

Monadnock Regional Coordinating Council For Community Transportation

AGENDA

**February 18, 2025
9:00 a.m.**

Southwest Region Planning Commission

37 Ashuelot Street, Keene, NH

Note: An in-person quorum will be needed to approve the submission of the Section 5310 MRCC FY 26-27 application (due March 6th) and to adopt the 2025 Coordinated Community Transportation Plan for the Monadnock Region.

Zoom Meeting Link:

<https://us02web.zoom.us/j/89345408967?pwd=AABxapoZOOh343UgOXwTfeCHgKVzCr3.1>

- | | | |
|-------|-------------------------------|--------------|
| I. | Welcome | (9:00 a.m.) |
| II. | Minutes of January 21, 2025 | (9:05 a.m.) |
| III. | Treasurer's Report | (9:10 a.m.) |
| IV. | Section 5310 MRCC Application | (9:20 a.m.) |
| V. | MRCC Coordinated Plan | (9:45 a.m.) |
| VI. | Partner Updates | (10:10 a.m.) |
| VII. | Mobility Manager Update | (10:20 a.m.) |
| VIII. | Next Meeting | (10:25 a.m.) |
| IX. | Adjourn | (10:30 a.m.) |

**Monadnock Regional Coordinating Council
For Community Transportation**

Minutes

January 21, 2025

Present: Charlie Pratt, Vice Chair, *Home Healthcare, Hospice and Community Services (HCS)*; Jennifer Robinson, Treasurer, *Cheshire County*; Erica Alusic-Bingham, *Community Action Partnership Hillsborough and Rockingham Counties (CAPHR)*; Ellen Avery (remote), *Community Volunteer Transportation Company (CVTC)*; David Meader (remote), *Citizen Member*; Kim Rumrill, *Keene Senior Center (KSC)*; Lisa Steadman (remote), *ABLE NH*; Charles Weed, *Citizen Member*; Alison Welsh (remote), *Cheshire County Recovery Court (CCRC)*.

SWRPC Staff Present: Todd Horner, *Executive Director*; Terry Johnson, *Senior Project Manager*; Jason Cooper, *Planner*.

Guests: Suzanne Bansley, *Cheshire County*; Teri Palmer (remote), *Statewide Mobility Manager*.

I. Welcome

Vice Chair Pratt called the meeting to order at 9:07 a.m. and introductions were made.

II. Approval of December 17, 2024 Minutes

Motion: To approve the minutes of December 17, 2024.

Motion by Erica Alusic-Bingham, seconded by Charles Weed. Approved by unanimous roll call vote with Ellen Avery and Alison Welsh abstaining.

III. Treasurer's Report

Jennifer Robinson did not have any specific comments on the treasurer's report for this month. Ellen Avery commented that CVTC has expended 41% of its budget at the halfway point of the current fiscal year. She was confused because CVTC executive director, Allan Gillis, shared with her that the organization is running over budget. Jennifer Robinson explained that Allan Gillis may be referring to the allocation for next year's budget, or that he may be concerned that CVTC will exceed its budget later in the year as CVTC's rides tend to increase in the spring.

IV. Section 5310 Capital Application for MRCC Approval

Terry Johnson explained that the Monadnock Adult Care Center (MACC) is looking to purchase a vehicle for their programming. Teri Palmer asked if any representatives from the organization have participated in the MRCC. Terry Johnson explained that MACC was a MRCC member in the past. He said that the current MACC director is retiring later this year. There will be an opportunity to recruit the new director to serve on the MRCC. Todd Horner asked whether this lack of service on the MRCC is a detriment to MACC's potential application and Teri Palmer explained that this may be the case, as the funding application suggests that applying organizations should be engaged with their RCC. Ellen Avery pointed out that MACC is an

affiliate of Monadnock Family Services (MFS) and that it may make sense for a representative from MFS to serve on the MRCC. Erica Alusic-Bingham asked whether any representatives from MFS have been present at the MRCC and Vice Chair Pratt shared that Kathy Baird is an employee of MFS, which could help support the application. Vice Chair Pratt explained that, from his perspective, since MACC has previously been represented on the MRCC, and since the buses will likely be used solely for their own program, he believes that their application should be supported. Todd Horner asked whether MACC previously ran shopping shuttles and Ellen Avery confirmed that they used to run them before the COVID pandemic. Terry Johnson will follow-up with the MACC director to recommend highlighting in the application that MACC parent organization, MFS, has a representative serving as a member on the MRCC.

Motion: To approve the Monadnock Adult Care Center's application for 5310 Capital Funds.

Motion by Vice Chair Pratt and seconded by Kim Rumrill. Approved by unanimous roll call vote.

V. Section 5310 MRCC Application and Budget

Terry Johnson shared that the expected Region 5 Section 5310 allocation for the next funding cycle (FY26 and 27) will be approximately \$304,000 per year. He said that Cheshire County prepared a draft FY26 budget and explained that today the plan is to have an initial discussion on the budget. He added that no decisions will be made today, but the MRCC will need to approve the budget and the Section 5310 application at its February meeting. Suzanne Bansley stated that transportation providers need to make their case to the MRCC for its approval. She added that the application's public notice will be published in late January.

Terry Johnson explained that the New Hampshire Department of Transportation (NHDOT) is utilizing a new method for allocating funds for RCCs which was voted on by the RCCs and approved by the State Coordinating Council (SCC) and NHDOT in 2024. Whereas the previous formula considered percentage of seniors and individuals with disabilities in each region, the new formula adds the size of the region in square miles and number of lane miles. Additionally, the allocations include a set aside of \$120,000 per year for each region for Mobility Manager and administration services. RCCs are required to allocate a minimum amount of \$50,000 per year for these services.

Jennifer Robinson presented a sample annual budget as a starting point for discussion. She developed transportation provider budget items based on an analysis of average monthly provider expenditures between July 2022 and October 2024. For the provider and mobility management line items, she factored in the minimum amounts of funding requested by each organization.

Teri Palmer asked for an explanation of what services the CVTC mobility management line item includes. Ellen Avery explained that it is for dispatcher services. Suzanne Bansley explained that before the February MRCC meeting, Cheshire County will be reaching out to transportation providers to strategize ahead of the new budget cycle. Ellen Avery stated that CVTC could consider reducing its mileage reimbursement rate to maintain their level of services. Suzanne Bansley acknowledged that CVTC has done this in the past. CVTC increased the rate during the COVID pandemic to promote driver recruitment. Ellen Avery shared that a strategy could be employed by transportation providers to save money by restricting the trips they provide, but that this would be a negative outcome since transportation providers have worked hard over

the years to expand their services. She also suggested that approaching Cheshire and Hillsborough counties for funding could be a way to fill the expected need.

Terry Johnson asked whether it would be worthwhile to schedule a follow-up meeting with transportation providers and the county for the purpose of gaining consensus on funding amounts for each provider. Vice Chair Pratt replied in the affirmative. Jennifer Robinson will distribute the projected budget distribution to the group ahead of the meeting. Ellen Avery recommended that Teri Palmer attend the meeting to provide her statewide perspective. Suzanne Bansley explained that NHDOT is projecting a budget deficit in future fiscal years and that future hard decisions may also need to be made.

Erica Alusic-Bingham asked if it would be more cost-efficient to have a State operated public transportation system versus the current regionally operated systems. Terry Johnson said that, although it is not a direct comparison, the NH Department of Health and Human Services manages the Medicaid Non-Emergency Medical Transportation Program using brokers to arrange rides for beneficiaries. The system is known for being inefficient. Suzanne Bansley and Erica Alusic-Bingham suggested that a speaker from New Futures could be a worthwhile guest at a future MRCC meeting to help inform advocacy efforts. Terry Johnson explained that the upcoming statewide transportation needs assessment will provide data to help bolster the argument for increased funding.

Todd Horner asked whether Cheshire County has pursued operations funding to supplement Section 5310 dollars. Suzanne Bansley explained that they have investigated it but have not pursued it. She suggests that the MRCC has maximized value that can be extracted from grants and that subrecipients should pursue non-federal funding opportunities, such as contributions from towns.

VI. Partner Updates

Erica Alusic-Bingham asked whether anyone was surprised that the results from the recent Healthy Monadnock Alliance community health survey indicated that only 2% of respondents identified that transportation is a barrier for them to get to appointments and other needs. Alison Welsh suggested that the survey may not be reaching many of the most vulnerable families and individuals in the region. Erica Alusic-Bingham agreed.

Kim Rumrill shared that Cheshire Village at Home (CVaH) was able to meet all requests for rides for the previous month. She shared that they have two drivers who are currently willing to drive to Dartmouth-Hitchcock Medical Center. She added that they are up to 50 homes enrolled in the CVaH program.

Vice Chair Pratt shared that HCS has completed training for a new driver.

VII. Mobility Manager Update

Terry Johnson reported that the “Next Generation” Transit Project team is currently working on refining transit service concepts for the Greater Keene area and is set to hold a series of meetings with key stakeholders that may play roles in managing and providing financial support for expanded transit services. The service concepts will include federal and local match funding scenarios for the expanded services. Stakeholder meetings are being planned in the coming months. Terry additionally shared that the MRCC Coordinated Plan draft has been completed and asked for volunteers to review it. Vice Chair Pratt

volunteered to review the document. Terry Johnson said the plan will be shared with the MRCC prior to the February meeting and that the intention is for the MRCC to adopt it during the meeting.

VIII. Next Meeting

The next MRCC meeting is scheduled for February 18, 2025 at 9:00 a.m.

IX. Adjourn

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Jason Cooper
Planner

Provider/Subgrantees	Unit Type	Units	Reimburse Rate	GRANT Amount	1-Segment Trips	Unique Riders	MATCH Amount	MATCH Hours
HCS - Schedule/Demand	Hours	848	\$ 96.60	\$ 81,916.80	2,035	108		
CVTC - Volunteer Driver	Miles	123,775	\$ 0.56	\$ 69,314.00	775	423	\$ 65,515.62	1,927
CVTC - Accessible Transport	Trips	5	\$ 200.06	\$ 1,000.30	5	5		
Keene Snr Ctr - Vol Dr	Miles	16,215	\$ 0.56	\$ 9,080.40	1,583	54		
CVTC - MM Coordinators	Hours	2,080	\$ 20.52	\$ 42,681.60	0			
SWRPC - RMM		1	\$ 62,288.22	\$ 62,288.22	0			
SWRPC - MM Other staff		1	\$ 22,711.52	\$ 22,711.52	0			
County - Indirect	MTDC		7.500%	\$ 15,207.17	0			
Total Grant, 1-year				\$ 304,200.01	4,398	590	\$ 65,515.62	1,927

BASIS FOR ALLOCATION OF SERVICES: About 80% of average over last 2 years; except accessible is projected need.

BASIS FOR MM: Minimum needed to continue services

MATCH AMOUNT: Should be \$60,477.95 = 25% x \$241,911.79 or grant amount (excluding RMM).

DOT form calculates \$65,515.62 or 1,927 hours. Question sent to Sarah Colon 2/11/25.

Date: February 18, 2025

To: Monadnock Regional Coordinating Council

From: Mobility Manager

RE: SFY 2026-2027 FTA Section 5310 Combined Application

Background

The NH Department of Transportation (NHDOT) has allocated a total of \$608,400 in Federal Transit Administration (FTA) Section 5310 funds to the Monadnock Regional Coordinating Council for State Fiscal Years (SFY) 2026-2027 (see attached draft application). The purpose of FTA Section 5310 program funds is to enhance transportation services for seniors and individuals with disabilities. Funding will be used for Purchase of Services from transportation providers and mobility management services. Cheshire County serves as Lead Agency and intends to submit an application for use of these funds. It is appropriate to have the MRCC's endorsement of the application as part of the submittal.

Recommendation 1

Approval of Cheshire County to serve as the Lead Agency for the SFY 2024-2025 FTA Section 5310 Combined Grant Application for the Monadnock Regional Coordinating Council.

Recommendation 2

Approval to submit the attached draft SFY 2024-2025 FTA Section 5310 Combined Grant Application with accompanying budget in the amount \$608,400 to the NH Department of Transportation.

Date: February 18, 2025
To: Monadnock Regional Coordinating Council
From: Mobility Manager

RE: 2024 Coordinated Community Transportation Plan for the Monadnock Region

Background

Federal transit law requires that projects selected for funding under the Federal Transit Administration (FTA) Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program be included in a locally developed, coordinated public transit-human services transportation plan. The 2024 Coordinated Community Transportation Plan for the Monadnock Region (Coordinated Plan) was developed in compliance with this law. The Coordinated Plan provides updated information about the transportation needs of seniors, individuals with disabilities, low-income households, youth, and other populations; strategies for meeting these needs; and prioritizes public transportation services for funding and implementation. Each Regional Coordinating Council in New Hampshire is required to adopt the Coordinated Plan. The Coordinated Plan was posted for public comment. The public comment period ends on March 7, 2025. It is expected that the MRCC will adopt the Coordinated Plan during its February 18, 2025 meeting. Any public comments received after that date will be reviewed and responded to. Should any changes occur as a result of public input, the MRCC will be requested to review the changes and re-adopt the Coordinated Plan at its March 18, 2025 meeting.

Recommendation

Approval to adopt the draft 2024 Coordinated Community Transportation Plan for the Monadnock Region.

FTA SECTION 5310 (COMBINED) RCC GRANT APPLICATION

SFY 2026-2027

(JULY 1, 2025 – JUNE 30, 2027)

SECTION I – REGIONAL COORDINATION COUNCIL INFORMATION
RCC Region: Region 5 (Cheshire County)
RCC Chair Name, Agency & Email: Frank Dobisky, frank@thomastransportation.com
RCC Website URL: https://dkeepnhmoving.wpengine.com/region/region-5/
Regional Mobility Manager Name & Agency: Terry Johnson, Senior Planner at Southwest Region Planning Commission “SWRPC”
Federal Funds Requested: \$608,400 (\$304,200 each SFY26 & SFY27)
Federal Funds Awarded (NHDOT to complete):

SECTION II – LEAD AGENCY INFORMATION		
1. CONTACT INFORMATION		
Legal Name of Lead Agency: County of Cheshire		
Address: Grants Department		
12 Court Street		
Keene, NH 03431		
SAM.gov #: RX31FLVKUVY3	SAM.gov exp. date: 4/22/25	
Congressional District: NH-02	Tax ID#: 026000141	Website URL*: https://www.co.cheshire.nh.us/
Name & Title of Primary Contact: Grants Manager Suzanne Bansley		
Phone #: 603-355-3023	Email: sbansley@co.cheshire.nh.us	Agency Type: Government
Name & Title of Head of Agency: Chair Terry M. Clark		
Phone #: 603-352-8215	Email: Tclark@co.cheshire.nh.us	

**Required Title VI (Civil Rights)/ADA information should be easily found on website. Contact NHDOT for assistance/guidance if needed.*

2. CIVIL RIGHTS (TITLE VI) INFORMATION (<i>all applicants</i>)
<p>a. List minority population and percentage within each town/city in the RCC region. (Work with Regional Planning Commission or contact NHDOT if needed. At a minimum, NHDOT will assist applicants with identifying minority populations in the service area per FTA Circular 4702 Chapter V.)</p> <p>The primary service area for this grant is the 23 municipalities in Cheshire County and the 10 western most towns Hillsborough County (Antrim, Bennington, Frankestown, Greenfield, Greenville, Hancock, New Ipswich, Peterborough, Sharon, and Temple). For statistical demographic data, Cheshire County serves as a proxy for the entire Monadnock Region, in which data specific to regions is not available.</p> <ul style="list-style-type: none"> • White alone, percent 95.1% • Black alone, percent 1.0% • American Indian and Alaska Native alone, percent 0.4% • Asian alone, percent (a)(a) 1.5% • Native Hawaiian and Other Pacific Islander alone, percent 0.1% • Two or More Races, percent 1.9% • Hispanic or Latino, percent 2.7% • White alone, not Hispanic or Latino, percent 92.9% <p><i>QuickFacts Cheshire County, New Hampshire.</i> (2024, July 1). United States Census Bureau. Retrieved January 22, 2025, from https://www.census.gov/quickfacts/fact/table/cheshirecountynewhampshire/PST045224</p>
<p>b. Equitable distribution of funds is a federal requirement as detailed in FTA's Title VI Circular 4702.1B Chapter V. Provide details related to how the region ensures minority populations are not being denied the benefits of or excluded from participation in the proposed project. For example, Per Chapter V, equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds and ensuring the process itself is not a barrier to selection of minority applicants. Discuss such outreach efforts both at the agency level as well as the RCC level.</p> <p>The Region ensures equitable distribution of funds (and use of services) by having in place a Title VI Civil Rights Plan for each of the service providers. See details in Section 2.e. below on the notification process for each agency. Additionally, meetings of the MRCC are publicly noticed and open to the public for attendance. Distribution of funds is a key topic at the monthly meetings. No member of the public is excluded from participation in the MRCC.</p>
<p>c. Describe any active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to transportation services.</p> <p>There are no active lawsuits or complaints against the County of Cheshire, the Monadnock Regional Coordinating Council, Southwest Region Planning Commission, Home Healthcare, Hospice & Community Services, Community Volunteer Transportation Company, and/or Keene Senior Center.</p>

d. What civil rights compliance review activities of your agency that have been conducted in the past three years, and what compliance review activities has your agency conducted on its subrecipients, if any?

Cheshire County reviewed and updated its Civil Rights Title VI Policy on July 12, 2023, including the posting on the website, which consists of the policy statement for the public, the policy statement for Equal Employment Opportunity, the notice to the public of their Civil Rights, the grievance procedure, the compliance coordinator, and more.

Home Healthcare, Hospice & Community Services current Title VI Civil Rights plan was adopted May 2020.

Community Volunteer Transportation Company's current Title VI Civil Rights plan was adopted September 14, 2020.

Keene Senior Center's current Title VI Civil Rights plan was adopted June 20, 2019.

e. Describe your agency's Title VI (Civil Rights) notification process and complaint tracking policies and procedures.

The County of Cheshire and each of the service providers have in place an Equal Employment Opportunity Plan that complies with the Civil Rights Title VI Act.

Home Healthcare, Hospice & Community Services informs riders of its commitment to Title VI compliance, as well as their right to file a civil rights complaint. They post their policy and notice in their bus schedules, on posters, in riders' guides, website, buses, and transit office. Their process for riders to file a complaint under Title VI includes filing a Title IV complaint form with the agency, which is available on their website. The corporate compliance officer and the transportation manager keep a complaint log for Home Healthcare, Hospice & Community Services.

Community Volunteer Transportation Company informs its riders of its commitment to Title VI compliance, and their right to file a civil rights complaint by posting their policy on their website and in their Passenger Code of Conduct handout. Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding Community Volunteer Transportation Company's programs has a right to file a formal complaint with them in writing and submit it to their Title VI coordinator, who tracks and logs the complaints.

Keene Senior Center informs its riders of its commitment to Title VI compliance, and their right to file a civil rights complaint by posting their policy on their website and in their Passenger Code of Conduct handout. Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding Keene Senior Center's programs has a right to file a formal complaint with Keene Senior Center in writing and submit it to their Title VI Coordinator, who tracks and logs the complaints.

3. MANAGEMENT AND EXPERIENCE *(new lead agencies only; existing lead agencies skip to Section III)*

a. What experience does your agency have with transportation services?

Since 2010, The County of Cheshire has provided contractual and fiscal oversight and the Monadnock Regional Coordinating Council for Community Transportation (MRCC), and the Southwest Region Planning Commission (SWRPC), has provided administrative and programmatic oversight for the Purchase of Service Department of Transportation grant.

The Monadnock Regional Coordinating Council’s mission is to help create a regional transportation network for everyone. It is guided by a vision to engage actively the Monadnock Region in building an innovative, coordinated, and resilient transportation network. The Monadnock Regional Coordinating Council focuses on improving the availability and affordability of regional transportation options, specifically focusing on the need to provide transportation services to people who do not have access to reliable transportation options, due to age, disability, income or other reasons. The Monadnock Regional Coordinating Council has been critical in identifying and filling gaps in services, expanding existing services for residents, leveraging other funds, and coordinating efforts to reduce duplication of transportation services. The Monadnock Regional Coordinating Council is composed of local transportation providers, purchasers, and users in 33 towns in the southwest corner of the State of New Hampshire working together to create an affordable community transportation system that provides all community members access to services and opportunities, while supporting and improving the health and social cohesion of the Monadnock Region.

Cheshire County Grants Department is well experienced to manage the Section 5310 contract and manages on average about 40 grants a year. It currently provides fiscal oversight and grant contractual management for a Department of Justice Rural Program providing forensic medical examines and advocacy, rail trail rehab and project development, a children’s mental health program, and a treatment court, in addition to the Section 5310 grant.

Southwest Region Planning Commission “carries out research, analyses, public information, policy development, and regional planning to support State and local responsibilities to provide for the safe and efficient movement of people and freight throughout the Southwest Region.” The Commission’s work with the Monadnock Regional Coordinating Council helps them to achieve one of their transportation program goals, “Strengthen connectivity within the region, with neighboring regions, and the State.” SWRPC serves as the MRCC’s regional mobility manager.

The Monadnock Regional Coordinating Council identified three service providers to deliver transportation services for seniors and people with disabilities using: Home Healthcare Hospice & Community Services (HCS), Community Volunteer Transportation Company (CVTC), and the Keene Senior Center (KSC). Each provider is represented by individuals who are active MRCC members.

Home Healthcare, Hospice & Community Services has run a successful transportation program in the Keene area since the 1980's. It has been providing door-to-door demand response service, known as the Friendly Bus since the early 1970's, and has operated the City Express public transportation in the City of Keene, including paratransit services, since 1992. Home Healthcare, Hospice & Community Services has operated medical transportation to the Veterans Administration facility in White River Junction and to Dartmouth Hitchcock in Lebanon since 2016.

Community Volunteer Transportation Company was initially created in 2009 to meet the transportation needs of residents living in 13 towns in the eastern Monadnock Region. On July 1, 2016, it absorbed the medical transportation program previously administered by the American Red Cross NH West Chapter in Keene. Community Volunteer Transportation Company serves 34 Monadnock region towns with its Volunteer Driver Program. It is the largest human service agency in the region where access to services through transportation is at the core of their vision. Their official vision is, "transportation options for everyone." Their mission is, "to optimize health, well-being, and independence, we coordinate transportation options for people throughout the Monadnock Region." Additionally, from SFY14 to SFY19 end, Community Volunteer Transportation Company served as lead agency and provided mobility management services through the Section 5310 formula grant for the Monadnock Regional Coordinating Council.

Keene Senior Center's mission is to "act as a community focal point for persons aged 50 and over so they may come together as individuals or in groups, for recreation, events and activities which enhance dignity, support independence and encourage involvement in and with the community." Cheshire Village at Home is an independent living program of the Center. It provides members with volunteer driver transportation, in addition to other services to assist with helping seniors age in place.

b. Who are the project staff personnel that will administer this grant? Describe their experience managing FTA grants, other Federal grant, and state funds.

NAME	POSITION/TITLE	EXPERIENCE
Jennifer Robinson	County of Cheshire Grants Specialist	This role is responsible for fiscal and contractual requirements of this grant. Robinson has managed federal, state, and local grants for Cheshire County since 2023. The County averages over \$10 million in award value spread over about 40 grants and about 15 different programs. The County has established fiscal control and fund accounting procedures that assure proper disbursement of, and accounting for, grant funds. The County's financial management system complies with 2 CFR Part 200.
Terry Johnson	Southwest Region Planning Commission, Senior Planner	Johnson has 30+ years of experience in public health planning and has worked on numerous initiatives that aim to integrate community planning, transportation and public health improvement planning strategies. He serves as mobility manager to the Monadnock Regional Coordinating Council. He provides support to the Council in the management and delivery of

		coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Johnson's role is to assist the Council in staying on track and organized in its approach as it seeks to implement goals, objectives, and strategies from the Coordinated Community Transportation Plan.
Charles Pratt	Home Healthcare, Hospice, and Community Services, Transportation Manager	Pratt has been with the agency and managed their transportation program since September 2019. The program has eight buses and three Meals on Wheels vehicles, as well as 9 drivers and 7 buses. Pratt is responsible for day-to-day operations of the program. He has extensive experience in manufacturing management, including starting a new facility in California. He is working to maximize the service that HCS delivers to their region.
Allan Gillis	CVTC, Executive Director	Gillis is new to Community Volunteer Transportation Company having started in fall 2024. He brings executive director experience from ...the Granite YMCA and boys & Girls Clubs of America.
Kim Rumrill	Keene Senior Center, Executive Director	Rumrill is new to the Keene Senior Center having started in June 2024. She worked for the New Hampshire State Police Department of Safety for 25 years. She served as chair of the Board of Trustees for the Stoddard Congregational Church for 12+ years, and she served of the Board of the New Hampshire Wildlife Federation for a number of years.

**NHDOT will address compliance as part of review process.*

4. TRAINING (*new lead agencies only; existing lead agencies skip to Section III*)

a. What are your training programs for transportation staff, including those of all providers included in proposed contracted/purchased service arrangements?

Home Healthcare, Hospice & Community Services transportation staff attends certified, mandatory Department of Transportation trainings at the required three-year intervals, including: passenger assistance training; a defensive driving course; and, emergency evacuation. All drivers are commercial drivers' license qualified with passenger endorsements on their licenses. Drivers are also required to attend annual meetings, where drug and alcohol policies and procedures and Title VI compliance are reviewed, as well as annual training in fire safety, hand hygiene, hazard communication, and blood borne pathogens.

Community Volunteer Transportation Company conducts annual training sessions for volunteer drivers covering driver duties and responsibilities, passenger conduct, sensitivity training, and defensive driving tips. Community Volunteer Transportation Company provides regular policy updates by email and public notice. Community Volunteer Transportation Company shares relevant training materials with the Monadnock Regional Coordinating Council when appropriate, including National Center for Mobility Management materials.

Keene Senior Center conducts annual training sessions for volunteer drivers covering driver duties and responsibilities, passenger conduct, sensitivity training, and defensive driving tips. Keene Senior Center provides regular policy updates by email and public notice. Keene Senior Center shares relevant training materials with the MRCC when appropriate, including National Center for Mobility Management materials. The volunteer handbook includes various training materials.

**NHDOT will address compliance as part of review process.*

5. FTA COMPLIANCE OVERSIGHT (*new lead agencies only; existing lead agencies skip to Section III*)

Perhaps the most important role of a lead agency is to ensure **FTA compliance** of all services within the region. While NHDOT will provide ongoing assistance, the lead agency must provide oversight of all subrecipients within the region. This will include, for example, ensuring all subrecipients/contractors request reimbursement only for eligible costs per 2 CFR 200, each subrecipient has a Title VI plan in place, etc. (*For RCC purposes, a subrecipient is an organization that receives Federal funding passed through the lead agency based on an RCC vote. A contractor has a profit motive and is awarded funding based on a competitive solicitation.*)

a. Who will be primarily responsible for FTA compliance oversight?

Each agency is responsible for their agency's FTA compliance. General oversight is provided by the regional mobility manager and the grants manager who together help support this compliance through broad understanding of the FTA rules and as a liaison with the NH DOT. Agencies reach out to the mobility manager, grants manager, and/or NH DOT as needed for details and for specific guidance and to access technical assistance and consultants as needed.

b. What experience/training does this person have?

The regional mobility manager and the grants manager both have many years of experience serving on the Monadnock Regional Coordinating Council for Community Transportation. The regional mobility manager also has broad experience with other transportation programs. Each individual agency has experience in implementing their transportation programs and with the compliance rules applicable to their particular services.

c. How will your agency ensure that any subrecipients will remain in compliance with all applicable FTA requirements in general?

Cheshire County maintains oversight to ensure that subrecipients perform in accordance with the terms, conditions, and specifications of their contracts. Ongoing monitoring is conducted to ensure that subrecipients have administered pass-through funding in compliance with the laws, regulations, and award provisions, and the achievement of performance goals. As a condition of their agreement with the County, each must have a current Title VI plan, Language Assistance Plan, and an ADA Plan on file with the County. Additionally, Southwest Region Planning Commission and the Monadnock Regional Coordinating Council help to ensure that subrecipients remain in compliance with FTA requirements by providing

assistance in understanding the requirements and developing policies for service providers. The Monadnock Regional Coordinating Council understands that the State has a compliance specialist to reach out to for questions and assistance in FTA compliance.

d. What specific policies and procedures are in place to ensure that all invoices submitted by subrecipients contain only eligible expenses under FTA guidelines? Please include applicable standard(s).

Cheshire County reviews in detail each invoice submitted for reimbursement by this grant to verify that transportation services provided were only for eligible riders within the eligible service area, at the agreed upon rate and within the established budget. The county grants department records the invoice summary information (total miles or hours, total accessible and ambulatory rides, rides requested and rides denied) into a spreadsheet that shows budget versus actual status of the grant. The County's process for determining allowable grant expenditures is in compliance with 2 C.F.R. Part 200, "Uniformed Grant Guidance."

SECTION III – PROJECT INFORMATION

1. DETAILED PROJECT DESCRIPTION

For each project (starting on the next page), please include a detailed narrative describing each individual project and include a justification for the budgeted amount identified for this project/activity on the corresponding RCC invoice spreadsheet.

PROJECT 1					
Agency Legal Name			Agency Nickname (dba)		
Home Healthcare Hospice & Community Services			“HCS”		
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Charles Pratt	603-352-2253 x 4210	cpratt@hcsservices.org	K76NXGVN1XX3	12/2/2025	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
312 Marlboro St	Keene, NH 03431	02-0360640	https://www.hcsservices.org/services/transportation/city-express/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description	Will In-Kind match be utilized? If so, please provide the source(s).		
Contracted Services		CS - Demand Response	CVTC’s volunteer drivers’ time will be pooled as match to all projects.		
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Home Healthcare, Hospice & Community Services will provide door-to-door <u>SCHEDULED</u> and <u>DEMAND-RESPONSE</u> accessible transportation from locations in Keene to: Medical facilities in Lebanon, NH and the V.A. hospital in White River, VT (pickups from locations en route may occur), Wednesdays only; Market Basket (additional pickups may occur from senior facilities in Swanzey and Marlborough), second and fourth Tuesday; Other locations to provide access to nutrition and other activities to alleviate social isolation; Dialysis clinics; and Veteran's Clinic in Keene Mondays through Fridays.</p> <p>Home Healthcare, Hospice & Community Services' program has accessible vehicles and rarely has accessible ride requests they cannot accommodate. In the event that they are unable to provide a requested accessible transport, they will contact Community Volunteer Transportation Company, who makes arrangements for accessible requests on the rider's behalf. Collaboration of providers through the Monadnock Region Coordinating Council ensures that there is an accessible option for all service providers, and they are able to maximize the geographic reach of accessible transportation. Home Healthcare, Hospice & Community Services' will market themselves as accessible and use the same intake process whether the person requesting the ride requires ambulatory or accessible transportation. Home Healthcare, Hospice & Community Services' program does not require that an eligible rider call a separate number.</p> <p>All services provided shall conform to FTA Section 5310 guidelines. Home Healthcare, Hospice & Community Services' program will verify Medicaid eligibility with all riders and they will verify that their reimbursement requests are for non-Medicaid eligible trips only. Home Healthcare, Hospice & Community Services' shall provide its scope of services throughout the entire grant period regardless of expenses exceeding the maximum allowed to be reimbursed. They will establish trip priorities to ensure funds are not expended prematurely. In the event that they fully expend funds prior to the end date of the period, they will continue to provide rides at their own cost.</p>					

<i>What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?</i>			
In the Monadnock region, seniors that do not drive and people with disabilities are at a disproportionate disadvantage to rural transportation challenges. The rural nature of the region means that most people do not live near basic services. People without a vehicle depend on others to reach hospitals, health clinics, pharmacies, employment, social services, and even the grocery store. People without social networks may be at a complete loss for transportation. The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.			
<i>Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):</i>			
A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.			
<i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i>			
Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."			
<i>How will you know if the project is successful? Please list specific performance measures.</i>			
The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips. Service estimates per fiscal year for this project are:			
<ul style="list-style-type: none"> • Hours: 848 • 1-segment trips: 2,035 • Unique riders: 108 			
<i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.¹</i>			
<i>Title:</i> N/a	<i>Name:</i> N/a	<i>Partially/Fully?</i> N/a	<i>If partially funded, how?</i> N/a
PROJECT 2			
<i>Agency Legal Name</i>		<i>Agency Nickname (dba)</i>	
<u>Community Volunteer Transportation Company</u>		"CVTC"	

¹ Note: [2 CFR 200.430\(i\)](#), "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Allan Gillis	877-428-2882	allan@cvtc-nh.org	DYC9KZ6XMXA5	4/5/25	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
375 Jaffrey Rd Suite 3	Peterborough, NH 03458	26-2838428	http://www.cvtc-nh.org/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description	Will In-Kind match be utilized? If so, please provide the source(s).		
Contracted Services		CS - Volunteer Driver Program	CVTC's volunteer drivers' time will be pooled as match to all projects.		
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Community Volunteer Transportation Company will provide <u>VOLUNTEER DRIVER</u> curb-to-curb demand response transportation Monday through Friday during regular business hours.</p> <p>In the event that Community Volunteer Transportation Company's volunteer driver program is unable to provide a requested accessible transport, they will use their Accessible Transportation program, who makes arrangements for accessible requests on the rider's behalf. Collaboration of providers through the Monadnock Region Coordinating Council ensures that there is an accessible option for all service providers, and they are able to maximize the geographic reach of accessible transportation. Community Volunteer Transportation Company will market themselves as accessible and use the same intake process whether the person requesting the ride requires ambulatory or accessible transportation. Community Volunteer Transportation Company program does not require that an eligible rider call a separate number.</p> <p>All services provided shall conform to FTA Section 5310 guidelines. Community Volunteer Transportation Company program will verify Medicaid eligibility with all riders and they will verify that their reimbursement requests are for non-Medicaid eligible trips only. Community Volunteer Transportation Company shall provide its scope of services throughout the entire grant period regardless of expenses exceeding the maximum allowed to be reimbursed. They will establish trip priorities to ensure funds are not expended prematurely. In the event that they fully expend funds prior to the end date of the period, they will continue to provide rides at their own cost.</p> <p>CVTC's volunteer drivers will contribute the match needed for all projects; thereby 'pooling' the match for all providers and mobility management projects. Volunteer drivers consistently provide more than enough time to meet the match. Volunteer driver hours are verifiable through signed volunteer driver time logs, are not included as contribution to any other federally assisted project or program, are necessary and reasonable for the project, are allowable under the cost principles, and are not paid by the federal government under another award.</p>					
What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?					
<p>In the Monadnock region, seniors that do not drive and people with disabilities are at a disproportionate disadvantage to rural transportation challenges. The rural nature of the region means that most people do not live near basic services. People without a vehicle depend on others to reach hospitals, health clinics, pharmacies, employment, social services, and even the grocery store. People without social networks may be at a complete</p>					

<p>loss for transportation. The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.</p>			
<p><i>Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):</i></p>			
<p>A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.</p>			
<p><i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i></p>			
<p>Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."</p>			
<p><i>How will you know if the project is successful? Please list specific performance measures.</i></p>			
<p>The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips. Service estimates per fiscal year for this project are:</p> <ul style="list-style-type: none"> • Volunteer Hours: 1,927 • Miles: 123,775 • 1-segment trips: 775 • Unique riders: 423 			
<p><i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.²</i></p>			
<i>Title:</i> N/a	<i>Name:</i> N/a	<i>Partially/Fully?</i> N/a	<i>If partially funded, how?</i> N/a

² Note: [2 CFR 200.430\(i\)](#), "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

PROJECT 3					
Agency Legal Name			Agency Nickname (dba)		
Community Volunteer Transportation Company			“CVTC”		
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Allan Gillis	877-428-2882	allan@cvtc-nh.org	DYC9KZ6XMXA5	4/5/25	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
375 Jaffrey Rd Suite 3	Peterborough, NH 03458	26-2838428	http://www.cvtc-nh.org/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description		Will In-Kind match be utilized? If so, please provide the source(s).	
Contracted Services		CS - ADA Paratransit		CVTC’s volunteer drivers’ time will be pooled as match to all projects.	
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Community Volunteer Transportation Company will purchase ACCESSIBLE TRANSPORTATION services for any 5310 eligible riders that Community Volunteer Transportation Company’s volunteer driver program and Home Healthcare, Hospice & Community Services’ scheduled, and demand-response services cannot accommodate. In the event that another provider in the MRCC is unable to provide a requested accessible transport, they will contact Community Volunteer Transportation Company, who will make arrangements for accessible requests on the rider's behalf. Collaboration of providers through the Monadnock Region Coordinating Council ensures that there is an accessible option for all service providers, and they are able to maximize the geographic reach of accessible transportation. All providers will market themselves as accessible and use the same intake process whether the person requesting the ride requires ambulatory or accessible transportation. No provider requires that an eligible rider call a separate number.</p> <p>Community Volunteer Transportation Company will arrange accessible trips through formal contractual service rate agreement(s) with at least one service provider. Services will be purchased from the closest, most practical provider for the rider, Monday through Friday during traditional business hours.</p> <p>All services provided shall conform to FTA Section 5310 guidelines. Community Volunteer Transportation Company program will verify Medicaid eligibility with all riders and they will verify that their reimbursement requests are for non-Medicaid eligible trips only. Community Volunteer Transportation Company shall provide its scope of services throughout the entire grant period regardless of expenses exceeding the maximum allowed to be reimbursed. They will establish trip priorities to ensure funds are not expended prematurely. In the event that they fully expend funds prior to the end date of the period, they will continue to provide rides at their own cost.</p>					
What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?					

<p>Individuals with physical limitations have the greatest difficulty accessing public transportation services due to cost and availability. There is only accessible public transportation in and around Keene. There is a gap in accessible transportation for other towns in the region. The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.</p>			
<p><i>Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):</i></p>			
<p>A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.</p>			
<p><i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i></p>			
<p>Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."</p>			
<p><i>How will you know if the project is successful? Please list specific performance measures.</i></p>			
<p>The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips. Service estimates per fiscal year for this project are:</p> <ul style="list-style-type: none"> • 1-segment trips: 5 • Unique riders: 5 			
<p><i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.³</i></p>			
<i>Title:</i> N/a	<i>Name:</i> N/a	<i>Partially/Fully?</i> N/a	<i>If partially funded, how?</i> N/a

³ Note: [2 CFR 200.430\(i\)](#), "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

PROJECT 4					
Agency Legal Name		Agency Nickname (dba)			
Keene Senior Center		"KSC"			
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Kim Rumrill	603-352-5037	director@thekeeneseniorcenter.org	KW8MCNJ5KN37	1/23/26	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
70 Court Street	Keene, NH 03431	02-0256864	https://thekeeneseniorcenter.org		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description	Will In-Kind match be utilized? If so, please provide the source(s).		
Contracted Services		CS - Volunteer Driver Program	CVTC's volunteer drivers' time will be pooled as match to all projects.		
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>The Keene Senior Center will provide <u>VOLUNTEER DRIVER</u> curb-to-curb demand response transportation from areas outside of the City of Keene to the Keene Senior Center for current and prospective members to attend programs or activities Monday through Friday. They will provide rides from points within Keene to the Center Monday through Friday. Under Keene Senior Center's Cheshire Village at Home program, they will also provide rides to members who cannot obtain a ride from the Friendly Bus or City Express for non-emergency medical appointments, accessing social services, meeting basic needs, or alleviating social isolation after scheduling a ride through Cheshire Village at Home (M-F, 9am-12pm).</p> <p>In the event that the Keene Senior Center is unable to provide a requested accessible transport, they will contact Community Volunteer Transportation Company, who makes arrangements for accessible requests on the rider's behalf. Collaboration of providers through the Monadnock Region Coordinating Council ensures that there is an accessible option for all service providers, and they are able to maximize the geographic reach of accessible transportation. The Keene Senior Center will market themselves as accessible and use the same intake process whether the person requesting the ride requires ambulatory or accessible transportation. The Keene Senior Center program does not require that an eligible rider call a separate number.</p> <p>All services provided shall conform to FTA Section 5310 guidelines. The Keene Senior Center program will verify Medicaid eligibility with all riders and they will verify that their reimbursement requests are for non-Medicaid eligible trips only. The Keene Senior Center shall provide its scope of services throughout the entire grant period regardless of expenses exceeding the maximum allowed to be reimbursed. They will establish trip priorities to ensure funds are not expended prematurely. In the event that they fully expend funds prior to the end date of the period, they will continue to provide rides at their own cost.</p>					

<i>What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?</i>			
In the Monadnock region, seniors that do not drive and people with disabilities are at a disproportionate disadvantage to rural transportation challenges. The rural nature of the region means that most people do not live near basic services. People without a vehicle depend on others to reach hospitals, health clinics, pharmacies, employment, social services, and even the grocery store. People without social networks may be at a complete loss for transportation. The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.			
<i>Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):</i>			
A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.			
<i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i>			
Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."			
<i>How will you know if the project is successful? Please list specific performance measures.</i>			
The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips. Service estimates per fiscal year for this project are: <ul style="list-style-type: none"> • Miles: 16,215 • 1-segment trips: 1,583 • Unique riders: 54 			
<i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.⁴</i>			
<i>Title:</i> N/a	<i>Name:</i> N/a	<i>Partially/Fully?</i> N/a	<i>If partially funded, how?</i> N/a

⁴ Note: [2 CFR 200.430\(i\)](#), "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

PROJECT 5					
Agency Legal Name			Agency Nickname (dba)		
Community Volunteer Transportation Company			“CVTC”		
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Allan Gillis	877-428-2882	allan@cvtc-nh.org	DYC9KZ6XMXA5	4/5/25	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
375 Jaffrey Rd Suite 3	Peterborough, NH 03458	26-2838428	http://www.cvtc-nh.org/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description		Will In-Kind match be utilized? If so, please provide the source(s).	
Mobility Management		MM - Other		CVTC’s volunteer drivers’ time will be pooled as match to all projects.	
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Community Volunteer Transportation Company will provide MOBILITY MANAGEMENT services through dispatch coordination of their volunteer driver program and coordination of the Accessible Transportation Services program, which serves all providers in the MRCC.</p> <p>All services provided shall conform to FTA Section 5310 guidelines. Community Volunteer Transportation Company program will verify Medicaid eligibility with all riders and they will verify that their reimbursement requests are for non-Medicaid eligible trips only. Community Volunteer Transportation Company shall provide its scope of services throughout the entire grant period regardless of expenses exceeding the maximum allowed to be reimbursed. They will establish trip priorities to ensure funds are not expended prematurely. In the event that they fully expend funds prior to the end date of the period, they will continue to provide rides at their own cost.</p>					
What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?					
<p>In the Monadnock region, seniors that do not drive and people with disabilities are at a disproportionate disadvantage to rural transportation challenges. The rural nature of the region means that most people do not live near basic services. People without a vehicle depend on others to reach hospitals, health clinics, pharmacies, employment, social services, and even the grocery store. People without social networks may be at a complete loss for transportation. The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.</p>					
Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):					
<p>A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the “FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)” grant program on pages 37-38.</p>					
How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.					

Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."

How will you know if the project is successful? Please list specific performance measures.

The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips. Service estimates per fiscal year for this project are:

- Coordinator Hours: 2,080 (paid coordinator hours)
- Miles: 123,775 (volunteer driver)
- 1-segment trips: 780 (total volunteer driver + accessible)
- Unique riders: 428 (total volunteer driver + accessible)

Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.⁵

Title: Coordinator	Name: T. Wagoner	Partially/Fully? Part time	If partially funded, how? The position is part-time, and based wage is fully funded by this grant; benefits and other costs are covered by CVTC's operating funds.
Title: Coordinator	Name: L. Dahlgren	Partially/Fully? Part time	If partially funded, how? The position is part-time, and based wage is fully funded by this grant; benefits and other costs are covered by CVTC's operating funds.

⁵ Note: [2 CFR 200.430\(i\)](#). "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

PROJECT 6					
Agency Legal Name			Agency Nickname (dba)		
Southwest Region Planning Commission			“SWRPC”		
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Terry Johnson	603-357-0557	tjohnson@swrpc.org	QTMUQ1V96G18	7/27/25	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
37 Ashuelot St	Keene, NH 03431	02-0359624	https://www.swrpc.org/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description	Will In-Kind match be utilized? If so, please provide the source(s).		
Regional Mobility Manager		RMM - Wages/Benefits/Direct Exp	CVTC’s volunteer drivers’ time will be pooled as match to all projects.		
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Southwest Region Planning Commission will provide staffing to serve in the role of REGIONAL MOBILITY MANAGER. This role shall lead core activities in addressing work scope requirements, and specifically focus on improving coordinated transportation in the Monadnock Region by enhancing mobility management, collecting and monitoring performance information, and defining the needs and potential benefits that could be realized through higher levels of coordination and cooperation. The regional mobility manager will report to the Monadnock Regional Coordinating Council for Community Transportation (MRCC) and shall collaborate with other regional mobility managers across the state through the State Coordinating Council for Community Transportation (SCC), and the state mobility manager representing the NH Department of Transportation (NHDOT). The executive director will oversee general budgeting, reporting, and staffing for the project. The associate director will assist the executive director in monitoring budgeting, reporting, and staffing as well as coaching and advising the mobility manager and planner on work plan activities. The planner will provide supportive services to the regional mobility manager.</p> <p>a. <u>MRCC-Related Responsibilities</u></p> <ul style="list-style-type: none"> i. Attend monthly meetings of the Monadnock Regional Coordinating Council. ii. Communicate and enforce MRCC service provider performance standards, including measuring and reporting service outputs. iii. Analyze MRCC service provider performance. <p>b. <u>Complete reporting as necessary.</u></p> <ul style="list-style-type: none"> i. Develop and follow an MRCC adopted mobility manager work plan. ii. Complete and submit a mobility manager work plan report. iii. Complete and submit performance measure reports using the reporting tools provided by the SCC. 					

<i>What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?</i>			
The need for the position's duties and responsibilities are outlined in the document entitled <i>Getting There Together, New Hampshire Statewide Mobility Management Network: A Blueprint for Implementation, Second Edition</i> , which was adopted on 2/3/22 by the SCC.			
<i>Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):</i>			
A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.			
<i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i>			
Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."			
<i>How will you know if the project is successful? Please list specific performance measures.</i>			
The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips.			
<i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.⁶</i>			
<i>Title:</i> SWRPC Senior Project Manager & MRCC Regional Mobility Manager	<i>Name:</i> Terry Johnson	<i>Partially/Fully?</i> Partially	<i>If partially funded, how?</i> Approximately 56.10% of this person's full-time position will be dedicated to the RMM position and the balance to other work with the organization.
<i>Title:</i> Planner	<i>Name:</i> Jason Cooper	<i>Partially/Fully?</i> Partially	<i>If partially funded, how?</i> Approximately 13.90% of this person's full-time position will be dedicated to providing support, including conducting core activities in addressing requirements of work scope, and the balance to other work with the organization.

⁶ Note: [2 CFR 200.430\(i\)](#), "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

Title: Assistant Director	Name: J. B. Mack	Partially/Fully? Partially	If partially funded, how? Approximately 3.08% of this person's full-time position will be dedicated to providing support, including providing project oversight and guidance, and the balance to other work with the organization.
Title: Executive Director	Name: Todd Horner	Partially/Fully? Partially	If partially funded, how? Approximately 1.54% of this person's full-time position will be dedicated to providing project oversight and guidance relating to the budget, staffing and reporting, and the balance to other work with the organization.

PROJECT 7					
Agency Legal Name		Agency Nickname (dba)			
County of Cheshire		"Cheshire County"			
Primary Contact Name	Primary Contact Phone #	Primary Contact Email	SAM.GOV#	SAM.GOV Expiration Date	
Jennifer Robinson	603-357-7192	jrobinson@co.cheshire.nh.us	RX31FLVKUVY3	4/2/25	
Provider Address	City & Zip Code	Tax ID#	Website (must include required Title VI/ADA elements)		
12 Court St	Keene, NH 03431	02-6000141	https://www.co.cheshire.nh.us/		
LEAD AGENCY SUBRECIPIENT DOCUMENT VERIFICATION (lead agency to obtain/keep on file/provide upon request as applicable)					
501(c)(3)-Nonprofit Status	Financial Audit/Statement	NH Secretary of State Certificate of Good Standing	Certificate of Insurance (must include Auto, General, and Workers Comp thresholds per RCC standards)	Title VI	EEO (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Type		Project Description		Will In-Kind match be utilized? If so, please provide the source(s).	
Mobility Management		MM - Lead Agency Administrative Costs		CVTC's volunteer drivers' time will be pooled as match to all projects.	
Detailed Project Narrative (Please include duties, goals, days, times, towns, trip purpose limitations, etc., as applicable)					
<p>Cheshire County will serve as LEAD AGENCY, and will appoint a person to serve as Treasurer on the MRCC. The indirect amount charged to this grant will be half the maximum allowable amount, or 7.5% of modified total direct costs.</p> <p>The County's indirect policy elects to charge <i>up to</i> the de minimis rate of 15% of modified total direct costs (MTDC) on awards, grants, and contracts, where allowable and applicable in order to offset costs that cannot be easily allocated to the program, such as grants management and writing, rent/mortgage, utilities, facilities, I.T., accounting, human resources, liability insurance, and other general and administrative costs. MTDC includes salaries, benefits, travel, supplies, services; and subawards and subcontracts up to the first \$50,000 of each and regardless of term. MTDC excludes equipment, capital expenditures, rental costs, participant support costs, and the portion of each subaward and subcontract in excess of the aforementioned limit. All County major functions benefit from indirect costs to approximately the same degree; therefore, the cost allocation basis used to support this indirect cost rate is the simplified method, as allowed by 2 CFR Part 200 Appendix VII sections C.1.a & C.1.b.</p>					
What is the need for this project? How did the Regional Coordination Council (RCC) identify the need?					
The Monadnock Regional Coordinating Council identified the need for this project through its monthly meetings in which the need for community transportation is regularly discussed. All meetings are publicly noticed and open to the public to attend.					
Provide the following details regarding the Coordinated Public Transit-Human Services Transportation Plan(s) this project is included in: Plan Name(s) & Page #(s):					
A program profile is described in Section 3.5, "The FTA5310 Purchase of Service Program in the Monadnock Region," on pages 28-29; and additional details of the "FTA Enhanced Mobility of Seniors and People with Disabilities Program (Section 5310)" grant program on pages 37-38.					

<i>How does this project meet the needs and strategies addressed in the locally developed coordinated plan(s) referenced above? Be specific.</i>			
Section 5, "Plan for Addressing Community Transportation Needs," explains needs on pages 45-46 and strategies on pages 47-48. "Objective 3A: Continue to apply for Section 5310 funding from NHDOT in order to meet the needs of seniors and people with disabilities." (Page 47) addresses several of the 13 needs outlined (Page 45), and most notably, the needs to provide: "Consistency of transportation services and routes," & "Access to medical appointments, employment, education, job training, shopping, daycare, and after-school activities," & "Increased affordable long-distance options," & "Integrated transportation—trip planning, coordinated services, expanded infrastructure (Park and Ride, bus stops, etc.)."			
<i>How will you know if the project is successful? Please list specific performance measures.</i>			
The providers involved in this project will meet quarterly with the lead agency and Monadnock Regional Coordinating Council to discuss progress with the project and to review unmet need. This project will be considered a success if providers meet their service estimates and are able to decrease the number of unmet need trips.			
<i>Please provide a list of personnel other than drivers who will be either fully or partially funded through this grant project.⁷</i>			
<i>Title:</i> n/a	<i>Name:</i> n/a	<i>Partially/Fully?</i> n/a	<i>If partially funded, how?</i> n/a

⁷ Note: [2 CFR 200.430\(i\)](#). "Standards for Documentation of Personnel Expenses," does not allow for estimating allocated costs between multiple funding sources. Time sheets provide the cleanest solution but are cumbersome. If time sheets will not be kept, the agency must include an Indirect Cost Allocation Plan, as approved by the cognizant Federal agency (usually DHHS based on amount of Federal funding received), with this application. Few exceptions apply. Contact NHDOT for details.

2. REGIONAL PROJECT OVERVIEW
<p>Provide the following information. Please be sure to reference specific projects if there is a project-to-project variance.</p>
<p>a. How did the RCC determine priorities for the Region’s 5310 RCC Funds?</p> <p>The Monadnock Regional Coordinating Council determined that the priority for these funds is to continue to provide reimbursement for demand response and volunteer driver service, and the associated mobility management required to coordinate these services. It frequently discusses the need to address challenges facing the region including lack of affordable transportation options, limited public transportation service, no night or weekend transportation, limited wheelchair accessible transportation, and increased demand for long distance medical transportation. Considering the limited amount of funding that is available for transportation, the Council believes that the best use of these funds is to continue to try to bridge the gap for seniors and disabled to access basic and essential services.</p>
<p>b. Describe any eligibility limitations on passengers who will be served. (Age? Disability?)</p> <p>Eligible passengers include all Monadnock region residents (34 towns) age 60 and over and/or disabled. Monadnock Regional Coordinating Council service providers have the following additional limitations:</p> <p>Home Healthcare, Hospice & Community Services’ vehicles are all accessible and thus there is no limitation on passengers with disabilities other than a limitation on space available in the bus or the limitation of route or hours of operation.</p> <p>Community Volunteer Transportation Company volunteer drivers use personal vehicles thus riders with mobility challenges need to be able to transfer themselves in and out of the vehicle. When Community Volunteer Transportation Company cannot accommodate riders with disabilities with an ambulatory ride, then they contact accessible transportation providers in close proximity to the rider’s home, including but not limited to Home Healthcare, Hospice & Community Services, Diluzio Ambulance, Merit Care, and Vernon Transportation</p> <p>Keene Senior Center’s volunteer drivers use personal vehicles thus riders with mobility challenges need to be able to transfer themselves in and out of the vehicle. When they cannot accommodate riders with disabilities with an ambulatory ride, they contact Community Volunteer Transportation Company on behalf of the eligible rider.</p> <p>ACCESSIBILITY: Collaboration of providers through the Monadnock Regional Coordinating Council ensures that there is an accessible component to each project and it maximizes the geographic reach of accessible transportation. All providers market themselves as accessible and use the same intake process whether the person requesting the ride requires ambulatory or accessible transportation. If the provider cannot accommodate an accessible ride request, they contact Community Volunteer Transportation Company, who will make the arrangements and</p>

receive a bill for services that they will charge to this grant. An eligible rider is never required to call a separate number. Home Healthcare, Hospice & Community Services operate their program with accessible vehicles and rarely have accessible ride requests they cannot accommodate. In the event that they do, they contact Community Volunteer Transportation Company. Community Volunteer Transportation Company and Keene Senior Center's volunteer driver programs do not have access to accessible vehicles; and instead, Community Volunteer Transportation Company arranges accessible trips through established contractual relationships with at least two regional accessible providers. If Keene Senior Center receives a request for accessible transportation, they call Community Volunteer Transportation Company.

c. Medicaid trips/trips for passengers who are eligible for Medicaid are NOT allowed. (We realize this has happened in the past, and that it's difficult to turn folks away who have legitimate issues with the Medicaid system of service delivery, but it is important to have Medicaid-eligible folks utilize and/or highlight the need for change in the Medicaid program rather than use precious 5310 funds.) How does the region ensure that trips provided via this FTA Section 5310 funding is not used for Medicaid-eligible trips? Please provide details.

All providers screen riders during their ride request process and ask if the rider has Medicaid. If the rider does have Medicaid, the provider explains how the rider's medical trips are covered and then refers the rider to a Medicaid broker if they are trying to schedule a medical ride.

3. SUPPLEMENTAL INFORMATION

Provide any additional information that may help explain your project or elaborate on previous answers, up to two pages per project.

In order to increase efficiency and build future service options, the Monadnock Regional Coordinating Council collects data on trip purposes, denial reasons, and referrals made. Providers submit this data at the time they submit their monthly invoices to Cheshire County.






Trip purpose data is collected for the following categories: medical, work, education, agency, shopping/food, social/family, and personal/other (pharmacy, post office, bank).

Denial reasons data is collected for the following categories: location inaccessible, driver unavailable, bus filled, technical error, vehicle unavailable, not enough notice, rider issues, driver issues, outside operating hours, outside operating area, no-call/no-show, Medicaid eligible, weather, other, and reason not provided.

Referrals to that DOT/MRCC providers make to other agencies is tracked by agency, which special focus on referring rides to other providers under this grant. Data is collected for referrals made to these additional agencies: Volunteers Enabling Transportation, Jaffrey Ambulance, Diluzio Ambulance, Merit Care, Friendly Bus, City Express, Adventure Limo, Thomas Transportation, other taxis, 211 & NH Rideshare, and other.

SECTION IV – DOCUMENTATION & SIGNATURE		
1. ATTACHMENTS CHECKLIST		
Please attach each of these additional items to the emailed application. PLEASE LABEL EACH ATTACHMENT ACCORDING TO THE LABEL NUMBER PROVIDED.		
APPLICATION DOCUMENTATION		
✓	Label	Description
<input type="checkbox"/>	1	RCC Meeting Minutes showing agency’s designation as the lead agency by the RCC (This is must have been in the previous six months as it is required for every new two-year contract period.) – See Attachment “01-02 MRCC Minutes 20250218”
<input type="checkbox"/>	2	RCC Meeting Minutes showing approval for all proposed projects, including approval of budgets for each project/provider – See Attachment “01-02 MRCC Minutes 20250218”
<input type="checkbox"/>	3	Governmental Authority Certification – Applicable to RCCs with lead agencies that are gov’t authorities rather than nonprofit organizations. Form posted on NHDOT’s FTA grants webpage. – See Attachment “03 Governmental Authority Certificate.pdf”
<input type="checkbox"/>	4	RCC Program Invoice & Budget – A single completed invoice that contains all projects for the region based on projected number of trips, rates, and sources of match approved at RCC meeting. <ul style="list-style-type: none"> ▪ <i>The total on this attachment will be used as the official breakdown of how the region intends to utilize its allocated funding</i> ▪ <i>The totals should match the totals in the project information within this application (Section III)</i> ▪ <i>This template will serve as the basis for the region’s invoice that will be submitted to NHDOT monthly for operating reimbursement</i> ▪ <i>Note that there are multiple tabs.</i> ▪ <i>Each subrecipient that has mobility management expenses should fill out its own and provide it to lead agency for compiling into combined submission to NHDOT</i> ▪ <i>Must show line-by-line breakdown of how funds will be utilized</i> <ul style="list-style-type: none"> ○ <i>Mobility management line item can ONLY be used for contracted MM services via competitive procurement</i> – See Attachment “04 SFY26 27 5310 RCC Budget MRCC.xlsx”
<input type="checkbox"/>	5	Source & verification of required matching funds <ul style="list-style-type: none"> • Cash match requires letters noting match commitment from the agency that will provide the cash match • In-Kind match requires that rate documentation must be provided in accordance with NHDOT In-Kind match guidance) <ul style="list-style-type: none"> ○ (i.e., Who is providing the match, rate, contributed service, and how contributions will be tracked) Resources: <ul style="list-style-type: none"> • NHDOT in-kind match guidance • Local Matching Funds Frequently Asked Questions • 5010.1F Circular – Match Section VI-5

		<p>– See Attachments “05a_Match_Verification_County.pdf” and “05b_Match_Verification_CVTC.pdf”</p>
<input type="checkbox"/>	6	<p>Public Notice of grant application -- NHDOT accepts/encourages pdf versions of the emailed “public notice” to all regional transportation providers, municipalities, and stakeholders. The public notice must address a call for projects related to the funding availability. A scanned copy of a notice published in a newspaper of regional significance is also accepted.</p> <p>– See Attachment “06_Public_Notice_Sentinel_2025.02.01.pdf”</p>
<input type="checkbox"/>	7	<p>Coordinated Public Transit-Human Services Transportation Plan(s) – Coordinated plans need to update every five years (four years in air quality non-attainment areas). While NHDOT is planning a statewide Plan, in the interim, existing plans will need to be referenced in the FTA grant application. Regions are required to post their plans on the KeepNHMoving website within the Resources tab on each region’s page. Please provide a link to the corresponding page.</p> <p>– See Attachment 07_MRCC_Coordinated_Plan_2024.pdf</p>
<input type="checkbox"/>	8	<p>Title VI plans - Board-approved for lead agency AND all subrecipients. <i>Links to websites are preferred.</i></p> <p>– See Attachments “08a_HCS_TitleVI.pdf”, “08b_CVTC_TitleVI.pdf”, “08c_KSC_TitleVI.pdf”, and “08d_Cheshire_TitleVI.pdf”</p>
<input type="checkbox"/>	9	<p>Indirect Cost Allocation Plan approved by Cognizant Agency (if applicable): This affects the ability to include any indirect costs within any fully allocated costs, etc. If plan has not been approved, or is not current, a draft of the plan is to be provided. If project is awarded funding, a final, approved version must be submitted prior to reimbursement of any indirect costs.</p> <p>– See Attachment “09_Cheshire_Indirect_Policy_2024.07.10.pdf”</p>
<input type="checkbox"/>	10	<p>Additional information related to proposed transportation services:</p> <ul style="list-style-type: none"> ▪ Include marketing materials that are used to notify potential customers/riders about the availability of service ▪ These materials may include brochures, advertisements, website screen shots, letters, etc. <p>– See Attachments “10a_HCS_MarketingMaterials.pdf”, “10b_CVTC_MarketingMaterials.pdf”, and “10c_KSC_MarketingMaterials.pdf”</p>
<input type="checkbox"/>	11	<p>List of Board of Directors (required for G&C submission)</p> <p>– See Attachment “11_Board_Member_Lists.pdf”</p>
<input type="checkbox"/>	12	<p>List of key project personnel & salaries (required for G&C submission)</p> <p>– See Attachment “12_Key_Project_Personnel.pdf”</p>
<input type="checkbox"/>	13	<p>Resumes of staff involved in the project (required for G&C submission)</p> <p>– See Attachment “13_Resume_RMM_Johnson.pdf”</p>
<input type="checkbox"/>	14	<p>Certificate of Good Standing – (renewed by April 1st of each year)</p> <p>– NOT APPLICABLE TO COUNTIES</p>
<input type="checkbox"/>	15	<p>Certificate(s) of Insurance – Must include workers’ compensation</p> <p>– See Attachment “15_COI_Cheshire_2025.pdf”</p>
<input type="checkbox"/>	16	<p>Proof of 501(c) Non-Profit Status</p> <p>– NOT APPLICABLE TO COUNTIES</p>

<input type="checkbox"/>	17	New lead agencies only: Most recent financial audit of lead agency (<i>Link to website is preferred</i>) – NOT APPLICABLE, CHESHIRE IS A CONTINUING LEAD AGENCY
CONTRACT DOCUMENTATION – For information only; Pending application approval		
<input type="checkbox"/>	1	P-37 – signed and notarized
<input type="checkbox"/>	2	Exhibit A – scope of services – dated and initialed
<input type="checkbox"/>	3	Exhibit B – payment terms – dated and initialed
<input type="checkbox"/>	4	Exhibit C – special provisions – dated and initialed
<input type="checkbox"/>	5	Certificate of Vote/Authority – signed the same day as the P-37/G-1 <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  SAMPLE OF CERTIFICATE OF VO </div> <div style="text-align: center;">  SAMPLE OF CORPORATE CERTIF </div> <div style="text-align: center;">  SAMPLE OF CORPORATE CERTIF </div> <div style="text-align: center;">  SAMPLE OF CORPORATE CERTIF </div> </div> <div style="text-align: center; margin-top: 10px;">  SAMPLE OF SOLE PROPRIETERSHIP CE </div>
<input type="checkbox"/>	6	Federal Clauses

2. SIGNATURE

I certify that to the best of my knowledge the information in this application is true and accurate and that this organization has the necessary fiscal, legal, and managerial capability to implement and manage the project associated with this application.

Agency: County of Cheshire, NH

**Authorized Agency Representative, Title: Grants Manager Suzanne Bansley

**Signature: *Suzanne Bansley* Date: 2/18/25

*****Must be signed by someone with authority to sign contracts on behalf of your organization.***

EMAIL COMPLETED APPLICATION AND ATTACHMENTS TO
Frederick.J.Butler@dot.nh.gov