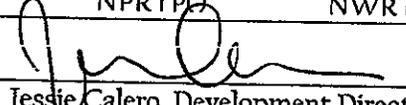


SECTION 5310 - FY 18 APPLICATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

October 1, 2017 - September 30, 2018

I. Applicant Information

Organization:	Mandy's Special Farm
Contact Person Name and Title:	Jessie Calero, Development Director
Mailing Address:	P.O. Box 9346
City, State, ZIP:	Albuquerque, NM 87119
Physical Address:	346 Clark Rd SW Albuquerque, NM 87105
Phone and Cell Numbers:	505-503-1141 x. 704, 505-917-0203 (cell)
FAX Number:	505-717-2044
E-mail Address: (Required)	Jessie@mandysfarm.org
Regional Planning Transportation Organization: (circle one)	NERTPO <u>MRTPO</u> SERTPO SWRTPO NPRTP NWRTPO SCRTPO
Applicant Signature and Date Signed:	 8/24/16
Please Print Name and Title:	Jessie Calero, Development Director
DUNS Number *	006369867

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

II. Summary of Budget Request

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

	Total	Federal Share	Local Share
*Capital (80/20)	\$95,557.00	\$77,245.60	\$19,311.40
Description of Vehicle(s):			
(1) Starcraft Allstar 22 ADA Shuttle Bus -14 Seated Passengers or 12+2			
(1) Eldorado Amerivan -6 Seated Passengers or 5+1			
TOTAL	\$95,557.00	\$77,245.60	\$19,311.40
Capital Breakdown			
Capital to Vendor (Required for Non-Profits)	\$95,557.00	\$77,245.60	\$19,311.40

Ruthie Robbins
LOGOUT

Entity Dashboard

MANDY'S SPECIAL FARM
DUNS: 006369867 CAGE Code: 77FN1
Status: Active

346 CLARK RD SW
ALBUQUERQUE, NM, 87105-7546,
UNITED STATES

Expiration Date: 06/06/2017

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

Entity Registration Summary

DUNS: 006369867
Name: MANDY'S SPECIAL FARM
Doing Business As: Mandy's Farm
Business Type: Business or Organization
Last Updated By: Ruthie Robbins
Registration Status: Active
Activation Date: 06/06/2016
Expiration Date: 06/06/2017

Exclusion Summary

Active Exclusion Records? No

[BACK TO USER DASHBOARD](#)

SAM | System for Award Management 1.0

IBM v1.P.48.20160624-1124

WWW7



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

List vendor if utilizing Capital to Vendor	Creative Bus Sales, Inc.		
Capital to Subgrantee	NA	NA	NA
*TOTAL should equal 'Capital' amt. above	\$95,557.00	\$77,245.60	\$19,311.40

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

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

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

III. Financial Information

A) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2016 ACTUAL EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations	\$0	\$0	\$0
3-01-25 Other Capital Expenses	\$0	\$0	\$0
3-01-40 Surveillance System	\$0	\$0	\$0
3-01-45 15 Passenger Van (W/Lift)	\$19,311.40	\$19,311.40	\$0
3-01-50 15 Passenger Van (W/Ramp)	\$0	\$0	\$0
3-01-60 Mobile Radios	\$0	\$0	\$0
TOTAL ELIGIBLE COSTS	\$19311.40	\$19311.40	\$0
VEHICLE DISPOSITION PROCEEDS	\$0	\$0	\$0
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)	\$19311.40	\$19311.40	\$0

LOCAL SHARE SOURCES (specify)

Local Share Covered in Approved 2017 Budget			
TOTAL LOCAL SHARE (20%)	\$19,311.40	\$19,311.40	**
FEDERAL SHARE (80%)	\$77,245.60	\$77,245.60	**

B) OPERATING BUDGET: INFORMATION PROVIDED IN THE SPACE BELOW IS USED TO GET A BASELINE OF OPERATING FUNDS THAT YOU PROVIDE TO YOUR 5310 ELIGIBLE PROGRAM.

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

ITEM DESCRIPTION	2016* ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	\$0	\$0	\$0
Support Staff/Fringe Benefits	\$1,283,058	\$1,500,000	\$1,600,000
Fuel, Lubricants, Tires	\$12,922	\$16,000	\$18,000
Maintenance	\$4,500	\$6,000	\$8,000
Insurance	\$5359	\$7,000	\$8,000
Other (Please explain)	\$0	\$0	\$0
TOTAL TRANSPORTATION	\$22,781	\$29,000	\$34,000

NON-TRANSPORTATION	\$1,283,058	\$1,500,000	\$1,600,000
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TOTAL EXPENDITURES	\$1,305,839	\$1,500,029	\$1,600,034
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* Prorate expenditures to end of the current fiscal year

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

<p>Mandy's Special Farm is a State of New Mexico Developmental Disabilities Contract Provider (Providing services for adults with intellectual and developmental disabilities): 24-hour residential care Day Services (visual arts programming, health and wellness education, pre-employment vocational skill-building, community service, animal husbandry, adaptive aquatics, gardening, adaptive horsemanship) Supported Employment</p>
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2. Please list all funding sources and amounts received for both general budget and transportation budget.
 Comprising April 2015-March 2016 (FY 2016)

Direct Public Support:\$60,301
Government Contracts:\$54,350
Program Income:\$1,706,640
Indirect Public Support:\$45,416
Asset Sales/ Miscellaneous Revenue:\$4,384
Investments: \$0

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

a.	<input checked="" type="checkbox"/>	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)
----	-------------------------------------	--

	IFDWE35L64HB30447- 2004 Ford Cutaway Shuttle, 14-passenger vehicle with no wheelchair capacity, mileage 138,114
b.	Establish service to new area
c.	<input checked="" type="checkbox"/> Add wheelchair capacity to existing vehicles
d.	<input checked="" type="checkbox"/> Increase number of vehicles available for demand responsive service
e.	Decrease vehicle size for service
f.	Increase vehicle size for service
g.	<input checked="" type="checkbox"/> Improve passenger access to service

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

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

Agencies have two options for vehicle procurement:

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

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

Refer to Section 3-01-00-Capital Costs

(1) Starcraft Allstar 22 ADA Shuttle Bus (Expansion, Gasoline, ADA Compliant, W/C Lift, <30ft) -14 Seated Passengers or 12+2 @ \$57,057
(1) Eldorado Amerivan (Replacement, Gasoline, ADA compliant, W/C Lift, <30ft) -6 Seated Passengers of 5+1 @ \$39,500

C) Please provide and check item:

- 1- NA Copy of Articles of Incorporation
- 2- X Copy of 501(c) 3 Certification
- 3- X Copy of most current audit
- 4- X If transit-related audit findings occurred, copy of corrective action response submitted to auditor.
- 5- NA If a non-profit organization (first time applicants only), copy of procurement procedures that comply with FTA Circular 4220.

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

IV. Program Description

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

<input type="checkbox"/>	Fixed route
<input type="checkbox"/>	Modified fixed route

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date:
APR 18 1996

MANDY'S SPECIAL FARM
C/O RUTHIE HORN ROBBINS
634 GRACELAND DRIVE, SE
ALBUQUERQUE, NM 87108

Employer Identification Number:
85-0436516
Case Number:
756037029
Contact Person:
ANNETTE SMITH
Contact Telephone Number:
(214) 767-6023
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
March 10, 1995
Advance Ruling Period Ends:
December 31, 1999
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (00/CG)

MANDY'S SPECIAL FARM
FINANCIAL STATEMENTS
MARCH 31, 2015 and 2014



Board of Directors and Management
Mandy's Special Farm
Albuquerque, New Mexico

Report on the Financial Statements

We have audited the accompanying financial statements of Mandy's Special Farm (MSF), which comprise the statements of financial position as of March 31, 2015 and 2014, and the related statements of activities, functional expenses, and cash flows for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these 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 financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the 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 the entity'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 financial statements.

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

MANDY'S SPECIAL FARM
STATEMENTS OF FINANCIAL POSITION
March 31, 2015 and 2014

	2015	2014
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 6,213	24,079
Accounts receivable	49,575	40,493
Grants receivable	6,253	6,253
Prepaid expenses	5,636	2,000
	<u>67,677</u>	<u>72,825</u>
Total current assets		
Long-term Assets		
Property and equipment, net	1,306,599	1,272,329
Investment securities	-	5,387
Security deposit	3,200	2,000
	<u>1,309,799</u>	<u>1,279,716</u>
Total long-term assets		
Total assets	\$ 1,377,476	1,352,541
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 62,315	60,332
Accrued payroll and taxes	37,094	29,524
Compensated absences	11,121	4,187
Line of credit	96,068	16,738
Current portion of mortgages payable	20,009	12,222
	<u>226,607</u>	<u>123,003</u>
Total current liabilities		
Long-term Liabilities		
Mortgages payable	823,826	845,143
	<u>823,826</u>	<u>845,143</u>
Total liabilities		
Net Assets		
Restricted - vehicles, net of accumulated depreciation	66,409	-
Unrestricted	260,634	384,395
	<u>327,043</u>	<u>384,395</u>
Total liabilities and net assets	\$ 1,377,476	1,352,541

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended March 31, 2015

	Program Services	Supporting Services	Fundraising	Total
Payroll and Related Expenses				
Salaries	\$ 887,310	104,389	52,195	1,043,894
Payroll taxes	120,522	14,179	7,090	141,791
Employee benefits	15,152	1,783	891	17,826
Total payroll and related expenses	1,022,984	120,351	60,176	1,203,511
Other Expenses				
Interest expense	-	52,450	-	52,450
Insurance	39,167	4,608	2,304	46,079
Outside contract services	12,988	1,528	764	15,280
Rent expense	-	30,356	-	30,356
Repairs and maintenance	28,491	3,166	-	31,657
Utilities	45,298	5,329	2,665	53,292
Other expenses	9,022	1,061	531	10,614
Facilities and equipment	43,737	-	-	43,737
Supplies	17,675	2,079	1,040	20,794
Professional fees	-	30,736	-	30,736
Food and beverage	26,869	-	-	26,869
Information technology	6,534	769	384	7,687
Professional development	-	4,150	-	4,150
License and registration	642	71	-	713
Fingerprints	2,916	-	-	2,916
Postage and printing	-	-	2,316	2,316
Memberships and dues	1,632	192	96	1,920
Advertising and marketing	-	1,082	-	1,082
Travel expenses	56	-	-	56
Bank fees	-	3,799	-	3,799
Total other expenses	235,027	141,376	10,100	386,503
Total payroll and other expenses before non-cash expenses	1,258,011	261,727	70,276	1,590,014
Non-cash Expenses				
Depreciation expense	72,674	8,550	4,275	85,499
In-kind expense	-	-	-	-
Total non-cash expenses	72,674	8,550	4,275	85,499
Total expenses	\$ 1,330,685	270,277	74,551	1,675,513

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
STATEMENTS OF CASH FLOWS
Year Ended March 31, 2015 and 2014

	2015	2014
Reconciliation of Net Income to Net Cash		
Provided by Operating Activities		
Change in net assets	\$ (57,352)	(129,872)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	85,499	69,104
Non-cash assets donated	(71,101)	(13,250)
Realized and unrealized gains on investments	74	(861)
Loss on disposal of assets	-	1,000
Changes in operating assets and liabilities		
Accounts receivable	(9,082)	(36,432)
Grants receivable	-	(6,253)
Prepaid expenses	(3,636)	(2,000)
Accounts payable	1,983	51,806
Accrued payroll and taxes	7,570	19,741
Compensated absences	6,934	1,486
Net cash used by operating activities	<u>(39,111)</u>	<u>(45,531)</u>
Cash Flows From Investing Activities		
Purchase of capital assets	(52,215)	(484,089)
Proceeds from sale of assets	3,547	-
Security deposit	(1,200)	(2,000)
Sale of investments	5,313	-
Net cash used by investing activities	<u>(44,555)</u>	<u>(486,089)</u>
Cash Flows From Financing Activities		
Proceeds from borrowings on line of credit	108,027	74,048
Principal payments on line of credit	(28,697)	(107,119)
Proceeds from borrowings on mortgages	-	870,000
Principal payments on mortgages	(13,530)	(299,780)
Net cash provided by investing activities	<u>65,800</u>	<u>537,149</u>
Net change in cash and cash equivalents	<u>(17,866)</u>	<u>5,529</u>
Cash and cash equivalents, beginning of year	<u>24,079</u>	<u>18,550</u>
Cash and cash equivalents, end of year	<u>\$ 6,213</u>	<u>24,079</u>
<i>Supplemental cash flow information</i>		
Cash paid during the year for interest	<u>\$ 52,450</u>	<u>56,504</u>
Non-cash donated assets	<u>\$ 71,101</u>	<u>13,250</u>

See Notes to Financial Statements.

MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2015 and 2014

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents. For purposes of the statement of cash flows, MSF considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Money market funds are included in cash in the amount of \$0 and \$5,652 at March 31, 2015 and 2014, respectively.

Contributions. Contributions are recognized when the donor makes a promise to give to MSF that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other 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.

Accounts Receivable. Accounts receivable consists of Medicaid and self-directed Medicaid reimbursements for services rendered in the year but not received until after fiscal year end. MSF believes that all accounts receivable at March 31, 2015 and 2014 are fully collectible. MSF tracks receivables to determine if any are uncollectible. Should MSF make this determination, bad debts would be recorded.

Grants Receivable. Grants receivable consists of unconditional promises to give granted by year end.

Investment Securities. Investments in marketable securities with readily determinable fair values are reported at their fair values in the statement of financial position. In accordance with generally accepted accounting principles, unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

MSF has classified its investment portfolio as available-for-sale and, accordingly, has accounted for its investments, respectively, at fair market value. All of MSF's investments are considered to be Level 1, which are determined by reference to quoted market prices generated by market transactions.

**MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2015 and 2014**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Advertising Costs. MSF expensed non direct-response advertising costs of \$1,082 and \$401 for the years ended March 31, 2015 and 2014. Amounts are included in advertising and marketing expense.

Subsequent Events. Subsequent events were evaluated through February 10, 2016, which is the date the financial statements were available to be issued.

Reclassifications. Certain reclassifications have been made to the 2014 financial statement presentation to correspond to the current year's format. Net assets and changes in net assets are unchanged due to these reclassifications

NOTE 2. INVESTMENTS

MSF applies generally accepted accounting principles (GAAP) for fair value measurements of financial assets that are recognized or disclosed at fair value in the financial statements on a recurring basis. GAAP establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that MSF has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability.

The level in the fair value hierarchy within which a fair measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

Investment securities consist of various mutual funds, equities, and exchange-traded products. These investments are carried at the fair market value determined using quoted market prices. Money market funds held with the broker are included in cash and cash equivalents on the Statement of Financial Position.

**MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2015 and 2014**

NOTE 3. PROPERTY AND EQUIPMENT (CONTINUED)

Certain vehicles, with a net carrying amount of \$66,409, net of accumulated depreciation of \$14,908, were acquired with funds received under a grant contract with the NM Department of Transportation (DOT). The contract provides for the purchase of vehicles to be used to enhance mobility for seniors and persons with disabilities. Under the contract, 80% of the cost of vehicles is paid for by the DOT and 20% paid by MSF. Title to the vehicles will reflect a lien in favor of the DOT for four years (or 100,000) miles. As a result, vehicles purchased under this contract are reflected as restricted in the Statement of Financial Position.

NOTE 4. LINE OF CREDIT

MSF has a revolving business line-of-credit through a bank. Amounts borrowed are not to exceed \$50,000 and bears interest at a fixed interest rate of 6.5%. For the year ended March 31, 2015, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$41,877, with payments totaling \$5,197. For the year ended March 31, 2014, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$12,175, with payments totaling \$52,246. The amount owed on the line of credit was \$43,984 and \$9,738 at March 31, 2015 and 2014, respectively.

MSF also has a revolving business line-of-credit through another bank. Amounts borrowed are not to exceed \$50,000 and bears interest at a fixed interest rate of prime plus 3.25%. For the year ended March 31, 2015, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$66,150, with payments totaling \$23,500. For the year ended March 31, 2014, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$61,873, with payments totaling \$54,873. The amount owed on the line of credit was \$49,650 and \$7,000 at March 31, 2015 and 2014, respectively.

**MANDY'S SPECIAL FARM
NOTES TO FINANCIAL STATEMENTS
March 31, 2015 and 2014**

NOTE 6. LEASE COMMITMENTS

Beginning in January 2014, MSF began renting space to provide program services. The lease was on a month to month basis. Effective February 2015, MSF entered into a 3 year lease to rent a different space for administrative and program services. The lease term is April 1, 2015 through March 31, 2018 with a 2 year renewal option. Payments increase 3% annually. Total rent expense associated with these leases was \$8,000 and \$27,474 for the years March 31, 2015 and 2014, respectively.

Future minimum lease payments are as follows at March 31:

2016	\$ 38,400
2017	42,336
2018	<u>43,608</u>
Total	<u>\$ 124,344</u>

NOTE 7. CONCENTRATIONS

Approximately 78% and 80% of MSF's revenues were derived from Medicaid revenue and approximately 11% and 15% of MSF's revenues were derived from grants and contributions as of March 31, 2015 and 2014, respectively.

NOTE 8. RELATED PARTY TRANSACTIONS

Board members, employees and relatives of residents occasionally contribute money to MSF. Board members and relatives donated approximately \$21,000 and \$20,000 in unrestricted contributions, for the years ended March 31, 2015 and 2014, respectively.

A current board member acts as an insurance agent for MSF. Total payments made to the insurance agency were \$2,272 and \$3,064 for the years ended March 31, 2015 and 2014, respectively.



REPORT OF DEFICIENCIES, CORRECTIVE ACTIONS, AND RECOMMENDATIONS - NMMDOT SITE AUDIT 7.17.14

Deficiencies and Corrective Actions	Recommendations	Responses/Comments
<p>Transportation Policies and Procedures</p> <p>Mandy's Farm maintains complaints on file for three years. It does not maintain a complaint log. The USDOT ADA regulations require that transportation-related ADA complaints be maintained on file for at least 1 year and a log of the complaints at least five years.</p> <p>Develop procedures to either maintain transportation-related ADA complaints or a log of such complaints on file for at least five years.</p>	<p>NMMDOT recommends putting in writing Mandy's Farm policy requiring wheelchairs to be secured to be transported.</p>	<p>Mandy's Farm has amended its <i>Individual Grievance Policy/Procedure</i> to include the USDOT ADA regulations that all complaints will be maintained on file for 1 year and a log of complaints for a period of up to 5 years. Thus farm, Mandy's Farm has not received any transportation-related ADA complaints.</p> <p>Mandy's Farm has amended its <i>Passenger Securement Policy and Procedure</i> to include passengers that are transported out of their wheelchairs and/or have wheelchairs that are collapsible.</p>
<p>Federal Requirements</p>		
<p>None</p>	<p>None</p>	
<p>Driver Training</p>		
<p>None</p>	<p>NMMDOT recommends adopting or adapting the NMMDOT Driver Handbook</p>	<p>NMMDOT provided a copy of the NMMDOT Driver Handbook</p> <p>Mandy's Farm has provided a copy of the NMMDOT Driver Handbook in each of its vehicles as well as adapted some of its information into our policies and procedures.</p>
<p>Vehicle Inspection and Maintenance</p>		
<p>Mandy's Farm does not have a preventive maintenance program for wheelchair lifts.</p>	<p>NMMDOT recommends developing a written maintenance program for 5310-funded vehicles.</p>	<p>TOPSS provides guidance on vehicle maintenance plans.</p>
<p>Develop a preventive maintenance program for wheelchair lifts. Ensure that the program meets the manufacturers' minimum requirements.</p>	<p>NMMDOT recommends requiring the maintenance contractor to complete a preventive maintenance inspection form documenting inspections performed.</p>	<p>Mandy's Farm has adopted a preventive maintenance program for its wheelchair lifts. It provides PMI measures by cycle and/or time</p>



MANDY'S

		<p>frame (50 cycles or 2 weeks/100 cycles or 1 month/1250 cycles or 1 year). As not all of the wheelchair lifts have cycle counters in our fleet we will have a log specific to the vehicle.</p> <p>NMDOT provided Mandy's Farm an Excel spreadsheet that can be used to schedule preventive maintenance inspections.</p> <p>TOPPS provides a sample preventive maintenance inspection form.</p> <p>Mandy's Farm has implemented the manufacturer's preventive maintenance schedule for each of its vehicles. We are utilizing the excel worksheet and entering the mileage into weekly. Preventive maintenance is done by the same mechanic, Jay Walton. They will sign off on the preventive maintenance schedule report when completed.</p>
<p>Safety</p>		
<p>None</p>	<p>NMDOT recommends addressing the safety equipment during weekly vehicle inspections.</p> <p>NMDOT recommends developing post-accident forms for the vehicles.</p>	<p>The Vehicle Inspection Report has been amended to include the safety equipment in each vehicle.</p> <p>TOPPS provides accident investigation procedures and forms for documenting and reporting accidents.</p> <p>Mandy's Farm has created a post-accident form utilizing the criteria found in the TOPPS manual. The manager assigned to the staff involved in the accident will be required to complete the post investigation.</p>

<input checked="" 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 checked="" type="checkbox"/>	expand existing service to additional areas

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

Since our FY 2016 award, we have significantly expanded our Day Services program capacity to serve additional clientele, in addition to increasing service within our residential and supported employment programs. At this time, we now serve over 100 individuals, and expect to serve a total of 110-120 individuals by the end of FY 2017.

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

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

E) 5310 Program

Number of one-way passenger trips per month	
Elderly (non-disabled)	0
Disabled (including elderly)	2776
General Public	0
TOTAL	2776
Number of unduplicated persons transported per month	104

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:

Bernalillo County

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	19,652	3
Hispanic	317,089	48
Asian or Pacific Islander	16,220	2
American Indian or Alaskan Native	31,744	5
White	172,012	26
Other	105,847	16
	*662,564	100

%	Population	Elderly/Disabled Category
4	28,021	Elderly (non-disabled)
11	73,593	Persons with Disabilities (including elderly)
85	560,950	Other (everyone else)
100	*662,564	

- TOTAL* -

* These totals should equal.

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

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

Name of Organization Served	Number of People Transported
Mandy's Special Farm	104 (Individuals with Disabilities)
Mandy's Special Farm	68 (Required Accompanying Staff Not Included in Above Numbers)
	TOTAL: 172

E) Please provide and check:

1- X Map of Service Area (on 8 1/2 X 11 page)

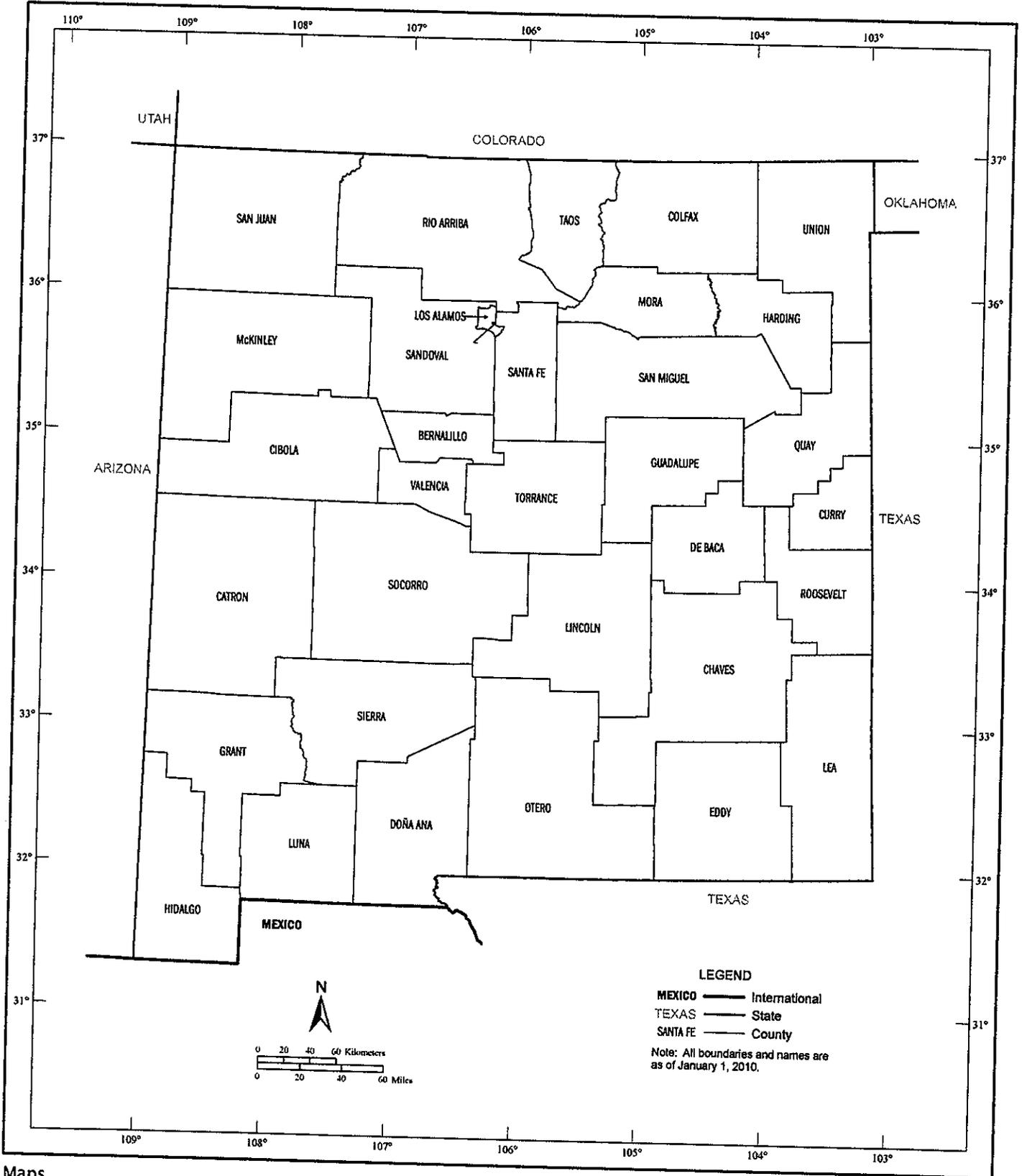
VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2016	2017	2018 Projected
1	Annual Ridership	104	125	140
2	Annual Mileage	110,000	130,000	140,000

Appendix E. Maps

Counties



3	Annual Vehicle Hours	2,750	3,250	3,750
---	----------------------	-------	-------	-------

* Prorate statistics to end of FY.

VII. Vehicle Inventory – include all vehicles Information for each

vehicle is extended to the next page. Please add additional sheets if necessary.

#	Make/Model	Year	Mileage	VIN #	Status (R = regular service, B = backup, S = spare, I = Inactive)	Ambulatory/ Walk-On Psgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaccs (# of, or 0)	Lift / Ramp Equipped? (yes or no)	Condition (E = excellent, G = good, F = fair, P = poor (OOSGR))	Grant Source of Funding (e.g. 5310 FY09 ^{*)}	Estimated Replacement Date
1	Ford E350	2016	1,588	1FDDEE3FL7GDC22642	R	12	*	2	Yes	E	5310 FY 2016	2024
2	Ford E350	2016	1,526	1FDDEE3FL9GDC22643	R	12	*	2	Yes	E	5310 FY 2016	2024
3	Dodge Grand Caravan	2014	30,145	2C7WDGBXER318323	R	5	02/ 15/ 16	1	Yes	E	5310 FY20 14	2022
4	Ford Econoline	2014	22,519	1FTDS3EL3EDA75324	R	7	7/2 8/1 6	2	Yes	E	5310 FY20 14	2022
5	Ford Cutaway Shuttle	2004	138,114	1FDWE35L44HB30446	R	14	3/3 0/1 6	0	No	P	Purc hase	2016
6	Ford Cutaway Shuttle	2004	115,157	1FDWE35L44HB30447	R	14	3/2 8/1 6	0	No	P	Purc hase	2016
7	Chevrolet Silverado	2003	224,506	1GCGC24U23Z189958	B	2	11/ 17/ 15	0	No	F	Dona tion	2020
8	Honda Odyssey	1999	111,746	2HKRL1862XH545711	R	7	5/2 8/1 5	0	No	P	Dona tion	2016
9	Chevy Suburban	1994	47,854	1GNFK16K7RJ447359	R	8	*	0	No	G	Dona tion	2018

*Not yet due for first Preventative Maintenance- new vehicles

(cont.) VII. Vehicle Inventory – include all vehicles

#	Category	Length	Approx GVW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle /w Diesel (D) or Alternative fuel (A)	Maturity Date
						Year	Miles			
1	Passenge r	240	1200	14	55,000		150,000	G		6/1/20
2	Passenge r	240	1200	14	55,000		150,000	G		6/1/20
3	Passenge r	202.8	6050	6	35,000		150,000	G		6/1/ 8
4	Passenge r	236.4	9500	8	55,000		130,000	G		6/1/ 8
5	Non Profit	230.8	10700	14	4,000		130,000	G		N/A
6	Non Profit	230.8	10700	14	4,000		150,000	G		N/A
7	Truck	227.7	6000	2	22,000		150,000	G		N/A
8	Passenge r	201.2	7000	7	15,000		115,000	G		N/A
9	Passenge r	218.9	9500	8	15,000		150,000	G		N/A

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. (Please add additional sheets if necessary)

#	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
---	----------------	---------------------	---------------------------------------	-------------------------	---------------	------	----------------	----------------	------------

VIII. Civil Rights

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

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

NONE

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

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

Please respond "N/A" if not applicable.

N/A

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

Please respond "N/A" if not applicable.

There are no other transit-related applications currently in place to supplement this grant. We have budgeted for our 20% share of funds to be paid if awarded a FY 2018 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.)

In addition to the attached efforts to coordinate service with other community providers, we encourage our clients to use SunVan services whenever possible. SunVan can take clients to community locations, including therapy appointments, work locations, medical appointments, and recreational activities. However, this service is not accessible for individuals who require constant staff supervision. SunVan staff, additionally, do not stay with an individual during an appointment or recreational event. Additionally, individuals experiencing behavioral concerns are asked to exit the vehicle. Many of our clients do not have the independence level required to use this or any other traditional public transportation option safely.

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

Our Public Notice was published in the Albuquerque Journal (see attached). We did not receive any response to this or direct notices to possible collaborative partners in the community (see attached).

- 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:	
X	- Copy of Published Public Hearing Notice
X	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements



MANDY'S farm

GROW WITH US.

August 17, 2016

ABQ Taxi Service, LLC
6013 Cll Nueve NW
Albuquerque, NM 87107

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501(c) 3 non-profit organization in the metro area, provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo County, for access to and from work, volunteer work, access to specialized medical, dental and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 22, 2016. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, P.O. Box 9346 Albuquerque, NM 87119.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the comment period.

Sincerely,

Jessie Calero
Development Director
Mandy's Special Farm

7016 1370 0002 2778 2072

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.47
Total Postage and Fees	\$3.12
Postmark: AUG 17 2016 08/17/2016	
Sent To: ABQ Taxi Service LLC	
Street and Apt. No., or PO Box No.: 6013 Cll Nueve NW	
City, State, ZIP+4®: Albuquerque, NM 87107	
PS Form 3800, April 7, 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



MANDY'S farm

GROW WITH US.

August 17, 2016

Casa Angelica
5620 Isleta Boulevard SW
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501(c) 3 non-profit organization in the metro area, provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo County, for access to and from work, volunteer work, access to specialized medical, dental and therapeutic care, and inclusion in community life and recreation.

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If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the comment period.

Sincerely,

Jessie Calero
Development Director
Mandy's Special Farm

7016 1370 0002 2778 2034

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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.47
Total Postage and Fees	\$5.12

Postmark Here: 0106 11 AUG 17 2016

08/17/2016

Sent To: Casa Angelica
Street and Apt. No., or PO Box No.: 5620 Isleta Blvd SW
City, State, ZIP+4: ALBU, NM 87105

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



MANDY'S farm

GROW WITH US.

August 17, 2016

Yellow Cab Co
500 Kinley Ave NE
Albuquerque, NM 87102

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501(c) 3 non-profit organization in the metro area, provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo County, for access to and from work, volunteer work, access to specialized medical, dental and therapeutic care, and inclusion in community life and recreation.

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If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the comment period.

Sincerely,

Jessie Calero
Development Director
Mandy's Special Farm

5902 5902 2778 2065
2016 1370 0002 2778 2065

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.47
Total Postage and Fees	\$3.12

Postmark Here
9106 21 6100
08/17/2016

Sent To Yellow Cab Co
Street and Apt. No., or P.O. Box No. 500 Kinley Ave NE
City, State, ZIP+4® Albu NM 87102

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 17, 2016

Wheelchair Getaways
1015 Tramway Ln NE
Albuquerque, NM 87122

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501(c) 3 non-profit organization in the metro area, provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo County, for access to and from work, volunteer work, access to specialized medical, dental and therapeutic care, and inclusion in community life and recreation.

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If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the comment period.

Sincerely,

Jessie Calero
Development Director
Mandy's Special Farm

7016 1370 0002 2778 2058

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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.47
Total Postage and Fees	\$5.12
Sent To	Wheelchair Getaways
Street and Apt. No., or PO Box No.	1015 Tramway Ln NE
City, State, ZIP+4	Albu, NM 87122
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Postmark Here: ALBUQUERQUE NM 87122 AUG 17 2016

08/17/2016

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org



August 17, 2016

Cornucopia
2002 Bridge Boulevard SW
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501(c) 3 non-profit organization in the metro area, provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo County, for access to and from work, volunteer work, access to specialized medical, dental and therapeutic care, and inclusion in community life and recreation.

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If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the comment period.

Sincerely,

Jessie Calero
Development Director
Mandy's Special Farm

7016 1370 0002 2778 2047

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ALBUQUERQUE, NM 87105

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.47
Total Postage and Fees	\$5.12

Postmark Here
AUG 17 2016

Sent To: Cornucopia
Street and Apt. No., or PO Box No.: 2002 Bridge Blvd SW
City, State, ZIP+4®: Albu, NM 87105

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

P.O. Box 9346, Albuquerque, NM 87119
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org
www.mandysfarm.org

AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO SS
County of Bernalillo

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 4 times on the following dates:

August 17-20, 2016

S. Ruell

Sworn and subscribed before me, a Notary Public, in and

for the County of Bernalillo and State of New Mexico this

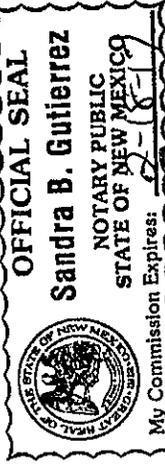
the day of August of 2016

10297

PRICE 102.97

Statement to come at end of month.

ACCOUNT NUMBER 1070028



Sandra B. Gutierrez

PUBLIC NOTICE Notice of intent to apply for NM DOT Section 5310 Transportation Funds in FY 2016. Manry's Special Farm (MSF) 2415 Clark Rd. SW Albuquerque, NM 87105. Phone: (505)533-1411. MSF is a 501(c)(3) non-profit organization, provides community living and treatment services to adults with disabilities. If awarded these funds, MSF would provide transportation services to adult citizens with disabilities in Bernalillo County for access to and from work, volunteer, social, specialized medical, dental, and therapeutic care, and recreation. Members of the public have the right to comment on the project. Comments must be received by August 23, 2016. Comments should be directed in writing to Manry's Special Farm, Attn: Jesse Calvo, Development Director, P.O. Box 9346 Albuquerque, NM 87119.

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



8/22/16

To Whom It May Concern:

The Board of Mandy's Special Farm has unanimously passed a resolution in complete support of the proposed FY2018 NMDOT proposal for 5310 funding. If awarded this grant, we are fully committed to providing the necessary funds for our 20% share (estimated to be \$~~1,311,400~~). We will place a line item in our budget to insure that the funds will be available when due.

Thank you for supporting us in past funding cycles for the 5310 grant. The vans we were awarded previously have greatly improved our ability to provide needed services to our clientele. Due to tremendous growth of our agency, we are requesting additional transportation to meet the needs of individuals with developmental disabilities in our community.

Sincerely,

See attached emails.

Jessie Raney <jessie@mandysfarm.org>

Needed approval of resolution

11 messages

Robbins Ruthie <drmrobb@att.net>

Tue, Aug 23, 2016 at 5:55 PM

To: Robbins Ruthie <drmrobb@att.net>, David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>
Cc: Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Dear board members of MSF,

Following is a resolution ins support of our 5310 grant request this year. This is the grant that provides new vehicles for the Farm of which we pay 20%. This year our share will be \$19,311.40. Please vote yes or no.

The Mandy's Special Farm Board of Directors hereby approves the following resolution:

The Board of Directors of Mandy's Special Farm is in complete support of the 5310 grant request for the next cycle where our portion of payment will be \$19,311.40. This grant will allow us to continue serving all of our clients with safe and appropriate transportation that meets all of their needs.

David Robbins <davidrobbinsgudoc@gmail.com>

Tue, Aug 23, 2016 at 6:25 PM

To: Robbins Ruthie <drmrobb@att.net>
Cc: King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes !!!!

Dave Robbins

[Quoted text hidden]

Julia Bursum <juliajb@aol.com>

Tue, Aug 23, 2016 at 6:25 PM

To: David Robbins <davidrobbinsgudoc@gmail.com>
Cc: Robbins Ruthie <drmrobb@att.net>, King Michelle <mking@bradburystamm.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes from Julia

Sent from my iPhone

[Quoted text hidden]

Bryan.C.Ross@wellsfargo.com <Bryan.C.Ross@wellsfargo.com>

Tue, Aug 23, 2016 at 6:56 PM

To: drmrobb@att.net, davidrobbinsgudoc@gmail.com, mking@bradburystamm.com, juliajb@aol.com, lorettal@comcast.net, karen.padilla@aon.com, CLocke@redw.com, dawn.montano@aon.com
Cc: jessie@mandysfarm.org, melissa@mandysfarm.org

Yes.

[Quoted text hidden]

Dawn Montano <Dawn.Montano@aon.com>

Tue, Aug 23, 2016 at 7:01 PM

To: Robbins Ruthie <drmrobb@att.net>

Cc: David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes!

Sent from my iPhone

[Quoted text hidden]

Caitlin Locke <CLocke@redw.com>

Tue, Aug 23, 2016 at 7:05 PM

To: Robbins Ruthie <drmrobb@att.net>

Cc: David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Dawn Montano <dawn.montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes

Sent from my iPhone

[Quoted text hidden]

Michelle King <mking@bradburystamm.com>

Tue, Aug 23, 2016 at 7:20 PM

To: Robbins Ruthie <drmrobb@att.net>

Cc: David Robbins <davidrobbinsgudoc@gmail.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes.

Michelle King | Vice President of Marketing
Bradbury Stamm Construction... since 1923

7110 2nd Street NW | Albuquerque, NM 87107

Mobile: 505.514.3914 | Main: 505.765.1200 | Fax: 505.842.5419

mking@bradburystamm.com | www.bradburystamm.com

On Aug 23, 2016, at 5:55 PM, Robbins Ruthie <drmrobb@att.net> wrote:

[Quoted text hidden]

lorettal <lorettal@comcast.net>

Tue, Aug 23, 2016 at 7:30 PM

To: Robbins Ruthie <drmrobb@att.net>, David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Ross Bryan

<Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>
Cc: Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes. Of course.

Sent via the Samsung Galaxy S® 6, an AT&T 4G LTE smartphone

----- Original message -----

From: Robbins Ruthie <drmrobb@att.net>

Date: 8/23/2016 5:55 PM (GMT-07:00)

To: Robbins Ruthie <drmrobb@att.net>, David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Karen Padilla <karen.padilla@aon.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <dawn.montano@aon.com>

Cc: Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Subject: Needed approval of resolution

Dear board members of MSF,

Following is a resolution ins support of our 5310 grant request this year. This is the grant that provides new vehicles for the Farm of which we pay 20%. This year our share will be \$19,311.40. Please vote yes or no.

The Mandy's Special Farm Board of Directors hereby approves the following resolution:

The Board of Directors of Mandy's Special Farm is in complete support of the 5310 grant request for the next cycle where our portion of payment will be \$19,311.40. This grant will allow us to continue serving all of our clients with safe and appropriate transportation that meets all of their needs.

Karen Padilla <karen.padilla@aon.com>

Tue, Aug 23, 2016 at 8:50 PM

To: Robbins Ruthie <drmrobb@att.net>

Cc: David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Gallegos Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <Dawn.Montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, McCue Melissa <melissa@mandysfarm.org>

Yes! Thank you!

Karen Padilla | Assistant Vice President

Aon Risk Solutions

6501 Americas Parkway NE | Suite 650 | Albuquerque, NM 87110

t +1.505.889.6710 | f +1.847.953.0246

karen.padilla@aon.com

Aon Risk Insurance Services West, Inc.

aon.com | twitter

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[Quoted text hidden]

Robbins Ruthie <drmrobb@att.net>

Wed, Aug 24, 2016 at 7:13 AM

To: Karen Padilla <karen.padilla@aon.com>

Cc: David Robbins <davidrobbinsgudoc@gmail.com>, King Michelle <mking@bradburystamm.com>, Bursum Julia <juliajb@aol.com>, Levy Loretta <lorettal@comcast.net>, Ross Bryan <Bryan.C.Ross@wellsfargo.com>, Locke Caitlin <CLocke@redw.com>, Dawn Montano <Dawn.Montano@aon.com>, Calero Jessie <jessie@mandysfarm.org>, Melissa McCue <melissa@mandysfarm.org>

Thanks everyone! It is unanimous.

Ruthie

[Quoted text hidden]

Jessie Calero <jessie@mandysfarm.org>

Wed, Aug 24, 2016 at 6:44 PM

To: Robbins Ruthie <drmrobb@att.net>

Thanks so much Ruthie. I will add this to our 5310 documents.

[Quoted text hidden]

--

Jessie Calero

Development Director

Mandy's Farm

www.mandysfarm.org

505.503.1141

(f) 505.717.2044



Jessie Raney <jessie@mandysfarm.org>

Letter of Support

Robbins Ruthie <drmrobb@att.net>
To: Calero Jessie <jessie@mandysfarm.org>
Cc: Melissa McCue <melissa@mandysfarm.org>

Tue, Aug 23, 2016 at 5:47 PM

To Whom it May Concern;

The board of directors of Mandy's Special Farm is in complete support of the requested 5310 grant. These grants have allowed us to provide much needed transportation for the clients that we serve, all of whom have disabilities. We are finally able to fully include all wheelchair bound clients in every aspect of our program. These are vehicles that our small organization would never be able to afford without this type of grant. The board commends this granting organization for allowing us to make our program fully inclusive.

Ruthie Horn Robbins
President
Mandy's Special Farm
[Quoted text hidden]

X. Program Justification

Please attach an essay no longer than five pages. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

Mission Statement

Mandy's Special Farm is a nonprofit organization that assists individuals with Developmental Disabilities to achieve goals by structuring a positive, purposeful, and caring environment for living, learning, and working in the community.

Goals

In recent years, Mandy's Special Farm (MSF) has expanded services to continue to meet the growing demand for enhanced and individualized services. MSF now offers two residences spread across a total of 7 acres, as well as two Day Services locations and a Supported Employment office that houses the Everyone Can Work program. With enrollment continuing to expand rapidly, MSF continues to ensure that services maintain their quality and efficiency.

Mandy's Farm strives to:

- provide the highest-quality services for adults with developmental disabilities through providing a higher staff to client ratio;
- help all individuals achieve their greatest self-sufficiency by assisting them in identifying, developing, and achieving their goals;
- assist individuals with disabilities to work in the community in integrated settings and establish a better quality of life.

Objectives for 2018

Within the Day Services Programs, individuals are offered opportunities to participate in animal husbandry, Therapeutic Horsemanship, organic gardening, vermicomposting, swimming, community service, pre-vocational training, and community recreation. MSF plans to expand this program to serve additional individuals (approximately 125 by FY 2018). As this program serves the highest number of individuals with physical disabilities requiring ADA accessible vehicles at MSF, 5310 funding has become crucial in supporting the expansion of services to new clientele. With the continued expansion to additional adults with disabilities, increasing the wheelchair-accessibility of our fleet vehicles allows us to serve all members of the community with disability, no matter their accessibility needs.

MSF continues to provide quality 24-hour care for two residences housing men and women with a variety of disabilities. A third residence is opening in January 2017, with capacity to serve an additional 4 individuals, with a total of 13 residential clients being served by that time. With 25% of the individuals from the residential program requiring wheelchair-accessible vehicles at this time, 5310 funding has allowed for seamless transportation for these residents to their doctor's appointments, therapy appointments, work, and Day Services programs.

Program Need

In past years during which Mandy's Special Farm has received funding through 5310 grants, our plans to expand to an additional residence and additional day program have allowed us to increase our services significantly, now serving just over 100 individuals with disabilities (with

ongoing plans for additional expansion). We also continue to have a waiting list of individuals who desire our services. With this increased capacity, our need for additional wheel-chair accessible vehicles has increased significantly. At this time, many of the programs are forced to spend exhaustive resources coordinating the use of different vehicles by the different programs to accommodate the transportation needs of individuals using wheelchairs. With the replacement of our non-wheelchair accessible vehicles we will be able to provide full and seamless service to our current clientele, as well as future members of the program.

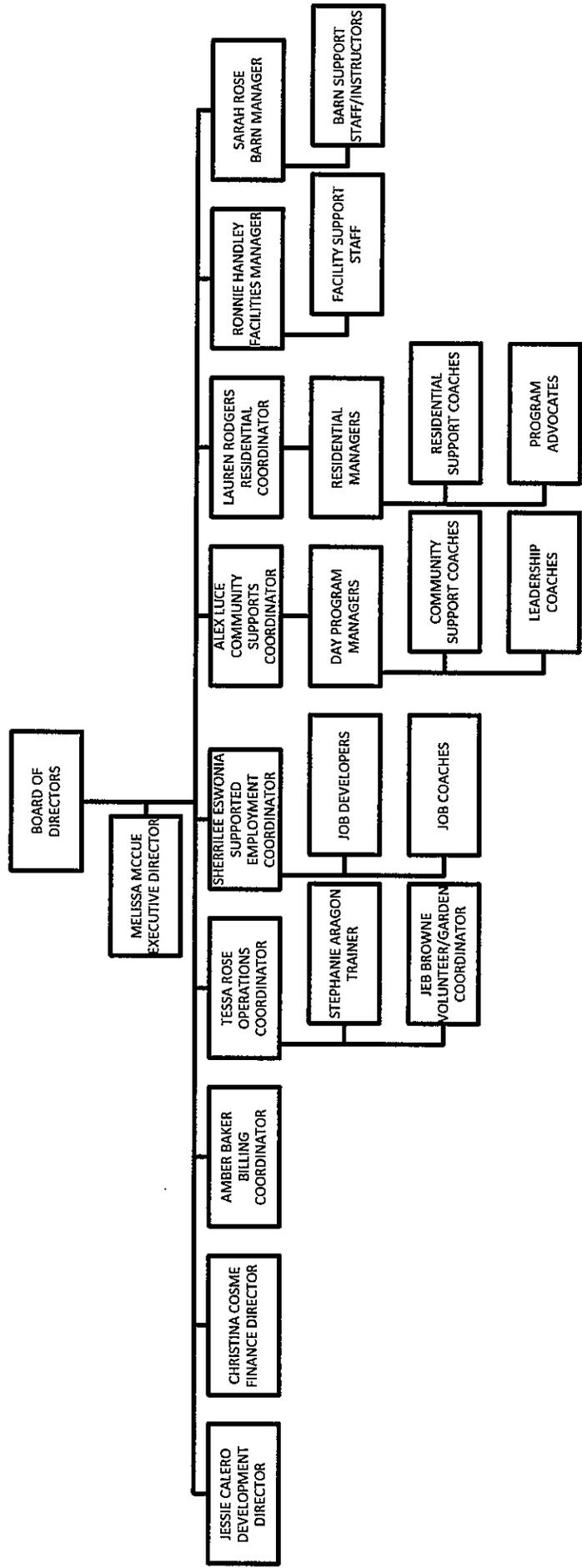
XI. Operations Profile

(Items to be included)

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



2016 ORGANIZATIONAL CHART



Mission Statement

Mandy's Special Farm is a nonprofit organization that assists individuals with Developmental Disabilities to achieve goals by structuring a positive, purposeful, and caring environment for living, learning, and working in the community.

Mandy's Farm strives to:

- provide the highest-quality services for adults with developmental disabilities through providing a higher staff to client ratio;
- help all individuals achieve their greatest self-sufficiency by assisting them in identifying, developing, and achieving their goals;
- assist individuals with disabilities to work in the community in integrated settings and establish a better quality of life.

Brief Description of Transit Program

Service Area

We transport the individuals we serve (individuals with Intellectual and Developmental Disabilities) throughout the Bernalillo County area, particularly within the South Valley and Nob Hill areas of Albuquerque. They are transported to medical and therapy appointments, jobs, volunteer commitments, as well as recreational community events and outings.

Route Design

Services are on-demand. Each morning, residential clients are transported to their respective day programs, jobs, or volunteer commitments.

Once this has occurred, vehicles are available for use within the Day Services program, where individuals choose their daily activities. Clients might choose to stay on-site and participate in gardening, horseback riding, or swimming. Other individuals might choose to attend a community service project or go to the movies. Utilizing a demand-responsive structure is essential to the functioning of the program. Clients within the day program are encouraged to spend at least 50% of their time in the community, requiring a high volume of vehicle availability.

At day's end, vehicles are again used by residential staff and clients to return home. In the evenings and on weekends, vehicles are used for residents to accomplish grocery shopping, receive transportation to family events, and access the community.

Schedule (days and hours of operation)

Vehicles are utilized during mornings, afternoons, and evenings, seven days a week, as needed.

Fare Structure

As a Developmental Disability provider, it is required by the Developmental Disabilities Supports Division that we provide transportation for our clients without additional fares, fees, or reimbursement.

Advertising and Marketing

Individuals with disabilities are able to select services through Mandy's Farm through a document referred to as the Secondary Freedom of Choice. This is distributed to prospective clients by Case

Managers and other Developmental Disabilities Supports Division employees. We meet regularly with Case Managers and DDS employees to provide information regarding our services. We also advertise via the internet, through our website, Instagram, Twitter, and Facebook pages which provide information to prospective clients and their families. We additionally provide brochures and other literature sources to inform individuals enquiring regarding services.

Administrative Employees

Executive Director

The Executive Director acts as the main overseer of all aspects of the facility and reports to the Board of Directors. Responsibilities include general direction and supervision of the facility and day-to-day operations including, but not limited to: Direct supervision of Development Director, Program Coordinator, Community Outreach Coordinator and other staff; Provide back-up to Program Coordinator duties as needed; monitor staff involvement and provide suggestions and individual-specific training as needed; co-facilitate staff meetings; review and approve training material; Maintain HR records; Utilize Maintenance Connection to keep track of facility operations; Meet with all individuals and families interested in living at MSF; Recruit/advertise; Quality assurance: ensure individual rights are being met and individuals are happy; Financial: Establishes and adheres to budget; Periodic review of Program Coordinator records of individual and petty cash; Payroll; Bill for Services; Accounting; Licensing and accreditation: Maintain MSF within the parameters of DD Waiver accreditation regulations; Act as main contact for such communications, including with CQL; Cooperate with consultant who oversees compliance of DD Waiver related operations; Be the face of MSF through participation and attendance at events and speaking engagements related to public relations, networking, fundraising, acceptance of grants and funder site visits; Attend Board approved trainings to increase knowledge and skills in developmental disabilities, nonprofit and fundraising; Maintain and update Policies and Procedures; Facilitate Board meetings and contact board members as needed.

Development Director

Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts as Mandy's Special Farm continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

Responsibilities include: Develop and execute Mandy's Special Farm's annual fundraising plan; Secure financial support from individuals, foundations and corporations; Manage the implementation of Mandy's Special Farm and oversee data entry and gift processing; Develop and maintain ongoing relationships with major donors; Creating and executing a strategy for a large sustained base of annual individual donors; Overseeing organization of special events; Developing and tracking proposals and reports for all foundation and corporate fundraising; Coordinate Newsletter and e-newsletter and social media.

Program Coordinators

Responsibilities of the Program Coordinator are: Have knowledge and understanding of all individual specific plans; including the ISP, any therapies, all health care and medical crisis plans, and all vision to actions for the service recipients you work with; Follow all information as indicated in the Individual Specific Plans; Assist service recipients in achieving all identified goals; Ensure there is timely and accurate completed documentation for all assigned service recipients; including MAR, daily narratives, behavioral narrative, bowel logs, seizure logs, any other documentation as directed by the individual support plan and state regulations; Direct supervision of residential, adult habilitation and supported employment staff; Development and distribution of quarterly reports to include progress on ISP development, health care status and significant events; Active participant in agency Incident Management, Quality Assurance, Human Rights and Management committees and meetings; Ensure compliance with all DDS regulations regarding services Mandy's is contracted for; Attendance to all DDS Provider meetings; Direct liaison with Supported Employment entities including but not limited to DVR, DDS and other appropriate venues; On Call duties as required and shared with Administrator; Development of age appropriate and meaningful activities in both the day program and residential aspect of the Farm; Promote and participate in Mandy's fund raising and disability awareness community activities; Complete employee evaluations as necessary; Participate in Human Resource related functions such as hiring, new hire orientation, ensuring COR and CCHS compliance, and terminations; Maintain a professional appearance and attitude at all times; Follow the Chain of Command as found in the new hire handbook; Complete all required trainings as directed by the personnel policies and your direct supervisor; Attend all required meetings including location specific meetings; Maintain regular and prompt attendance; Follow all agency policies and procedures; Report all concerns regarding abuse, neglect or exploitation to DHI; Maintain standards of confidentiality and ethical practice; Promote and encourage independence through choice making, personal relationships and other community connections; Support individuals and their duties as related to Mandy's farm maintenance and upkeep.

Appearance and Conduct

Administrative Employees shall conduct themselves in a professional manner at all times and maintain appropriate appearance.

Training Plan

Staff development and ongoing training opportunities are always encouraged. All staff do participate in various training sessions annually, both online and in the community, in order to enhance and benefit programs at MSF.

Qualified Drivers and Dispatchers

We do not have a specific job position of Driver or Dispatcher. All of our Residential and Community Support Staff must be qualified to serve as drivers as part of their job duties.

Hiring Procedure

All potential Residential and Community Support Staff complete a job application and submit to interviews. We conduct telephone reference checks. Staff must have at least one year of caregiver experience. They must possess a valid driver's license and have a minimum education level of GED.

Background Check

All of our Residential and Community Support Staff must be qualified as a driver. As such, they undergo fingerprinting and background screenings conducted by an outside professional organization.

Driver Record

We obtain motor vehicle records prior to allowing staff to drive our vehicles. We subscribe to a monthly motor vehicle records monitoring service. All drivers must maintain their eligibility to drive our vehicles.

Valid Driver's License

All staff must have their New Mexico driver's license. A new employee with an out-of-state driver's license must have their New Mexico driver's license within 30 days of hire.

Training Plan

All staff responsible for transporting individuals receive extensive and appropriate training to ensure health and safety for all. Staff providing direct services must complete safety training within the first 30 days of employment and before working alone with an individual receiving service. The training includes the following:

1. Safe operation of the vehicle
2. Client safety
3. Assisting passengers with cognitive and/or physical impairments
4. Wheel chair tie down procedures
5. Operating wheelchair lifts (as applicable)
6. Emergency plans
7. Operating a fire extinguisher
8. Vehicle evacuation techniques
9. Safe loading and disembarking
10. Response to hazardous weather and adverse conditions
11. Accident procedures
12. Agency Transportation Policy and Procedures
13. Vehicle Inspections
14. CPR/First Aid
15. Customer Sensitivity and Assistance Training
16. Vehicle Cleanliness

Job Description: Residential and Community Support Coach

Have knowledge and understanding of all individual specific plans; including the ISP, any therapies, all health care and medical crisis plans, and all vision to actions for the service recipients you work with. Follow all information as indicated in the Individual Specific Plans. Assist service recipients in achieving all identified goals. Timely and accurately complete documentation for all assigned service recipients; including MAR, daily narratives, behavioral narrative, bowel logs, seizure logs, any other documentation as directed by your supervisor, service coordinator or interdisciplinary plan. Maintain a clean and safe living environment for all service recipients.

Follow the Chain of Command as found in the new hire handbook. Complete all required trainings as directed by the personnel policies and your direct supervisor. Attend all required meetings including location specific meetings.

Complete all additional assignments as directed.. Follow all applicable nutritional plans. Ensure the service recipients are safe from harm in the home and in the community. Follow all health and safety standards. Maintain a professional boundary with the service recipients, do not disclose personal information. Follow all on-call procedures and directives. Assist in all care of the service recipients pet if applicable. Maintain regular and prompt attendance. Assist with medications as directed by AWMD standards. Follow all agency policies and procedures. Report all changes in a service recipient's medical or programmatic status to your direct supervisor or the appropriate person identified in the chain of command. Report all concerns regarding abuse, neglect or exploitation to DHI. Follow directions from the direct supervisor, service coordinator and nursing regarding appropriate communication with guardians, IDT members and other outside agencies. Maintain standards of confidentiality and ethical practice. Promote and encourage independence through choice making, personal relationships and other community connections. Support individuals and their duties as related to Mandy's farm maintenance and upkeep.

Appearance and Conduct

Staff must maintain a professional appearance and attitude at all times. Dress codes are described in the employee handbook.

Vehicle Fleet

Number of vehicles with NMDOT lien:	4
Number of vehicles with <u>no</u> NMDOT lien:	4

Maintenance schedules

Vehicles undergo regularly scheduled maintenance as recommended by vehicle manufacturer. Immediate arrangements shall be made for any repairs needed outside of recommended preventative maintenance.

Inspection procedures

The Annual Vehicle Service Inspection Report shall be completed by a qualified vehicle service technician. Please see attached form.

Vehicle replacement

Our budget includes an allowance to assure that we are able to provide our 20% share of the requested 5310 vehicles.

Accident/Incident Reporting Procedures

Insurance forms in vehicle

Current insurance forms and registration are to be kept in all vehicles at all times.

Accident/incident reporting forms in vehicle

Accident/incident report forms are to be kept in all vehicles at all times. Please see attached form.

Passenger policy and procedure

Please see attached Addendum: TRANSPORTATION Policies

(See attached Transportation Policies here)



346 Clark Road SW
Albuquerque, NM 87105
(505) 873-1187

New Mexico **Customer Service Policy**

Our Transit agency is committed to provide safe, accessible, timely and professional services for our customers. We can provide such a service only when our passengers respect and follow certain safety and courtesy rules. Therefore, we thank you, the passengers boarding our vehicles, for obeying the rules listed below:

1. The driver is responsible for the safety and welfare of all passengers while riding the transit vehicle. Therefore, the driver is in charge and passengers are expected to comply with the instructions of the driver at all times. Passenger safety and welfare is contingent upon all passengers complying with these instructions.
2. Passengers are expected to act in a courteous manner at all times while riding the vehicle. Any passenger who is verbally and/or physically abusive to other passengers or to the driver will be asked to exit the vehicle immediately.
3. If a vehicle is seat belt equipped and a passenger fails to buckle up, the driver will ask them to do so before proceeding. If the passenger refuses, they will be asked to exit the vehicle and they will be refused service. There will be no exceptions to this rule.
4. Do not attempt to stand or exit the vehicle until it has come to a complete stop and the driver informs you that it is safe to exit.
5. Passengers are expected to maintain control of their possessions while on the vehicle. The agency will not be responsible for lost or stolen property.
6. In the event of an emergency, all passengers are to explicitly follow the instructions given by the driver. If an evacuation of the vehicle is deemed necessary, the driver will instruct you as to the actions to be taken.
7. Passengers are not permitted to consume food and drinks on the vehicle.
8. All vehicles are tobacco free. Smoking and chewing are not permitted on the vehicle.
9. No passenger is permitted to have an open alcoholic beverage container on the vehicle. The

agency reserves the right of the driver to ask to see the contents of a package if he or she suspects that package may contain an open container of alcohol.

10. Illegal drugs are not permitted on the vehicle at any time. Any person found in possession of such drugs will be immediately reported to law enforcement.
11. At the discretion of the transit provider any person intoxicated or under the influence of alcohol and/or drugs may or may not be permitted to ride the vehicle.
12. Any person using profane language towards the driver or other passengers may be asked to exit the vehicle.
13. Passengers are asked to maintain good personal hygiene as not to offend other passengers.
14. Passengers are to refrain from horseplay or fighting on the vehicle. The driver will immediately stop the vehicle in the event of such an incident, will ask the passenger to exit the vehicle and will contact law enforcement if deemed necessary.
15. Weapons are not allowed on any vehicle at any time. A weapon is described as a firearm, knife, pipe, bar club, blackjacks, brass knuckles, numchuks or any other device capable of causing bodily harm to another individual. Any person found in possession of a weapon will be reported immediately to law enforcement. There are no exceptions to this rule.
16. Service animals accompanying individuals with disabilities will be allowed to board the vehicle. Service animals are required to be under the control of the passenger at all times. No other animals are allowed.

Any passenger who violates these rules can and will be prohibited from using our service. We are responsible for the safety and welfare of all passengers and will refuse service to any person who places our passengers and/or drivers at risk.

XII. Checklist

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

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

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

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

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