital Purchase-Vehicles)
- AbleLink Invoice (Capital Purchase-Smart Travel Program Devices)
- Fleetmatics Invoice (Capital Purchase-Fleet Management Software)
- Copy of 501(c)(3) Certification
- Copy of Articles of Incorporation
- Copy of Most Current Audit
- Procurement Procedures
- Map of Service Area
- Municipal Letter of Support (Representative Michelle Lujan Grisham)
- Signed Resolution of Financial Commitment
- Public Letters
- Copy of Affidavit of Public Notice

Screen Print of SAM Registration



SAM.gov will be down for scheduled maintenance Saturday, 08/13/2016, from 8:00 AM to 09:00 PM (EST).

MY SAM Entity Registrations

[Content Glossary](#)

Status Indicators

- Home
- My SAM
- Entity Registrations
 - Registration Status
 - Registration Details
 - Registration History
 - Registration
- My Account Settings
- My Data Access
- Logout

Existing Entity Registrations

Page Description

This page allows you to manage your existing registrations regardless of the record status. The Entity List contains all entities with which you have been rated. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.

Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in each section. Check the Registration Status, then select the action you wish to take.

For two-click only users, please click on the desired entity and then click the Enter link to expand the child entities. Press the arrow icon to select an entity from the Entity List and the details will display in the appropriate Registration Details table.

To register a new entity in SAM, select the Register New Entity link from the sub-navigator menu.

DISCLAIMER: If you navigate away from a page during the registration process without clicking Save and Continue, the information entered on this page will NOT be saved. You must click Save and Continue on every page.

Search for an Entity :

Legal Business Name:

DUNS Number:

CAGE/NCAGE Code:

[Download Your Active SAM Entity History \(CSV\)](#)

Entity List

[ARCA 16270924](#)

Registration Details for Complete Record

Entity Name: ARCA

CAGE Number: 16270924

CAGE: 47AP2

Address:

11300 LOMAS BLVD N.E

ALBUQUERQUE, NH 87113-0513

UNITED STATES

Purpose of Registration: Federal Assistance Awards

Registration Status: Active

Expiration Date: 06/30/2017

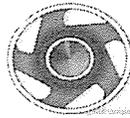
Address Update Required: No

Registration Details for Incomplete Record

Your entity registration is Active. Please select Update Entity from Registration Details for Complete Record if you want to update or renew it.

IBM VFP ALB2160624-1124

8/23/2016



Creative Bus Sales

NMDOT CONTRACT

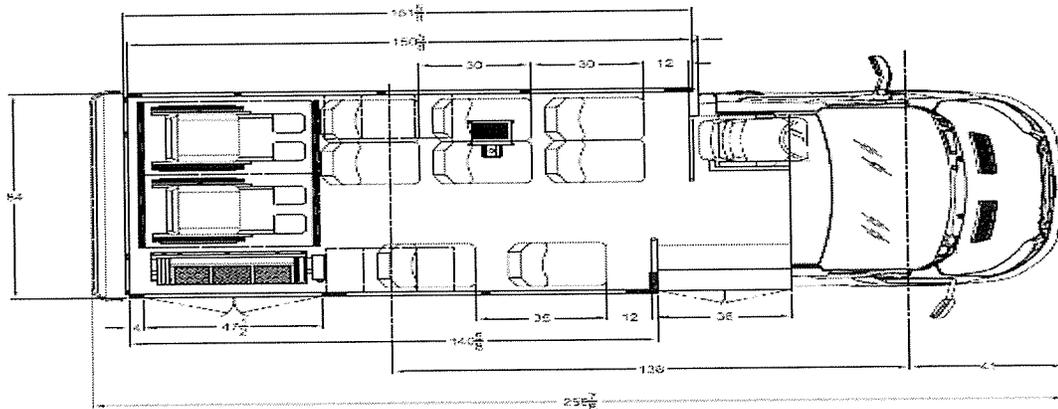
State Price Agreement # 60-000-15-00015

Preparer: Gary R. Guinn

MAKE				Unit Price
Starcraft				
Base Models: Starlite Transit 8-2				Base Body Price: \$49,049.00
Base Model Info:				Model Upgrade: \$0.00
	Vehicle Length	Lift Position	Wheelchair positions	Additional Options: \$1,754.00
	20'	REAR	2	Published Options: \$4,980.30
			Number of Passenger Seating	Mobility Discount: -\$1,000.00
			8	
Adjusted Model Info:				
	Vehicle Length	Lift Position	Wheelchair positions	
			Number of Passenger Seating	
				Total per Unit: \$54,783.30
				Quantity: 1
				Total: \$54,783.30

Proposal For:	ARCA 2018 5310		
Contact:	Daniel Padillia		
Delivery Address:			
Office:		Mobile:	505-553-2264
Email:	dpadillia@arcaspirit.org		

Floorplan





Standard Features

STARLITE - TRANSIT350 HD - 8-2

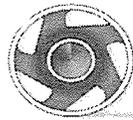
Starlite 20 138" WB Transit350 3.7L Gas Engine W/230 AMP OEM ALT	
SPECIAL INSTRUCTIONS OR NOTES	
Water test report with each bus	
SPECIAL BUILD ORDER	
Front End Alignment - toe-in caster camber - include printout	
SPECIAL BUILD: DUAL COMPRESSOR A/C SYSTEM 65K FOR TRANSIT	
CHASSIS - 23036 INDEPENDENT OF OEM DASH WITH LARGER COMP 55K	
ACC CLIMATE CONTROL R226216 55K 23023 EVAP - 25065 SKIRT COND TM16 10	
CID COMP - R226216 FORD 3.7L V-6 GAS TRANSIT CHASSIS	
SIDEWALL / REARWALL / CEILING	
Sidewall: Grey FRP	
Rearwall: Grey Seaspray Fabric	
Ceiling: Grey Seaspray Fabric	
Driver Area: Grey Padded Vinyl	
FLOORING - WHITE NOSING IS STANDARD	
Aisle: Gerflor Sirius NT #6801 Graphite (Black)	
Under Seats: Gerflor Sirius NT #6801 Graphite (Black)	
CHASSIS	
Front Mud Flaps, pair	
Mor-Ryde RL Suspension	
ENVIRONMENTAL CONTROL	
HEATERS	
Hot Water Heater, 65K BTU-Mounted to Seat Frame	
MISCELLANEOUS	
Defroster Fan - Mount Location:	
ELECTRICAL	
Battery Box and Tray	
Light in Engine Area	
EXTERIOR LIGHTS	
Surface Mount LED Entry Door Exterior Light - STD Choose Optional Below or Special builds	
LED Rear Center Mount Brake Light, Rectangular	
AUDIO / VISUAL	
Deluxe AM/FM/CD With Clock & 4 Speakers PA Ready	
DOORS / HATCH / WINDOWS	
Electric Entry Door is Standard. Add Option #2056 if Manual is Desired	
Passenger Door Electric (standard)	
Passenger Door 36" ROUGH OPENING (STANDARD)	
LUGGAGE RACK / STORAGE	
Driver Storage in Cab Overhead with Lock	
PARATRANSIT OPTIONS	
Double W.C. Doors w/ Windows, Interior Light, Leaf Spring, LED Exterior Lighting	
IS THE LIFT IN THE FRONT OR REAR OF THE UNIT?	REAR
BRAUN LIFTS	
Braun Century NCL 1000 3454HB-2 1000# (34"x54") *N/A FRONT LIFT 138/139"WB	
LIFT FAST IDLE WITH 403 INTERLOCK	
STARCRAFT Fast Idle with FMVSS 403 Interlock Ford Gas/Dsl RCT-01363	
Q Straint W.C. Securement Kits, Accessories	
Q-8301-L Max Retrctr Tie Down,Q8-6326-A1 Comb Lap/Shldr,L Trk	
Q-Straint Belt Cutter (ship loose)	
Miscellaneous Accessories	
Priority Seating Sign **Required for ADA Compliance**	
SAFETY OPTIONS	
5 Lb Fire Extinguisher	
16 Unit First Aid Kit	
Emergency Triangle Kit	
Back-Up Alarm SAE Type B 107 db(A) Ecco 575	
Interior Convex Mirror 6"x9"	
Wide Angle Lens 11"x14", Fresnel	
Emergency Exit Decal RED	LOCATION:
GRAB RAIL / STANCHION / PANELS	
Right Hand Entry Vertical Grab Rail - 1 1/4"	
Ceiling Grab Rail (each) If 1 Specify Side:	
SEATING - DRIVER	
GRAY VINYL OEM DRIVERS SEAT	
SEATING - PASSENGER	
STD RIGID SEATS	
Mid High Double Seat	
Mid High Single Seat	
PASSENGER SEAT FABRICS	
Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	
SEAT OPTIONS	
Anti-Vandal Grab Handle, Black Ea on:	
Black US Armrest - Each - on:	
SEAT BELTS	
Seat Belt, Freedman USR Retractable (Per Person) N/A, Handi-Flip	



Additional Options

Qty	Part #	Description	List Price	Ext Price
		STARLITE & ALLSTAR OPTIONS		
		FLOORING - WHITE NOSING IS STANDARD		
3	SC-AS-56	Yellow Step Nosing - Per Step	\$10.00	\$30.00
1	SC-AS-62	Fuel Tank Access Plate In Floor	\$50.00	\$50.00
		CHASSIS OPTIONS		
1	SC-AS-69	Extruded Aluminum Running Board on Driver Side	\$80.00	\$80.00
1	SC-AS-77	Exterior Mirror Set, Remote/Heated, Ford	\$550.00	\$550.00
1	SC-AS-97	Valve Stem Extender Inner Dual Rear Wheel, pair	\$65.00	\$65.00
		TRANS/AIR AIR CONDITIONING SYSTEMS		
		ELECTRICAL		
1	SC-AS-252	Locate (2) Batteries to Tray or In Step Box FORD - Requires Tray or In Step Option	\$100.00	\$100.00
1	SC-AS-255	Rotary Disconnect Switch	\$100.00	\$100.00
		EXTERIOR LIGHTS		
1	SC-AS-292	Turn Signals Flash With Open Door	\$75.00	\$75.00
		INTERIOR LIGHTS		
1	SC-AS-301	Door Activated Interior Lights	\$30.00	\$30.00
		SAFETY OPTIONS		
1	SC-AS-426	Rosco "Smart Vision" Backup Camera STSK4530 Includes 4.3" Display in Driver Rear	\$550.00	\$550.00
		GRAB RAIL / STANCHION / PANELS		
1	SC-AS-452	1 1/4" Dual Entry Grab Rails Parallel to Entrance Steps (both sides)	\$90.00	\$90.00
		SEAT BELTS		
2	SC-AS-567	Seat Belt Extension, 24" FOR STANDARD SEAT BELTS	\$17.00	\$34.00
				\$1,754.00

8/23/2016



Creative Bus Sales

NMDOT CONTRACT

RFP # 60-000-15-00015

Preparer: Gary R. Guinn

BASE MODEL

Unit Price

Amerivan	Base Model Starting Price: \$40,926.00
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Additional Options: \$1,668.00

Published Options: \$5,960.60

Base Model Info:

Vehicle Length	Lift Position	Wheelchair positions	Number of Passenger Seating
20'	Rear	1	3

Subtotal: \$48,554.60

Adjusted Model Info:

Vehicle Length	Lift Position	Wheelchair positions	Number of Passenger Seating
20'	side	2	5

Sales Tax: \$0.00

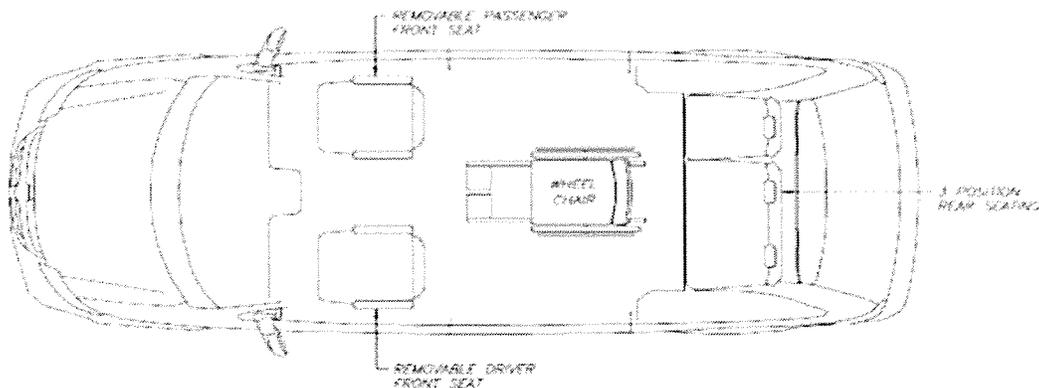
Total per Unit: \$48,554.60

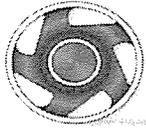
Quantity: 1

Total: \$48,554.60

Proposal For:	ARCA 2018 5310		
Contact:	Daniel Padilla		
Delivery Address:			
Office:		Mobile:	505-553-2264
Email:	dpadilla@arcaspirit.org		

Floorplan

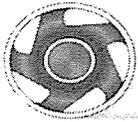




Creative Bus Sales

Included Options

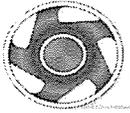
Amerivan
Scooter Belts
Additional set of Q' Straint belts
Upgrade to Q'Straint QRT, Model Q-8300-AP-L, (each)
Belt Extender 10" CH BLK
Modify OEM rear air / heat REQUIRED IF CHASSIS HAS REAR AIR
D.O.T. Package: includes, 2.5 pound fire extinguisher, 16 unit first aid kit, and reflective flare kit
5 lbs Fire Extinguisher
Full Size Spare
Large Q'Straint Storage Box
Air Lift Load Leveling Air Suspension
Bodyside Cladding w/ Front Side Steps, with LED lights
Lower Floor lighting @ B & C pillars
Extra Key Remote/No Power doors (2011)
Blood Borne Kit
Q'Straint Training DVD
ADA Decal Package



Creative Bus Sales

Published Options

Qty	Description	Cost	Ext Cost
	Power Ramp	\$4,065.00	\$0.00
	Two-Way Radio System	\$250.00	\$0.00
	Two-Way Radio System	\$250.00	\$0.00
1	Folding Jump Seat (Freedman Two Passenger Forward Facing Foldaway)	\$1,092.00	\$1,092.00
	Upgrade to Q'Straing QRT (price each set)	\$360.00	\$0.00
	10" Seat Belt Extender	\$42.00	\$0.00
	Vinyl Seating Surfaces (Matches Freedman Middle Foldaway Seat)	\$1,092.00	\$0.00
	Rear Seat Folding Foot Rest	INC	
	FRP Body Sliding W/FRT Steps (Includes LED Step Lights)	INC	
	Load Leveling Suspension - Air Lift or OEM850	INC	
	Extra Key Remote	\$124.00	\$0.00
	OEM Engine Block Heater	\$100.00	\$0.00
	Full Size Spare Tire	\$388.00	\$0.00
1	2018 FORCASTED chassis price increase 10%	\$4,868.60	\$4,868.60
	Additional Standard (Price Each)	\$388.00	\$0.00
			\$5,960.60



Creative Bus Sales

Additional Options

Qty	Part #	Description	List Price	Ext Price
1	BAE-2	Power Windows	\$834.00	\$834.00
1	BAE-7	Radio 430 (Back Up Camera)	\$834.00	\$834.00
				\$1,668.00



AbleLink Price Quote, 07/19/16

FOR: Keely Frazier, ARCA

ITEMS:

21-377-S	Community Access Suite – iOS Agency Edition software (9 units @ 719.10 ea.; 10% Innovation Partner discount) <i>(Includes WayFinder 3, Visual Impact 3, and Endeavor 3)</i>	6471.90
22-851-S	iPhone hardware (8 units @ 900.00 ea., includes case; 5% courtesy discount)	7200.00
22-857-S	iPad hardware (1 unit @ 800.00 ea., includes case)	800.00
38-890-C	Hardware Insurance Coverage (9 units @ 150.00 ea.)	1350.00
36-525-C	Innovation Partnership <i>(Annual service; includes Learning Library and Smart Living Console cloud services, 10% software discount)</i>	5000.00
	Shipping and handling (flat rate; via UPS)	100.00
TOTAL		20,921.90

Above pricing is guaranteed through 12/31/17.

Contact:

Rich Herold, Customer Experience Director
p. 719.592.0347, Ext. 1003
e. rich@ablelinktech.com
a. 6050 Stetson Hills Blvd., Suite 322, Colorado Springs, CO 80923

1100 Winter Street, Suite 4600
 Waltham, MA 02451
 Fax: (781) 577-4793



Customer Service: 1-844-617-1100
Customer Service:
Reveal.Support@fleetmatics.com
www.fleetmatics.com

SERVICES ORDER FORM

GENERAL INFORMATION				
Order Date:	Customer Reference Number:		FleetMatics Salesperson Name: JT Zywicki	Region: AZ INT
Company Name: ARCA		Officer or Owner: Edward Kaul		Telephone: (505) 332-6700
Address (Mailing or Invoicing Address): 112200 Lomas Blvd. NE			Officer/Owner Email Address: mlayne@arcaspirit.org	Cell Phone:
City: Albuquerque	State: NM	Zip Code: 87112	Installation Contact if other than Officer/Owner:	Telephone:
Please advise your FleetMatics scheduler if there are multiple shipping or installation addresses			Accounts Payable Contact, if other than Officer/Owner:	Telephone:

SUBSCRIPTION SERVICES:				
QUANTITY	DESCRIPTION	SERVICE START DATE	MONTHLY PER UNIT FEE	MONTHLY TOTALS
20.00	Driver ID Subscription		\$0.00	\$0.00
20.00	Driving Style Subscription		\$0.00	\$0.00
20.00	Fuel Card Integration Subscription		\$0.00	\$0.00
20.00	Vehicle Tracking Subscription		\$38.00	\$760.00
TOTAL MONTHLY AMOUNT				\$760.00
Agreement Length: 36 Months from the Subscription Start Date. The "Subscription Start Date" is the earlier of (i) the date of installation of all Equipment or (ii) 45 days from the execution of this Services Order Form.			Excludes Applicable Taxes and Fees	

ONE-TIME FEES (per Occurrence):				
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE	
20.00	Activation Fee	\$0.00	\$0.00	
100.00	Key Fob ID	\$0.00	\$0.00	
Total One-Time Fees			\$0.00	
COVERT INSTALLATION: Unknown			EXCLUDES APPLICABLE TAXES AND FEES	

ORDER TERMS:

- In order to ensure a swift installation Customer must ensure all vehicles are available. Please inform your contact person to expect a call within 24 hours to confirm a date for installation. Future deinstalls, or reinstalls (or combined deinstalls and reinstalls completed at the same time) will be billed at \$100 per vehicle. Additional charges may apply if there are multiple installation locations or if more than one visit is necessary to complete the activity. Fleetmatics provides on-line training, periodic upgrades to subscription services, and technical support at no additional charge for the duration of the contract. In the event that the vehicle tracking unit malfunctions or is defective, through no fault of the customer, Fleetmatics will replace the unit at no additional charge at a time and place mutually convenient to the Customer and Fleetmatics.
- The rights and obligations of Fleetmatics and Customer under this Services Order Form are subject to and governed by Fleetmatics General Terms and Conditions, as modified by any written addenda referencing this Services Order Form and attached hereto, which are incorporated herein by this reference (the "General Terms"). The "Agreement" shall mean this Order Form and the attached General Terms. Capitalized terms not otherwise defined in this Order Form shall have the same meaning given to them in the General Terms. In signing this Services Order Form, Customer agrees to comply with the General Terms and to complete the payments in full for the Service Term as set forth therein.
- The Service Term starts on the Subscription start date set forth above and continues for the number of months set forth above. The Service Term renews automatically for successive periods equal to the length of the initial Service Term (stated above), unless Customer provides written notice of Non-Renewal to Accountmanagement@Fleetmatics.com on or before the day that is sixty (60) days before the last day of the Service Term.

PLEASE READ THIS ORDER FORM AND THE FLEETMATICS GENERAL TERMS AND CONDITIONS BEFORE SIGNING THIS AGREEMENT. BY SIGNING BELOW EACH PARTY REPRESENTS AND WARRANTS THAT IT HAS READ THE TERMS OF THE AGREEMENT, INCLUDING THIS ORDER FORM, IT UNDERSTANDS THEM, AND IT AGREES TO BE BOUND BY THEM. BY SIGNING BELOW, CUSTOMER WARRANTS AND REPRESENTS THAT THE PERSON SIGNING HAS FULL AUTHORITY TO ACCEPT THE AGREEMENT AND THE TERMS OF THIS ORDER FORM. FLEETMATICS' ACCEPTANCE OF CUSTOMER'S ORDER IS SUBJECT TO CREDIT APPROVAL AND SIGNATURE ON THIS AGREEMENT BY A DULY AUTHORIZED REPRESENTATIVE OF FLEETMATICS.

INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):			
Customer Name: ARCA		Authorized Fleetmatics Representative:	
By (signature)	Date:	By: (signature)	Date:



Fleetmatics USA, LLC
1100 Winter Street Suite 4600
Waltham, MA 02451

Phone: 866-227-1100

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
Direct Debit (ACH) & Credit Card

Company Name: _____ Billing Address: _____
Phone: _____
Email: _____

Subscription Services Payment Options:

Monthly Payments \$760.00
Annual Payments \$9,120.00
Full-Term One-Time Payment \$27,360.00

Total One-Time Fees: \$0.00

(above amounts exclude applicable taxes and fees)

I (we) hereby authorize Fleetmatics USA, LLC. to initiate debit entries to my (our):

(Please Select One Payment Method):

Bank via ACH:

Credit Card:

(select one) **Checking** **Savings**

(select one) **Visa** **Mastercard**

American Express **Discover**

Bank Name: _____

Card Number: _____

Routing Number: _____

Expiration Date: _____

Account Number: _____

Security Code: _____

Cardholder Name: _____

Cardholder Street: _____

Cardholder City: _____

Cardholder State: _____ Cardholder Zip: _____

I/We authorize Fleetmatics USA, LLC ("Fleetmatics") to begin deductions as per my/our instructions for regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Fleetmatics account(s) including applicable taxes and fees. Regular recurring payments for the full amount of services delivered will be debited/charged to my/our specified accounts each payment cycle. This authority is to remain in effect for the duration of the Service Term as defined in the signed Services Order Form or until Fleetmatics has received written notification from me/us of termination. This notification must be received at least fifteen (15) days before the next debit is scheduled at the address provided below.

Signature: _____

Date: _____

A. GENERAL TERMS AND CONDITIONS

These General Terms and Conditions (the "Terms") together with each Services Order Form which references and incorporates these Terms, including any addenda to such Service Order Forms, shall comprise the "Agreement" between Fleetmatics (which for the purposes of this Agreement shall include its affiliates) and the Customer identified on the Services Order Form ("Customer") for the purchase of the Fleetmatics services ("Services") specified on the Services Order Form. All other terms, conditions, variations to these printed Terms, term sheets, order forms or purchase orders are excluded unless Fleetmatics and Customer agree in writing signed by the parties' authorized representatives to incorporate such additional terms into this Agreement. Unless otherwise expressly agreed by the parties in writing, additional purchases of Services are subject to the terms and conditions expressly incorporated by reference into the Service Order Forms governing such additional purchases. The terms of this Agreement shall supersede all prior terms, understandings or agreements between the Customer and Fleetmatics. If any part of this Agreement should be found to be invalid or unenforceable by a court or other competent authority, then the rest shall not be affected. The Customer acknowledges and agrees that the Services Order Form (as well as any amendment or addendum thereto, to the Terms, or to any other Services Order Form and any other agreement or arrangement between Fleetmatics and the Customer) may validly be signed electronically by either party, including in the form of an electronic signature generated by DocuSign (or any other similar service as may be freely determined by Fleetmatics). Any notice to be given in respect of this Agreement by either of the parties shall be in writing, and delivered to the registered office or principal place of business of the other.

B. PRICES, PAYMENT TERMS, COMMITMENT OF CUSTOMER, CREDIT REPORTING AND TAXES

Prices, which are expressed in US Dollars, are only valid if expressed in writing by Fleetmatics and only for the period stated in the quotation or contract. If not stated, the validity period is 30 days.

Billing and the Service Term (as described in Section N) shall commence on installation of Equipment or forty five (45) days from the execution of the applicable Services Order Form, whichever is earlier.

Unless otherwise stated, payment of all amounts shall be made within 15 days of the date on the invoice or before any due date for payment shown on the invoice. If any payment is not made by the Customer by the due date, Fleetmatics reserves the right to charge a late payment charge of one and one-half percent (1.5%) per month of the outstanding past due balance. Any failure by Customer to make timely payment of any obligation under this Agreement shall be deemed a breach. Customer agrees to reimburse Fleetmatics for all charges, costs, expenses and attorney's fees incurred to enforce or collect the amounts due under this Agreement.

In the event Customer has a valid dispute with any invoice or amount due, such dispute must be communicated in writing to Fleetmatics within 30 days of the billing date, describing the amount, issue and the reason for any dispute. Any amounts not disputed within this time frame will be deemed to be valid. Fleetmatics and Customer agree to work expeditiously to resolve any dispute.

Customer agrees to notify Fleetmatics within 30 days of any change in Customer's trade name, address, or phone number. By executing this Agreement, Customer authorizes Fleetmatics to periodically request your credit reports and bank and trade references. Upon your request, we will inform you of the name and address of the reporting agency from which we received such a report.

All payments to Fleetmatics exclude taxes unless specifically stated. The Customer is responsible for payment of all applicable taxes, however designated or incurred in connection with the transactions under this Agreement, and agrees to reimburse Fleetmatics for any taxes paid on their behalf.

C. DELIVERY AND INSTALLATION OF FLEETMATICS OWNED EQUIPMENT

The provision of Services as contemplated herein requires the installation of certain Fleetmatics owned equipment (the "Equipment") into Customer vehicles. All Equipment delivery times and dates are approximate, but Fleetmatics and Customer shall use its reasonable efforts to respect them. The parties shall each make commercially reasonable efforts to schedule and complete the installation of the Equipment within fourteen (14) days from the date this Agreement is executed, unless an alternate schedule is agreed upon in advance by both parties. Fleetmatics shall not be liable for any loss or damage resulting from late delivery or installation.

Fleetmatics, its employees or sub-contractors shall normally carry out installations. In the event that installation is carried out by the Customer, the Customer's employees, agents, representatives or nominated sub-contractors ("Self-install"), Fleetmatics shall not be liable for any loss or damage whatsoever, arising directly or indirectly, as a result of any negligence or failure to follow Fleetmatics' written instructions in installing the Equipment. Should Customer Self-install, Service Term shall commence upon delivery of Equipment to Customer as evidenced by shipping carrier documented delivery date.

D. ACCESS AND USE

Subject to the terms and conditions of this Agreement, Fleetmatics hereby grants Customer a non-exclusive, non-transferable limited right in the territory where the Customer is located as follows:

- To access and use the Services until the last day of the Service Term, consistent with any Fleetmatics policies and additional use limitations specified or referenced in the order form and solely for the Customer's use; and
- To download, print, copy and use any documentation as reasonably necessary for it's internal, in-house use related to the rights granted under subsection (a) above.

Fleetmatics reserves all rights not expressly granted herein. Except as otherwise permitted herein, Customer may not copy, modify, adapt, or create derivative works of the Services. Except as otherwise permitted herein, in no event shall Customer (i) use, or permit any third party to use, the Services for time-sharing, rental, or service bureau purposes, or (ii) decompile, disassemble, reverse assemble, or otherwise reverse engineer the Equipment or Services, or permit any third party to decompile, reverse assemble, or reverse engineer the Equipment or Services. Customer will use the equipment and services in accordance with applicable law.

E. OWNERSHIP RIGHTS

Ownership. Customer acknowledges that Fleetmatics and its suppliers own all rights, title, and interest in the Equipment and Services, including but not limited to all worldwide copyrights, trade secrets, trademark, patents, confidential information, and proprietary and intellectual property rights subsisting therein. Customer does not acquire any rights, express or implied, in the Equipment or Services other than those specified in this Agreement.

Third Party Software. Customer acknowledges that the Equipment and the Services may contain certain third party applications licensed to Fleetmatics. The right to access and use the Services granted hereunder shall be subject to any underlying license to Fleetmatics from a third party of any component of the Equipment or Services.

F. TITLE

Title in the Equipment shall at all times remain with Fleetmatics. Fleetmatics may enter the Customer's property to repossess the Equipment if payments are not received in full by their due dates.

G. EQUIPMENT DEFECTS & REPRESENTATIONS

Subject to the limitations contained herein, Fleetmatics represents that for the Service Term of this Agreement, the Equipment will be free from defects in materials and workmanship and will substantially conform to the specifications for such Equipment. WITH THE EXCEPTION OF THE REPRESENTATION IN THE FOREGOING SENTENCE, FLEETMATICS MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND WITH RESPECT TO THE SUBJECT MATTER HEREOF AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE. If during the Service Term any Equipment is found to be defective, Fleetmatics will at its option repair or replace the defective Equipment within a reasonable time using components or replacements that are new or used. The foregoing remedy is the sole and exclusive remedy of Customer regarding defective equipment and is in lieu of any other remedy available to the Customer at law or in equity. Customer will provide Fleetmatics reasonable access to the vehicle to effect such repairs or replacements. In no event will Fleetmatics be liable for loss of use of the vehicle when the Equipment is being repaired or replaced. This representation shall be void and of no effect if failure of the Equipment or any part thereof is due to accident, modification or misuse by the Customer or any third party.

Fleetmatics' repair or replacement of defective Equipment does not apply, and Customer may incur additional charges, for defects resulting from: (i) damage caused by incorrect installation, use, modification or repair by any unauthorized 3rd party or by the Customer or its representative, (ii) misuse or abuse to any element of the system or component thereof, (iii) damage caused by any party or other external force, or (iv) damage caused by the connection of the Equipment to any third-party products or software provided by the Customer.

H. INTELLECTUAL PROPERTY RIGHTS

Fleetmatics will, provided Customer gives Fleetmatics prompt notice of any such claim, indemnify the Customer from all costs and expenses actually incurred by Customer arising from any claim that use of the Equipment or Services as delivered by Fleetmatics, and not in conjunction with any third-party or Customer-provided equipment or software, infringes any third party intellectual property rights. If the Equipment or Service becomes the subject of a claim that the Equipment or Service infringes the intellectual property rights of a third party and as a result of such claim, or the settlement thereof, the use of the Equipment or Service is prohibited or enjoined, Fleetmatics shall, at its sole expense, use its commercially reasonable efforts to do one or more of the following: (i) obtain for Customer the right to use the infringing Equipment or Service without any additional cost to Customer; (ii) modify the infringing Equipment or Service so that it becomes non-infringing; or (iii) replace the infringing Equipment or Service with a non-infringing item. If, after using commercially reasonable efforts, none of the foregoing alternatives is reasonably possible, then Fleetmatics may require that Customer return the infringing Equipment to Fleetmatics and/or discontinue use of the Service and upon such return or

discontinuation of use, Fleetmatics shall refund to Customer a pro-rated portion of the Service fees already paid for in advance. No credit or refund shall be made for Services already provided to the Customer. Fleetmatics retains all Fleetmatics owned Intellectual Property in the Equipment and Services.

Copyright and all other intellectual property rights' subsisting in the Service is owned by Fleetmatics or the providers of such information. The Customer may use information retrieved from the Services only for its own use which means that the Customer may not sell, resell, retransmit or otherwise make the information retrieved from the Services available in any manner or on any medium to any third party unless the Customer has obtained Fleetmatics' prior written consent.

I. USE OF THE FLEETMATICS SERVICE

The Customer is responsible for all use of the Services made using any usernames and passwords registered by or allocated to it, whether or not the use is made by the Customer or someone else using its username and password. The Customer is responsible for protecting and securing its username and password from unauthorized use. The Customer must notify Fleetmatics immediately in the event that it is aware of the possibility of a breach of security.

Fleetmatics may provide hypertext links to sites on the Internet, which are operated by unrelated third parties. Using an external hypertext link means that the Customer may be leaving Fleetmatics' site and Fleetmatics therefore takes no responsibility for and gives no warranties, guarantees or representations in respect of linked sites.

Customer acknowledges and agrees that although Fleetmatics' Service contains maps, routing instructions and driving directions, Fleetmatics assumes no responsibility for the accuracy of this information. Customer is responsible for checking directions for accuracy, confirming that the designated routes still exist, responding appropriately to construction and other road hazards and adhering to all traffic laws.

The Equipment and Services are designed to collect certain data from Customer's vehicles, including, without limitation, data regarding the location of the vehicles, rate of travel, ignition on/off, idle time, number of stops and other similar information (collectively, "Vehicle Information"). Customer acknowledges and agrees that as between Customer and Fleetmatics, Fleetmatics owns all Vehicle Information, including all rights in and to such Vehicle Information. Without limiting the generality of the foregoing, Customer acknowledges and agrees that, as the owner of the Vehicle Information, Fleetmatics may review, analyze, manipulate, copy and modify the Vehicle Information. Fleetmatics may also distribute reports, analyses and data based upon the Vehicle Information, provided, however that Fleetmatics agrees that it shall not disclose to any third parties any Vehicle Information that identifies specifically Customer or any of the drivers of Customer's vehicles. It being understood, however, that the foregoing restriction shall not apply to disclosures of Vehicle Information that are (i) required by law or in response to a request from law enforcement authorities, (ii) made in connection with a subpoena or other similar demand, (iii) made in connection with a contemplated merger, acquisition or similar transaction, (iv) made to Fleetmatics' affiliates or related companies, and/or (v) made to Fleetmatics' service providers.

J. AVAILABILITY OF SERVICES

Fleetmatics does not warrant any connection, communication, transmission, security or results from the use of any information provided (or omitted to be provided) in connection with the Services. Availability of, or accuracy of information provided by the Services may become disrupted or degraded from time to time as a result of events such as, but not limited to: disruption to satellite system operation, unavailability of wireless data carrier services or signals, disruptions to the Internet or Fleetmatics' server(s), computer failures and viruses, and hardware failures. Fleetmatics shall use commercially reasonable efforts to minimize the effects of any such disruption or degradation to the Customer, but shall not be liable to the Customer for any loss or damage, whether resulting directly or indirectly from the unavailability of any of the Services, degradation of the accuracy of the information or the failure of the Products. Fleetmatics accepts no responsibility whatsoever for any Vehicle Information lost as a result of any failure of the Equipment or disruption to or degradation of any of the Services. Fleetmatics' total liability to the Customer shall not exceed the fees received by Fleetmatics from the Customer for the Services relating to the period during which any disruption or degradation of the Services continued.

Neither Fleetmatics nor its wireless network partners make any warranties with respect to the Service or the performance of any wireless network. To the extent Fleetmatics provides access to information provided by other sources, Fleetmatics accepts no liability for and makes no warranties, express or implied, with respect to the content thereof. Customer has not relied on and will not make claim that it is entitled to the benefit of any representations, promises, description of services or other statement not specifically set forth in this Agreement.

K. CONFIDENTIALITY

Both Fleetmatics and the Customer will treat all information received from the other party that is marked 'Confidential' or which is reasonably obvious to be confidential ('Confidential Information') as it would treat its own confidential information, but in no event shall either party employ less than a reasonable degree of care in protecting the Confidential Information. Confidential Information includes, but shall not be limited to: pricing, business plans, customer lists, operational and technical data and product plans. This Section shall survive termination of this Agreement and continue for a period of two (2) years.

L. LIABILITY

Fleetmatics does not represent or warrant that Customer will achieve any certain results by use of the Service. Fleetmatics does not warrant that the functions contained in the Equipment or Service will meet Customer's requirements or that the operation of the Equipment or Services will be uninterrupted or error free. With the exception of the indemnity obligations set forth in section H, Fleetmatics' maximum liability for all claims under this Agreement (whether in tort, contract, negligence or otherwise) shall not exceed one year's Services fee or the total fees received by Fleetmatics from the Customer for the Services, whichever is less.

Neither the Customer nor Fleetmatics shall be liable to the other for any economic (including, without limitation, loss of revenues, profits, contracts, business or anticipated savings), special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of goodwill in any way whether such liability is based on tort, contract, negligence, strict liability, product liability or otherwise arising from or relating to this Agreement or resulting from the use or the inability to use the Service or Equipment or the performance or non-performance of the Services or Equipment. It is the responsibility of the Customer to insure itself in this regard if it so desires.

M. FORCE MAJEURE

Fleetmatics shall not be liable to the Customer for non-performance or delay in performance of any of its obligations under these Terms or loss or damage of any products due to acts of God, failure of the Internet or another network, war, riot, civil commotion, embargo, strikes, fire, theft, delay in delivery of services of sub-contractors or sub-suppliers, shortage of labor or materials, confiscation or any other unforeseen event (whether or not similar in nature to those specified) outside the reasonable control of Fleetmatics.

N. TERM AND TERMINATION

This Agreement shall become effective on the date of signature of the last party to sign and shall remain in effect until the last day of the Service Term, including any renewals thereof. The initial Service Term of this Agreement shall begin on the date identified as the Subscription Start Date on the Services Order Form and continues for the period indicated on the Services Order Form (the "Service Term"). The Service Term shall renew in accordance with the terms of the Services Order Form. Unless otherwise specified in the Services Order Form, the Service Term for add-on features will have the same Service Term as the base vehicle tracking units to which the add-on features apply. This Agreement and/or the Services Order Form may not be terminated by Customer or Fleetmatics during the Service Term except for Fleetmatics' breach not cured following receipt of written notice of such breach. In no event may Customer terminate this Agreement or any portion of a Services Order Form with respect to Services for which the Equipment has already been installed. Customer is obligated to pay all fees for the subscriptions relating to such installed Equipment.

Upon the termination of this Agreement, for whatever reason, all rights granted by Fleetmatics to Customer hereunder shall immediately cease and Customer shall immediately return to Fleetmatics all Fleetmatics property, including but not limited to, its Equipment, Confidential Information and all copies thereof. Upon the termination of this Agreement, Fleetmatics shall immediately return to Customer all Customer property, including, but not limited to, its Confidential Information and all copies thereof. Termination of this Agreement shall not limit either party from pursuing other remedies available to it, including injunctive relief. Termination of this Agreement, other than as a result of Fleetmatics' breach, shall not relieve Customer of its obligation to pay all fees and other amounts due by Customer under this Agreement and such amounts shall be accelerated and paid by Customer in a lump sum payment due upon termination.

O. ASSIGNMENT

Fleetmatics reserves the right to assign this Agreement to a third party at any time during the term of this Agreement. This Agreement is personal to the Customer, and Customer may not assign its rights or obligations, in whole or in part, to any third party without Fleetmatics' written approval.

P. GOVERNING LAW AND JURISDICTION

This Agreement shall be construed in accordance with Commonwealth of Massachusetts law, and shall be subject to the exclusive jurisdiction of the courts of the Commonwealth of Massachusetts, United States of America.

• Copy of 501(c)(3) Certification

RECEIVED MAY 10 2006

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: MAY 02 2006

Person to Contact:
GREGORY RENIER
ID #31-07231
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
85-6006755

ARCA
11300 LOMAS BLVD NE
ALBUQUERQUE NM 87112

Dear Sir or Madam:

This is in response to your request of March 27, 2006, regarding your tax-exempt status.

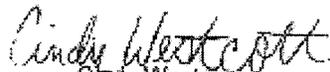
Our records indicate that a determination letter was issued in April 1953 that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 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.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott
Manager, Exempt Organizations
Determinations

Copy of Articles of Incorporation

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 Karen L. Montoya
DISTRICT 2 Patrick H. Lyons
DISTRICT 3 Valerie Espinoza
DISTRICT 4 Theresa Becenti-Aguilar
DISTRICT 5 Ben L. Hall



1120 Paseo de Peralta
P.O. Box 1269
Santa Fe, NM 87504-1269
Akhone Montoya, Chief of Staff
CORPORATIONS BUREAU
(505) 827-4308

June 19, 2013

MINDY ALLIGON

11300 LOMAS BLVD. NE
ALBUQUERQUE NM 87112

RE: ARCA

NMFK# 256905

This Commission has approved and filed the Articles Of Amendment(Reference # 7744846) for the above captioned corporation effective April 22, 2013. The enclosed Certificate Of Amendment is evidence of filing, and should become a permanent document of the corporations records.

The referenced approval does not constitute authorization for the above referenced organization to transact any business which requires compliance with other applicable federal or state laws, including, but not limited to, state licensing requirements. It is the organizations' sole responsibility to obtain such compliance with all legal requirements applicable thereto prior to engaging in the business for which it has obtained approval of the referenced document.

Your canceled check, as validated by this commission, is your receipt. If you have any questions, please contact the Charter Document Section at (505) 827-4511 for assistance.

Charter Document Section

Ryan Roybal

RYAN.ROYBAL@STATE.NM.US

505 827 4563



NEW MEXICO PUBLIC REGULATION COMMISSION

Certificate Of Amendment

OF

ARCA

7744846

NEW MEXICO

The Public Regulation Commission certifies that the Articles Of Amendment, duly signed and verified pursuant to the provisions of the

Nonprofit Corporation Act

(53-8-1 To 53-8-99 NMSA 1978)

have been received by it and are found to conform to law. Accordingly, by virtue of the authority vested in it by law, the Public Regulation Commission issues this Certificate Of Amendment and attaches hereto a duplicate of the Articles Of Amendment.

Dated : April 22, 2013

In testimony whereof, the Public Regulation 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.

Skelly Marie Garcia

Bureau Chief

Bonnie Hall

Chairman

SUBMIT ORIGINAL AND A COPY
TYPE OR PRINT LEGIBLY

FILED
APR 28 2013
NEW MEXICO
CORPORATION DIVISION

Nonprofit Corporation
ARTICLES OF AMENDMENT
TO THE ARTICLES OF INCORPORATION

Pursuant to the provisions of the New Mexico Nonprofit Corporation Act, the undersigned corporation adopts the following Articles of Amendment for the purpose of amending its Articles of Incorporation:

ARTICLE ONE: The name of the corporation is (include NMPC#: APCA #226905)

ARTICLE TWO: The following articles are amended as set forth here: (identify by article number and attach additional pages if necessary)

Article II - see attachment	Article IV - see attachment
Article VII - see attachment	Article VII - see attachment

ARTICLE THREE. (select the appropriate action taken) The date of the meeting of members at which the amendment was adopted was _____
A quorum of the members entitled to vote was present and the amendment received at least two thirds (2/3) of the votes which members present at the meeting or represented by proxy were entitled to cast.

OR

_____ The amendment was adopted by a consent in writing signed by all members entitled to vote thereon.

OR

The date of the meeting of the board of directors at which the amendment was adopted was * 5/12/12, 11/2/12. The corporation has no members, or no members entitled to vote thereon, therefore the amendment was adopted by a majority of the board of directors in office.

ARTICLE FOUR: If these Articles of Amendment are not to be effective upon filing with the commission, the effective date is: (if an effective date is specified here, it cannot be a date prior to the date the articles are received by the commission) _____

Dated: 11/18/13

APCA

Name of Corporation

Two officers must sign: By X

By [Signature] Secretary
Signature of Authorized Officer

By [Signature] President
Signature of Authorized Officer

Form DNP-AM (revised 07/03)

RECEIVED
APR 28 2013
CORPORATION DIVISION

ARTICLES OF AMENDMENT
TO THE AMENDED
ARTICLES OF INCORPORATION
of ARCA

Pursuant to the provisions of Section 53-8-17 N.M.S.A. 1978 of the Nonprofit Corporation Act, the undersigned corporation adopts the following Articles of Incorporation:

ARTICLE ONE: The name of the corporation is ARCA.

ARTICLE II

The location of the registered offices of the corporation in the State of New Mexico shall be 11200 Lomas Blvd. N.E., Albuquerque, New Mexico, 87112.

ARTICLE III

The period of duration of the corporation shall be perpetual."

ARTICLE IV

The purposes for which the corporation shall be formed are:

The corporation is organized exclusively for charitable and educational purposes, which shall include the power to make distributions for such purposes to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purposes of the corporation shall be limited to those contained in and permitted by Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Corporation's powers shall include any and all purposes permitted by the New Mexico Non-Profit Corporation Act (53-8-1 N.M.S.A. (1978)), which do not violate or exceed those purposes permitted by Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

PREPARED BY: 1/20/2015
JAMES L. BROWN
CORPORATION BROKER

The specific purposes of the corporation shall be to:

- Provide in-center, community based services supports for people with developmental disabilities in order to continually enhance their ability to be in and of the community;
- Provide individual and systems awareness, education, public awareness and other methods appropriate to influence public opinion about people with developmental disabilities;
- To perform such acts as are consistent with the purposes stated above;
- To engage in any lawful purpose authorized by the laws of the State of New Mexico, including, but not limited to, the ownership, rental, lease and transfer of real property and personal property."

ARTICLE V

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to, its directors, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and no corporation shall not participate in, or intervene in (including the publication or distribution of statements and political campaign on behalf of or in opposition to) any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried out by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or a corresponding section of any future federal tax code, or (b) by a corporation, contribution to which are deductible under Section 170(e)(2) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code."

ARTICLE VI

Upon dissolution of the corporation, the Board of Directors shall, after making or making provision for repayment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner as to another nonprofit organization and operated exclusively for charitable, educational, religious or scientific purposes as shall, at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, or a corresponding section of any future federal tax code, as the Board of Directors shall determine. Any assets not disposed of shall be disposed of in this manner by the District Court of the county in which the principal office of the corporation is then located, exclusively for the purposes of the corporation directly or by distribution to another organization, which is tax-exempt, organized and operates for such purposes, as the court shall determine."

ARTICLE VIII

Members The corporation shall be a membership organization. Nominal annual dues are charged for membership in ABCA and the members of ABCA shall have the power and authority to elect the Board of Directors in accordance with the Bylaws of the corporation. The qualifications of the members to serve and to vote in the election of the Board of Directors shall be controlled by the Bylaws.

ARTICLE IX

Board of Directors The number of Directors of the corporation shall be set by the Board of Directors, but the number shall never be less than seven (7) nor more than fifteen (15). The current Board of Directors shall consist of eleven (11) members. The Board shall be elected by the membership in accordance with the Bylaws. All Directors shall be elected for three year terms and shall not serve more than three consecutive terms. Approximately one-third of the Directors shall be elected each year. Employees of the Corporation and their families shall not be eligible to serve on the Board of Directors. All members of the Corporation, except for the election of the Board of Directors, are the voters of the Board of Directors, including the new or to amend the Articles of Incorporation.

IN WITNESS WHEREOF, the undersigned President and Secretary of said corporation have executed this certificate this 18th day of April, 2012.

ARTICLE THREE No members are entitled to vote in any election of the Board of Directors in which voted for the adoption of the amendments.

Witness my hand and seal this 18th day of April, 2012.

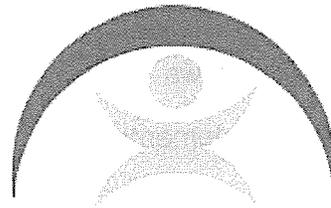
ARTICLE X: Member Signature of President

By: Carl White
Carl White, its President

By: Donald Wright
Donald Wright, its Secretary



LOFTIS GROUP LLC
CERTIFIED PUBLIC ACCOUNTANTS ■ BUSINESS ADVISORS



A R C A
Opening Doors.

Consolidated Financial Statements
and
Independent Auditors' Report

June 30, 2015 and 2014

ARCA

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Independent Auditors' Report

To the Board of Directors of ARCA

We have audited the accompanying consolidated financial statements of ARCA (a nonprofit organization), which comprise the consolidated statements of financial position as of June 30, 2015 and 2014, and the related consolidated statements of activities, 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 control relevant to the preparation and fair presentation of 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 auditor's 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 control relevant to the ARCA'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 ARCA's internal control. 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 ARCA 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 36 through 47 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.

Loftis Group ^{LLC}

Albuquerque, New Mexico
October 7, 2015

Consolidated Financial Statements

ARCA
Consolidated Statements of Financial Position
June 30,

	2015	2014
Assets		
Current assets		
Cash and cash equivalents	\$ 4,064,729	\$ 4,126,694
Investments	1,776,317	1,810,054
Accounts receivable	3,188,840	2,210,936
Unconditional promises to give	103,379	83,419
Prepaid expenses	494,556	427,040
Total current assets	9,627,821	8,658,143
Property, furniture and equipment, net	8,662,029	6,514,429
Other Assets		
Restricted deposits and funded reserves		
Cash held in trust for persons served	1,675,698	1,588,683
Unconditional promises to give - non-current, net of discount	992	55,448
Investment - quasi endowment	242,330	199,687
Investment - permanently restricted endowment	784,423	776,548
Accrued interest and other assets	1,766	1,766
Total other assets	2,705,209	2,622,132
Total assets	\$ 20,995,059	\$ 17,794,704

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statements of Financial Position - continued
June 30,

	2015	2014
Liabilities and Net Assets		
Current liabilities		
Accounts payable	\$ 563,899	\$ 618,922
Accrued liabilities:		
Salaries and payroll taxes	679,784	492,492
Compensated absences	847,121	827,270
Mortgage interest	6,025	6,575
Deferred revenue	244,696	158,813
Current portion of long-term debt	238,999	188,275
Total current liabilities	2,580,524	2,292,347
Long-term Liabilities		
Long-term debt	3,299,026	1,825,361
Cash held in trust for persons served	1,675,698	1,588,683
Other long-term liabilities	4,550	4,250
Total long-term liabilities	4,979,274	3,418,294
Total liabilities	7,559,798	5,710,641
Commitments and Contingencies		
Net assets		
Unrestricted:		
Undesignated	6,359,073	7,544,486
Board designated - quasi endowment	242,330	199,687
Board designated	5,772,852	3,208,144
Total unrestricted	12,374,255	10,952,317
Temporarily restricted	276,583	355,198
Permanently restricted	784,423	776,548
Total net assets	13,435,261	12,084,063
Total liabilities and net assets	\$ 20,995,059	\$ 17,794,704

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Activities
For the Year Ended June 30, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
Public Support and Revenue				
Public support				
Government funding:				
NM Department of Health and Human Services	\$ 816,514	\$ -	\$ -	\$ 816,514
NM Children, Youth and Families Department	2,176,352	-	-	2,176,352
U.S. Department of Transportation	178,463	-	-	178,463
Private contracts	587,643	-	-	587,643
Contributions	967,366	158,904	7,875	1,134,145
Grants	17,993	28,544	-	46,537
Total public support	<u>4,744,331</u>	<u>187,448</u>	<u>7,875</u>	<u>4,939,654</u>
Revenue				
Medicaid waiver	14,172,881	-	-	14,172,881
Medicaid ICF/MR	8,396,662	-	-	8,396,662
Fees and rent	1,508,872	-	-	1,508,872
Investment income (loss):				
Endowment fund	(7,821)	-	-	(7,821)
Other investments	1,285	-	-	1,285
	<u>24,071,879</u>	<u>-</u>	<u>-</u>	<u>24,071,879</u>
Interest income from cash and cash equivalents	1,221	-	-	1,221
Other	41,229	-	-	41,229
Contracts and sales	9,664	-	-	9,664
Total revenue	<u>24,123,993</u>	<u>-</u>	<u>-</u>	<u>24,123,993</u>
Net Assets Released from Restrictions				
Donor and time restrictions	266,063	(266,063)	-	-
Total public support and revenue	<u>29,134,387</u>	<u>(78,615)</u>	<u>7,875</u>	<u>29,063,647</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Activities - continued
For the Year Ended June 30, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
Expenses				
Program services:				
Community services	16,659,071	-	-	16,659,071
InterCare	7,362,775	-	-	7,362,775
Business enterprises	186,070	-	-	186,070
Total program expenses	<u>24,207,916</u>	<u>-</u>	<u>-</u>	<u>24,207,916</u>
Supporting services:				
Management and general	3,377,420	-	-	3,377,420
Fundraising	127,113	-	-	127,113
Total supporting expenses	<u>3,504,533</u>	<u>-</u>	<u>-</u>	<u>3,504,533</u>
Total expenses	<u>27,712,449</u>	<u>-</u>	<u>-</u>	<u>27,712,449</u>
Change in net assets	1,421,938	(78,615)	7,875	1,351,198
Net assets, beginning of year	<u>10,952,317</u>	<u>355,198</u>	<u>776,548</u>	<u>12,084,063</u>
Net assets, end of year	<u>\$ 12,374,255</u>	<u>\$ 276,583</u>	<u>\$ 784,423</u>	<u>\$ 13,435,261</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Activities
For the Year Ended June 30, 2014

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
Public Support and Revenue				
Public support				
Government funding:				
NM Department of Health and Human Services	\$ 756,675	\$ -	\$ -	\$ 756,675
NM Children, Youth and Families Department	1,842,620	-	-	1,842,620
U.S. Department of Transportation	266,019	-	-	266,019
Private contracts	390,557	-	-	390,557
Contributions	620,617	235,313	2,302	858,232
Grants	95,569	28,544	-	124,113
Total public support	<u>3,972,057</u>	<u>263,857</u>	<u>2,302</u>	<u>4,238,216</u>
Revenue				
Medicaid waiver	13,931,255	-	-	13,931,255
Medicaid ICF/MR	7,837,854	-	-	7,837,854
Fees and rent	1,591,380	-	-	1,591,380
Investment income:				
Endowment fund	38,064	-	-	38,064
Other investments	188,368	-	-	188,368
	<u>23,586,921</u>	<u>-</u>	<u>-</u>	<u>23,586,921</u>
Interest income from cash and cash equivalents	843	-	-	843
Other	46,091	-	-	46,091
Contracts and sales	22,414	-	-	22,414
Total revenue	<u>23,656,269</u>	<u>-</u>	<u>-</u>	<u>23,656,269</u>
Net Assets Released from Restrictions				
Donor and time restrictions	<u>251,910</u>	<u>(251,910)</u>	<u>-</u>	<u>-</u>
Total public support and revenue	<u>27,880,236</u>	<u>11,947</u>	<u>2,302</u>	<u>27,894,485</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Activities
For the Year Ended June 30, 2014

Expenses	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Totals</u>
Program services:				
Community services	15,805,717	-	-	15,805,717
InterCare	6,904,356	-	-	6,904,356
Business enterprises	151,908	-	-	151,908
Total program expenses	<u>22,861,981</u>	<u>-</u>	<u>-</u>	<u>22,861,981</u>
Supporting services:				
Management and general	3,216,021	-	-	3,216,021
Fundraising	192,619	-	-	192,619
Total supporting expenses	<u>3,408,640</u>	<u>-</u>	<u>-</u>	<u>3,408,640</u>
Total expenses	<u>26,270,621</u>	<u>-</u>	<u>-</u>	<u>26,270,621</u>
Change in net assets	1,609,615	11,947	2,302	1,623,864
Net assets, beginning of year	<u>9,342,702</u>	<u>343,251</u>	<u>774,246</u>	<u>10,460,199</u>
Net assets, end of year	<u>\$ 10,952,317</u>	<u>\$ 355,198</u>	<u>\$ 776,548</u>	<u>\$ 12,084,063</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2015

	Program Services			Total Program Services
	Community Services	InterCare	Business Enterprises	
Salaries, taxes and benefits	\$ 11,097,061	\$ 5,908,476	\$ 125,456	\$ 17,130,993
Expenses for persons served	3,724,234	733,987	-	4,458,221
Facilities	1,026,498	506,884	30,030	1,563,412
Transportation	651,492	173,972	19,182	844,646
Contractual services	101,697	15,448	3,386	120,531
Office expenses	49,786	13,821	6,935	70,542
Public relations	8,303	10,187	1,081	19,571
Total expenses	\$ 16,659,071	\$ 7,362,775	\$ 186,070	\$ 24,207,916

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Functional Expenses - continued
For the Year Ended June 30, 2015

	<u>Support Services</u>		Total Supporting Services	<u>Totals</u>
	<u>Management and General</u>	<u>Fundraising</u>		
Salaries, taxes and benefits	\$ 2,376,016	\$ 86,430	\$ 2,462,446	\$ 19,593,439
Expenses for persons served	4,744	-	4,744	4,462,965
Facilities	163,247	-	163,247	1,726,659
Transportation	19,128	-	19,128	863,774
Contractual services	658,482	-	658,482	779,013
Office expenses	113,376	-	113,376	183,918
Public relations	42,427	40,683	83,110	102,681
Total expenses	<u>\$ 3,377,420</u>	<u>\$ 127,113</u>	<u>\$ 3,504,533</u>	<u>\$ 27,712,449</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2014

	Program Services			Total Program Services
	Community Services	InterCare	Business Enterprises	
Salaries, taxes and benefits	\$ 10,441,562	\$ 5,442,913	\$ 93,355	\$ 15,977,830
Expenses for persons served	3,573,187	752,124	150	4,325,461
Facilities	1,059,061	496,918	30,226	1,586,205
Transportation	655,089	177,929	18,692	851,710
Contractual services	36,532	9,706	5,844	52,082
Office expenses	29,007	18,069	2,689	49,765
Public relations	11,279	6,697	952	18,928
Total expenses	\$ 15,805,717	\$ 6,904,356	\$ 151,908	\$ 22,861,981

The accompanying notes are an integral part of these financial statements.

ARCA
Consolidated Statement of Functional Expenses - continued
For the Year Ended June 30, 2014

	<u>Support Services</u>		Total Supporting Services	<u>Totals</u>
	<u>Management and General</u>	<u>Fundraising</u>		
Salaries, taxes and benefits	\$ 2,272,020	\$ 116,419	\$ 2,388,439	\$ 18,366,269
Expenses for persons served	3,675	-	3,675	4,329,136
Facilities	176,509	-	176,509	1,762,714
Transportation	20,356	-	20,356	872,066
Contractual services	535,230	-	535,230	587,312
Office expenses	187,877	-	187,877	237,642
Public relations	20,354	76,200	96,554	115,482
Total expenses	<u>\$ 3,216,021</u>	<u>\$ 192,619</u>	<u>\$ 3,408,640</u>	<u>\$ 26,270,621</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Statements of Cash Flows
For the Years Ended June 30,

	<u>2015</u>	<u>2014</u>
Cash flows from operating activities		
Cash received from the State of New Mexico	\$ 24,584,505	\$ 24,366,631
Cash received from contributors	1,385,766	1,406,878
Cash received from other sources	2,147,408	2,099,802
Cash paid to employees	(19,409,366)	(17,880,221)
Cash paid to suppliers	(7,454,415)	(7,747,188)
Investment income	32,713	30,941
Interest paid	(82,334)	(88,761)
Net cash provided by operating activities	<u>1,204,277</u>	<u>2,188,082</u>
Cash flows from investing activities		
Proceeds from sale of investments	41,854	111,926
Purchase of investments	(96,663)	(538,609)
Purchase of property and equipment	(1,032,993)	(455,519)
Proceeds from the sales of property and equipment	2,296	14,943
Net cash used by investing activities	<u>(1,085,506)</u>	<u>(867,259)</u>
Cash flows from financing activities		
Mortgage repayments	(188,611)	(180,942)
Restricted contributions	7,875	2,302
Net cash used by financing activities	<u>(180,736)</u>	<u>(178,640)</u>
Net increase (decrease) in cash and cash equivalents	(61,965)	1,142,183
Cash and cash equivalents, beginning of year	<u>4,126,694</u>	<u>2,984,511</u>
Cash and cash equivalents, end of year	<u>\$ 4,064,729</u>	<u>\$ 4,126,694</u>

The accompanying notes are an integral part of these financial statements.

ARCA
Statements of Cash Flows – continued
For the Years Ended June 30,

	2015	2014
Reconciliation of change in net assets to net cash provided by operating activities		
Change in net assets	<u>\$ 1,351,198</u>	<u>\$ 1,623,864</u>
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	596,097	560,384
Unrealized loss (gain) on investments	129,083	(137,044)
Realized gain on investments	(91,055)	(59,314)
Loss (gain) on sale of assets	-	(14,943)
Donated property and equipment	-	(37,560)
Restricted contributions	(7,875)	(2,302)
(Increase) decrease in:		
Accounts receivable	(977,904)	(9,373)
Unconditional promises to give	34,496	198,376
Prepaid expenses	(67,516)	(40,655)
Cash held in trust for persons served	(87,015)	(52,293)
Accrued interest and other assets	-	1,581
Increase (decrease) in:		
Accounts payable	(55,023)	25,130
Accrued liabilities	206,593	79,938
Cash held in trust for persons served	87,015	52,293
Deferred revenue and other long-term liabilities	86,183	-
Total adjustments	<u>(146,921)</u>	<u>564,218</u>
Net cash provided by operating activities	<u>\$ 1,204,277</u>	<u>\$ 2,188,082</u>

Supplemental Disclosure

ARCA purchased buildings and land of approximately \$2,190,000 by acquiring notes payable of approximately \$1,713,000 during the year ended June 30, 2015.

The accompanying notes are an integral part of these financial statements.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

1) Nature of Organization

ARCA is a not-for-profit corporation that was originally founded in 1957 by a group of parents desiring community-based opportunities for their family members with developmental disabilities. ARCA is dedicated to providing premier services to approximately 600 individuals with developmental disabilities in the Albuquerque area and provides services to approximately 50 individuals statewide as part of New Mexico's Prader Willi Project. ARCA's primary program activities are divided into three divisions: InterCare, Community Services, and Business Enterprises. InterCare provides 24-hour residential services along with employment services at their La Paloma Greenhouses. Community Services provides various community living options, family living services and employment and other community inclusion opportunities. The Business Enterprises primarily provides employment services to individuals.

ARCA Foundation (Foundation) conducts fundraising for the purpose of providing financial resources to ARCA.

The Board of Directors of ARCA appoints the Board of Directors of the Foundation and can remove them at any time with a majority vote.

2) Summary of Significant Accounting Policies

Basis of Presentation

The accompanying consolidated financial statements referred to as "ARCA" present the consolidated financial position, changes in net assets, cash flows and function expense of ARCA and ARCA Foundation. All significant intercompany accounts and transactions have been eliminated. ARCA has board control and economic interest in the ARCA Foundation. Accordingly, the ARCA Foundation's financial statements have been consolidated with ARCA's financial statements.

ARCA follows the accounting and reporting standards required by *Not for Profit* Entities. Generally accepted accounting standards require ARCA to report information regarding its financial position and activities according to three classes of net assets:

Unrestricted Net Assets – These assets result from revenues from providing services, producing goods, unrestricted contributions, and dividends and interest from income-providing assets less applicable related expenses. ARCA treats restricted contributions whose restrictions are satisfied during the same fiscal year as unrestricted support. All contributions made to ARCA are considered to be available for unrestricted use unless restricted by the donor.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Temporarily Restricted Net Assets – These assets result from (1) contributions and other inflows of assets whose use by ARCA is limited by donor imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of ARCA pursuant to those stipulation; (b) other assets enhancements and diminishments subject to the same kinds of stipulations; and (c) imposed stipulations, their expiration by passage of time, or their fulfillment and removal by actions of ARCA pursuant to those stipulations.

Permanently Restricted Net Assets – These assets have donor-imposed restrictions that stipulate that resources be maintained permanently but permit ARCA to use or expand part or all of the time economic benefits derived from the donated assets.

The accounting records supporting the accompanying consolidated financial statements are organized on the basis of divisions. The revenues and expenditures of each division are accounted for separately. The divisional revenues and expenditures are consolidated into a single set of accounts that summarize ARCA's assets, liabilities and net assets. Divisions maintained are InterCare, Community Services and Business Enterprises.

Use of Estimates

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

Financial Instruments

The carrying amounts of cash, receivables, payables, accrued expenses, and other liabilities approximate fair value due to short maturity periods of these instruments. The fair value of long-term debt is the carrying value due to the adjustable market rate of interest. For purposes of the consolidated statements of cash flows, ARCA does not consider restricted deposits, or tenant deposits to be cash or cash equivalents. Cash and cash equivalents is defined as amounts held in checking accounts, savings accounts, and money market funds. Liquid investments are defined as those investments with a remaining maturity of one year or less and include certain types of fixed income investments such as CDs, U.S. Treasury and Agency debt securities. ARCA maintains a portion of its cash

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Financial Instruments – continued

and cash equivalents in bank deposit accounts, which, at times, exceed federally insured limits. ARCA has not experienced any losses in such accounts.

Accounts Receivable

ARCA's primary income source is from Medicaid funds, which are received after the service is performed. Accounts receivable are stated at the amount management expects to collect from outstanding balances due from the State and other fees for service contracts. Individual accounts are evaluated and determined delinquent based on known facts and circumstances. Management believes all accounts receivable are collectible, and as a result, no allowance has been recorded.

Unconditional Promises to Give

Unconditional promises to give are recorded as receivables and revenue when received. ARCA distinguishes between contributions received for each net asset category in accordance with donor-imposed restrictions. Pledges are recorded after being discounted to the anticipated net present value of the future cash flows. The discount rate used was the Daily T-bill rate on the date of the promise for pledges received during the years ended June 30, 2015 and June 30, 2014. Management believes the promises to give are fully collectible and, as a result, no allowance has been recorded.

Investments

Investments in marketable securities with readily-determinable fair values and all investments in debt securities are reported at fair values in the consolidated statements of financial position. ARCA also invests in certificates of deposit, which are collateralized by U.S. Government Securities.

Income Taxes

All entities of ARCA are non-profit corporations and qualify as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code and are classified as other than a private foundation. As such, their normal activities not directly related to ARCA's tax exempt purpose is subject to taxation as unrelated business income. There was no taxable unrelated business income for the years ended June 30, 2015 and 2014.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Income Taxes – continued

In 2006, the Financial Accounting Standards Board (FASB) issued authoritative guidance relating to the accounting for uncertainty in income taxes. This pronouncement was amended in 2009 to include non-profit entities, which was effective for ARCA for the year ended June 30, 2010. The guidance clarifies the accounting for uncertainty in income taxes recognized in an organization's financial statements in accordance with GAAP. The guidance also requires the evaluation of tax positions taken or expected to be taken in the course of preparing ARCA's information returns to determine whether the tax positions are "more-likely-than-not" of being sustained by the applicable tax authority. Tax positions not deemed to meet the more-likely-than-not threshold would be recorded as a tax benefit or expense in the current year. In addition, guidance on derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition was also provided. As of June 30, 2015, ARCA performed a review of its material tax positions in accordance with recognition and measurement standards established by GAAP. As a result of this review, ARCA qualified as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code and had no unrecorded income derived from unrelated business activities and did not identify any entity level tax positions that would not meet the more-likely-than-not threshold.

ARCA files information tax returns as prescribed by the tax laws of the jurisdictions in which it operates. In the normal course of business, ARCA is subject to examination by federal, state, and local jurisdictions, where applicable. As of June 30, 2015, the tax years that remain subject to examination by the major tax jurisdictions under the statute of limitations are from the year ended June 30, 2012 and forward.

ARCA would recognize interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. There was no such interest or penalties in operating expenses. There was no such interest or penalties recorded for the years ended June 30, 2015 and 2014.

Property, Furniture, and Equipment

ARCA has a Board adopted capitalization policy. Property and equipment over \$5,000 are capitalized at cost or, if donated, at fair market value at the day of donation. Depreciation and amortization are provided using the straight-line method over the estimated useful lives of the assets. The estimated useful lives for buildings are 30 years, furnishings are 5 years, building improvements and leasehold improvements range from 5 to 30 years, furnishings and equipment ranges from 3 to 10 years and vehicles have estimated useful lives of 5 years.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

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

ARCA 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.

Inventory

Inventory is valued at lower of cost or market.

Revenue Recognition

ARCA reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donation. All other gifts of cash or other assets are reported as increases to unrestricted net assets. 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 as net assets released from restrictions.

Revenues on fee-for-service contracts and Medicaid revenue are recognized when the services are provided to the persons served. Such revenue is subject to audit by the grantor or funding agency and could result in a request for reimbursement. In the event that it may be determined that ARCA receives Medicaid payments in excess of the agreed-upon contract rates, these amounts would be due back to Medicaid. It is management's opinion that amounts, if any, that may be found to be refundable would not be significant and, therefore, would be charged to income in the period detected.

Promises to Give

Unconditional promises to give are recognized as revenues or gains in the period awarded and as assets, decreases of liabilities or expenses, depending on the form of the benefits received. Conditional promise to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Endowment Fund

ARCA has adopted generally accepted accounting standards as they related to *Endowment of Not-for-Profit Organizations – Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act and Enhanced Disclosures for All Endowment Funds*, which includes the following financial statement disclosure requirements for ARCA for the year ended June 30, 2015 and 2014.

Classification of Net Assets – Endowment funds are used to account for investments in which the principal is temporarily or permanently restricted or Board-designated for a specific purpose.

Interpretation of Relevant Law – ARCA has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds asset explicit donor stipulations to the contrary. As a result of this interpretation, ARCA classifies as permanent restricted net assets: (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulation to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as temporarily restricted nets assets until those amounts are appropriated for expenditure by ARCA in a manner consisted with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, ARCA considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effects of inflation and deflation, (5) the expected total return from the income and the appreciation of investments, (6) other resources of ARCA, and (7) ARCA investment policies.

La Paloma and ARCA Organics Greenhouses

ARCA operates greenhouses that provide vocational training to persons served. Items produced in the greenhouses are sold to the public. Gross revenue, as defined by the IRS, generated by the La Paloma Greenhouse is not subject to unrelated business income tax. Gross revenue, as defined by the IRS, generated by ARCA Organics Greenhouse is subject to unrelated business income tax.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Deferred Revenue

Income from Children, Youth and Family Department (CYFD) related to respite care and private pay is deferred and recognized when the service is provided. Advance payments for camp fees are deferred until the event occurs.

Donated Services and Materials

Contributions of services and materials are recognized in the accompanying consolidated financial statements in accordance with ASC 958-605 if the services received enhance or create non-financial assets, require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation.

Donation of property and equipment are recorded as contributions 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 reported as restricted contributions. In the absence of any donor stipulations regarding how long donated assets must be maintained, ARCA reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. ARCA reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Fair Value of Financial Instruments

ARCA adopted generally accepted accounting standards as they relate to Fair Value Measurement which provides a framework for measuring fair value under GAAP and expands disclosures about fair value measurement. Generally accepted accounting standards defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. These standards require that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. The standards also establish a fair value hierarchy, which priorities the valuation inputs into three levels inputs that may be used to measure fair value:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Level 2 – Quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability (such as interest rates and yield curves, prepayment speeds, loss credit risk, etc.)

Level 3 – Unobservable inputs for the asset or liability. Unobservable inputs shall be used to measure fair value to the extent that observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date. Unobservable inputs shall be developed based on the best information available in the circumstances, which might include the reporting entity's own data and assumptions.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2015 and 2014.

Pooled Trust-Units held in pooled separate accounts are valued using the net asset value (NAV) of the fund. The NAV is based on the fair value of the underlying assets owned by the fund, minus its liabilities, and then divided by the number of units outstanding. The net asset value of the pooled separate account is calculated based on a compilation of primarily observable market information. The number of units of the fund that are outstanding on the calculation date is derived from observable purchase and with Level 2 of the valuation hierarchy. ARCA invests in the following pooled investment funds:

New Mexico Community Foundation - Fund strategy is long-term capital appreciation without undue risk to principal, capital appreciation by investing primarily in securities of emerging or growth-oriented companies.

Albuquerque Community Foundation – Fund strategy is long-term capital appreciation without undue risk to principal, capital appreciation by investing primarily in securities of emerging or other growth-oriented companies.

Trading Securities – Value at the closing price reported on the major market on which the individual securities are traded.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

2) Summary of Significant Accounting Policies — continued

Fixed Income Securities – Value at the closing price reported on the major market on which the individual securities are traded.

Mutual Funds – Valued at the net asset value (NAV) of shares held at year end using prices quoted by relevant pricing agent.

There are three general valuation techniques that may be used to measure fair value, as described below:

Market Approach – Uses prices and other relevant information generated by market transactions involving identical or comparable assets or liabilities. Prices may be indicated by pricing guides, sale transactions market trades, or other sources.

Cost Approach – Based on the amount that currently would be required to replace the service capital of an asset (replacement cost).

Income Approach – Uses valuation techniques to convert future amounts to a single present amount based on current market expectations about the future amounts (includes present value techniques and option-pricing models). Net present value is an income approach where a stream of expected cash flows is discounted at an appropriate market interest rates.

ARCA carries its investments in marketable securities with readily determinable fair values. Unrealized gains and losses are included in the change in net assets in the accompanying statements of activities.

The carrying amount of cash and cash equivalents, accounts receivable, prepaid expenses, accounts payable and accrued liabilities approximate fair value due to the short maturity of these financial instruments.

Functional Allocation of Expense

The costs of providing various programs and other activities have been summarized on a functional basis in the consolidated statements of activities and the consolidated statement of function expenses. According, certain costs have been allocated among the programs and supporting services benefited.

Advertising and Marketing

Advertising costs included in marketing, general and administrative, are expensed when the advertising first takes place. Advertising expense was \$8,990 and \$6,477 for fiscal years 2015 and 2014, respectively.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

3) Fair Value Measurements

Assets itemized below were measured at fair value during the year ended June 30, 2015 using the market approach for Level 1 and Level 2 inputs.

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Total
Investment in community funds			
Pooled trust	\$ -	\$ 841,993	\$ 841,993
Trading securities			
Equities - multi-strategy equity funds	<u>1,055,123</u>	<u>108,377</u>	<u>1,163,500</u>
Total stocks	<u>1,055,123</u>	<u>950,370</u>	<u>2,005,493</u>
Fixed income securities			
Foregin obligations	12,252	-	12,252
Pooled fixed income funds	<u>650,372</u>	<u>50,107</u>	<u>700,479</u>
Total fixed income securities	<u>662,624</u>	<u>50,107</u>	<u>712,731</u>
Mututal funds			
Open ended investments	<u>-</u>	<u>51,805</u>	<u>51,805</u>
Cash and cash equivalents	<u>-</u>	<u>33,041</u>	<u>33,041</u>
Total investments	<u>\$ 1,717,747</u>	<u>\$ 1,085,323</u>	<u>\$ 2,803,070</u>

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

3) Fair Value Measurements - continued

Assets itemized below were measured at fair value during the year ended June 30, 2014 using the market approach for Level 1 and Level 2 inputs.

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Total
Investment in community funds			
Pooled trust	\$ -	\$ 759,948	\$ 759,948
Trading securities			
Equities - multi-strategy equity funds	<u>1,037,814</u>	<u>-</u>	<u>1,037,814</u>
Total stocks	<u>1,037,814</u>	<u>759,948</u>	<u>1,797,762</u>
Fixed income securities			
Foregin obligations	12,183	-	12,183
Pooled fixed income funds	<u>668,262</u>	<u>-</u>	<u>668,262</u>
Total fixed income securities	<u>680,445</u>	<u>-</u>	<u>680,445</u>
Cash and cash equivalents	<u>-</u>	<u>308,082</u>	<u>308,082</u>
Total investments	<u>\$ 1,718,259</u>	<u>\$ 1,068,030</u>	<u>\$ 2,786,289</u>

Investments at June 30, are shown on the consolidated statements of financial position as follows:

	<u>2015</u>	<u>2014</u>
Investments	\$ 1,776,317	\$ 1,810,054
Quasi endowment	242,330	199,687
Permanently restricted endowment	<u>784,423</u>	<u>776,548</u>
	<u>\$ 2,803,070</u>	<u>\$ 2,786,289</u>

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

3) Fair Value Measurements - continued

Investments are shown on the consolidated statements of activities as follows for the years ended June 30,:

	<u>2015</u>	<u>2014</u>
Interest and dividend income	\$ 47,330	\$ 48,321
Expenses	(15,838)	(18,246)
Net realized and unrealized gains (loss)	<u>(38,028)</u>	<u>196,357</u>
	<u>\$ (6,536)</u>	<u>\$ 226,432</u>

4) Accounts Receivable

Accounts receivable were as follows at June 30:

	<u>2015</u>	<u>2014</u>
New Mexico Department of Health and Human Services:		
Medicaid waiver	\$ 1,281,610	\$ 1,204,673
Medicaid ICF/MR	1,442,203	673,185
General fund	87,494	62,798
New Mexico Children, Youth and Families Department:		
Family-based services	191,323	172,781
Other	<u>186,210</u>	<u>97,499</u>
Total accounts receivable	<u>\$ 3,188,840</u>	<u>\$ 2,210,936</u>

At June 30, 2015 and 2014, \$11,904 and \$26, respectively, of accounts receivable were outstanding over 90 days.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

5) Unconditional Promises to Give

Pledges are expected to be realized in the following periods:

	<u>2015</u>	<u>2014</u>
In one year or less	\$ 103,379	\$ 83,419
Between one year and five years	<u>1,000</u>	<u>56,000</u>
	<u>104,379</u>	<u>139,419</u>
Less discount at .85%	<u>8</u>	<u>552</u>
	<u>\$ 104,371</u>	<u>\$ 138,867</u>

6) Restricted Deposits

ARCA services as the custodian for certain funds that ARCA holds in trust for persons served. These funds are recorded as a liability on the statement of financial position and are not available for use in ARCA's operations.

7) Property and Equipment

At June 30, property and equipment were comprised of the following:

	<u>2015</u>	<u>2014</u>
Building	\$ 9,293,772	\$ 7,706,227
Vehicles	2,840,461	2,732,067
Building improvements	1,837,338	1,575,837
Furnishing and equipment	650,758	593,323
Other	<u>15,351</u>	<u>15,351</u>
	<u>14,637,680</u>	<u>12,622,805</u>
Less accumulated depreciation	<u>8,699,649</u>	<u>8,230,474</u>
	<u>5,938,031</u>	<u>4,392,331</u>
Land	<u>2,723,998</u>	<u>2,122,098</u>
Property and equipment, net	<u>\$ 8,662,029</u>	<u>\$ 6,514,429</u>

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

8) Short-Term and Long-Term Debt

ARCA extended their \$1,132,500 revolving line of credit to February 4, 2016. This line is collateralized by real property. Interest is payable monthly on outstanding balances at an interest rate of the BOKF National Prime Rate. There were no borrowings during the years ended June 30, 2015 and June 30, 2014.

ARCA had mortgages payable for the purchase of residential homes and office space, all secured by land and buildings, as follows at June 30:

	<u>2015</u>	<u>2014</u>
Mortgages payable to a mortgage company due in monthly installments ranging from \$262 to \$1,683, including interest at 4.50% - 4.875%, with final payments due between September 2024 and July 2025	\$ 1,336,730	\$ 1,447,442
Mortgages payable to a bank, due in monthly installments ranging from \$1,276 to \$3,146, including interest at 2.75%, with final payments due between January and March 2021	488,630	566,194
Mortgages payable to a bank, due in monthly installments ranging from \$910 to \$10,551, including interest at 4.95% - 5.80%, with final payments due July 2035	<u>1,712,665</u>	<u>-</u>
	3,538,025	2,013,636
Less current portion	<u>238,999</u>	<u>188,275</u>
	<u>\$ 3,299,026</u>	<u>\$ 1,825,361</u>

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

8) Short-Term and Long-Term Debt - continued

Future minimum principal payments are as follows:

<u>Year ending June 30</u>		
2016	\$	238,999
2017		256,840
2018		267,953
2019		279,575
2020		291,514
Thereafter		<u>2,203,144</u>
	<u>\$</u>	<u>3,538,025</u>

9) **Leases**

ARCA leases buildings used to provide care to individuals under operating lease agreements expiring in various months during 2016. Monthly rent payments for both buildings are approximately \$3,800. Total minimum future lease payments are \$45,000 for 2016. Rental expense under operating leases was approximately \$44,000 and \$45,000 for the years ended June 30, 2015 and 2014, respectively. ARCA also leases various other items under month-to-month lease agreements.

10) **Commitment and Contingencies**

ARCA places its cash with financial institutions and investment brokerage firms. Cash with financial institutions is federally insured and cash held by brokerage firms is insured by the investments brokerage firm. Cash held by community foundations is insured by the community foundations' brokerage firms.

ARCA receives a significant portion of its revenues from Medicaid waiver and Medicaid ICF/MR and is, therefore, subject to possible cutbacks due to changes in funding priorities. During the years ended June 30, 2015 and 2014, ARCA received approximately 78% percent of its gross public support and revenues from Medicaid waiver and Medicaid ICF/MR. Accounts receivable for the Medicaid waiver and Medicaid ICF/MR represented approximately 85% of total accounts receivable at June 30, 2015 and 2014.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

11) Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets consist of donations restricted for purpose and time restrictions of \$276,583 and \$355,198 as of June 30, 2015 and 2014, respectively.

Permanently restricted net assets consist of donations made to an endowment fund. The purpose of the endowment fund is to provide a permanent source of capital for future needs. ARCA has adopted investment and spending policies, approved by the Board of Directors, for endowment assets that attempt to achieve a return consistent with the level of risk authorized by the investment policy that provide optimum growth consistent with a long-term time horizon. The investment policy establishes that the assets will be invested in a pooled fund and the risk tolerance of the pooled fund will be monitored annually. If at any time the risk tolerance is not aligned with the investment policy objectives, the funds will be redirected. The current return objective over a complete business cycle (three to five years) is for an overall annualized return, after deducting transaction costs and advisory, money manager and custodial fees, equal to or above the benchmark index for the pooled fund of the assets. On an annual basis, the Board of Directors may elect to withdraw up to five percent of the average market value based on the previous 12 quarters. The withdrawals are to be used for ARCA's programs as determined by the Board of Director's.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

11) Temporarily and Permanently Restricted Net Assets – continued

Endowment fund composition by type of fund as of June 30, 2015 is as follows:

	<u>Unrestricted</u>	<u>Permanently Restricted</u>	<u>Total Endowment Net Assets</u>
Endowment net assets, beginning of year	\$ 228,241	\$ 776,548	\$ 1,004,789
Investment return			
Interest income	6,883	-	6,883
Net appreciation (depreciation) - realized and unrealized	<u>(13,741)</u>	<u>-</u>	<u>(13,741)</u>
	221,383	776,548	997,931
Contributions	41,680	7,625	49,305
Amounts appropriated for expenditure	(25,154)	-	(25,154)
Other changes:			
Adjust pledges to fair value	<u>-</u>	<u>250</u>	<u>250</u>
Endowment net assets, end of year	<u>\$ 237,909</u>	<u>\$ 784,423</u>	<u>\$ 1,022,332</u>

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

11) Temporarily and Permanently Restricted Net Assets – continued

Changes in endowment net assets as of June 30, 2014 are as follows:

	<u>Unrestricted</u>	<u>Permanently Restricted</u>	<u>Total Endowment Net Assets</u>
Endowment net assets, beginning of year	\$ (9,510)	\$ 774,246	\$ 764,736
Investment return			
Interest income	1,401	-	1,401
Net appreciation (depreciation) - realized and unrealized	<u>89,276</u>	<u>-</u>	<u>89,276</u>
	81,167	774,246	855,413
Contributions	199,687	1,806	201,493
Amounts appropriated for expenditure	(52,613)	-	(52,613)
Other changes:			
Adjust pledges to fair value	<u>-</u>	<u>496</u>	<u>496</u>
Endowment net assets, end of year (deficit)	<u>\$ 228,241</u>	<u>\$ 776,548</u>	<u>\$ 1,004,789</u>

12) **Designation of Unrestricted Net Assets**

It is the policy of the Board of Directors of ARCA to review its plans for future estimated cash shortfalls and to designate appropriate sums of unrestricted net assets to assure adequate cash reserves to provide necessary working capital. The total amount of designated net assets was \$5,772,852 and \$3,208,144 at June 30, 2015 and 2014, respectively.

During the year ended June 30, 2014, the board of directors established a quasi-endowment with a significant contribution from one contributor. The quasi-endowment of \$242,330 and \$199,687 is recorded as board designated unrestricted net assets as of June 30, 2015 and 2014, respectively. This board designation can be changed by a majority vote of the board of directors.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

13) Retirement Plans

ARCA had a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code available to employees, regardless of age. There was no service requirement for employee pre-tax deferrals. There was a three month service requirement to be eligible for any employer matching contribution. Employees were allowed to defer up to the maximum allowed by the Internal Revenue Code. For the years ended June 30, 2015 and June 30, 2014, ARCA matched employees' contributions up to four percent of the employees' gross salary. Total contributions to this plan were approximately \$74,000 and \$313,000 for the years ended June 30, 2015 and 2014, respectively. The Board of Directors of the Plan's Sponsor, voted to terminate the Plan subject to the provisions of ERISA. The effective termination date was September 5, 2014. Upon termination, participants became 100% vested in their accounts.

ARCA's current employees have the option of participating in the 401(k) plan, a defined contribution plan, which began operation on September 5, 2014.

ARCA's 401(k) Plan (the Plan) covers all employees eligible for Plan participation. There is no service requirement for employee pre-tax deferrals. ARCA matches participants' contributions to the Plan up to 4% of the individual participant's compensation. Total expense for the year ended June 30, 2015, was approximately \$430,000.

14) Compensated Absences

Full-time and part-time regular employees earn from 15 to 25 days of Paid Time Off (PTO) each year. ARCA's compensated absence policy allows regular employees to accumulate a maximum of 320 hours of PTO for employees who work 40 hours per week or pro-rated for part-time employees. Leave in excess of the maximum hours will not be paid out to employees annually, but instead will be transferred into a Long-Term PTO (LTPTO) bank which can only be used for designated Family Medical Leave. An employee's LTPTO will be capped at five weeks of leave (200 hours) for full-time and pro-rated for part-time employees. Annually, on July 1, unused excess LTPTO beyond the cap will be forfeited by the employee. Employees who resign or are terminated shall be paid for all unused PTO up to 320 hours at their current rate of pay. Unused accrued LTPTO will be not payable upon separation.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

14) **Compensated Absences – continued**

ARCA accrues the cost incurred for PTO as obligations of unrestricted net assets. At June 30, 2015 and 2014, ARCA had accrued approximately \$847,000 and \$827,000, respectively.

15) **Related Parties**

ARCA had no significant related party activity during the years ended June 30, 2015 and 2014, and as of June 30, 2015 and 2014, had no assets or liabilities associated with related parties. ARCA and the Foundation's Board of Directors have made contributions in the amount of \$39,263 and \$19,590, for the years ended June 30, 2015 and 2014, respectively.

16) **Donated Services, Materials, Property and Equipment**

During the years ended June 30, 2015 and 2014, ARCA received the following non-cash contributions of services and materials:

	<u>2015</u>	<u>2014</u>
Vehicles	\$ -	\$ 37,360
Professional Services	21,900	26,150
Rent	<u>6,000</u>	<u>6,000</u>
Total	<u>\$ 27,900</u>	<u>\$ 69,510</u>

ARCA receives in-kind services from a network of advertising agencies that advertise using various media throughout the state of New Mexico. Management believes they derive minimal benefits from advertising that take place outside the Albuquerque area. The value of the advertising within the Albuquerque area donated during the fiscal years ended June 30, 2015 and 2014 was approximately \$149,000 and \$182,000, respectively. ARCA would not have purchased this advertising had it not been donated to them and, therefore, did not record the revenue and related expense for the donated service, in accordance with generally accepted accounting standards as they related to, *Accounting for Contributions Received and Contributions Made*.

ARCA
Notes to Consolidated Financial Statements
June 30, 2015 and 2014

16) Donated Services, Materials, Property and Equipment – continued

Additionally, ARCA receives donated services for the Community Service and InterCare program. Activities include assisting with the wellness initiative, camp and tax preparation for individuals served by ARCA. Activities also include various duties at the ARCA Organics farm. The volunteers do not have specialized skills to perform these activities nor were assets enhanced by these activities; therefore, the revenue and the related expense are not recorded in the statements of activities. Fair value of these services for the years ended June 30, 2015 and 2014 was approximately \$63,000 and \$50,000 respectively.

17) **Subsequent Events**

Subsequent events are events or transactions that occur after the balance sheet date but before the financial statements are issued or are available to be issued. ARCA recognized in the financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at the date of the balance sheet, including the estimates inherent in the process of preparing the financial statements. ARCA's financial statements do not recognize subsequent events that provide evidence about conditions that did not exist at the date of the balance sheet but arose after the balance sheet date and before the financial statements are available to be issued.

ARCA has evaluated subsequent events through October 7, 2015 which is the date the financial statements were available to be issued.

ARCA
Consolidating Statement of Financial Position
June 30, 2015

	ARCA	Foundation	Eliminating Entries	Consolidated
Assets				
Current assets				
Cash and cash equivalents	\$ 2,988,337	\$ 1,076,392	\$ -	\$ 4,064,729
Investments	-	1,776,317	-	1,776,317
Accounts receivable	3,240,952	-	(52,112)	3,188,840
Unconditional promises to give	-	103,379	-	103,379
Inventory	-	-	-	-
Prepaid expenses	491,404	3,152	-	494,556
Total current assets	<u>6,720,693</u>	<u>2,959,240</u>	<u>(52,112)</u>	<u>9,627,821</u>
Property, furniture and equipment, net	<u>8,625,129</u>	<u>36,900</u>	<u>-</u>	<u>8,662,029</u>
Other Assets				
Restricted deposits and funded reserves				
Cash held in trust for persons served	263,980	1,411,718	-	1,675,698
Unconditional promises to give - non-current, net of discount	-	992	-	992
Investment - quasi endowment	-	242,330	-	242,330
Investment - permanently restricted endowment	-	784,423	-	784,423
Accrued interest and other assets	1,766	-	-	1,766
Total other assets	<u>265,746</u>	<u>2,439,463</u>	<u>-</u>	<u>2,705,209</u>
Total assets	<u>\$ 15,611,568</u>	<u>\$ 5,435,603</u>	<u>\$ (52,112)</u>	<u>\$ 20,995,059</u>

ARCA
Consolidating Statement of Financial Position - continued
June 30, 2015

	ARCA	Foundation	Eliminating Entries	Consolidated
Liabilities and Net Assets				
Current liabilities				
Accounts payable	\$ 562,904	\$ 53,107	\$ (52,112)	\$ 563,899
Accrued liabilities:				
Salaries and payroll taxes	679,784	-	-	679,784
Compensated absences	847,121	-	-	847,121
Mortgage interest	6,025	-	-	6,025
Deferred revenue	244,696	-	-	244,696
Current portion of long-term debt	238,999	-	-	238,999
Total current liabilities	<u>2,579,529</u>	<u>53,107</u>	<u>(52,112)</u>	<u>2,580,524</u>
Long-term Liabilities				
Long-term debt	3,299,026	-	-	3,299,026
Cash held in trust for persons served	263,980	1,411,718	-	1,675,698
Other long-term liabilities	4,550	-	-	4,550
Total long-term liabilities	<u>3,567,556</u>	<u>1,411,718</u>	<u>-</u>	<u>4,979,274</u>
Total liabilities	<u>6,147,085</u>	<u>1,464,825</u>	<u>(52,112)</u>	<u>7,559,798</u>
Commitments and Contingencies				
Net assets				
Unrestricted:				
Undesignated	4,889,682	1,469,391	-	6,359,073
Board designated - quasi endowment	-	242,330	-	242,330
Board designated	4,491,398	1,281,454	-	5,772,852
Total unrestricted	<u>9,381,080</u>	<u>2,993,175</u>	<u>-</u>	<u>12,374,255</u>
Temporarily restricted	83,403	193,180	-	276,583
Permanently restricted	-	784,423	-	784,423
Total net assets	<u>9,464,483</u>	<u>3,970,778</u>	<u>-</u>	<u>13,435,261</u>
Total liabilities and net assets	<u>\$ 15,611,568</u>	<u>\$ 5,435,603</u>	<u>\$ (52,112)</u>	<u>\$ 20,995,059</u>

ARCA
Consolidating Statement of Activities
For the Year Ended June 30, 2015

	ARCA Unrestricted	ARCA Temporarily Restricted	ARCA Permanently Restricted	Totals
Public Support and Revenue				
Public support				
Government funding:				
NM Department of Health and Human Services	816,514	-	-	816,514
NM Children, Youth and Families Department	2,176,352	-	-	2,176,352
U.S. Department of Transportation	178,463	-	-	178,463
Private contracts	587,643	-	-	587,643
Contributions	125,434	-	-	125,434
Grants	346,523	28,544	-	375,067
Total public support	<u>4,230,929</u>	<u>28,544</u>	<u>-</u>	<u>4,259,473</u>
Revenue				
Medicaid waiver	14,172,881	-	-	14,172,881
Medicaid ICF/MR	8,396,662	-	-	8,396,662
Fees and rent	1,508,872	-	-	1,508,872
Investment income (loss):				
Endowment fund	-	-	-	-
Other investments	-	-	-	-
	<u>24,078,415</u>	<u>-</u>	<u>-</u>	<u>24,078,415</u>
Interest income from cash and cash equivalents	1,221	-	-	1,221
Other	15,062	-	-	15,062
Contracts and sales	35,080	-	-	35,080
Total revenue	<u>24,129,778</u>	<u>-</u>	<u>-</u>	<u>24,129,778</u>
Net Assets Released from Restrictions				
Donor and time restrictions	-	-	-	-
Total public support and revenue	<u>28,360,707</u>	<u>28,544</u>	<u>-</u>	<u>28,389,251</u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2015

Foundation Unrestricted	Foundation Temporarily Restricted	Foundation Permanently Restricted	Totals	Eliminating Entries	Totals
-	-	-	-	-	816,514
-	-	-	-	-	2,176,352
-	-	-	-	-	178,463
-	-	-	-	-	587,643
987,951	158,904	7,875	1,154,730	(146,019)	1,134,145
14,585	-	-	14,585	(343,115)	46,537
<u>1,002,536</u>	<u>158,904</u>	<u>7,875</u>	<u>1,169,315</u>	<u>(489,134)</u>	<u>4,939,654</u>
-	-	-	-	-	14,172,881
-	-	-	-	-	8,396,662
-	-	-	-	-	1,508,872
(7,821)	-	-	(7,821)	-	(7,821)
1,285	-	-	1,285	-	1,285
<u>(6,536)</u>	<u>-</u>	<u>-</u>	<u>(6,536)</u>	<u>-</u>	<u>24,071,879</u>
-	-	-	-	-	1,221
26,167	-	-	26,167	-	41,229
220	-	-	220	(25,636)	9,664
<u>19,851</u>	<u>-</u>	<u>-</u>	<u>19,851</u>	<u>(25,636)</u>	<u>24,123,993</u>
<u>266,063</u>	<u>(266,063)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,288,450</u>	<u>(107,159)</u>	<u>7,875</u>	<u>1,189,166</u>	<u>(514,770)</u>	<u>29,063,647</u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2015

	ARCA Unrestricted	ARCA Temporarily Restricted	ARCA Permanently Restricted	Totals
Expenses				
Program services:				
Community services	16,636,579	-	-	16,636,579
InterCare	7,362,775	-	-	7,362,775
Business enterprises	186,070	-	-	186,070
Total program expenses	<u>24,185,424</u>	<u>-</u>	<u>-</u>	<u>24,185,424</u>
Supporting services:				
Management and general	3,340,293	-	-	3,340,293
Fundraising	42,310	-	-	42,310
Total supporting expenses	<u>3,382,603</u>	<u>-</u>	<u>-</u>	<u>3,382,603</u>
Total expenses	<u>27,568,027</u>	<u>-</u>	<u>-</u>	<u>27,568,027</u>
Change in net assets	792,680	28,544	-	821,224
Net assets, beginning of year	<u>8,588,400</u>	<u>54,859</u>	<u>-</u>	<u>8,643,259</u>
Net assets, end of year	<u><u>9,381,080</u></u>	<u><u>83,403</u></u>	<u><u>-</u></u>	<u><u>9,464,483</u></u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2015

Foundation Unrestricted	Foundation Temporarily Restricted	Foundation Permanently Restricted	Totals	Eliminating Entries	Totals
-	-	-	-	22,492	16,659,071
-	-	-	-	-	7,362,775
513,455	-	-	513,455	(513,455)	186,070
513,455	-	-	513,455	(490,963)	24,207,916
60,934	-	-	60,934	(23,807)	3,377,420
84,803	-	-	84,803	-	127,113
145,737	-	-	145,737	(23,807)	3,504,533
659,192	-	-	659,192	(514,770)	27,712,449
629,258	(107,159)	7,875	529,974	-	1,351,198
2,363,917	300,339	776,548	3,440,804	-	12,084,063
2,993,175	193,180	784,423	3,970,778	-	13,435,261

ARCA
Consolidating Statement of Financial Position
June 30, 2014

	ARCA	Foundation	Eliminating Entries	Consolidated
Assets				
Current assets				
Cash and cash equivalents	\$ 3,591,707	\$ 534,987	\$ -	\$ 4,126,694
Investments	-	1,810,054	-	1,810,054
Accounts receivable	2,258,235	-	(47,299)	2,210,936
Unconditional promises to give	-	83,419	-	83,419
Inventory	-	-	-	-
Prepaid expenses	427,040	-	-	427,040
Total current assets	<u>6,276,982</u>	<u>2,428,460</u>	<u>(47,299)</u>	<u>8,658,143</u>
Property, furniture and equipment, net	<u>6,477,529</u>	<u>36,900</u>	<u>-</u>	<u>6,514,429</u>
Other Assets				
Restricted deposits and funded reserves				
Cash held in trust for persons served	304,443	1,284,240	-	1,588,683
Unconditional promises to give - non-current, net of discount	-	55,448	-	55,448
Investment - quasi endowment	-	199,687	-	199,687
Investment - permanently restricted endowment	-	776,548	-	776,548
Accrued interest and other assets	1,766	-	-	1,766
Total other assets	<u>306,209</u>	<u>2,315,923</u>	<u>-</u>	<u>2,622,132</u>
Total assets	<u>\$ 13,060,720</u>	<u>\$ 4,781,283</u>	<u>\$ (47,299)</u>	<u>\$ 17,794,704</u>

ARCA
Consolidating Statement of Financial Position – continued
June 30, 2014

Liabilities and Net Assets	ARCA	Foundation	Eliminating Entries	Consolidated
Current liabilities				
Accounts payable	\$ 609,982	\$ 56,239	\$ (47,299)	\$ 618,922
Accrued liabilities:				
Salaries and payroll taxes	492,492	-	-	492,492
Compensated absences	827,270	-	-	827,270
Mortgage interest	6,575	-	-	6,575
Deferred revenue	158,813	-	-	158,813
Current portion of long-term debt	188,275	-	-	188,275
Total current liabilities	<u>2,283,407</u>	<u>56,239</u>	<u>(47,299)</u>	<u>2,292,347</u>
Long-term Liabilities				
Long-term debt	1,825,361	-	-	1,825,361
Cash held in trust for persons served	304,443	1,284,240	-	1,588,683
Other long-term liabilities	4,250	-	-	4,250
Total long-term liabilities	<u>2,134,054</u>	<u>1,284,240</u>	<u>-</u>	<u>3,418,294</u>
Total liabilities	<u>4,417,461</u>	<u>1,340,479</u>	<u>(47,299)</u>	<u>5,710,641</u>
Commitments and Contingencies				
Net assets				
Unrestricted:				
Undesignated	5,745,445	1,799,041	-	7,544,486
Board designated - quasi endowment	-	199,687	-	199,687
Board designated	2,842,955	365,189	-	3,208,144
Total unrestricted	<u>8,588,400</u>	<u>2,363,917</u>	<u>-</u>	<u>10,952,317</u>
Temporarily restricted	54,859	300,339	-	355,198
Permanently restricted	-	776,548	-	776,548
Total net assets	<u>8,643,259</u>	<u>3,440,804</u>	<u>-</u>	<u>12,084,063</u>
Total liabilities and net assets	<u>\$ 13,060,720</u>	<u>\$ 4,781,283</u>	<u>\$ (47,299)</u>	<u>\$ 17,794,704</u>

ARCA
Consolidating Statement of Activities
For the Year Ended June 30, 2014

	ARCA Unrestricted	ARCA Temporarily Restricted	ARCA Permanently Restricted	Totals
Public Support and Revenue				
Public support				
Government funding:				
NM Department of Health and Human Services	\$ 756,675	\$ -	\$ -	\$ 756,675
NM Children, Youth and Families Department	1,842,620	-	-	1,842,620
U.S. Department of Transportation	266,019	-	-	266,019
Private contracts	390,557	-	-	390,557
Contributions	158,032	-	-	158,032
Grants	210,361	28,544	-	238,905
Total public support	<u>3,624,264</u>	<u>28,544</u>	<u>-</u>	<u>3,652,808</u>
Revenue				
Medicaid waiver	13,931,255	-	-	13,931,255
Medicaid ICF/MR	7,837,854	-	-	7,837,854
Fees and rent	1,591,380	-	-	1,591,380
Investment income:				
Endowment fund	-	-	-	-
Other investments	-	-	-	-
	<u>23,360,489</u>	<u>-</u>	<u>-</u>	<u>23,360,489</u>
Interest income from cash and cash equivalents	843	-	-	843
Other	23,361	-	-	23,361
Contracts and sales	46,054	-	-	46,054
Total revenue	<u>23,430,747</u>	<u>-</u>	<u>-</u>	<u>23,430,747</u>
Net Assets Released from Restrictions				
Donor and time restrictions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total public support and revenue	<u>27,055,011</u>	<u>28,544</u>	<u>-</u>	<u>27,083,555</u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2014

Foundation Unrestricted	Foundation Temporarily Restricted	Foundation Permanently Restricted	Totals	Eliminating Entries	Totals
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 756,675
-	-	-	-	-	1,842,620
-	-	-	-	-	266,019
-	-	-	-	-	390,557
576,071	235,313	2,302	813,686	(113,486)	858,232
31,245	-	-	31,245	(146,037)	124,113
<u>607,316</u>	<u>235,313</u>	<u>2,302</u>	<u>844,931</u>	<u>(259,523)</u>	<u>4,238,216</u>
-	-	-	-	-	13,931,255
-	-	-	-	-	7,837,854
-	-	-	-	-	1,591,380
38,064	-	-	38,064	-	38,064
188,368	-	-	188,368	-	188,368
<u>226,432</u>	<u>-</u>	<u>-</u>	<u>226,432</u>	<u>-</u>	<u>23,586,921</u>
-	-	-	-	-	843
22,730	-	-	22,730	-	46,091
960	-	-	960	(24,600)	22,414
<u>250,122</u>	<u>-</u>	<u>-</u>	<u>250,122</u>	<u>(24,600)</u>	<u>23,656,269</u>
<u>251,910</u>	<u>(251,910)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,109,348</u>	<u>(16,597)</u>	<u>2,302</u>	<u>1,095,053</u>	<u>(284,123)</u>	<u>27,894,485</u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2014

	ARCA Unrestricted	ARCA Temporarily Restricted	ARCA Permanently Restricted	Totals
Expenses				
Program services:				
Community services	\$ 15,777,738	\$ -	\$ -	\$ 15,777,738
InterCare	6,904,356	-	-	6,904,356
ARCA Organics	151,908	-	-	151,908
Total program expenses	<u>22,834,002</u>	<u>-</u>	<u>-</u>	<u>22,834,002</u>
Supporting services:				
Management and general	3,112,915	-	-	3,112,915
Fundraising	40,583	-	-	40,583
Total supporting expenses	<u>3,153,498</u>	<u>-</u>	<u>-</u>	<u>3,153,498</u>
Total expenses	<u>25,987,500</u>	<u>-</u>	<u>-</u>	<u>25,987,500</u>
Change in net assets	1,067,511	28,544	-	1,096,055
Net assets, beginning of year	<u>7,520,889</u>	<u>26,315</u>	<u>-</u>	<u>7,547,204</u>
Net assets, end of year	<u>\$ 8,588,400</u>	<u>\$ 54,859</u>	<u>\$ -</u>	<u>\$ 8,643,259</u>

ARCA
Consolidating Statement of Activities - continued
For the Year Ended June 30, 2014

Foundation Unrestricted	Foundation Temporarily Restricted	Foundation Permanently Restricted	Totals	Eliminating Entries	Totals
\$ -	\$ -	\$ -	\$ -	\$ 27,979	\$ 15,805,717
-	-	-	-	-	6,904,356
304,749	-	-	304,749	(304,749)	151,908
<u>304,749</u>	<u>-</u>	<u>-</u>	<u>304,749</u>	<u>(276,770)</u>	<u>22,861,981</u>
110,459	-	-	110,459	(7,353)	3,216,021
152,036	-	-	152,036	-	192,619
<u>262,495</u>	<u>-</u>	<u>-</u>	<u>262,495</u>	<u>(7,353)</u>	<u>3,408,640</u>
567,244	-	-	567,244	(284,123)	26,270,621
542,104	(16,597)	2,302	527,809	-	1,623,864
<u>1,821,813</u>	<u>316,936</u>	<u>774,246</u>	<u>2,912,995</u>	<u>-</u>	<u>10,460,199</u>
<u>\$ 2,363,917</u>	<u>\$ 300,339</u>	<u>\$ 776,548</u>	<u>\$ 3,440,804</u>	<u>\$ -</u>	<u>\$ 12,084,063</u>



ARCA

**BUS AND BUS-RELATED EQUIPMENT
PROCUREMENT PROCEDURE MANUAL**

ADOPTED: June 14, 2012

NOTE: ARCA PURCHASES TRANSIT VEHICLES DIRECTLY FROM THE NEW MEXICO STATE PRICE AGREEMENT AWARD (01-805-00-05591)

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VEHICLE PROCUREMENT MANUAL

I. INTRODUCTION

The New Mexico Department of Transportation (NMDOT) provides Federal Transit Administration (FTA) assistance from grant programs for the purchase of buses, vans, and other capital items. Subgrantees have two options to procure transit vehicles: (1) purchase transit vehicles directly from the New Mexico State Price Agreement Award (01-805-00-05591) or (2) procure transit vehicles directly; either through self-administered procurements or through piggybacking. Purchases must comply with NMDOT and FTA requirements. (See FTA Third Party Procurement FAQs at http://fta.dot.gov/grants/12831_6039.html.)

ARCA PURCHASES TRANSIT VEHICLES DIRECTLY FROM THE NEW MEXICO STATE PRICE AGREEMENT AWARD (01-805-00-05591)

This manual presents the policies and procedures that must be followed to comply with those requirements. NMDOT requires that the governing board of each grantee adopt the policy.

II. WRITTEN STANDARDS OF CONDUCT

No employee, officer, agent, Board member, or immediate family member shall participate in the selection of, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved. Such a *personal conflict of interest* would arise when any of the following has a financial interest or other interest in the firm selected for the award:

- 1) The employee, officer, agent, or Board member
- 2) Any member of his/her immediate family
- 3) His/her partner
- 4) An organization that employs, or is about to employ, any of the above

Employees, officers, agents, and Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from actual contractors, potential contractors, or parties to sub-agreements, including but not limited to monies, credits, discounts, seasonal or special occasion presents, edibles, drinks, household appliances and furnishings, clothing, vacations, travel or hotel expenses, various forms of entertainment if:

- 1) It tends to influence the employee, officer, agent, or Board member in the discharge of employee's official duties
- 2) The employee, officer, agent, or Board member recently has been, or is now, or in the near future may be, involved in any official act or action directly affecting the donor or lender

- 3) The employee, officer, agent, or Board member has or appears to have influence over actions affecting the donor or lender in the employee's official capacity

Notwithstanding the above, this section shall not apply to the following scenarios:

- 1) An occasional unsolicited non-pecuniary gift of insignificant value such as accepting food or refreshment of nominal value on infrequent occasions in the ordinary course of a business luncheon or business dinner meeting or other meeting, or unsolicited thank you cards or gifts of insignificant value such as coupons, balloons, floral arrangements, or small gift baskets
- 2) Unsolicited advertising and promotional material such as pens, pencils, note pads, calendars, or other business-related items of nominal intrinsic value
- 3) An unsolicited gift, gratuity, favor, entertainment, loan, or other thing of value when circumstances make it clear that an obvious long-standing social or family relationship rather than the business of the persons concerned is the motivating factor

Purchasing employees must recognize that their purchasing activities are of public interest and a matter of public record; therefore, their actions must be conducted in a manner so as to be fully substantiated and legally defended. At all times, employees must endeavor to keep from involvements that could result in a possible position of "conflict of interest."

When an actual or potential violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor. The person may also request written instructions and disposition of the matter. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled.

NMDOT requires that all employees involved in procurement duties/functions sign a conflict of interest statement in January of each year, that members of the Board of Directors sign the statement at the beginning of each term, and that the Procurement Officer keep these signed statements on file. Form A presents a sample conflict of interest statement.

III. ORGANIZATIONAL CONFLICTS OF INTEREST

An organizational conflict of interest occurs when any of the following circumstances arise:

- Lack of impartiality or impaired objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the grantee due to other activities, relationships, contracts, or circumstances.
- Unequal access to information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.

- Biased ground rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

The procurement officer and technical personnel are encouraged to work closely with senior management or legal counsel to review all situations that appear to have the potential for an organizational conflict of interest. Senior management or counsel can assist with strategies to avoid, neutralize, or mitigate conflicts before contract award. If necessary, contact NMDOT for assistance.

IV. PROTEST PROCEDURES

Potential bidders, contractors, or proposers can lodge written protests as a remedy to correct a perceived wrong that may have occurred during the procurement process. ARCA will accept and review the protest with the understanding that the integrity of the procurement process may be at stake. ARCA will use the following procedures to resolve disputes in the attempt to avoid FTA involvement or litigation.

All protests lodged by potential or actual bidders, contractors, or proposers must be made in writing and contain the following information:

- Name, address, and telephone number of the protester
- Identification of the solicitation or contract number and title
- A detailed statement of the protest's legal and factual grounds, including copies of relevant documents
- Identification of the issue(s) to be resolved and statement of what relief is requested
- Argument and authorities in support of the protest

Mail, overnight or hand-deliver the protest to:

Procurement Officer
ARCA
11300 Lomas Blvd. NE, Albuquerque, NM 87112

Faxed or e-mailed protests will not be accepted.

The Procurement Officer will respond, in written detail, with counterclaims to each substantive issue raised in the protest. The Procurement Officer will also perform the following analysis:

- Price analysis or cost analysis for each claim
- Technical analysis to determine the validity of the claim(s) and determine the appropriate response(s)
- Legal analysis to consider all the factors available after the price, cost and technical analyses have been conducted to determine the contractor's and ARCA's] legal positions

The Executive Director has the authority to render the final determination regarding the protest. Any determination rendered by ARCA will be final. NMDOT will entertain appeals only in cases stated below.

Pre-Bid or Solicitation Phase Protest

A pre-bid or solicitation phase protest must be received in writing by the Procurement Officer a minimum of five (5) full working days prior to the bid opening or proposal due date. If the written protest is not received in the time specified, the award may be made following normal procedures, unless the Procurement Officer, upon investigation, determines that remedial action is required on the grounds of fraud, gross abuse of the procurement process, or otherwise indicates substantial prejudice to the integrity of the procurement system, and said action should be taken. Within three (3) working days from the time the protest is received, the Procurement Officer will notify all potential bidders, contractors, or proposers that a protest has been lodged and the nature of the protest. The Procurement Officer will respond to the protest in writing within five (5) working days from the time the protest was received. If the Procurement Officer decides to withhold the award pending the resolution of the protest, the Procurement Officer may request a time extension for award acceptance from those bidders, contractors, or proposers whose bids or proposal might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid to the need for re-advertising.

ARCA will not award a contract prior to five (5) working days after the protest is resolved, or if the protest has been filed with NMDOT during the protest negotiation period, unless ARCA determines that:

- The items or services to be procured are urgently required
- Delivery or performance will be unduly delayed by failure to make the award promptly
- Failure to make the award will otherwise cause undue harm to ARCA

The Procurement Officer will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

Pre-Award Protest

Protests may be lodged after the bid opening or close of request for proposal deadline and prior to notice of award. Within three (3) working days from the time the protest is received, the Procurement Officer will notify all potential bidders, contractors, or proposers that a protest has been lodged and the nature of the protest. The Procurement Officer will respond to the protest in writing within five (5) working days from the time the protest was received. If the Procurement Officer decides to withhold the award pending the resolution of the protest, the Procurement Officer may request a time extension for award acceptance from those bidders, contractors, or proposers whose bids or proposal might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid the need to re-advertise.

ARCA will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with NMDOT during the protest negotiation process, unless ARCA determines that:

- The items or services to be procured are urgently required
- Delivery or performance will be unduly delayed by failure to make the award promptly
- Failure to make the award will otherwise cause undue harm to ARCA or the Federal Government

The Procurement Officer will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

Post-Award Protest

The Procurement Officer will receive protests in writing within three (3) working days after the notice of award and letters of notification should have been received by bidders or proposers. Upon receipt of a protest, the Procurement Officer shall notify the bidder or proposer awarded the contract. The Procurement Officer will render a determination to proceed with the contract or suspend the project until the protest is resolved. The Procurement Officer will respond to the protest in writing within five (5) working days after receipt of the protest.

Appeals

The Procurement Officer has the authority to settle any dispute and resolve the protest. The Procurement Officer may solicit written responses regarding the protest from other parties. If this course of action does not result in a satisfactory resolution, the Protester may appeal in writing to the ARCA Executive Director within three (3) working days after the Procurement Officer issues a final decision. The Executive Director or Assistant Executive Director will issue a decision within five (5) working days after receipt of the appeal.

ARCA may elect to involve legal counsel or arbitration and mediation consultants to resolve the issue(s).

The protester has the right to appeal in writing to NMDOT if:

- The Protester has exhausted all administrative remedies with ARCA; **and**
- ARCA has failed to follow its protest procedures or failed to review a complaint or protest.

The Protester's appeal must be received by the NMDOT within five (5) working days of the date the Protester knew or should have known of the violation.

Transit Manager
 New Mexico Department of Transportation
 Transit & Rail Division
 PO Box 1149
 Santa Fe, NM 87504-1149

When the Protester sends an appeal to NMDOT, the Protester must also send copy of the appeal to the ARCA Procurement Officer within the same timeframe. In the event of a protest, the Procurement Officer will contact NMDOT to check whether or not an appeal has been made.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of state or local authorities.

In the event that data becomes available that was not previously known, or there has been an error of law or regulation, ARCA will grant an allowance for request for reconsideration.

V. PROCEDURES FOR PURCHASES OF LOW FLOOR BUS, PASSENGER VANS, AND MINI VANS OFF STATE CONTRACT

NMDOT enters into State Price Agreements with vendors for selected types of low floor buses, passenger vans, and mini vans. Each year new specifications are written with the aid of the State procurement office to ensure compliance with state procurement code and to include FTA-required clauses in procurements. The Transit & Rail Division works with the chosen vendor and subgrantees on the required local match funds regarding collection of the local portion, delivery, inspection and compliance with FTA regulations. The procedures for subgrantees to purchase directly from the State Price Agreement are as follows:

1. Submit to Transit & Rail Division:
 - a. Governing body approval of the procurement
 - b. Copy of purchase order
 - c. Copy of the order form showing the options and the 80/20 split
2. At time of delivery, conduct an inspection and road test of the vehicle(s) using the Visual Inspection Sheet (Form F) and the Road Test Sheet (Form H).
3. If the vehicle is acceptable, complete Vehicle Acceptance Form (Form I) and the Post-Delivery Purchaser's Requirements Certification (Form J).
4. Observe the Federal Motor Vehicle Safety Standards (FMVSS) sticker, usually inside the driver's door (see Attachment A for a sample sticker), or obtain a signed FMVSS certificate from the manufacture and complete the Post-Delivery FMVSS Compliance Certification (Form K).
5. Obtain the required post-delivery Buy America information from the vendor:
 - location of final assembly
 - description of final assembly activities
 - listing of the component and subcomponent parts and the cost (actual or percent of total) of each and the country of origin
 - cost of final assembly

For the purchase to meet FTA requirements:

- final assembly must take place in the United States

- final assembly activities must, at a minimum, include the installation and interconnection of the engine, transmission, axles, including the cooling and braking systems; the installation and interconnection of the heating and air conditioning equipment; the installation of pneumatic and electrical systems, door systems, passenger seats, passenger grab rails, destination signs, wheelchair lifts; and road testing, final inspection, repairs and preparation of the vehicles for delivery
- the domestic content, excluding the cost of final assembly, must be at least 60 percent

If assistance is needed in determining whether the purchase meets Buy America requirements, please contact the Transit & Rail Division.

6. If the purchase meets Buy America requirements, complete the Post-Delivery Buy America Certification (Form L).
7. Pay the vendor the local share. NMDOT pays the vendor the balance of allowable cost.
8. Within five (5) days of final acceptance, submit to the Rail & Transit Division a copy of:
 - a. Visual Inspection Sheet (Form F)
 - b. Road Test Sheet (Form H)
 - c. Vehicle Acceptance Form (Form I)
 - d. Post-Delivery Purchaser's Requirements Certification (Form I)
 - e. Post-Delivery FMVSS Certification (Form K)
 - f. Post-Delivery Buy America Certification (Form L)

VI. PROCEDURES FOR DIRECT PURCHASES OF BUSES AND VANS

1. Prepare an independent cost estimate of the purchase by determining what other providers have paid recently for a similar bus or van using Form B.
2. Develop the invitation for bids (IFB) or request for proposal (RFP) with specifications and attach the federal terms and conditions. Send the independent cost estimate and the IFB or RFP to the Transit & Rail Division for approval. Contact the state for the current year's federal terms and conditions and sample specifications.
3. Hold non-mandatory pre-bidders' meeting (optional).
4. Allow a minimum 14 days for potential vendors to request approved equals.
5. Notify potential vendors of "approved equals" decisions.

6. Solicit bids/proposals from a minimum of three (3) vendors. Allow a minimum of 14 days for bid response.
7. Conduct and document a price analysis by completing Form C. Contact the state for assistance, if necessary.
8. Search the Excluded Parties Listing System (www.epls.gov) to ensure that the bidders/proposers are not debarred or suspended. Include a print screen of the search results for the procurement file.
9. Review bids/proposals received for compliance with purchaser's requirements by comparing the specifications of the vehicle bid with the specifications included in the IFB/RFP. Reject bids/proposals that do not meet your specifications.
10. Ensure that the bidder/proposer submitted a signed FMVSS certification. Reject bids/proposals that do not include a signed FMVSS certification.
11. For bids exceeding the federal simplified acquisition threshold (currently \$100,000), review a bid for compliance with Buy America requirements. Obtain and review:
 - location of final assembly
 - description of final assembly activities
 - listing of the component and subcomponent parts and the cost (actual or percent of total) of each and the country of origin
 - cost of final assembly

For the purchase to meet FTA requirements:

- final assembly must take place in the United States
 - final assembly activities must, at a minimum, include the installation and interconnection of the engine, transmission, axles, including the cooling and braking systems; the installation and interconnection of the heating and air conditioning equipment; the installation of pneumatic and electrical systems, door systems, passenger seats, passenger grab rails, destination signs, wheelchair lifts; and road testing, final inspection, repairs and preparation of the vehicles for delivery
 - domestic content, excluding the cost of final assembly, must be at least 60 percent
12. Review the bus test report for information on the life cycles of components. **Please note that bus testing does not include unmodified mass produced vans and sedans.**
 13. For the winning bid or proposal, complete the Pre-Award Purchaser's Requirements Certification (Form D). FMVSS Certification (Form E) and Pre-Award Buy America Certification (Form F).
 14. Ensure that manufacturer has an approved DBE plan on file with FTA (not required of unmodified mass-produced vans and sedans and van conversion shops) by checking the FTA website at: Civil Rights > Disadvantaged Business Enterprise > Transit Vehicle Manufacturers (TVMs) (http://fta.dot.gov/civilrights/12326_5626.html). If not listed,

contact the manufacturer for the status of its submittal. **Please skip this step when purchasing unmodified mass produced vans and sedans or vans from a van conversion shop.**

15. Prepare a short justification of award decision.
16. Obtain board approval for award.
17. Submit to the Rail & Transit Division a copy of:
 - a. Board approval
 - b. Award justification
 - c. Price analysis (Form C)
 - d. Print screen of EPLS search results
 - e. Diagram of vehicle showing length and seating
 - f. Pre-award audit documentation, including Buy America certification and documentation
 - g. Completed pre-award certifications of compliance (Form D, Form E, and Form F)
 - h. Bus test report (cover only)
 - i. FMVSS certification signed by the manufacturer
 - j. TVM certification signed by the manufacturer
 - k. Piggybacking worksheet (Form M) (Piggyback procurements only)
18. After receiving state approval, award contract.
19. Follow steps 2 through 6 in Section V.
20. Pay the vendor the full amount.
21. Submit to the Rail & Transit Division a copy of:
 - a. Paid invoice
 - b. Visual Inspection Sheet (Form F)
 - c. Road Test Sheet (Form H)
 - d. Vehicle Acceptance Form (Form I)
 - e. Post-Delivery Purchaser's Requirements Certification (Form I)
 - f. Post-Delivery FMVSS Certification (Form K)
 - g. Post-Delivery Buy America Certification (Form L)

After receiving these documents, the Rail & Transit Division will reimburse the agency for 80 percent of the allowable cost.

VII. PROCEDURES FOR PIGGYBACK BUS PURCHASES

Piggybacking is the process of buying off a contract let by someone else. For a subgrantee to piggyback of a bus contract, the original purchase must have complied with FTA requirements, the contract must have an Assignability Clause (allow it to assign its purchase rights to others), and the options must still be valid. Follow the following steps for a piggyback purchase:

1. Prepare an independent cost estimate of the purchase by determining what other providers have paid recently for a similar bus or van.
2. Obtain a copy of the contract, solicitation document, and pre-award audit from the agency that awarded the contract.
3. Review the procurement and complete the Piggybacking Worksheet (Form M). The bus procurement must meet all conditions listed in the worksheet.
4. Complete steps 7 through 21 in Section VI.

VIII. PROCEDURES FOR THE PURCHASE OF RADIOS, FAREBOXES, AND SECURITY CAMERAS

NMDOT awards FTA capital funds for the purchase of radios, bus cameras, and fare boxes. The procedures to follow for the purchase of these items are:

1. Prepare an independent cost estimate of the purchase.
2. Develop the invitation for bids (IFB) with specifications and attach the federal terms and conditions. Send the independent cost estimate and the IFB to the Transit & Rail Division for approval. Contact the state for the current year's federal terms and conditions and sample specifications.
3. Solicit bids from a minimum of three (3) vendors. Allow a minimum of 14 days for bid response.
22. Conduct and document a price analysis by completing Form C. Contact the state for assistance, if necessary.
4. If purchase costs \$25,000 or more, search the Excluded Parties Listing System (www.epls.gov) to ensure that the bidders/proposers are not debarred or suspended. Include a print screen of the search results for the procurement file.
5. Prepare short justification of award decision.
6. Obtain board approval for award.
7. Submit to the Rail & Transit Division a copy of:
 - a. Board approval
 - b. Award justification
 - c. Price analysis
 - d. Print screen of EPLS search results

8. After receiving state approval, award contract.
9. Submit to the Rail & Transit Division a copy of the paid invoice.

Conflict of Interest Policy

As a General Policy, ARCA seeks to prevent and avoid any conflicts of interest in the conduct of its business operations and to avoid any appearance of such conflicts to the public it services. Each board member or committee member has the duty to place the interests of ARCA foremost in any dealings on behalf of the organization and has a continuing responsibility to comply with this Policy.

In order to comply with this Policy, it is expected that:

If a board or committee member has an interest in a proposed transaction with ARCA in the form of a significant personal or organizational financial interest in the transaction or holds a position as trustee, director, officer or staff member in such organization or business, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. The disclosure shall be recorded in the minutes of the meeting.

Any board or committee member who has a potential conflict of interest with respect to any matter coming before the board or a committee shall not participate in any discussion of or vote in connection with the matter. The disclosure shall be recorded in the minutes of the meeting.

Any board or committee member who gains privileged information by virtue of his or her role as a board, committee or staff member shall not use that privileged information for personal or professional gain.

This Policy shall be distributed annually to board and committee members. A signature in the designated space at the bottom of this Policy will indicate that board or committee members' agreement to abide by this Policy to the best of his or her ability. Noncompliance with the intent and spirit of this Conflict of Interest Policy may result in action deemed appropriate by the Board of Directors of ARCA.

This Policy may be revised or amended as determined appropriate by the Board of Directors.

I have read the above statement of policy regarding conflict of interest and agree to abide by the policy to the best of my ability in my role as a board or committee member.

Signature: _____ Date: _____

Printed Name: _____

Cc: Personnel File

File: Compliance with the *Contracts and Procurement Policy and Procedures Manual*

Form B Independent Cost Estimate

Product Required _____

Basis for determining the estimated cost (a, b or c)

a) Recent Past Purchases (Attach documentation)

Unit Price \$ _____ x Producer Price Index _____
x Number of Units _____ = Total Estimated Price \$ _____

b) Catalog/Advertised Price (Attach source documentation from catalogs, internet or media)

Unit Price \$ _____ x Number of Units _____
= Total Estimated Price \$ _____

c) Fax/Telephone Information (Attach documentation)

Unit Price \$ _____ x Number of Units _____
= Total Estimated Price \$ _____

Date of Independent Cost Estimate ___ / ___ / _____

Signature of Person Preparing the Estimate _____

Form C Price Analysis

Product required _____

Basis for price analysis (a or b)

a) Comparison to independent cost estimate and prices received

Independent cost estimate \$ _____

Low Bid Price \$ _____

Other Bid Price \$ _____ Other Bid Price \$ _____

Other Bid Price \$ _____ Other Bid Price \$ _____

b) Comparison to prices of recent purchases paid by others for similar vehicles

Agency: _____ Price \$ _____

Explanation of price differences: _____

Agency: _____ Price \$ _____

Explanation of price differences: _____

Agency: _____ Price \$ _____

Explanation of price differences: _____

Date of Price Analysis ___/___/_____

Based on the above, the price of this procurement is determined to be fair and reasonable

Signature _____

Form D Pre-Award Purchaser's Requirement Certification

Pre-Award Purchaser's Requirement Certification

As required by Title 49 of the CFR, Part 663 - Subpart B, {Subgrantee} is satisfied that the {Vehicles} to be purchased from {Vendor} are the same product described in the _____ solicitation specification and that the proposed manufacturer is a responsible manufacturer with the capability to produce a bus that meets the specifications.

Date: _____

Signature: _____

Title: _____

Pre-Award Federal Motor Vehicle Safety Standards Certification

As required by Title 49 of the CFR, Part 663 - Subpart D, {Subgrantee} certifies that it received, at the pre-award stage, a copy of {Vendor} self-certification information stating that the {Vehicles} will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in the Title 49 of the Code of Federal Regulations, Part 571.

Date: _____

Signature: _____

Title: _____

Pre-Award Buy America Certification

As required by Title 49 of the CFR, Part 663 - Subpart B, {Subgrantee} is satisfied that the {Vehicles} _____ to be purchased from {Vendor} meet the requirements of Section 165(b)(3)

of the Surface Transportation Assistance Act of 1982, as amended.

The Subgrantee has reviewed the documentation provided by the manufacturer, which lists (1) the proposed component and subcomponent parts of the buses identified by the manufacturer, country of origin, and cost; and (2) the proposed location of the final assembly point for the buses, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

Date: _____

Signature: _____

Title: _____

Form G Visual Inspection Sheet

Adapt this sheet when conducting visual inspections of rolling stock.

Manufacturer: _____

Vehicle Identification Number: _____

Test Location: _____

Inspected By: _____ Date: _____

Item	Requirement	Inspection Instruction	Result	Inspector/Date	Remarks/Notes
Curb Weight	Maximum curb weight of _____ lb.	Measure on certified scale	Weight _____		
FMVSS Sticker	Affixed to vehicle	Locate sticker	Pass/Fail		
Finish and Color	Smooth body surfaces and paint	Visually inspect all surfaces for flaws	Pass/Fail		
Interior Panel Fastening	Absence of rough edges and surfaces	Visually inspect for proper installation	Pass/Fail		
Towing Devices	Provision of towing eyes (front/rear)	Verify presence of towing eyes	Pass/Fail		
Door Control	Opening time of _____ seconds	Verify door opening time frame	Pass/Fail		
Interior Lighting	Lighting operable without engine	Switch on all interior lights	Pass/Fail		

Item	Requirement	Inspection Instruction	Result	Inspector/Date	Remarks/Notes
Exterior Lighting	All vehicle lights operable	Switch on and verify lamps are on	Pass/Fail		
Fuel Tank	Fill rate and filler location	Inspect filler for easy access and check fill rate	Pass/Fail		
Chassis	Welds, axles, suspension, steering, wheels, and brakes	Inspect for leaks and interference. Check fluid levels, welds, undercoating, air lines, brake slack, and lug nuts	Pass/Fail		
Electrical	Wiring and junction boxes	Inspect for loose or stretched wires	Pass/Fail		
Batteries	Secured & polarized wiring access for jump start	Inspect compartment and jumper cable access	Pass/Fail		
HVAC	Capacity and performance	Operate AC, check compressor, condenser, flow and temperature	Pass/Fail		
Wheelchair Access	Clear lift or ramp access and securement area	Operate lift or ramp, inspect operation, measure areas	Pass/Fail		
Power Plant	Mounting and arrangement	Check for loose lines, leaks, and noises. Check fluid levels, belt alignment, and cap fit	Pass/Fail		

Form H Road Test Sheet

Adapt this sheet when conducting visual inspections of rolling stock.

Manufacturer: _____

Vehicle Identification Number: _____

Test Location: _____

Item	Requirement	Inspection Instruction	Result	Inspector/Date	Remarks/Notes
Engine	N/A	Record low idle, fast idle, and high idle speeds	Low _____ Fast _____ High _____		
Service Brakes	Stopping distance	Verify function and indicator, check for pulling to either side	Pass/Fail		
Parking Brake	N/A	Verify indicator, and no movement	Pass/Fail		
Turning Effort	Steering wheel torque	Check effort with coach stopped	Pass/Fail		
Turning Radius	Not to exceed _____ at corner of body	Verify turning radius in both directions	Pass/Fail		
Acceleration	_____ rate from 0 to _____ mph	Verify acceleration on smooth road	Pass/Fail		
Resonance	Absence of audible and/or visible vibrations	Operate coach at various speeds, check for vibrations & rattles	Pass/Fail		

Item	Requirement	Inspection Instruction	Result	Inspector/Date	Remarks/Notes
Windshield Wipers	Evenly deposited wash fluid	Operate coach at safe speed over 40 mph, check coverage, parking position, and wiper frequency	Pass/Fail		
Power Plant	N/A	Check for leaks under coach and in engine compartment, check for abnormal noises	Pass/Fail		
HVAC	Interior temperature	Operate system, check internal (INT) and ambient temperature (AMB TEMP)	INT _____ AMB TEMP _____		
Door Control	Accelerator and brake interlocks	At speeds less than 10 mph, verify accelerator and brake interlocks with door open	Pass/Fail		
General	N/A	During testing, observe any abnormalities in ride and handling of coach	Pass/Fail		

Vehicle Acceptance Form

Date: _____

Vehicle Identification Number: _____

Make: _____

Vehicle Model: _____

Vehicle Year: _____

The above VIN Number meets all the requirements of FTA regulation.

I accept the above-mentioned vehicle ordered through fiscal year _____
Contract #: _____ with the New Mexico Department of Transportation.

Representative Signature/Title

Date

Organization Name

Must submit copy of Application for Vehicle Title and Registration form showing NMDOT as the 1st lien holder:

NMDOT/Transit and Rail Bureau
P.O. Box 1149
Santa Fe, New Mexico 87504

This vehicle meets all of the requirements with State Purchasing and FTA regulations.

NMDOT (Staff member signature)

Date

Organization Name (Vendor signature)

Date

Post-Delivery Purchaser's Requirements Certification

As required by Title 49 of the CFR, Part 663 - Subpart C, after visually inspecting and road testing the contract buses, _____ {Subgrantee} _____ certifies that the _____ {Vehicles} _____ from _____ {Vendor} _____ meet the contract specifications.

Date: _____

Signature: _____

Title: _____

Post-Delivery Federal Motor Vehicle Safety Standards Compliance Certification

As required by Title 49 of the CFR, Part 663 - Subpart C, {Subgrantee}
certifies that there is a letter from FTA that grants a waiver to the {Vehicles}
received from {Vendor} from the Buy America requirements under
Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as
amended.

Date: _____

Signature: _____

Title: _____

Post-Delivery Buy America Certification

As required by Title 49 of the CFR, Part 663 - Subpart C, {Subgrantee}
certifies that it is satisfied that the {Vehicles} received from
 {Vendor} meet the requirements of Section 165(b)(3) of the Surface
Transportation Assistance Act of 1982, as amended.

The Subgrantee has reviewed the documentation provided by the manufacturer, which lists (1)
the actual component and subcomponent parts of the buses identified by the manufacturer,
country of origin, and cost; and (2) the actual location of the final assembly point for the buses,
including a description of the activities that took place at the final assembly point and the cost of
final assembly.

Date: _____

Signature: _____

Title: _____

Form M Bus Piggyback Worksheet

BUS PIGGYBACK WORKSHEET	YES	NO
1. Has a copy of the contract and the solicitation document been obtained, including the specifications, pre-award audits, and bus test report?		
2. Did the procurement procedures followed provide for full and open competition? Please note the procedures followed here:		
3. Does the solicitation and contract contain an express Assignability Clause that provides for the assignment of all or part of the specified deliverables?		
4. Did the contractor submit the following certifications required by Federal regulations? a. Buy America (procurements exceeding the federal simplified acquisition threshold, currently \$100,000)		
b. FMVSS certification		
c. Transit vehicle manufacturer (TVM) certification (not required of unmodified mass-produced vans and sedans and van conversion shops)		
d. Lobbying certification (procurements exceeding \$100,000)		
5. Does the contract contain the clauses required by Federal regulations? (Contact the Transit & Rail Division for the latest clause checklist.)		
6. Were the piggybacking quantities included in the original solicitation; i.e., were they in the original bid and were they evaluated as part of the contract award decision?		
7. If this is an indefinite quantity contract, did the original solicitation and resultant contract contain both a minimum and maximum quantity, and did these represent the reasonably foreseeable needs of the parties to the contract?		
8. If this piggybacking action represents the exercise of an option in the contract, is the option provision still valid or has it expired?		
9. Does the contract term comply with the five-year term limit established by FTA?		
10. Was there a proper evaluation of the bids or proposals? Include a copy of the analysis in your files.		

BUS PIGGYBACK WORKSHEET	YES	NO
11. Does a review of the pre-award audit information indicate that the manufacturer complies with: a. Buy America		
b. FMVSS		
c. Purchaser's requirements?		
12. If changes are required to the vehicles (deliverables), are they "within the scope" of the contract or are they "cardinal changes"? Changes to the configuration of the seating or paint scheme are within the scope of the contract but an upgrade to a transmission would be considered a cardinal change. Please contact the Transit & Rail Division for any assistance.		

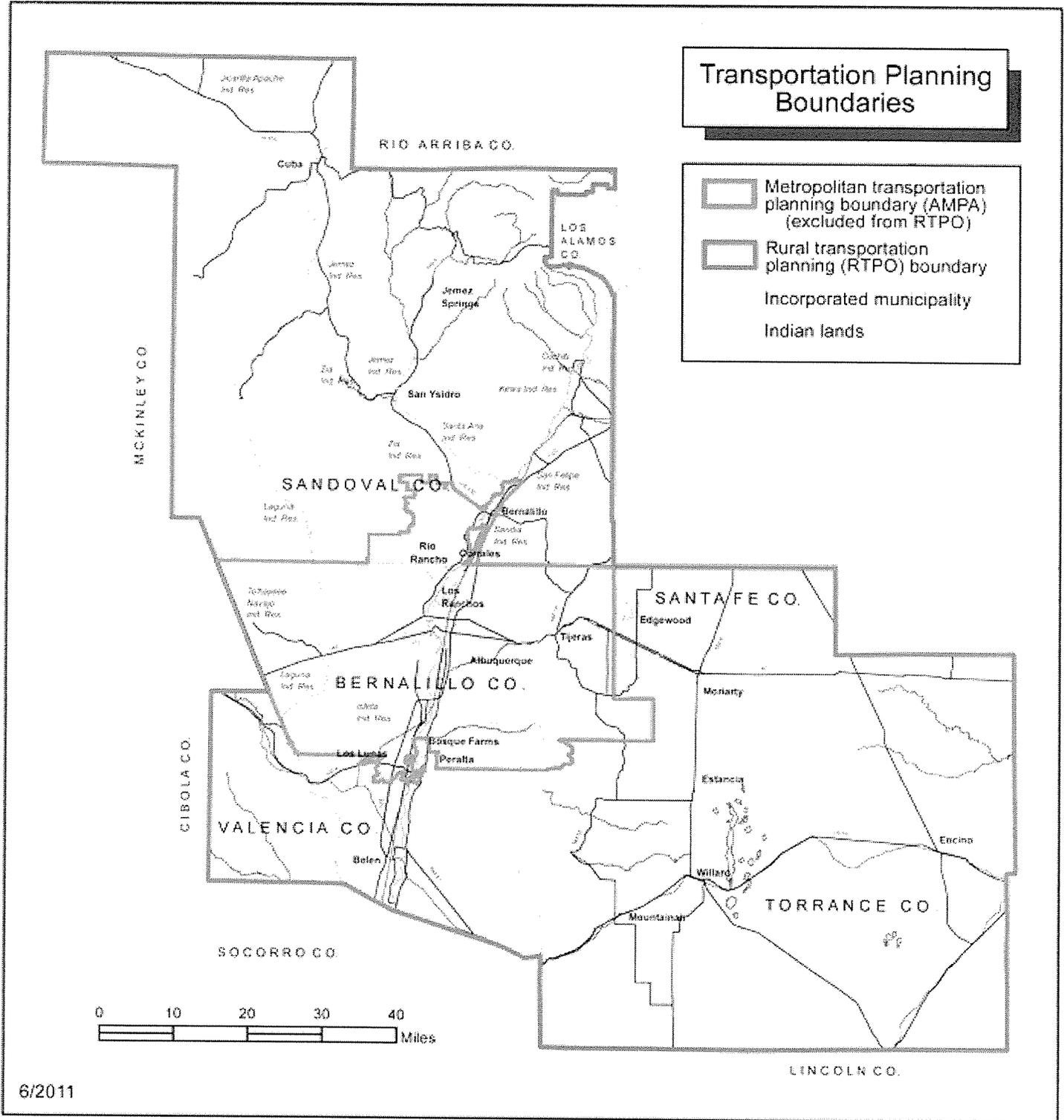
Attachment A Sample Federal Motor Safety Standards Sticker

The policy statement is being issued pursuant to the National Traffic and Motor Vehicle Safety Act of 1966, codified at 49 U.S.C. Chapter 301, which provides for the issuance of Federal Motor Vehicle Safety Standards (FMVSSs), requires all vehicles imported into the United States or introduced into interstate commerce to have been manufactured in compliance with those standards, and requires that a label bearing a statement certifying that compliance be attached to each vehicle's. These requirements apply to new motor vehicles that vehicle manufacturers produce for sale in the United States' New or used motor vehicles imported into the United States that were not originally manufactured in compliance with all applicable FMVSSs must also be certified after they have been brought into compliance with those standards' NHTSA has long interpreted "import" to include bringing a commercial motor vehicle into the United States for the purpose of transporting cargo or passengers.

MANUFACTURED BY (NAME)	
DATE: (MONTH/YEAR)	GAWR: (WEIGHT) LB
FRONT GAWR: (WEIGHT) LB WITH (SIZE) TIRES, (SIZE/TYPE) RIMS, AT PSI COLD (SINGLE/DUAL)	REAR GAWR: (WEIGHT) LB WITH (SIZE) TIRES, (SIZE/TYPE) RIMS, AT PSI COLD (SINGLE/DUAL)
THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S. FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE.	
VIN: (VEHICLE IDENTIFICATION NUMBER)	
TYPE: (VEHICLE TYPE)	
Exhibit 4-6 Sample Completed Vehicle FMVSS Sticker	

THIS VEHICLE WAS ALTERED BY (NAME) IN (MONTH/YEAR) AND AS ALTERED, IT CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AFFECTED BY THE ALTERATION AND IN EFFECT IN (MONTH/YEAR)	
GAWR (WEIGHT) LB	
FRONT GAWR: (WEIGHT) LB WITH (SIZE) TIRES, (SIZE/TYPE) RIMS, AT PSI COLD (SINGLE/DUAL)	REAR GAWR: (WEIGHT) LB WITH (SIZE) TIRES, (SIZE/TYPE) RIMS, AT PSI COLD (SINGLE/DUAL)
TYPE: (VEHICLE TYPE)	
Exhibit 4-7 Sample Altered Vehicle Manufacturer's FMVSS Sticker	

Map of Service Area



MICHELLE LUJAN GRISHAM
1ST DISTRICT, NEW MEXICO

214 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
T: (202) 225-6316
F: (202) 225-4975

400 GOLD AVENUE, SW, SUITE 680
ALBUQUERQUE, NM 87102
T: (505) 346-6781
F: (505) 346-6723

www.lujangrisham.house.gov

COMMITTEE ON AGRICULTURE
CONSERVATION AND FORESTRY, RANKING MEMBER
NUTRITION

COMMITTEE ON THE BUDGET

COMMITTEE ON OVERSIGHT AND
GOVERNMENT REFORM

HEALTH CARE, BENEFITS,
AND ADMINISTRATIVE RULES

Congress of the United States
House of Representatives
Washington, DC 20515-3101

August 18, 2016

Delilah Garcia
Rural Transit Programs Manager, Transit and Rail Division
New Mexico Department of Transportation
P.O. Box 1149
Santa Fe, New Mexico 87504

Dear Ms. Garcia:

I am writing to express my support of ARCA's application for the New Mexico Department of Transportation's *Enhanced Mobility of Seniors and Individuals with Disabilities*, Section 5310. ARCA's services supplement municipal paratransit resources to provide round-the-clock services 365 days a year, totaling more than 1,160,614 annual miles throughout the Albuquerque metropolitan area. These services directly enrich the lives of children and adults with developmental disabilities in Albuquerque.

ARCA collaborates on public transportation and the needs of people with intellectual and developmental disabilities to support Albuquerque's transportation needs. The organization's important services allow individuals to gain independence of mobility through the utilization of technology to enable use of ARCA services. In addition, ARCA provides critical and informed input on the development of public transit services for the impaired in Albuquerque; the organization has served in an advisory capacity with the city's Paratransit Advisory Board, as well as the Mid-Region Council of Government's Steering Committee to revise the area's Coordinated Transportation Plan.

I can attest to the importance of the specialized transportation services ARCA provides within our communities, which include access to care, daily life activities and community resources. These services are integral for many individuals who may struggle to be independently mobile.

I know the services ARCA provides are invaluable in the community and ask that you please consider ARCA's capital assistance application.

Sincerely,



Michelle Lujan Grisham
Member of Congress



OAK LEVEL (\$50,000 +)

American Advertising
Federation – New Mexico

American General Media

Anonymous

New Mexico Department of
Transportation

United Way of
Central New Mexico

ASPEN LEVEL (\$25,000 - \$49,999)

Carl C. Anderson Sr. and Marie Jo
Anderson Charitable Foundation

Encore Fellowship Network
EntraVision

New Mexico Community
Foundation

Trusted Advisor Network

BIRCH LEVEL (\$10,000 - \$24,999)

Anonymous

Bank of the West

Clear Channel Radio

Comcast Corporation

Cumulus Communications Group

French Family of Companies

KOB-TV

The Manuel Lujan Agencies

Manzano Mountain Retreat

PNM Resources Foundation

PINON LEVEL (\$5,000 - \$9,999)

Albuquerque the Magazine

Bank of Albuquerque

Caldwell Media, LLC

Cunningham Productions, LLC

Ethicon Endo-Surgery, Inc.

Hugh and Helen Woodward
Fund of the ACF

Intel Corporation

Megan Ward Design

New Mexico Mutual Group

Rodgers and Company, Inc.

Ten Pins and More

List Current as of 6/30/2014

This list recognizes our corporate
partners who support ARCA with a
minimum annual gift of \$5,000.

August 16, 2016

New Mexico Department of Transportation
Transit and Rail Division
c/o Delilah Garcia
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

RE: Resolution of Financial Commitment for Local Match

Dear Mrs. Garcia,

Since 1957, ARCA has provided the opportunity for individuals with intellectual and developmental disabilities (IDD) to lead a purposeful and happy life. As a contractor with the Department of Health, Developmental Disabilities Supports Division (DDSD), ARCA is required to help individuals with IDD carry out Individual Service Plan mandates, including specific transportation needs. Funding from the Section 5310 Program enables ARCA to meet these accessible transportation needs so that individuals within our care may live full, productive lives.

The ARCA Board supports the purchase of a StarCraft Allstar Van with wheelchair lift and an Eldorado Amerivan to replace two existing vehicles that are nearly 10 years old, having an exorbitant amount of mileage and/or repetitive and costly mechanical issues. The ARCA Board agrees to support financially the estimated local match for the replacement vehicles, totaling \$19,563.40. Additionally, the ARCA Board endorses the proposal to purchase fleet management software and agrees to support financially the \$2,160.00 estimated local match.

ARCA's Smart Travel Program promotes community inclusion and increases individuals' independent mobility through the use of cognitive assistance technology. The ARCA Board supports the work of the Smart Travel Program and thereby agrees to support financially the \$4,184.38 estimated local match for the capital purchase of ten PDA devices. ARCA will utilize the Rides 2 Wellness Discretionary Grant (award pending) and the gifts and donations received from community members to financially support the \$45,750.00 local match for the Smart Travel Program's operating expenses.

Matt Maes
ARCA Board President

Edward J. Kaul
President/CEO

Opening Doors for individuals with intellectual and developmental disabilities since 1957.

11300 Lomas Blvd. NE, Albuquerque, New Mexico 87112 • www.ARCAOpeningDoors.org • (505) 332-6700

Public Letters
List of companies and Agencies Notified of Intent to Apply for Federal Funds

Mike Kivitz, President and CEO
Adelante Development Center, Inc.
3900 Osuna Rd. NE
Albuquerque, NM 87109

Nick Pavlakos
Share Your Care
P.O. Box 35101
Albuquerque, NM 87176

Albuquerque Cab Company
P.O. Box 95156
Albuquerque, NM 87199

Dave Simon, Executive Director
Jewish Community Center
5520 Wyoming Blvd. NE
Albuquerque, NM 87109

Michelle Bishop-Couch
Cornucopia Adult Day Services
2002 Bridge Blvd. SE
Albuquerque, NM 87105

Beverly Bien,
Chief Executive Officer
La Vida Felicidad, Inc.
P.O. Box 2040
Los Lunas, NM 87031-2040

Jill Aubrey
Casa Angelica
5629 Isleta Blvd. SW
Albuquerque, NM 87105

Rusty Smith
Executive Director
St. Martin's Hospitality Center
P.O. Box 27258
Albuquerque, NM 87125

Bruce Rizzieri, Director
Alvarado Transportation Center
100 1st St. SW
Albuquerque, NM 87102

Athea Hastings
Go-Fors, Inc. Too
P.O. Box 94324
Albuquerque, NM 87199-4324

Sandoval County Senior Program
P.O. Box 40
Bernalillo, NM 87004-0040

Susannah Burke
Executive Director
PB & J Family Services
1105 Lopez Rd. NW
Albuquerque, NM 87105

Gary Jackson
Transitional Living Services
4020 Central Ave. SE
Albuquerque, NM 87108

Herrera Coaches
10605 Central Ave. NW
Albuquerque, NM 87121

Shawna Ballay
Pueblo of Isleta
P.O. Box 1270
Isleta, NM 87022

Dave Hill
Ser De New Mexico
1000 Main Street NW, Ste. 16C
Los Lunas, NM 87031-4849

August 12, 2016

Name
Company
Address
City, State Zip

Dear Name:

I am notifying you that ARCA intends to apply for New Mexico Department of Transportation, Transit and Rail Division, Section 5310 FFY2018 transportation funding. Our Public Notice is copied here.

Public Notice

ARCA, a private non-profit metro area organization providing community and family living, employment, community inclusion, foster care, Prader-Willi Syndrome (PWS), and vocational and meaningful day services intends to apply for NMDOT, Section 5310 (FTA) FFY 2018 funds. The purpose of our application is to meet the transportation needs and public rides training of individuals with intellectual and developmental disabilities throughout Bernalillo and Sandoval Counties. ARCA's transportation services ensures that 617 individuals with a wide range of disabilities meet their daily living needs, are able to access paid and volunteer work and vocational training, establish links to other modes of transportation, access specialized medical, dental and therapeutic care, and be fully included in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on ARCA's proposal by notifying Edward Kaul, ARCA's President and CEO, in writing by August 31, 2016.

Sincerely,

Antoinette Wright, MPA
Grant Manager

AFFIDAVIT OF PUBLICATION

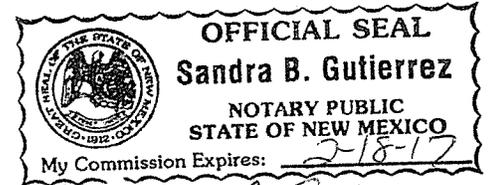
STATE OF NEW MEXICO
County of Bernalillo SS

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 14, 2016

Sharon Friedes

Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 18 day of July of 2016.



Sandra B. Gutierrez

PRICE \$ 36.51

Statement to come at end of month.

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

ACCOUNT NUMBER 100 9616

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Antoinette

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