

MDOT REGION 4
BIENNIAL OPERATIONS PLAN
FY 2007 AND FY 2008
A LOCALLY COORDINATED PLAN

**KENNEBEC VALLEY COMMUNITY ACTION
PROGRAM (KVCAP)**

MDOT REGION 4

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PROGRAM (KVCAP)**

Prepared by

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Acknowledgement: This Plan has been prepared in cooperation with the State of Maine, Department of Transportation and the U.S. Department of Transportation, Federal Transit Administration.

Disclaimer: The contents of this Plan reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the State of Maine, Department of Transportation or the U.S. Department of Transportation, Federal Transit Administration.

MDOT REGION 4
BIENNIAL OPERATIONS PLAN
FY 2007 AND FY 2008

REGIONAL OVERVIEW

REGIONAL OVERVIEW

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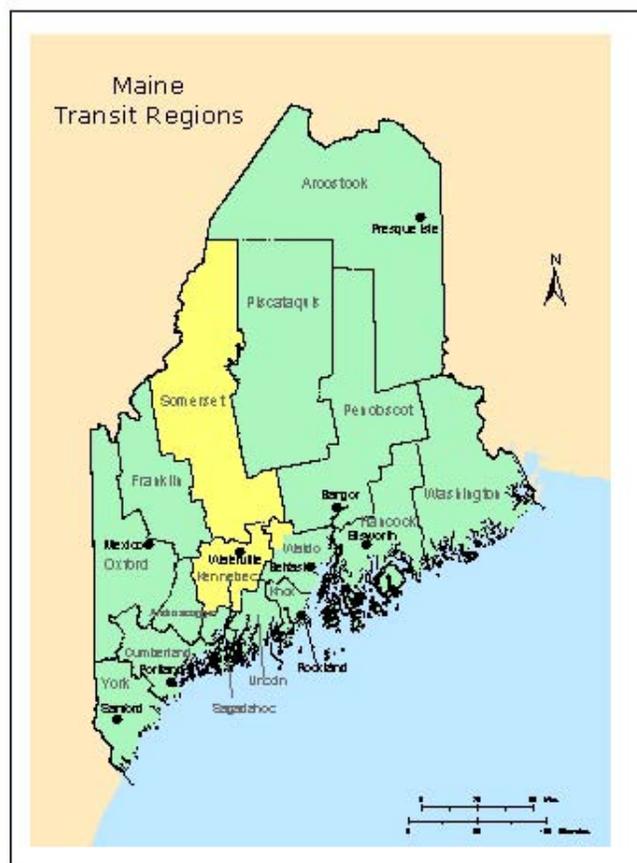
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MDOT REGION 4 BIENNIAL OPERATIONS PLAN

REGIONAL OVERVIEW

LOCATION OF REGION 4

Region 4 encompasses Kennebec County and Somerset County. The service area is over 4,793 square miles in size (867 square miles in Kennebec County and 3,926 square miles in Somerset County) and has a population of approximately 168,002 (2000 Census). The Kennebec Valley Community Action Program (KVCAP) is the only regional provider in the two-county area.



POPULATION OF REGION 4

Kennebec County had a population of 117,114 and Somerset County had a population of 50,888 in the year 2000 (2000 Census). Both counties experienced slower population growth than statewide between 1990 and 2000, as displayed in the following table. Between 1990 and 2000, Kennebec County's population increased by 1% and Somerset County's population increased by 2% as compared to a 4% increase in population statewide.

**POPULATION OF
KENNEBEC COUNTY, SOMERSET COUNTY AND MAINE**

Year	Kennebec County	Somerset County	Maine
1960	89,150	39,749	970,689
1970	95,247	40,597	992,048
1980	109,889	45,028	1,124,660
1990	115,904	49,767	1,227,928
2000	117,114	50,888	1,274,923
1970-80 change	15%	11%	13%
1980-90 change	5%	11%	9%
1990-00 change	1%	2%	4%
1960-00 change	31%	28%	29%

Source: US Census

Kennebec County Profile. Kennebec County’s median household income was \$36,498, which was below State (\$37,240) and Federal figures (\$41,994) for the 2000 Census (see table on the next page). The percentage of people living below the poverty level (11.1%) was higher than the State level (10.9%), but lower than nationwide (12.4%). The percentage of people aged 65 and over (14.2%) is higher than at the national level (12.4%), but lower than at the State level (14.4%).

The overall population density of Kennebec County is 134.9 persons per square mile – much higher than population density statewide (41.3). This is because Kennebec County is a relatively small county with two cities, Augusta and Waterville.

Somerset County Profile. Somerset County’s median household income of \$30,731 was substantially below State (\$37,240) and Federal figures (\$41,994) for the 2000 Census. The percentage of people living below the poverty level in Somerset County (14.9%) was higher than both at the State (10.9%) and Federal levels (12.4%), as was the percentage of people aged 65 and over (17.4%).

Somerset County has an overall population density of 13.0 persons per square mile, which is much lower than State (41.3) or Federal (79.6) levels. One of the major challenges in Region 4 is providing cost-efficient and frequent transportation service to Somerset County with its large geographic area and dispersed population.

KENNEBEC COUNTY AND SOMERSET COUNTY PROFILES – 2000

Measure	Kennebec County	Somerset County	Maine 2000	USA 2000
Total Population	117,114	50,888	1,274,923	281,421,906
Total Households	47,683	20,496	518,200	105,480,101
Average Household Size	2.38	2.44	2.39	2.59
Median Household Income	\$36,498	\$30,731	\$37,240	\$41,994
Persons below Poverty	11.1%	14.9%	10.9%	12.4%
65 Years and Over	14.2%	14.3%	14.4%	12.4%
Persons Per Square Mile	134.9	13.0	41.3	79.6

Source: 2000 U.S. Census

REGIONAL PUBLIC AND PRIVATE PROVIDERS

A. TRANSPORTATION PROVIDERS

Region 4 encompasses all of Kennebec and Somerset Counties. Transportation providers include the following:

AGENCIES

Kennebec Valley Community Action Program (KVCAP). KVCAP is a private, non-profit corporation designated by MDOT as a Regional Transportation Corporation as authorized and defined by Chapter 163 of Title 30-A, Maine Revised Statutes. KVCAP provides a broad array of social services to the citizens in Kennebec and Somerset Counties. The agency's mission with respect to transportation is to provide non-emergency services to the low income, elderly, disabled and general population of its service area. This is accomplished by providing fixed route service in the greater Waterville and Augusta areas (KV Transit), a door-to-door paratransit van service throughout Kennebec and Somerset Counties (KV Van), and a regional volunteer program where volunteers are reimbursed to use their own vehicles to provide transportation to those who cannot access the bus system.

KV Transit Service

KV Transit provides public transportation to a variety of destinations within the greater Waterville and Augusta areas, including shopping centers, medical facilities, educational facilities, business parks, elderly and low-income housing projects and community service organizations. Transportation service is provided using mid-sized handicapped accessible busses. KV transit provided rides for 34,320 passengers during fiscal year 2006.

KV Van Service

The KV Van Service provides door-to-door van and volunteer driver transportation primarily to passengers who are eligible under specific social service organization guidelines. This includes disabled, elderly and low-income clients throughout Kennebec and Somerset Counties. KV Van utilizes a fleet of 17 accessible vans and buses with drivers specifically trained in passenger assistance techniques and equipment. In addition to this fleet of agency-owned vehicles, KV Van uses a corps of volunteer drivers using private vehicles to transport individual passengers to destinations, such as doctors' offices, hospitals, adult day care programs, sheltered workshops, mental health facilities and other medical services. These services are available to eligible clients who have completed an application for services and have scheduled their rides at least three days in advance. Service is also available to the general public on a seating-available basis.

KV Van also operates a family and friends driver program for clients who have MaineCare (Medicaid). This program offers a mileage re-imbursment to MaineCare eligible clients to transport themselves or a MaineCare eligible family member to medical appointments. KV Van transported 9,000 individuals over 7.6 million passenger miles during fiscal year 2006.

TAXI SERVICES

1. **Al's Double R's Taxi**, 162 Mount Vernon Avenue, Augusta, 622-5846
2. **B-Line Taxi**, 39 Water Street, Augusta, 623-7702
3. **Elite Taxi**, 91 College Avenue, Waterville, 872-2221
4. **Elm City Cab**, 4 Kelsey Street, Waterville, 872-9400
5. **Mac's Taxi**, 75 Water Street, Skowhegan, 474-2650
6. **Pine Tree Taxi Co.**, 77 Ten Lots Road, Fairfield, 465-2304
7. **Ray's Taxi**, Winthrop, 377-8111
8. **Winthrop Cab Co.**, Winthrop, 377-4000
9. **Winthrop Taxi**, 1 Knickerbocker Rd., Winthrop, 377-7777

LIMOUSINE SERVICES

1. **Anna's Limousine Service**, 8 Middle Street, Madison, 696-8562
2. **Bay and Mystical Limousines**, Augusta, 629-9203
3. **Chariot Limousine**, 164 Silver Street, Waterville, 873-1038
4. **Hilltop Limousine**, 25 Chamberlain Street, Skowhegan, 888-413-5888

5. **Moonlight Limousine**, 7 Kelley Circle, Sidney, 547-4184
6. **Platinum Plus Limo Service**, Augusta, 623-5181

PRIVATE BUS SERVICES

1. **Greyhound Bus Lines**, 80 Airport Road, Waterville and local terminal 312 Water Street, Augusta 800-231-222/872-5000
2. **Vermont Transit Lines**, 80 Airport Road, Waterville, 872-5000

WHEELCHAIR VAN SERVICES

Delta Ambulance, PO Box 747, Waterville, 872-4028

B. PROVIDERS SEEKING SECTION 5311 ASSISTANCE

The Kennebec Valley Community Action Program is the only Transportation Provider in Region 4 requesting Section 5311 funds and/or State assistance. The Kennebec Valley Community Action Program (KVCAP) is a non-profit organization, which provides a broad array of social services to citizens in Kennebec and Somerset Counties. Transportation services constitute an important component of the social services system. KVCAP provides demand response service through dispatch centers in Augusta, Waterville and Skowhegan. KVCAP uses vans, volunteers and MaineCare friends and family members at each dispatch center to provide this service, but does not use Section 5311 money to run the system. KVCAP also operates transit systems in Augusta and Waterville and uses Section 5311 money in the operation of these systems. KVCAP uses two vehicles to operate the system in the Augusta area and one vehicle in the Waterville area.

C. DEVELOPMENT OF THE LOCALLY COORDINATED PLAN

Solicitation of Input/Formation of Regional Plan Advisory Committees

This Biennial Operations Plan meets the new requirements under the Federal SAFETEA-LU legislation for the development of Locally Coordinated Plans for transit services. The Maine Department of Transportation and KVCAP went to great lengths to solicit widespread input in the development of the locally coordinated plan. The response from social service agencies, providers of various services and the general public was excellent.

The Maine Department of Transportation and KVCAP developed an extensive mailing list of social service agencies, providers of services and the general public. MaineDOT then sent a letter on behalf of MaineDOT and KVCAP, to everyone on the list, inviting them to participate in a series of discussions about transit services, needs, resources and opportunities. The letter stated that the discussion group would be called the Regional Plan Advisory Committee (RPAC) for Region 4.

The letter explained that the purpose of the RPAC would be to:

- Gather meaningful public input into the planning process for transit in Maine;
- Identify opportunities to share transit services;
- List suggested improvements to the transit system;
- Present information to enhance access to the transit system in the State; and
- Gather public feedback on the MaineDOT Biennial Operations Plan.

In order to ensure maximum participation, the invitation stressed that the first forum would be primarily for receiving public input. Moreover, KVCAP would provide a ride to the forums free of charge to anyone needing one.

Invitations, with background materials enclosed, were sent to one or more representatives of health and medical centers, public and private agencies dealing with one or more segments of the disabled population, Native American populations, State agencies, hospitals, nursing home and home health care agencies, planning agencies and interested citizens.

First RPAC Meeting

The first RPAC meeting was held on November 29, 2006, at the KVCAP office, 97 Water St, in Waterville, from 11:00 a.m. to 2:00 p.m. The meeting included:

- Welcome and introduction
- A review of federal and state initiatives including:
 - The Olmstead decision
 - Maine's Olmstead Response Plan on Transportation
 - United We Ride Initiatives including the Framework for Action
 - The Governor's Executive Order
 - Maine's Coordinating Council and Action Plan
- Maine' Regional Transportation System
- A Summary of services provided by KVCAP including existing coordination efforts
- An around-the-table summary of issues, concerns and opportunities. This was the major focus of the meeting; MDOT staff and consultants used flip charts to record all comments.
- A review of next steps in the coordination process

Second RPAC Meeting

MaineDOT sent a second invitation letter to everyone on the initial mailing list, as well as anyone who attended the first RPAC meeting but was not on the initial mailing list. The letter explained that the purpose of the meeting would be to review the summary of comments from the first meeting, to formulate responses to the issues/problems using a matrix of suggested actions, and to rate the importance of the issues/problems. Again, in order to assure maximum attendance, the invitation stated that KVCAP would provide a ride to the forum free of charge to anyone needing one.

The second RPAC meeting was held on February 8 2007, at the MaineDOT Region 2 Mid Coast Office in Augusta, from 11:00 a.m. to 2:00 p.m. The meeting included:

- A review of the comments document;
- A review of, and changes to, the action matrix; and
- A rating by the RPAC of the importance of each of the issues/problems identified at the first RPAC forum.

Existing Coordination Efforts

Coordination of transit services is not a new concept in Region 4. To the contrary, KVCAP has worked closely for many years with social service agencies, service providers and others to ensure that its limited resources are used as efficiently as possible. The following paragraphs contain a brief summary of those coordination efforts.

KVCAP has established an ongoing working relationship with community representatives and area social service agencies to adequately address the transportation needs of the community at large.

Transportation is presently being provided through a coordinated KVCAP Transportation Program consisting of fixed route, demand response and volunteer operations. Each segment of the Transportation Program is designed to address the transportation needs of various cross sections of the community. When KVCAP receives a call for transportation, KVCAP dispatchers attempt to link the person with a transit system or the Friend and Family Driver program. If that is not possible, the dispatcher considers van and volunteer availability depending on the circumstances of the individual. Local taxi services or chaircar services are used to meet MaineCare travel demands when appropriate to the needs of the consumer. The transit system operates in the greater Augusta and Waterville areas; vans are used for group and specialized transportation in the larger and mid-sized communities such as Winthrop, Gardiner, Fairfield and Oakland, and volunteers are used in the smaller towns and are widely used to provide children's transportation and other services.

KVCAP provides transportation services to the following organizations and many others:

Department of Health and Human Services (MaineCare)
DHHS Office of Behavioral and Developmental Services
DHHS Office of Children and Families
Child Development Services (Augusta)
Senior Spectrum
Project PEDS
Kennebec Valley Mental Health Center

KVCAP maintains an ongoing relationship with various agencies and organizations in an effort to continuously evaluate and respond to identified transportation needs. KVCAP works closely with these organizations to determine the most effective means of providing transportation for their respective clients. Transportation needs are being addressed through group and individual KV Transit ticket sales and integration of eligible individuals into KV Van services. Vans are used primarily for group transportation and transportation for passengers with disabilities; individuals are generally transported by volunteers or family members.

KVCAP Transportation Services has made significant efforts to coordinate transportation services with outside providers. KV Transit route structures are designed to interconnect with Vermont Transit services, allowing access to interstate bus services. Meetings are held throughout the year with municipal officials as well as community user groups in an effort to improve the coordination and efficiency of transportation services.

KVCAP currently has representation on a variety of committees that are looking at creative collaborations to address transportation issues. Among these committees are:

Augusta Community and Social Services Advisory Committee: This committee was formed in 2000 to look at ways to improve the efficiency and coordination of community and social services in the City of Augusta. The committee meets monthly and makes recommendations to the Mayor and City Council regarding social service activity.

SCARP (Somerset County Area Resource Providers): This group is comprised of representatives from Somerset County service providers. Transportation has been an ongoing topic and the group is researching creative options to create job access and recreational transportation for rural users.

HCCA (Healthy Communities of the Capital Area): This group is comprised of representatives from health-based organizations in Southern Kennebec County.

Sebasticook Valley Hospital: In 2006, KVCAP established an agreement with Sebasticook Valley Hospital in Pittsfield to provide para-transit services to patients referred by the hospital. This service is designed to ensure that people with disabilities have access to medical services at the hospital without regard to income or accessibility.

MaineGeneral Medical Center: KVCAP is working with MaineGeneral Medical center to develop services for people being discharged from the hospital in timeframes that don't meet the normal advance notice requirements.

Waldo Community Action Program (WCAP): In December 1993, KVCAP and the Waldo Community Action Program (formerly Waldo County Committee for Social Action) negotiated an agreement for continuation of transportation services in three communities re-designated to Region 4 in the development of the new Regional RTAC boundaries. This agreement allows WCCSA to continue to provide transportation services for established clients within the three communities while assuming responsibility for new clients based on trip destination. KVCAP also has oral working agreements with all bordering transportation providers to provide transportation by referral.

KVCAP's policy is that when there is a call for transportation assistance, KVCAP will first try to put a person on the public transit system. If that is not feasible, KVCAP will try to assess the person's eligibility for Friend and Family Driver reimbursement or will get them on a van, volunteer vehicle or refer to a taxi company as appropriate to the individual.

Additional discussion of KVCAP's coordination efforts can be found in the next section of this Biennial Operations Plan.

Results of RPAC Planning Process

The overall consensus of the RPAC is that KVCAP has been very effective in coordinating the delivery of its services. A number of documents were generated by the RPAC and are on file with MaineDOT and KVCAP including:

- Summary of Comments from the first RPAC meeting
- A matrix of Issues, Comments and Responses from the first RPAC meeting
- A revised matrix of Issues, Comments and Responses from the second RPAC meeting
- A Ranking of Issues document that identifies the top 10 issues/problems
- A matrix summarizing the top 10 Issues/Problems and the RPAC's responses

The last item is included on the following pages:

RPAC REGION 4
Kennebec and Somerset Counties
Summary of Most Important Issues/Problems and Responses in Priority Order

RPAC Issue/Problem	Additional Information	Recommended Actions/(Responsible Party)
<p>1. <u>Additional Transportation Services</u> – Special Needs. There is a need for additional services for those with special needs, including the disabled, youth and seniors.</p>	<p>KV Van Service provides door-to-door van and volunteer driver transportation primarily to passengers who meet specific social service organization guidelines. General public transportation is available but on a very limited basis. Additional van service for the general public would require substantially more funding.</p> <p>KV Transit Service provides public transportation to a variety of destinations in the greater Augusta and Waterville areas. Extension of this service to other areas, and/or to nights and weekends, would require substantially more funding.</p> <p>Funding is a major challenge for new services. While many agencies are working to address transportation needs, it is unlikely there will ever be enough public funding to meet all needs.</p>	<p>A. Continuation of service. Continue to provide general public transportation within the limits of available funding (KVCAP)</p> <p>B. Public information. Provide more information on public transportation (KVCAP, MDOT)</p> <p>C. Creative solutions. Explore creative solutions for additional service such as:</p> <ul style="list-style-type: none"> ● Private funding sources ● Shared use of vehicles ● Additional coordination between providers ● Additional volunteer efforts – through churches and other organizations ● Municipal funding ● Accessible taxis ● GoMaine commuter program (KVCAP) <p>D. Training program. Develop a customer service training program specific to the transit industry in Maine. Consult with agencies such as Speaking Up For Us (SUFU), Alpha One, the Maine Parent Federation, the Autism Society of Maine, and the Development Disabilities Council in the development of the training program. (MDOT)</p>

RPAC Issue/Problem	Additional Information	Recommended Actions/(Responsible Party)
		<p>E. More training. Increase the frequency of training for dispatchers and provider staff in the areas of general information and specialty needs (KVCAP)</p> <p>F. Web site. Improve the web site and printed materials, and improve ADA accessibility of the web site (MDOT)</p> <p>G. Directory. Create a comprehensive, clear method for accessing information on transportation services (KVCAP, MDOT)</p>
<p>2. <u>Additional Transportation Services</u> – More Fixed Routes. There is a need for additional fixed routes.</p> <p><i>Note: Issue # 2, issue # 3 and issue # 4 were given the same ranking by the RPAC</i></p>	<p>See additional information under # 1, above.</p>	<p>See recommended actions under # 1, above.</p>
<p>3. <u>Additional Transportation Services</u>– Near Poor. There is a need for additional transportation for the near poor who do not qualify for assistance.</p> <p><i>Note: Issue # 2, issue # 3 and issue # 4 were given the same ranking by the RPAC</i></p>	<p>See additional information under # 1, above.</p>	<p>See recommended actions under # 1, above.</p>
<p>4. <u>Cost Effectiveness</u> - More Volunteers</p> <ul style="list-style-type: none"> • Need more volunteers to make service more affordable and cost-effective 	<p>Finding a sufficient number of qualified volunteers is an ongoing challenge.</p>	<p>A. Recruitment. Continue to recruit volunteers (KVCAP)</p> <p>B. Creative solutions. Explore creative</p>

RPAC Issue/Problem	Additional Information	Recommended Actions/(Responsible Party)
<ul style="list-style-type: none"> ● Need a non-profit organization like Independent Transportation Network in the Portland area ● Particularly in the Augusta area and Southern Kennebec County (multiple comments) <p><i>Note: Issue # 2, issue # 3 and issue # 4 were given the same ranking by the RPAC</i></p>		<p>solutions using volunteers (see 1C) C. Higher reimbursement rates. Refer to MaineCare (MDOT)</p>
<p>5. <u>Additional Transportation Services</u> – Extended Hours of Operation. There is a need to extend the hours of operation.</p> <p><i>Note: Issue # 5, issue # 6 and issue # 7 were given the same ranking by the RPAC</i></p>	See additional information under # 1, above.	See recommended actions under # 1, above.
<p>6. <u>Additional Transportation Services</u> – Those Who Can Pay. There is a need for additional rural transportation for those who can pay.</p> <p><i>Note: Issue # 5, issue # 6 and issue # 7 were given the same ranking by the RPAC</i></p>	See additional information under # 1, above.	See recommended actions under # 1, above.
<p>7. <u>Funding Needs</u> - Public Transportation. More funding is needed for public transportation.</p> <p><i>Note: Issue # 5, issue # 6 and issue # 7 were given the same ranking by the RPAC</i></p>		<p>A. Referral. Refer to Governor’s Coordinating Committee (MDOT)</p>
<p>8. <u>Additional Transportation Services</u> – Weekends. There is a need for additional transportation services during the evening.</p> <p><i>Note: Issue # 8, issue # 9 and issue # 10 were</i></p>	See additional information under # 1, above.	See recommended actions under # 1, above.

RPAC Issue/Problem	Additional Information	Recommended Actions/(Responsible Party)
<i>given the same ranking by the RPAC</i>		
<p>9. <u>Additional Transportation Services</u> – Evening Service. There is a need for additional transportation services during weekends.</p> <p><i>Note: Issue # 8, issue # 9 and issue # 10 were given the same ranking by the RPAC</i></p>	See additional information under # 1, above.	See recommended actions under # 1, above.
<p>10. <u>Service Improvements</u> - Inefficient Transit Routes. Transit bus routes are not efficient.</p> <p><i>Note: Issue # 8, issue # 9 and issue # 10 were given the same ranking by the RPAC</i></p>	KVCAP is undertaking a transit study to identify ways to make the system more efficient.	A. Transit study. Consider implementing the recommendations of the transit study for the purpose of providing more efficient service through KV Transit (KVCAP)

D. PERIODIC REVIEW OF SERVICE

Last Review. The Biennial Operations Plan provides an opportunity for reviewing transportation services. Area transportation providers are thus given periodic opportunities to compete for the provision of transportation services. These opportunities are made available through newspaper advertisements and personal notification associated with the preparation of the Biennial Operations Plan and Section 5310 Capital Assistance Projects.

There has been no expression of interest in such participation. In the future, area transportation providers interested in competing for service would be requested to submit relevant cost/service proposals for inclusion in the public/private service decision-making process.

Locally Established Criteria. KVCAP periodically reviews its operations to ensure that the widest possible range of transportation services is provided in Region 4, particularly for those persons who are low income, disadvantaged, disabled or elderly.

In the event that a private operator presented a proposal for delivering transportation services in the two-county area, a cost comparison analysis would be conducted for the purpose of determining the most cost-effective method of service delivery. The private operator would be allowed to build in a 10% profit objective. The cost analysis would be reviewed by the KVCAP Executive Director and presented to the KVCAP Board for final determination. KVCAP anticipates that the major criteria to be employed in making a public versus private service decision would be (1) contract cost on a per trip and mile basis and (2) demonstrated ability of the operator to provide high quality, well-maintained service.

Methodology for Making True Cost Comparisons. There are currently no area transportation providers competing for service. In the event that a private operator expressed interest in competing for service, specific guidelines would be developed to enable an accurate comparison of all related costs and services. All proposals would be evaluated by the Executive Director and submitted to the Board of Directors with a recommended course of action. Determination of appropriate action would be made by the Board of Directors. Disputed decisions would be submitted to the Maine Department of Transportation for resolution.

Complaints from Private Operators. The Kennebec Valley Community Action Program has received no complaints from private operators.

AMERICANS WITH DISABILITIES ACT PLANS

KVCAP has taken great strides to insure access to transportation services by elderly persons and persons with disabilities. In response to the passage of the Americans with Disabilities Act, KVCAP has adopted formal policies designed to improve and enhance the quality of transportation services available to this sector of the community.

Vehicles. KVCAP has made consistent efforts for many years to provide accessible transportation services. In continuing this trend, KVCAP has established a policy that most new vehicles acquired after September 1991 will be in full compliance with ADA vehicle specifications. Compliance with these specifications will allow an increased capacity for

passengers with disabilities as well as an increase in the quality of services available to elderly persons and persons with disabilities.

Public Bus Routes. Passengers requiring ADA public transit service are served through a combination of route deviation and complimentary para-transit services. Passengers are allowed to self-declare disabilities that inhibit them from accessing regular bus stops. Route deviation service is provided within $\frac{3}{4}$ mile of regular bus routes with adequate notification, typically less than one hour. Should the public buses reach capacity for individuals using wheelchair securement positions, para-transit vehicles are dispatched to accommodate the overload.

Driver Training. KVCAP has developed an intensive driver-training program to insure a consistently high quality of service for all passengers using the system. Drivers are trained in the following areas:

1. **Passenger Assistance Techniques:** A formal 8-hour training program focused on the following: (a) how to recognize and assist passengers with functional deficits, (b) wheelchair/mobility aid management techniques, (c) transfer techniques, (d) passenger sensitivity training, and (e) assisting sight and hearing impaired passengers.
2. **CPR:** The training program is recognized and approved by the American Red Cross.
3. **Defensive Driving:** This training consists of the Maine Driving Dynamics program sponsored and approved by the Maine Bureau of Highway Safety.
4. **Various ongoing training opportunities including:** (a) care and use of fire extinguishers, (b) pre-trip vehicle inspections, (c) emergency procedures, (d) evacuation techniques, and (e) DHHS Children's Transportation Curriculum.

Training opportunities are made available to all employed and volunteer drivers in the system.

Facilities. KVCAP Transportation Program facilities in Waterville and Augusta currently meet all applicable requirements of the Americans with Disabilities Act of 1991 (ADA).

Public Involvement. KVCAP has endeavored to encourage public participation with regards to ADA through meetings with various organizations involved with the needs of the disabled and public notices encouraging participation of qualified Disadvantaged and Women Owned Businesses in the solicitation of goods and services.

MDOT REGION 4
BIENNIAL OPERATIONS PLAN
FY 2007 AND FY 2008

**KENNEBEC VALLEY COMMUNITY ACTION
PROGRAM (KVCAP)**

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM

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**MDOT REGION 4
BIENNIAL OPERATIONS PLAN**

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM (KVCAP)

PROJECT DESCRIPTION

A. RURAL TRANSIT PROVIDER

Provider: Kennebec Valley Community Action Program
Contact Person: James C. Wood, Transportation Director
Address: 97 Water Street, Waterville, ME 04901
Telephone Number: (207) 859-1564

B. SERVICE

Number of Counties: Two
Type of Service: Deviated Fixed Route, Demand Response
Service Area: Multi-County

C. GEOGRAPHIC AREA OF THE SERVICE

KV Transit. KV Transit operates public transit programs in two separate service areas:

The Greater Waterville Area: includes the communities of Waterville and Fairfield;
and

The Greater Augusta Area: includes the communities of Augusta, Gardiner,
Hallowell and Farmingdale.

KV Van. KVCAP also operates a demand response transportation system throughout Kennebec and Somerset counties.

D. SERVICE DESCRIPTION

Kennebec Valley Van (KV Van) offers demand response van and volunteer driver services to passengers defined as eligible under specific social service contract guidelines along with the general public. KV Van provides door-to-door transportation service to disabled, elderly and low-income clients throughout Kennebec and Somerset counties.

Kennebec Valley Transit (KV Transit) is a fixed route transportation program, available to the general public, with operations in the greater Waterville and Augusta areas. Service is provided using mid-sized handicapped accessible buses. Route structures have been designed to offer a convenient, cost effective means of transportation to commuters, the elderly, the disabled, and the general public. Primary destinations include shopping centers, medical facilities, educational facilities, business facilities, elderly/low income housing projects and

community service organizations. In the 1970's, KVCAP attempted to establish a transit system for Somerset County, but the service did not succeed because of low ridership. The following is a description of the KV Transit routes.

1. Greater Waterville Area – Daily (Mondays through Fridays)

Kennedy Memorial Drive Route: This route provides regular service to the JFK Mall, Thomas College, Seton Village Senior Citizens Housing Complex, Shaw's Plaza, several area doctors' complexes, the Muskie Center Adult Day Care Program, KVCAP and Downtown Waterville.

Waterville – Fairfield Route: This route provides regular service to MaineGeneral Medical Center, Elm Plaza Shopping Center, Colby College, Ken-A-Set Sheltered Workshop, College Avenue, Kennebec Valley Technical College, the Town of Fairfield and Downtown Waterville.

2. Greater Augusta Area – Daily (Mondays through Fridays)

Augusta Routes: Two Augusta routes provide regular service to several Western Avenue shopping malls, the Marketplace shopping complex, elderly housing sites, doctors' complexes, low income housing projects, Augusta Mental Health Institute, MaineGeneral Medical Center, the University of Maine and downtown Augusta. Hourly connections are made at the Downtown Augusta Bus Depot to allow passengers greater convenience in reaching destinations at opposite ends of the designated service area.

Augusta – Gardiner Route: Service is provided regularly between the communities of Gardiner and Augusta. These routes are coordinated with the Augusta routes and designed to allow passengers from Gardiner, Farmingdale and Hallowell direct access to the entire Augusta area.

Copies of the bus schedules are included in the Appendix.

E. FARE STRUCTURE

Current KV Transit fares are \$1.00 one way within one city or town, and \$1.25 one way between cities or towns. Children under age 6 ride free when accompanied by an adult, and children ages 6 to 12 ride half fare. KV Van fares are based on the approved MaineCare (Medicaid) rate structure that is also applied to most contracting funding sources. Lower rates are customized for low-income passengers who rideshare with other funded volunteer trips.

F. PROPOSED CUTBACKS, EXPANSIONS

Potential Cutbacks

KVCAP is not anticipating any cutbacks in service.

Potential Expansions

KVCAP currently is involved in a Community and Social Services Advisory Committee in the City of Augusta that is looking at a variety of services in the area including transportation. KVCAP will be responsive to recommendations for enhanced public transit in the Augusta area resulting from the Committee's work.

The need in Augusta exists for a minimum of one additional public transit vehicle to accommodate the expanding service area within the city. Travel patterns have changed, and will continue to change substantially with the development of commercial properties in Augusta. KVCAP will look at alternative funding sources to obtain local matching funds to support the increase.

KVCAP is also reviewing its commitment to providing public transit services in Somerset County. The program is reviewing all existing routes to determine those with the greatest potential for expansion for public service. Some of these routes may have potential for comprehensive one-day-a-week or more frequent service for some communities.

Proposal (Long Term)

The development of any additional commuter based transit services will be dependent upon the active participation of local and state government and local area businesses to create incentives for employees to use alternative modes of transportation. Opportunities for new transit services may exist in the development of business parks in the Augusta and Waterville areas. Among these areas are the Teague Biotech Park in Fairfield, FirstPark in Waterville and the Augusta Business Park and Capital Park projects. Service will also be revised in response to additional financial commitment for transit services from user communities.

KVCAP has also been working with a number of groups including SCARP, HCCA, and others to address transportation issues. Potential increases in rural transit services and job access transportation in Somerset County are being explored.

G. CHARTER SERVICE

KVCAP has no plans to offer charter service.

H. COMPETITION WITH NON-SUBSIDIZED SERVICE

This project is not in competition with or supplemental to a non-subsidized transportation service. Non-subsidized transportation providers have expressed no interest in providing this service.

I. PASSENGER STUDIES/SURVEYS

KV Van Customer Satisfaction Survey Summary

Customer satisfaction surveys were conducted in March and September of 2006. A total of 450 surveys were distributed; the response rate was 32 percent.

Many the respondents (26%) indicated they utilize the van service, as compared to 55% who indicated they use the volunteer service; 19% utilize the family driver service. Thirty-five percent (35%) of the respondents reported normally contacting the Waterville dispatch office as compared to 38% utilizing the Skowhegan dispatch office and 27% utilizing the Augusta dispatch office. The responses to a question regarding the frequency of use were as follows: 45% indicated they used the service weekly; 39% indicated they used it daily; 9% monthly and 7% indicated they used the service infrequently.

There were a series of questions regarding service connected with the KVCAP Transportation Service Office. The responders indicated a high degree of satisfaction with dispatch services. The responses to questions regarding the drivers and vehicles were very positive. A significant number of the respondents (44%) reported they would not be able to keep their appointments without the KVCAP service. Overall, satisfaction with the KVCAP service was high, with the total response was a 4.6 on a scale of 1 to 5 with 1 being poor and 5 being excellent.

A copy of the results of this survey is included in the Appendix.

KV Transit (KVT) Survey Summary

A passenger survey was conducted in September 2006. A total of 75 surveys were distributed, the response rate was 65%.

The majority of respondents reported using the service for shopping (84%) and medical (51%) purposes. Riders also use the service for work (20%), education (10%), and personal use (20%).

The highest percentage of respondents were age 62+ (58%). Eighty percent (80%) of the respondents indicated they would not be able to get to their destination without the service. A total of 100% of the respondents did not own their own car, and only 18% had a valid driver's license. Seven percent (7%) of the people responding use the wheelchair lift to board the bus.

A copy of the results of this survey is included in the Appendix.

PROJECT COORDINATION

A. SOCIAL SERVICE AGENCY COORDINATION

KVCAP has established an ongoing working relationship with community representatives and area social service agencies to adequately address the transportation needs of the community at large.

Transportation is presently being provided through a coordinated KVCAP Transportation Program consisting of fixed route, demand responsive and volunteer operations. Each segment of the Transportation Program is designed to address the transportation needs of various cross sections of the community.

KVCAP maintains an ongoing relationship with various social service agencies in an effort to continuously evaluate and respond to identified transportation needs. KVCAP works closely with these organizations to determine the most effective means of providing transportation for their respective constituents. Transportation needs are being addressed through group and individual KV Transit ticket sales and integration of individuals into KV Van services.

Regional Plan Advisory Committee. The preparation of this Biennial Operations Plan was undertaken with the assistance of a Regional Plan Advisory Committee (RPAC) for Kennebec and Somerset Counties (Region 4). The work of the RPAC is summarized in the Regional Overview portion of this document.

Department of Health and Human Services (DHHS), MaineCare (Medicaid). The MaineCare program (formerly Medicaid) is a significant funding source for KVCAP. There is no fixed contract; DHHS pays KVCAP on a fee for service, trip/mileage basis. KVCAP uses vans, volunteers, friend and family drivers and local taxis to transport MaineCare clients. Many of the MaineCare passengers are also clients of the Department of Behavioral and Developmental Services.

Department of Health and Human Services (DHHS), Department of Behavioral and Developmental Services. KVCAP works closely with the DHHS Department of Behavioral and Developmental Services on a regular basis. Department of Behavioral and Developmental Services clients constitute a significant portion of KVCAP's ridership, and most trips are paid for by MaineCare. Some clients ride the transit systems. Group service, such as transportation from a group home to a sheltered workshop, is provided by KV Van. Clients in remote areas are generally transported by volunteers using their personal vehicles.

Department of Health and Human Services (DHHS), Office of Children and Families. Under contract to DHHS, KVCAP provides transportation to child and adult protective services clients. KVCAP meets periodically with DHHS to coordinate the delivery of services through two contracts, and to adjust the contract when services provided exceed the contracted amount. KVCAP has worked closely with DHHS and the Maine Department of Transportation to develop a new and innovative Children's Transportation Network that has focused scarce financial resources on better meeting the transportation needs of children.

Child Development Services / Project PEDS. KVCAP provides services by referral to children receiving services by Child Development Services and Project PEDS. These services are designed to assist children with developmental disabilities. These services are provided

using agency vehicles and volunteer drivers as appropriate to the individual. KVCAP does not have a formal contract for these services.

Sebasticook Valley Hospital. KVCAP provides services to passengers referred by the Sebasticook Valley Hospital under their internal transportation program. KVCAP provides services to passengers with disabilities who cannot use the conventional transportation provided by the hospital. This service is provided on a fee-for-service basis consistent with prevailing MaineCare rates.

Kennebec Valley Mental Health Center. KVCAP meets regularly with managers from the Kennebec Valley Mental Health Center to ensure that transportation services for their consumers are meeting the needs of the individuals. Many of these passengers have disabilities that require planning and delivery of services that fall beyond conventional models. These meetings have resulted in reduced no-show rates and improved services for mutual consumers.

Delta Ambulance Services (chaircar provider). KVCAP refers trips for non-ambulatory passengers to Delta Ambulance Services when the Agency's capacity to provide those services has been exceeded. Delta operates a chaircar service and is a registered MaineCare ambulance service provider.

B. SOCIAL SERVICE CONTRACT SUMMARY

KVCAP has established contracts or working agreements with the following social service agencies:

MaineCare (Medicaid)	Fee-for-service agreement	\$2,994,816 (est.)
MaineCare – BBDS	Fee-for-service agreement	\$796,425 (est.)
DHHS OCF	Regular Contract	\$77,212
	Special Contract	\$402,197
Child Development Services - Augusta	Fee-for-service agreement	\$9,980
Project PEDS	Fee-for-service agreement	\$3,000

Excerpts from the contracts are included in the Appendix.

C. COORDINATION WITH OTHER PROVIDERS

Although there is no other transportation provider providing similar service in Region 4, KVCAP has coordinated with transportation providers statewide on several different projects to enhance transportation services and conserve costs throughout the State. Examples of these efforts include KVCAP participation in the following:

MTA Drug and Alcohol Testing Consortium
Maine Transit Association DBE/WBE solicitation
Children's Driver Training Curriculum

DISCRIMINATION

No lawsuits or complaints alleging discrimination on the basis of race, color, or national origin have been registered against the Kennebec Valley Community Action Program within the past two years.

DISADVANTAGED/WOMEN OWNED BUSINESS ENTERPRISES

A. EXISTING/POTENTIAL DBE/WBE

The following women-owned business was identified:

Belfast Office Supply and Services, 101 High Street, Belfast

B. MONETARY GOALS FOR DBE/WBE PARTICIPATION

KVCAP will endeavor to involve Disadvantaged and Women-owned Business Enterprises in the procurement of outside goods and services.

KV Transit's FY 2007 budget contains \$88,111 in contractible services (advertising, printing, uniforms, safety awards, office supplies, fuel, fleet maintenance). Federal/state funds (\$244,812) account for 72% of the total budget (\$342,149). Therefore, the federal/state share of contractible services is \$63,440 (72% of \$88,111), and the 0.6% monetary goal is \$381.

KV Transit's FY 2008 budget contains \$90,755 in contractible services (advertising, printing, uniforms, safety awards, office supplies, fuel, fleet maintenance). Federal/state funds (\$254,940) account for 72% of the total budget (\$351,714). Therefore, the federal/state share of contractible services is \$65,344 (72% of \$90,755). If the federal DBE/WBE rate remains at 0.6%, then the DBE/WBE monetary goal would be \$392.

C. ADVERTISING

KVCAP has advertised jointly with the Maine Transit Association to solicit DBE/WBE participation. The Maine Transit Association published the following ad on behalf of all transportation providers on October 5, 6 and 7, 2006, in the Kennebec Journal:



Legal Advertisement

**Seeking Disadvantaged/
Minority/Women
Owned**

Business Enterprises
The Maine Transit Association (MTA) is looking to identify disadvantaged, minority and women owned business enterprises (DBE's) supplying parts, supplies and/or services to the transit (bus, van, ferry) industry. These may include fuel, maintenance supplies and services, office supplies, marketing or planning assistance and other related services. Interested businesses that are currently certified, or are willing to become certified, should submit a brochure, summary of services, catalog and/or a letter stating the firm's services and areas of expertise.

Maine transit operators and planners who receive Federal Transit Administration assistance and are soliciting the services of certified DBEs are:

Transit Providers
Aroostook Regional Transportation (Presque Isle); City of Bath; the BAT Community Connector (Bangor); Casco Bay Island Transit District (Portland); Coastal Trans (Bath/Rockland); Downeast Transportation (Ellsworth); METRO (Portland); Penquis CAP (Bangor); KVCAP (Augusta/Waterville); Regional Transportation Program (Portland); ShuttleBus (Biddeford); S. Portland Bus Service (S. Portland); Waldo County Action Partners (Belfast); Western Maine Transportation Services (Mexico); Washington-Hancock Community Agency (Ellsworth); West's Transportation, Inc.; York County Community Action (Sanford)

Planning Organizations
Androscoggin Valley Council of Governments (Auburn); Bangor Area Comprehensive

Transportation Study (Bangor); Greater Portland Council of Governments (Portland); Southern Maine Regional Planning Commission (Sanford)

If you are a Disadvantaged, Woman or Minority Business Enterprise (DBE) and are interested in getting your business certified in order to bid work as a Disadvantaged, Woman or Minority Business Enterprise (DBE), you may learn more about the certification process by contacting the Maine Department of Transportation.
Jackie LaParriere, DBE Coordinator, Office of Civil Rights, Maine Department of Transportation, 16 State House Station, Augusta, ME 04333-0016, (207) 624-3666

CAPITAL

A. MAINTENANCE OF FLEET VEHICLES

KVCAP follows a written preventive maintenance schedule, which includes three levels of maintenance at intervals of 3,000 miles.

KVCAP maintains a file of accidents and accident reports and conducts joint staff/driver reviews of accidents to determine their cause. KVCAP has instituted an incentive program under which drivers receive a \$100 bonus for driving a full year without a violation and without causing an accident. This has been a successful program; it has also kept insurance rates down.

KVCAP does not maintain fuel on the premises, but contracts for fuel from Irving Oil.

KVCAP does not have its own maintenance facility, but contracts with O'Connor GMC Buick in Augusta and Ray Haskell Ford in Waterville for most routine maintenance, major maintenance items and overhauls. Routine maintenance is also obtained from various providers in Somerset County.

KVCAP does not have a system to review the causes of breakdowns. Breakdowns are sporadic and related to the age of the vehicles, not lack of maintenance.

KVCAP maintains a detailed maintenance and repair history on each vehicle. Vehicle costs are also tracked extensively.

The maintenance schedule is included in the Appendix.

B. CAPITAL ACQUISITIONS

Vehicle/Equipment/Facility Acquisitions

Over the next two years, KVCAP plans to purchase fourteen vehicles as shown below.

CAPITAL ACQUISITIONS TWO-YEAR VEHICLE REPLACEMENT PLAN				
YEAR	DESCRIPTION	USAGE	CURRENT MILEAGE	REPLACEMENT PROJECTION-SOURCE
2007	7 passenger mini-van	Daily	201,577	USC 5310/ 5307
	7 passenger mini-van	Daily	203,520	USC 5310/ 5307
	12/2 passenger small bus	Daily	140,890	USC 5310/ 5307
	12/2 passenger small bus	Daily	118,626	USC 5310/ 5307
	10/1 passenger small bus	Daily	175,150	USC 5310/ 5307
	10/1 passenger small bus	Daily	225,709	USC 5310/ 5307
	10/1 passenger small bus	Daily	242,253	USC 5310/ 5307
	10/1 passenger small bus	Daily	220,344	USC 5310/ 5307
2008	7 passenger mini-van	Daily	165,359	USC 5310/ 5307
	7 passenger mini-van	Daily	185,505	USC 5310/ 5307
	12/2 passenger small bus	Daily	90,374	USC 5310/ 5307
	12/2 passenger small bus	Daily	81,626	USC 5310/ 5307
	12/2 passenger small bus	Daily	86,562	USC 5310/ 5307

KVCAP also plans to acquire new dispatching and billing software to replace an antiquated and obsolete proprietary system currently in use. KVCAP will be requesting Federal capital assistance for the project, which is anticipated to cost approximately \$100,000.

C. CAPITAL RESERVE ACCOUNT

On June 28, 2006 the KVCAP Board of Directors approved a recommendation to allocate \$9,803 to Capital Reserve as matching funds for a Federal grant to acquire two new vehicles.

On January 24, 2007 the KVCAP Board of Directors approved a recommendation to put \$50,000 in surplus funds in a reserve account to cover local match for federal vehicle acquisition grants.

Excerpts of the minutes of these meetings are in the Appendix.

GOALS AND OBJECTIVES

A. STATUS REPORT ON EXISTING GOALS (FY 2005 – FY 2006)

1. Improve Transit Ridership by 10% in each year of the contract.

Status: Ridership has increased in both the Augusta area and Waterville area.

2. Accomplish goals established in the **Community Services Center Contract** (below). Apply goals to entire KV Van Program.

Status: Implemented

Community Services Center Contract

Goal: Maine citizens will be able to improve their access to medical and social services by the provision of timely, safe and reliable transportation.

1. **Indicator: Timely**

Strategies To provide timely service to clients KVCAP will:

1. Utilize customized, computerized dispatching software to schedule trips.
2. Assure that sufficient driver resources are available to meet travel demand.
3. Provide driver training through individual instruction and written policy distribution regarding the provision of on-time service.

Measure

1. 90% of clients reported that they arrived at their destination on time (client survey).

Outcome: 89.5% report on time service

2. **Indicator: Safe**

Strategies: To assure safe, secure and appropriate transportation KVCAP will:

1. Conduct initial and periodic background checks on all drivers and potential drivers through the Department of Health and Human Services to determine if they have had any previous involvement with child protective services, the State Bureau of Investigation for a criminal history that would cause concern, and the Department of Motor Vehicles for a driving background check for excessive violations or

accidents. Agency vehicle operators will also be required to pass pre-employment drug tests.

2. Require volunteer drivers to provide evidence of sufficient vehicle insurance of \$300,000 minimum liability limits on their personal vehicle. Maintain vehicle insurance on Agency owned vehicles to meet minimum federal standards appropriate for the size of each vehicle.
3. Assure that all vehicles used in the provision of service meet minimum State of Maine safety inspection standards at all times.
4. Provide individual driver training for all drivers covering safe operating procedures, standardized training regarding the transporting children, reporting requirements, etc.. Maintain and distribute written agency vehicle and volunteer driver policy and procedure manuals covering these and other topics.
5. Assure that all children transported are secured in infant or child safety seats appropriate for the size of the child.
6. Provide local supervision of all agency and volunteer drivers to maintain ongoing communication and ensure timely and adequate response to problem situations.
7. Provide training and incentives for accident free performance.

Measure:

1. 100% of drivers will pass the standard tests, SBI, DMV, DHHS/CPS and drug tests (Agency vehicle operators) prior to driving clients.
2. 100% of drivers attend mandatory children transportation training prior to driving children.
3. 100% of transportation vehicles meet/pass inspection standards (State inspection and visual inspections).
4. 100% of transportation trips with clients on board are accident free.
5. 80% of clients report that they feel safe when being transported by KVCAP (client survey).

Outcome

- 1. 100% of drivers pass background checks. Records on file.*
- 2. 100% of drivers attended children's transportation training. Records on file.*
- 3. 100% of vehicles meet State inspection standards. Maintenance records on file.*
- 4. Two accidents with clients on board during past year. No client injuries.*
- 5. 96.1% report that drivers drive safely and observe traffic laws. Client survey results.*

3. Indicator: Reliable

Strategies: To assure reliable service to clients KVCAP will:

1. Maintain sufficient numbers of agency and volunteer drivers to meet travel demand.
2. Provide local supervision to monitor performance of drivers.
3. Maintain periodic communication with referring funding sources to assure effective communication and appropriateness of services.
4. Provide electronic communications devices to primary agency and volunteer drivers to improve the efficiency of service delivery.

Measure:

1. 90% of transportation requests are filled with available funds and advance notice.
2. 80% of clients report satisfaction with the transportation services reliability (client survey).

Outcome

- 1. 88.2% of clients report accurate scheduling of trips. Client survey results.*
- 2. 92.6% of clients report quality of services as very good or excellent. Client survey results.*

4. Indicator: Access to Services

Strategies: To assure access to services KVCAP will:

1. Maintain dispatch offices in three locations with a minimum of two dispatchers at each location to facilitate ease of communication with clients.
2. Recruit and maintain sufficient numbers of Agency and volunteer drivers to satisfy travel demand.
3. Maintain regular office hours, Monday through Friday, 7:30 a.m. to 4:30 p.m., 52 weeks per year excluding holidays.
4. Provide flexible volunteer based children's transportation 365 days per year including night, weekend and holiday service as necessary.
5. Provide accessible vehicle service from all dispatch locations to accommodate passengers with disabilities.
6. Maintain regular communication with community officials, funding providers and the general public to provide information regarding availability and eligibility for services.

Measure:

1. 100% of handicapped transportation services are available to clients who request the service.
2. 95% of towns served in geographic area.
2. 80% of caseworkers expressed overall satisfaction with accessibility/availability of transportation services.
4. Agency to maintain low volunteer trip volume/driver ratio (baseline to be established).

Outcome

1. *No denial of services to people with disabilities. Dispatch records.*
2. *All inhabited communities served. Client records.*
3. *Caseworker survey underway.*
4. *Baseline to be established by DHHS*

B. NEW GOALS

KVCAP goals and objectives for FY 2007 and FY 2008 are the same as those above.

BENCHMARKS

Improve transit ridership by 5% in each year of the contract.

*Benchmarks: 36,050 riders by June 30, 2007
37,850 riders by June 30, 2008*

Improve volunteer driver program to increase productivity while reducing deadhead (unloaded) mileage.

Benchmark: Maintain a minimum corps of 15 volunteers for each 10,000 scheduled trips for each year during the biennium. Currently 100 volunteers provide 74,300 trips annually. (Target 111)

Maintain Customer surveys to establish performance measurements with regards to timely, safe and reliable service.

Benchmark: Established in conjunction with the Bureau of Child and Family Services.

SERVICE DATA

A. ANNUAL REPORT

The following service summary is for both KV Transit and KV Van Transportation Services for fiscal years 2004, 2005 and 2006. KVCAP's fiscal year begins July 1 of the previous calendar year (for example, FY 2006 begins on July 1, 2005 and ends on June 30, 2006).

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM ANNUAL REPORT – LAST THREE YEARS			
	FY 2004	FY 2005	FY 2006
Volunteer Resources			
Volunteer Drivers	90	95	93
Personal Vehicles in Service	90	95	93
Vehicles			
Number of Active Vehicles in Fleet	28	28	25
Number of Inactive Vehicles in Fleet	3	3	5
Number of ADA Accessible Vehicles	20	20	18
Annual Operating Expenses			
Annual Transit Operating Expenses	\$119,530	\$73,211	\$130,082
Annual Social Services Operating Expenses	862,162	837,793	952,964
Annual Administrative Expenses			
Annual Transit Administrative Expenses	\$147,183	\$193,669	\$211,421
Annual Social Services Administrative Expenses	2,165,803	2,378,324	2,936,243
Annual Operating Revenues			
Fare Revenues	\$21,590	\$20,774	\$23,096
Transit Contract Revenues	0	0	0
Social Service Contract Revenues	3,294,828	3,318,403	4,052,790
FTA – Federal Operating Assistance	66,923	73,713	47,223
MDOT – State Operating Assistance	62,274	11,000	15,714
Local Operating Funds	46,798	25,288	44,049
Total Annual Operating Revenues	\$3,492,413	\$3,449,178	\$4,182,872
FTA - Annual Capital Costs			
	\$29,434	\$35,928	\$51,488
FTA - Sources of Capital Funds			
FTA - Federal Capital Assistance	\$23,548	\$28,743	\$44,846
MDOT - State Capital Assistance	0	0	0
Local Capital Funds	5,886	7,186	6,643
Total Capital Funds	\$29,434	\$35,929	\$51,488
	FY 2004	FY 2005	FY 2006
Annual Vehicle Miles			
Annual Transit Miles	79,496	67,899	83,495

Annual Social Services Miles	6,824,485	6,909,036	7,710,270
Annual Vehicle Hours (Transit Service Hours)	5,320	6,008	5,096
Annual Passenger Trips			
Annual Transit Passenger Trips	29,888	28,825	34,320
Annual Social Services Passenger Trips	248,382	265,445	296,413
Safety			
Fatalities	0	0	0
Major Incidents	1	0	0
Major Injuries	0	0	0

B. REVENUES, COSTS, TRIPS, MILES

KV Transit (Augusta and Waterville Fixed Route Service). Revenues, expenses, vehicle miles and ridership figures for KV Transit for the past three years are displayed in the following tables. The KV Transit FY 2004 data cover July 1, 2003 through June 30, 2004, FY 2005 data cover July 1, 2004 through June 30, 2005 and FY 2006 data cover July 1, 2005 through June 30, 2006.

KV TRANSIT - REVENUES AND COSTS PAST THREE YEARS						
ROUTE	REVENUES			COSTS		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
Augusta	\$197,234	\$201,671	\$261,733	\$197,234	\$201,671	\$261,733
Waterville	98,913	101,138	131,259	98,913	101,138	131,259
Total	\$296,147	\$302,809	\$392,992	\$296,147	\$302,809	\$392,992

KV TRANSIT - TRIPS AND VEHICLE MILES PAST THREE YEARS						
ROUTE	ONE-WAY TRIPS			VEHICLE MILES		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
Augusta	21,598	19,619	23,885	22,872	21,316	21,241
Waterville	8,364	9,156	10,435	56,624	46,573	62,254
Total	29,962	28,775	34,320	79,496	67,899	83,495

KV Van. Revenues, costs, passenger trips and passenger miles for KV Van (demand response) for the past three years are displayed in the following table. The fiscal year for KVCAP's demand response program is different from the fixed route system. The KV Van's fiscal year

runs from October 1 through September 30. The KV Van FY 2004 data cover July 1, 2003 through June 30, 2004, FY 2005 data cover July 1, 2004 through June 30, 2005, and FY 2006 data cover July 1, 2005 through June 30, 2006.

KV VAN - REVENUES AND COSTS BY <u>AGENCY</u> PAST THREE YEARS						
SOCIAL SERVICE AGENCY/ PROGRAM	REVENUES			COSTS		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
General Public	\$44,079	\$48,557	\$47,980	\$41,935	\$47,279	\$45,842
MaineCare	2,742,420	2,833,578	3,911,571	2,609,051	2,758,972	3,737,269
DHHS Regular	73,403	77,212	77,212	69,833	75,179	73,711
DHHS Special	393,085	319,725	282,551	373,968	311,307	269,960
Other	41,841	39,331	67,221	39,806	38,295	64,225
Total	\$3,294,828	\$3,318,403	\$4,386,534	\$3,134,594	\$3,231,032	\$4,191,068

KV VAN - TRIPS AND PASSENGER MILES BY <u>AGENCY</u> PAST THREE YEARS						
SOCIAL SERVICE AGENCY/PROGRAM	TRIPS			PASSENGER MILES		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
General Public	1,063	560	817	85,110	53,444	52,640
MaineCare	218,209	237,874	276,015	5,578,957	5,854,909	6,879,832
DHHS Regular	6,273	6,241	6,594	152,320	171,890	154,222
DHHS Special	17,361	14,589	10,478	939,910	750,357	604,251
Other	5,476	6,181	2,509	68,137	78,436	19,325
Total	248,382	265,445	296,413	6,824,434	6,909,036	7,710,270

**REVENUES AND COSTS BY MODE
PAST THREE YEARS**

MODE	REVENUES			COSTS		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
Agency Vehicles	\$598,890	\$593,188	\$680,394	\$975,173	\$1,004,757	1,209,370
Volunteers	1,786,697	1,710,803	2,251,551	1,457,928	1,464,461	1,683,916
Friends and Family	840,737	947,996	1,402,384	578,110	521,797	1,047,230
Other	68,504	66,416	52,205	123,383	240,017	250,553
Total	\$3,294,828	\$3,318,403	\$4,386,534	\$3,134,594	\$3,231,032	\$4,191,069

**TRIPS AND PASSENGER MILES BY MODE
PAST THREE YEARS**

MODE	TRIPS			PASSENGER MILES		
	FY 2004	FY 2005	FY 2006	FY 2004	FY 2005	FY 2006
Agency Vehicles	82,600	79,851	81,179	522,782	521,197	569,298
Volunteers	82,002	76,152	74,337	4,103,226	3,924,632	4,064,900
Friends and Family	83,780	95,105	122,563	2,198,417	2,463,207	3,076,072
Subcontracted Providers	6,975	14,337	18,334	*	*	*
Total	255,357	265,445	296,413	6,824,425	6,909,036	7,710,270

*Taxi/common carrier mileage not calculated

KV Van Revenues and Expenses. KV Van revenues and expenses for the past three years are displayed in the following table. The figures are for the fiscal years ending September 30 of the year shown in the table.

KV VAN TRANSPORTATION REVENUES AND EXPENSES PAST THREE YEARS			
	FY 2004	FY 2005	FY 2006
REVENUES			
Medicaid	\$2,223,822	\$2,279,228	\$3,145,685
Medicaid – BDS	518,598	554,350	807,773
DHHS Community Service	474,648	396,937	342,225
Other	85,919	87,888	59,770
Section 5311	0	0	0
Total Farebox Revenues	0	0	0
Local Revenue	0	0	47,980
Total	\$3,302,987	\$3,318,403	\$4,403,433
EXPENSES			
Salaries	\$708,420	\$694,844	\$751,463
Fringe	186,559	193,265	203,609
Indirect	155,852	152,866	172,836
Travel – Volunteer	1,226,195	1,183,112	1,604,468
Travel - Friend and Family	346,217	396,550	665,914
Tolls, Food, Lodging, Com Car	123,383	252,625	300,240
Vehicle Fuel	85,661	100,339	120,208
Vehicle Maintenance	95,926	68,840	97,977
Rent	33,639	33,274	34,435
Other	172,682	154,363	244,250
Total	\$3,134,534	\$3,230,078	\$4,195,400

Revenues and Expenses for KV Transit. KV Transit revenues and expenses for the past three years are displayed in the following table. The figures are for the fiscal years ending June 30 of the year shown in the table.

**KV TRANSIT
TRANSPORTATION REVENUES - PAST THREE YEARS**

	FY 2004	FY 2005	FY 2006
ADMINISTRATION (80/10/10)			
Federal	\$148,654	\$155,377	\$154,408
State	11,131	14,393	16,180
Local	18,582	24,452	22,785
Administration Total	\$178,367	\$194,222	\$193,373
OPERATING (50/10/40)			
Federal	\$31,925	\$35,470	\$47,223
State	17,075	7,485	15,715
Local	46,141	28,772	44,049
Fares	20,613	20,774	23,095
Operating Total	\$115,754	\$92,501	\$130,082
CAPITAL (80/20)			
Federal	\$24,800	\$24,800	\$24,800
Local	6,200	6,200	6,200
Capital Total	\$31,000	\$31,000	\$31,000
TOTAL	\$325,121	\$317,724	\$354,455

**KV TRANSIT
TRANSPORTATION EXPENSES - PAST THREE YEARS**

	FY 2004	FY 2005	FY 2006
ADMINISTRATION			
Wages	\$95,789	\$110,690	\$101,874
Benefits	8,067	9,698	10,439
FICA	7,573	8,162	7,507
Pension	2,804	3,056	2,955
SUT Tax	780	1,083	1,199
Agency Administration	37,693	36,884	42,508
Workers Compensation	299	388	1,404
Vehicle Insurance	9,676	9,253	11,082
Advertising	1,684	375	601
Space	6,891	6,545	6,056

	FY 2004	FY 2005	FY 2006
Printing	1,555	542	1,616
Uniforms	1,797	1,563	1,637
Staff Development	50	1,282	130
Drug/Alcohol Testing	57	57	741
Telephone/Copier/Postage	1,210	1,966	2,099
Safety Awards	100	0	100
PC/equip Depreciation	1,106	736	0
Office Supplies/Miscellaneous	1,236	1,942	1,425
Driver Physicals	0	0	0
Administration Subtotal	\$178,367	\$194,222	\$193,373
OPERATING			
Wages	\$74,658	\$56,964	\$70,707
Benefits	4,779	7,149	8,725
FICA	5,973	4,039	5,072
Pension	631	269	472
SUT Tax	1,895	1,614	2,531
Workers Compensation	4,599	2,803	3,130
Vehicle Maintenance	0	0	16,230
Vehicle Fuel	23,218	19,663	23,396
Operating Subtotal	\$115,753	\$92,501	\$130,082
CAPITAL (Maintenance)			
Vehicle Maintenance	\$31,000	\$31,000	\$31,000
TOTAL PROGRAM EXPENSES	\$325,120	\$317,723	\$354,455

C. PASSENGER INFORMATION – PAST THREE YEARS

In general, the transit systems are geared to social services, senior housing projects, and the provision of access to community shopping facilities and medical services. KVCAP estimates that 63 percent of its ridership is elderly and/or disabled. Wheelchair lift boardings increased from 1,306 in 2005 to 1,553 in the year ending June 30, 2006. In recent years, ridership from the AMHI Complex has decreased, but a significant portion of the former AMHI residents continue to use the service from other areas of the community. Commuters constitute an insignificant portion of the ridership.

KV Transit. Revenues by passenger fare categories for FY 2004, FY 2005 and FY 2006 are displayed in the following table. The KV Transit FY 2004 data cover July 1, 2003 through

June 30, 2004, FY 2005 data cover July 1, 2004 through June 30, 2005, and FY 2006 data cover July 1, 2005 through June 30, 2006.

KV Van. The KV Van FY 2004 data cover October 1, 2003 through September 30, 2004, FY 2005 data cover October 1, 2004 through September 30, 2005 and FY 2006 data cover October 1, 2005 through September 30, 2006.

KV VAN - NUMBER OF GENERAL PUBLIC, ELDERLY AND DISABLED PASSENGERS			
	FY 2004	FY 2005	FY 2006
# General Public Passengers	1,063	560	817
# Elderly Passengers	Data not collected		
# Disabled Passengers	Data not collected		
Total	1,063	560	817

KV TRANSIT - REVENUES BY PASSENGER FARE CATEGORY PAST THREE YEARS			
CATEGORY	FY 2004	FY 2005	FY 2006
Full Fare	\$26,947	\$25,399	\$29,563
Elderly	N.A.	N.A.	N.A.
Disabled	\$1,394	\$1,306	\$1,553
Student	\$1,621	\$2,070	\$3,204
Other	0	0	0
Total	\$29,962	\$28,775	\$34,320

D. PROJECTED REVENUES, COSTS, TRIPS AND MILES

KV Transit. Revenues, costs, one-way trips and vehicle miles for KV Transit (fixed route) for the next two years are displayed in the following table. The KV Transit FY 2007 data cover July 1, 2006 through June 30, 2007, and FY 2008 data cover July 1, 2007 through June 30, 2008.

**KV TRANSIT - PROJECTED REVENUES, COSTS, TRIPS, VEHICLE MILES
NEXT TWO YEARS**

ROUTE	REVENUES		COSTS		ONE-WAY TRIPS		VEHICLE MILES	
	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008
Augusta	\$262,067	\$269,929	\$262,067	\$269,929	\$25,080	\$25,832	\$35,400	\$35,400
Waterville	124,079	127,801	124,079	127,801	10,950	11,279	62,250	62,250
Rural	10,145	10,449	10,145	10,449	1,000	1,030	4,500	4,500
Total	\$396,291	\$408,180	\$396,291	\$408,180	\$37,030	\$38,141	\$102,150	\$102,150

KV Van. Revenues, costs, one-way trips and passenger miles by agency and by mode for KV Van (demand response) for the next two years are displayed in the following tables. The KV Van FY 2007 data cover July 1, 2006 through June 30, 2007, and FY 2008 data cover July 1, 2007 through June 30, 2008.

**KV VAN: PROJECTED REVENUES, COSTS, TRIPS, PASSENGER MILES
BY AGENCY
NEXT TWO YEARS**

SOCIAL SERVICE AGENCY/ PROGRAM	REVENUES		COSTS		ONE-WAY TRIPS		PASSENGER MILES	
	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008
General Public	\$22,646	\$23,212	\$22,646	\$23,212	1,020	1,046	54,882	56,254
MaineCare	3,849,802	3,946,047	3,849,802	3,946,047	249,371	255,605	6,144,050	6,297,651
DHHS Regular	77,212	79,142	77,212	79,142	5,202	5,332	127,284	130,466
DHHS Special	325,386	333,521	325,386	333,521	14,170	14,524	655,612	672,002
Other	67,806	69,501	67,806	69,501	1,713	1,756	12,200	12,506
Total	\$4,342,852	\$4,451,423	\$4,342,852	\$4,451,423	271,476	278,263	6,994,028	7,168,879

**KV VAN -PROJECTED REVENUES, COSTS, TRIPS, PASSENGER MILES
BY MODE
NEXT TWO YEARS**

MODE	REVENUES		COSTS		ONE-WAY TRIPS		PASSENGER MILES	
	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008	FY 2007	FY 2008
Agency Vehicles	\$697,840	\$715,286	\$1,164,009	\$1,193,109	79,844	81,840	564,449	578,560
Volunteers	2,023,062	2,073,639	1,865,629	1,912,270	73,042	74,868	3,870,543	3,967,306
Friends and Family	1,175,300	1,204,683	1,003,887	1,028,984	100,317	102,825	2,559,036	2,623,012
Subcontracted Providers	446,650	457,816	309,327	317,060	18,272	18,729	0	0
Total	\$4,342,852	\$4,451,423	\$4,342,852	\$4,451,423	271,476	278,263	6,994,028	7,168,878

E. BUDGET

KV Transit. Revenues and costs for KV Transit are displayed in the following table. The KV Transit FY 2007 data cover July 1, 2006 through June 30, 2007, and FY 2008 data cover July 1, 2007 through June 30, 2008.

KV TRANSIT REVENUE NEXT TWO YEARS		
	FY 2007	FY 2008
ADMINISTRATION (80/10/10)		
Federal	\$166,306	\$171,295
State	20,788	21,412
Local	20,788	21,412
Administration Total	\$207,883	\$214,119
OPERATING (50/10/40)		
Federal	\$54,768	\$56,411
State	20,390	21,001
Local	53,250	54,848
Fares	25,000	25,750
Operating Total	\$153,408	\$158,010
CAPITAL (80/20)		
Federal	\$28,000	\$28,840
Local	7,000	7,210
Capital Total	\$35,000	\$36,050
PROGRAM TOTAL	\$396,291	\$408,179

**KV TRANSIT
EXPENSES
NEXT TWO YEARS**

	FY 2007	FY 2008
ADMINISTRATION		
Wages	\$104,809	\$107,954
Benefits	10,076	10,378
FICA	8,018	8,258
Pension	3,144	3,239
SUT Tax	2,584	2,662
Agency Administration (indirect)	44,732	46,074
Workers Compensation	1,048	1,080
Vehicle Insurance	10,971	11,300
Advertising	4,000	4,120
Space	6,400	6,592
Printing	4,300	4,429
Uniforms	1,500	1,545
Staff Development	2,100	2,163
Drug/Alcohol Testing	400	412
Telephone	950	979
Safety Awards	400	412
PC Depreciation	200	206
Office Supplies	800	824
Miscellaneous	250	256
Employee Travel	300	309
Driver Physicals	300	309
Copier	300	309
Postage	300	309
Administration Subtotal	\$207,883	\$214,119
OPERATING		
Wages	\$89,705	\$92,397
Benefits	16,198	16,683
FICA	6,860	7,066
Pension	2,534	2,610
SUT Tax	2,307	2,377
Workers Compensation	4,663	4,803
Vehicle Fuel	31,140	32,074
Operating Subtotal	\$153,408	\$158,010
CAPITAL (Maintenance)		
Vehicle Maintenance	\$35,000	\$36,050
Subtotal	\$35,000	\$36,050
TOTAL PROGRAM EXPENSES	\$396,291	\$408,179

KV Van. Revenues and costs for KV Van are displayed in the following table. The KV Van FY 2007 data cover October 1, 2006 through September 30, 2007, and FY 2008 data cover October 1, 2007 through September 30, 2008.

KV VAN TRANSPORTATION REVENUES AND EXPENSES NEXT TWO YEARS		
	FY 2007	FY 2008
REVENUES		
MaineCare	\$2,994,816	\$3,144,557
MaineCare – BDS	796,425	836,246
DHHS OC&F	479,409	479,409
Other	38,638	38,638
Section 5311	0	0
Total Farebox Revenues	0	0
Local Revenue	51,814	51,814
Total	\$4,361,102	\$4,550,664
EXPENSES		
Salaries	\$827,518	\$866,698
Fringe	237,774	249,026
Indirect	190,329	199,340
Travel – Volunteer	1,703,115	1,767,932
Travel – Friend and Family	567,628	595,877
Tolls, Food, Lodging, Com Car	200,000	210,000
Vehicle Fuel	121,440	127,391
Vehicle Maintenance	98,760	103,559
Rent	40,500	42,325
Other	374,038	388,516
Total	\$4,361,102	\$4,550,664

FLEET CONDITION

Information on KVCAP's vehicles is summarized on the PTMS Vehicle Evaluation Summary Forms on the following pages. The last page of the PTMS Summary includes vehicles that were disposed of within the last 12 months following MDOT disposal procedures. KVCAP no longer owns these vehicles.

**2007 PTMS VEHICLE EVALUATION SUMMARY FORM
AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM**

	Passenger Vehicle Information					
1	VIN	1FDXE45F3YH A61789	1FDXE40F4WH A84485	1FDWE45F63H A68496	1FDWE45F33H A68505	1FDWE45F13H A68504
2	Fleet #	Com 647-194	Bus 9529	B 8006	B 8007	B 8008
3	Vehicle Type *	12+2	16+2	12+2	12+2	12+2
4	Make, Model	Ford Goshen	Ford Supreme	Ford Starcraft	Ford Starcraft	Ford Starcraft
5	Year	2000	1998	2003	2003	2003
6	Fuel Type	Diesel	Diesel	Diesel	Diesel	Diesel
7	Fuel Use – 12 months	2,746.8 Gals	330.7 Gals.	3,062 Gals	2,846 Gals.	2,409 Gals.
8	Mileage	151,997	128,915	79,333	73,061	76,492
9	12-month Mileage	22,811	1,901	24,494	18,222	21,452
1	Repair Cost - 12	\$19,254.31	\$2,212.82	\$7,221.92	\$4,150.01	\$7,778.19
1	Repair frequency - 12	A-5, B-18, C-8	A-2, B-6, C-0	A-4, B-17, C-2	A-6, B-12, C-2	A-5, B-6, C-5
1	Vehicle appearance–	Good	Good	Excellent	Excellent	Excellent
2	Vehicle appearance–	Good	Good	Excellent	Excellent	Excellent
1 3	ADA Accessibility:	Yes	Yes	Yes	Yes	Yes
	Equipped/Working	Yes	Yes	Yes	Yes	Yes
	Tie Down	4 Point				
	Announcement	Yes	Yes	Yes	Yes	Yes
	Signage and Stops	Yes	Yes	Yes	Yes	Yes
1 4	Passenger Amenities	Yes	Yes	Yes	Yes	Yes
	Air Conditioning	Yes	Yes	Yes	Yes	Yes
	Working Heater	Yes	Yes	Yes	Yes	Yes
	Tinted Windows	Yes	Yes	Yes	Yes	Yes
	Padded Seats	Yes	Yes	Yes	Yes	Yes
1	Type of fare	None	Fare Box	Fare Box	Fare Box	Fare Box

Inspector's Name, Date of Inspection: Robert Simpson, September 2006

* SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van).

**A = Routine Maintenance; B = Minor Repair; C = Major Repair

**2007 PTMS VEHICLE EVALUATION SUMMARY FORM
AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM**

	Passenger Vehicle Information					
1	VIN	1D4GP25R45B3 71528	1D4GP25R65B3 71532	1D4GP25R65B3 71529	1D4GP25R45B 371531	1GDGG39K1SF 527525
2	Fleet #	8535 MZ	8532 MZ	8533 MZ	8534 MZ	2473 IH
3	Vehicle Type *	7 Pass Mini	7 Pass Mini	7 Pass Mini	7 Pass Mini Van	9+1 Van
4	Make, Model	Dodge Caravan	Dodge Caravan	Dodge Caravan	Dodge Caravan	GMC Vandur
5	Year	2005	2005	2005	2005	1995
6	Fuel Type	Gas	Gas	Gas	Gas	Gas

7	Fuel Use – 12 months	2,070 Gals	1,672.7 Gals	1,731 Gals	1,741 Gals	1,157.7 Gals.
8	Mileage	40,815	39,619	38,717	35,150	235,070
9	12-month Mileage	30,491	30,080	28,910	26,826	10,388
10	Repair Cost - 12 months	\$1,409.80	\$845.62	\$1,521.82	\$843.21	\$4,079.30
11	Repair frequency - 12 months	A-10, B-4, C-0	A-8, B-5, C-0	A-5, B-4, C-0	A-6, B-6, C-0	A-5, B-7, C-1
12	Vehicle appearance - interior	Excellent	Excellent	Excellent	Excellent	Fair
	Vehicle appearance - exterior	Excellent	Excellent	Excellent	Excellent	Fair
13	ADA Accessibility:	Yes	Yes	Yes	Yes	Yes
	Equipped/Working	Yes	Yes	Yes	Yes	Yes
	Tie Down	None	None	None	None	Yes
	Announcement System	None	None	None	None	None
	Signage and Stops	None	None	None	None	None
14	Passenger Amenities	Yes	Yes	Yes	Yes	Yes
	Air Conditioning	Yes	Yes	Yes	Yes	Yes
	Working Heater	Yes	Yes	Yes	Yes	Yes
	Tinted Windows	Yes	Yes	Yes	Yes	None
	Padded Seats	Yes	Yes	Yes	Yes	Yes
15	Type of fare collection system	None	None	None	None	None

Inspector's Name, Date of Inspection: Robert Simpson, September 2006
* SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van).
** A = Routine Maintenance; B = Minor Repair; C = Major Repair

2007 PTMS VEHICLE EVALUATION SUMMARY FORM AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM						
	Passenger Vehicle Information					
1	VIN	2B7KB31ZXRK 581908	1FBJS31H8TH B07084	2B7KB31Z9VK 535643	1FDSE35L9YH B42838	1FDXE40F3WH C06303
2	Fleet #	2501 HP	2474 IH	2100 HP	5461 JW	Bus 7357
3	Vehicle Type *	9+1 Van	15 Pass. Van	9+1 Van	8+1 Pass	12+2 Bus/MHDB
4	Make, Model	Dodge B 350	Ford	Dodge B 3500	Ford Goshen	Ford Supreme
5	Year	1994	1996	1997	2000	1999
6	Fuel Type	Gas	Gas	Gas	Gas	Diesel
7	Fuel Use – 12 months	1,184.5 Gals.	640.4 Gals.	2,484.1 Gals.	2,986.9 Gals.	2,407.7 Gals.
8	Mileage	244,192	203,283	235,388	163,520	109,330
9	12-month Mileage	11,078	7,904	21,607	28,410	18,630
10	Repair Cost - 12 months	\$10,145.30	\$1,841.25	\$5,200.10	\$9,958.30	\$10,237.30
11	Repair frequency - 12 mos. **	A-4, B-14, C-4	A-3, B-6, C-1	A-6, B-15, C-1	A-11, B-13, C-	A-10, B-14, C-4
12	Vehicle appearance - interior	Poor	Good	Good	Excellent	Good
	Vehicle appearance - exterior	Fair	Good	Good	Good	Good
13	ADA Accessibility:	Yes	None	Yes	Yes	Yes
	Equipped/Working	Yes	None	Yes	Yes	Yes
	Tie Down	4 Point	None	4 Point	4 Point	4 Point
	Announcement System	None	None	None	None	Yes

	Signage and Stops	None	None	None	None	Yes
14	Passenger Amenities	Yes	Yes	Yes	Yes	Yes
	Air Conditioning	Yes/ Not	Yes	Yes	Yes	Yes
	Working Heater	Yes	Yes	Yes	Yes	Yes
	Tinted Windows	None	Yes	Yes	Yes	Yes
	Padded Seats	Yes	Yes	Yes	Yes	Yes
15	Type of fare collection system	None	None	None	None	Fare Box
Inspector's Name, Date of Inspection: Robert Simpson, September 2006 * SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van). ** A = Routine Maintenance; B = Minor Repair; C = Major Repair						

2007 PTMS VEHICLE EVALUATION SUMMARY FORM AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM						
	Passenger Vehicle Information					
1	VIN	2B7KB31Z7VK 535642	1D4GP24393B 191701	2B4GP2434WR 631159	2B4GP2430WR 631157	2B4GP2439WR 631156
2	Fleet #	2099 IH	9753 LC	3901 HP	3902 HP	4243 HP
3	Vehicle Type *	9+1 Van	7 Pass Mini-	7 Pass Mini-	7 Pass Mini-	7 Pass Mini-Van
4	Make, Model	Dodge B 3500	Dodge	Dodge Caravan	Dodge Caravan	Dodge Caravan
5	Year	1997	2003	1998	1998	1998
6	Fuel Type	Gas	Gas	Gas	Gas	Gas
7	Fuel Use - 12 months	2,234.5 Gals.	2,297 Gals.	1,258.7 Gals.	303.4 Gals.	303 Gals.
8	Mileage	214,513	167,071	220,874	204,090	209,595
9	12-month Mileage	20,624	44,856	20,855	2,946	10,153
10	Repair Cost - 12 months	\$5,200.10	\$2,360.99	\$6,701.85	\$978.87	\$3,192.38
11	Repair frequency - 12 months **	A-8, B-13, C-1	A-9, B-9, C-0	A-3, B-3, C-3	A-3, B-4, C-0	A-5, B-5, C-1
12	Vehicle appearance - interior	Fair	Good	Good	Good	Good
	Vehicle appearance - exterior	Good	Good	Good	Good	Good
13	ADA Accessibility:	Yes	Yes	Yes	Yes	Yes
	Equipped/Working	Yes	Yes	Yes	Yes	Yes
	Tie Down	Yes	None	None	None	None
	Announcement System	None	None	None	None	None
	Signage and Stops	None	None	None	None	None
14	Passenger Amenities	Yes	Yes	Yes	Yes	Yes
	Air Conditioning	Yes	Yes	Yes	Yes	Yes
	Working Heater	Yes	Yes	Yes	Yes	Yes
	Tinted Windows	Yes	Yes	Yes	Yes	Yes
	Padded Seats	Yes	Yes	Yes	Yes	Yes
15	Type of fare collection system	None	None	None	None	None
Inspector's Name, Date of Inspection: Robert Simpson, September 2006 * SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van). ** A = Routine Maintenance; B = Minor Repair; C = Major Repair						

**2007 PTMS VEHICLE EVALUATION SUMMARY FORM
AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM**

	Passenger Vehicle Information					
1	VIN	2B4GP2436XR 453708	1FDSE30L3XH C05101	1FDSE30L5XH C05102	1FDSE35L0YH A89186	1FDWE35L53H A62785
2	Fleet #	7628 JK	Com 615-923	Com 615-924	5458 JW	B 8009
3	Vehicle Type *	7 Pass Mini-	8+1 Pass	8+1 Pass	8+1 Pass	10+1 Bus /LDB
4	Make, Model	Dodge	Ford Goshen	Ford Goshen	Ford Goshen	Ford Goshen
5	Year	1999	1999	1999	2000	2003
6	Fuel Type	Gas	Gas	Gas	Gas	Gas
7	Fuel Use – 12 months	1,585.7 Gals.	2,550.6 Gals.	1,512.8 Gals.	3,074.3 Gals.	3,125.9 Gals.
8	Mileage	190,487	131,490	222,567	205,193	97,727
9	12-month Mileage	27,367	22,184	14,037	32,432	28,393
10	Repair Cost - 12 months	\$7,156.25	\$4,901.92	\$4,901.92	\$5,590.56	\$2,367.44
11	Repair frequency - 12 mos. **	A-8, B-8, C-2	A-6, B-8, C-2	A-7, B-6, C-3	A-15, B-11, C-	A-10, B-5, C-2
12	Vehicle appearance - interior	Good	Good	Fair	Good	Excellent
	Vehicle appearance - exterior	Good	Fair	Fair	Good	Excellent
13	ADA Accessibility:	Yes	Yes	Yes	Yes	Yes
	Equipped/Working	Yes	Yes	Yes	Yes	Yes
	Tie Down	None	4 Point	4 Point	4 Point	4 Point
	Announcement	None	None	Yes	Yes	Yes
	Signage and Stops	None	None	None	None	Yes
14	Passenger Amenities	Yes	Yes	Yes	Yes	Yes
	Air Conditioning	Yes	Yes	Yes	Yes	Yes
	Working Heater	Yes	Yes	Yes	Yes	Yes
	Tinted Windows	Yes	Yes	Yes	Yes	Yes
	Padded Seats	Yes	Yes	Yes	Yes	Yes
15	Type of fare collection system	None	None	None	None	None

Inspector's Name, Date of Inspection: Robert Simpson, September 2006
 * SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van).
 ** A = Routine Maintenance; B = Minor Repair; C = Major Repair

**2007 PTMS VEHICLE EVALUATION SUMMARY FORM
AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM**

	Passenger Vehicle Information					
1	VIN	1D4GP24373B1 91700				
2	Fleet #	9752 LC				
3	Vehicle Type *	7 Pass Mini-Van				
4	Make, Model	Dodge Caravan				
5	Year	2003				
6	Fuel Type	Gas				
7	Fuel Use – 12 months	1,936.7 Gals.				

8	Mileage	151,200				
9	12-month Mileage	37,069				
10	Repair Cost - 12 months	\$1,897.40				
11	Repair frequency - 12 months**	A-8, B-8, C-0				
12	Vehicle appearance - interior	Good				
	Vehicle appearance - exterior	Good				
13	ADA Accessibility:	Yes				
	Equipped/Working	Yes				
	Tie Down	None				
	Announcement System	None				
	Signage and Stops	None				
14	Passenger Amenities	Yes				
	Air Conditioning	Yes				
	Working Heater	Yes				
	Tinted Windows	Yes				
	Padded Seats	Yes				
15	Type of fare collection system	None				
Inspector's Name, Date of Inspection: Robert Simpson, September 2006						
* SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van).						
** A = Routine Maintenance; B = Minor Repair; C = Major Repair						

2007 PTMS VEHICLE EVALUATION SUMMARY FORM [DISPOSED VEHICLES]						
AGENCY: KENNEBEC VALLEY COMMUNITY ACTION PROGRAM						
	Passenger Vehicle Information					
1	VIN	2B4GP2432WR 631158	1FDKE30F4SH A05587	2B7KX31Z1RK 581909	1G4AG85M2R6 470076	1GDGG39K3SF 527915
2	Fleet #	3900 HP	Bus 7358	2502 HP	1872 IH	2475 IH
3	Vehicle Type *	7 Pass Mini-	16+2 BUS /	9+1 Van	Station Wagon	9+1 Van
4	Make, Model	Dodge Caravan	Ford Turtletop	Dodge B 350	Buick Century	GMC Vandur
5	Year	1998	1995	1994	1994	1995
6	Fuel Type	Gas	Diesel	Gas	Gas	Gas
7	Fuel Use – 12 months	0 Gals.	0 Gals.	524 Gals.	0 Gals.	0 Gals.
8	Mileage	201,248	158,702	188,326	221,116	221,116
9	12-month Mileage	0	0	3,054	0	0
10	Repair Cost - 12 months	\$55.00	\$149.00	\$1,067.48	\$0.00	\$400.00
11	Repair frequency - 12 months	A-1, B-0, C-0	A-0, B-2, A-0	A-1, B-4, C-0	A-0, B-0, C-0	A-0, B-3, C-0
12	Vehicle appearance - interior					
	Vehicle appearance - exterior					
13	ADA Accessibility:					
	Equipped/Working					
	Tie Down					
	Announcement System					
	Signage and Stops					
14	Passenger Amenities					

	Air Conditioning					
	Working Heater					
	Tinted Windows					
	Padded Seats					
1 5	Type of fare collection system					
Inspector's Name, Date of Inspection: Robert Simpson, September 2006 * SHDB (Standard Heavy Duty Bus); MHDB (Medium Heavy Duty Bus); SMDB (Small Medium Duty Bus); LDB (Light Duty Bus); V (Van). ** A = Routine Maintenance; B = Minor Repair; C = Major Repair						

**KVCAP
APPENDIX**

KV Transit

Your Community Connection



Serving the communities of Waterville & Fairfield

New Expanded Bus Schedule

Monday through Friday

Excluding holidays

877-5677



97 Water St
Waterville, ME 04901

June 2006

KVCAP Transportation Services

KVCAP has made a firm commitment to providing the citizens of Kennebec and Somerset Counties with safe, dependable transportation services. KVCAP has established ongoing working relationships with communities and area social service agencies to offer a variety of transportation services to local citizens. Two different services are available:

- KV Transit** - a fixed-route general public bus program and,
- KV Van** - a community service, door-to-door paratransit van and volunteer driver transportation program. Eligibility requirements may apply.

Each service is designed to address the unique transportation needs of the community. For applications or more information on the KV Van Program, please call 1-800-542-8227.

About KV Transit

KV Transit is a fixed-route public bus service that operates in the greater Waterville and Augusta areas. The service is provided using comfortable, accessible, air-conditioned buses operated by professional drivers. Bus routes are designed to offer a convenient, affordable means of transportation to the general public including commuters, elderly passengers and passengers with disabilities. Regular stops include shopping centers, medical facilities, educational facilities, business parks, elderly and low-income housing projects and community service organizations.

KV Transit is funded by Federal and State programs administered through the Maine Department of Transportation as well as contributions from local communities, area businesses and fare box revenue.

KV Transit is committed to the personal, economic, and environmental benefits that good public transportation can bring to the area. Please call with ideas about how KV Transit can serve you better.

Thanks to the following businesses and organizations who provide financing and support for local KV Transit Services.

- Mid-Maine Chamber of Commerce
- Marden's Surplus and Salvage
- Waterville Area Boys and Girls Club
- Kennebec Valley Mental Health Ctr
- Wal-Mart

For more information, call 1-800-542-8227

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commonly accepted
with your driver and
is the right to deny

- \$1.00
- \$1.25
- \$.50
- Free

ever possible.

KV Transit				
Your Community Connection				
Monday through Friday Public Bus Schedule				
South Waterville- Kennedy Memorial Drive Route				
Concourse / Downtown Depart		10:00	12:30	2:30
Elm Towers		10:02	12:32	2:32
KVCAP	Pa	10:07	12:37	2:37
Muskie Center / Durbin Apts		10:09	12:39	2:39
JFK Mall / Hannaford	Begin service	10:14	12:44	2:44
Louise Avenue / Forsythe Terrace	8:20	10:16	12:46	2:46
Seton Village	8:30	10:18	12:48	2:48
MeGeneral Medical Ctr - Seton Unit	☺	☺	☺	☺
Shaw's Plaza	8:36	10:27	12:57	2:57
Doctor's Complex - 325 KMD	☺	☺	☺	☺

KV CAP Transportation Services

KV CAP has made a firm commitment to providing the citizens of Kenton and Newton Counties with safe, dependable transportation services. KV CAP has established ongoing working relationships with communities and area social service agencies to address a variety of transportation services to local citizens. Two different services are available:

KV Transit is a fixed route public bus program and **KV Van** is a volunteer driver van and volunteer driver program. Each service is designed to address the unique transportation needs of community members.

About KV Transit

KV Transit is a fixed route public bus service with operations in the cities of Covington and Augusta areas. Service is provided on a regular schedule. In addition, the volunteer buses operated by community members are designed to offer a convenient, affordable means of transportation to the general public including senior citizens, elderly passengers and passengers with disabilities. Primary destinations include shopping centers, medical facilities, educational facilities, business parks, elderly and low income housing programs and community service organizations.

KV Transit is funded by federal and state programs administered through the Maine Department of Transportation as well as contributions from local communities and fare box receipts.

KV Transit is available on the ground, snowless, and nonprecipitated days for good public transportation with being to the area. Please call with clear about from KV Transit can serve you better.

About KV Van

KV Van offers door-to-door van and volunteer driver services to nonusers who are eligible under specific social service organization guidelines. KV Van provides door-to-door transportation services to low income, elderly and passengers with disabilities throughout Kenton and Newton Counties. KV Van operates a fleet of accessible vans that have wheelchair accessible drivers and will respond in the case of special circumstances. Volunteer drivers and eligible passengers KV Van also use an expanding corps of van or volunteer drivers to transport individual passengers.

Customer applications for passengers using KV Van services are accepted at offices, schools, adult day care programs, church workshops, special health facilities, children's services and other medical and dental professional services. These services are available to eligible clients who have completed an application for service and have scheduled their ride at least three days in advance. Public service is also available on a limited basis.

KV Van also operates a family driver program for clients who have Medicaid (MaineCare). This program offers a 1st not only transportation to MainCare eligible clients to transport themselves to a MainCare eligible family member to medical appointments. These clients must also have a KY-authorized MainCare card.

KV Transit

Your Community Connection



Serving the communities of
**Augusta • Gardiner
Hallowell • Farmingdale**

Bus Schedule
Monday - Friday
Excluding holidays

622-4761



219 Cony Rd
Augusta, ME 04330
Effective June 1, 2004

KV Transit
Your Community Connection
Public Bus Schedule

Yellow Route										
West Augusta - Western Ave	SK1	SK2		SK2	SK2		SK1	SK2	SK1	
Downtown Depot	7:30	8:30		9:30	10:30	11:30	12:30	1:30	2:30	3:30
LINC Club, Green St	7:31	8:31	o	9:31	10:31	11:31	o	1:31	2:31	3:31
Sewell St	7:36	8:36	r	9:36	10:36	11:36	r	1:36	2:36	3:36
Augusta Plaza - Kmart	7:41	8:41	o	9:41	10:41	11:41	o	1:41	2:41	3:41
Augusta Airport	7:45	8:45	r	9:45	10:45	11:45	r	1:45	2:45	3:45
Capital Plaza - Shaws	7:46	8:46	o	9:46	10:46	11:46	o	1:46	2:46	3:46
Arch Beta - Gray Birch	7:53	8:53	r	9:53	10:53	11:53	r	1:53	2:53	3:53
Margaret Chase Smith Ctr	7:55	8:55	o	9:55	10:55	11:55	o	1:55	2:55	3:55
Meadow Rd/ Miscomber Ave	8:00	9:00	r	10:00	11:00	12:00	r	2:00	3:00	4:00
Turnpike Mall	8:05	9:05	o	10:05	11:05	12:05	o	2:05	3:05	4:05
Hannaford	8:08	9:08	r	10:08	11:08	12:08	r	2:08	3:08	4:08
Arch Beta - Gray Birch	8:12	9:12	o	10:12	11:12	12:12	o	2:12	3:12	4:12
Margaret Chase Smith Ctr										
Capital Plaza - Shaws										
Augusta Plaza - Kmart										
Rite Aid, Library										
Downtown Depot	8:12	9:12		10:12	11:12	12:12		2:12	3:12	4:12

Green Route									
East Augusta - North Augusta	SK1	SK2	SK3	SK1	SK2	SK1	SK2	SK1	SK2
Downtown Depot	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30
Hannaford, Willow St	8:32	9:32	10:32	o	12:32	1:32	2:32	3:32	
Kennebec Plaza	8:35	9:35	10:35	r	12:35	1:35	2:35	3:35	
MaineGeneral Medical Ctr	8:39	9:39	10:39	o	12:39	1:39	2:39	3:39	
FMI	8:41	9:41	10:41	r	12:41	1:41	2:41	3:41	
Glenridge Dr	8:45	9:45	10:45	o	12:45	1:45	2:45	3:45	
Rite Aid, Hospital St.	8:49	9:49	10:49	r	12:49	1:49	2:49	3:49	
Eastern Ave	8:53	9:53	10:53	o	12:53	1:53	2:53	3:53	
Greentree Apts	8:57	9:57	10:57	r	12:57	1:57	2:57	3:57	
KVCAP	9:01	10:01	11:01	o	13:01	2:01	3:01	4:01	
Cony Rd	9:05	10:05	11:05	r	13:05	2:05	3:05	4:05	
Rite Aid, Bangor St	9:09	10:09	11:09	o	13:09	2:09	3:09	4:09	
Hannaford, Willow St	9:13	10:13	11:13	r	13:13	2:13	3:13	4:13	
Kennebec Plaza	9:17	10:17	11:17	o	13:17	2:17	3:17	4:17	
Chateau Cushnoc	9:21	10:21	11:21	r	13:21	2:21	3:21	4:21	
WalMart	9:25	10:25	11:25	o	13:25	2:25	3:25	4:25	
North Park	9:29	10:29	11:29	r	13:29	2:29	3:29	4:29	
Carver Ctr	9:33	10:33	11:33	o	13:33	2:33	3:33	4:33	
DHS	9:37	10:37	11:37	r	13:37	2:37	3:37	4:37	
UMA Student Center	9:41	10:41	11:41	o	13:41	2:41	3:41	4:41	
Chateau Cushnoc	9:45	10:45	11:45	r	13:45	2:45	3:45	4:45	
Downtown Depot	9:21	10:21	11:21		1:21	2:21	3:21	4:21	

Blue Route						
Gardiner - Hallowell	Van	SK1	SK2	Van	SK1	SK2
Downtown Depot		9:30		12:30		4:30
		9:31		12:31		4:31
		9:32		12:32		4:32
		9:33		12:33		4:33
		9:34		12:34		4:34
		9:35		12:35		4:35
		9:36		12:36		4:36
		9:37		12:37		4:37
		9:38		12:38		4:38
		9:39		12:39		4:39
		9:40		12:40		4:40
		9:41		12:41		4:41
		9:42		12:42		4:42
		9:43		12:43		4:43
		9:44		12:44		4:44
		9:45		12:45		4:45
		9:46		12:46		4:46
		9:47		12:47		4:47
		9:48		12:48		4:48
		9:49		12:49		4:49
		9:50		12:50		4:50
		9:51		12:51		4:51
		9:52		12:52		4:52
		9:53		12:53		4:53
		9:54		12:54		4:54
		9:55		12:55		4:55
		9:56		12:56		4:56
		9:57		12:57		4:57
		9:58		12:58		4:58
		9:59		12:59		4:59
		10:00		1:00		5:00
		10:01		1:01		5:01
		10:02		1:02		5:02
		10:03		1:03		5:03
		10:04		1:04		5:04
		10:05		1:05		5:05
		10:06		1:06		5:06
		10:07		1:07		5:07
		10:08		1:08		5:08
		10:09		1:09		5:09
		10:10		1:10		5:10
		10:11		1:11		5:11
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		11:29		2:29		6:29
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		11:36		2:36		6:36
		11:37		2:37		6:37
		11:38		2:38		6:38
		11:39		2:39		6:39
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		11:41		2:41		6:41
		11:42		2:42		6:42
		11:43				

KVCAP Transportation Services
Customer Satisfaction Survey
2006 Combined

KV Van Program Summary		Total Number of Responses:	
		Surveys Distributed	450
		Response Rate	31.6%
1. What Type Of KV Van Transportation Service Do You Use?			
Van Service	38 26%	Volunteer Driver	82 55%
		Family Driver	29 19%
2. What Dispatch Office do you normally contact?			
Augusta	38 27%	Waterville	50 35%
		Skowhegan	54 38%
3. How often do you use Transportation Services?			
Infrequently	10 7%	Monthly	12 9%
		Weekly	64 45%
		Daily	55 39%
4. When you call the KVCAP Transportation Services Office:		(1 = never 5 = always)	
a. Does Your Dispatcher treat you courteously?		4.7	93.6%
b. Does your Dispatcher schedule your trips acceptably?		4.4	88.2%
c. Does your Dispatcher answer your questions accurately?		4.6	92.4%
d. Does your Dispatcher send you the right forms, brochures?		4.6	91.4%
e. Does your Dispatcher call you back if there are problems?		3.7	74.0%
f. Do you find KVCAP's telephone system convenient and easy to use?		4.4	88.8%
5. When you use our Van or Volunteer driver service:		(1 = never 5 = always)	
a. Does your driver get you to your appointment on time?		4.5	89.5%
b. Does your driver treat you courteously?		4.7	94.9%
c. Does your driver assist you properly?		4.7	93.4%
d. Does your driver drive safely and observe traffic laws?		4.8	96.1%
e. Is the vehicle clean and comfortable?		4.7	93.2%

(1 = never 5 = always)

KV Transit Riders Survey Summary **September 2006**

		Distributed	75
		Returned	49
1. What is your primary reason for using KV Transit?			
Shopping	41 84%	Medical	26 51%
		Work	10 20%
		Personal	10 20%
		School	5 10%

2. What is your age?

FULL SERVICE MEDICAID TRANSPORTATION PROVIDER RATE AGREEMENT

SECTION I. RATE PER TRIP

The Department of Human Services, acting through the Bureau of Medical Services, agrees to reimburse:

EVCAP Transportation Agency
Transportation Provider

97 Water Street, Waterville, ME 04903
Address

hereafter referred to as "Provider," at an administrative provider base rate of \$12.12 per round trip, and at a administrative provider base rate of \$6.06 per one-way trip, as defined and when provided in accordance with the MaineCare Benefits Manual, Chapters II and III, Section 113, Transportation Services.

SECTION II. PROVIDER'S VOLUNTEER PROGRAM

Provider agrees to maintain its "pass through" reimbursement, as defined in the MaineCare Benefits Manual, Chapters II and III, Section 113, Transportation Services, to volunteers participating in its volunteer program at their current reimbursement level of \$.30 per billable mile.

SECTION III. AGREEMENT PERIOD

These rates shall be effective on July 1, 2003 or upon approval of the Director of the Bureau of Medical Services of the Department of Human Services and, unless terminated, shall continue until June 30, 2004. Therefore, the above rate of reimbursement shall automatically be renewed for successive periods of one

Agreement between
Kennebec Valley Community Action Program
and
Child Development Services
July 1, 2006- June 30, 2007

Overview

This document sets forth the terms of an agreement between Kennebec Valley Community Action Program, 97 Water St, Waterville, ME 04901-6339 and Child Development Services, 263 Water Street, Suite 500, Augusta, ME 04330. KVCAP will agree to provide, for adequate reimbursement, transportation services to children referred by Child Development Services going to Head Start Programs, speech therapy, medical appointments and any other services determined necessary by Child Development Services.

Terms and Conditions

KVCAP agrees to:

Provide transportation services to all eligible clients referred by Child Development Services. Transportation will be provided by either KVCAP agency employed drivers or agency sponsored volunteer drivers.

◆ ***KVCAP owned vehicles operated by Agency employees.***

KVCAP drivers are specifically trained in the areas of Passenger Assistance Techniques, CPR, Defensive Driving and DHS Children's Driver Training Program. Most KVCAP vehicles are accessible to the disabled and meet minimum requirements of the Americans With Disabilities act of 1991 (ADA). Vans will be used for group transportation and authorized individual transportation.

◆ ***Volunteer Drivers.***

Volunteer drivers receive a mileage reimbursement for the provision of transportation using personal vehicles. Volunteers used to transport CDS referred children will receive specific training regarding the safe transportation of children.

◆ ***Driver Qualifications***

KVCAP will provide appropriate screening to ensure that each driver providing services will have a good driving record with no serious or recurring moving violations; will have no record of criminal behavior in the State of Maine or any other state that could be determined as a potential danger to passengers; will have no previous or current history of physical or emotional abuse, neglect or criminal conduct on record with the Maine Bureau of Child and Family Services; will maintain vehicle insurance with minimum liability limits of \$300,000 per accident; and will be able to relate to a wide variety of people and maintain pleasant atmosphere.

Driver Training

Each volunteer driver transporting children referred by CDS will receive training in the following areas:

1. KVCAP Volunteer Driver Policies
2. Passenger Safety Policies
3. Use of Child Safety Seats
4. Use of KVCAP Identification badges and vehicle identification
5. Mandatory Reporting Procedures
6. Emergencies
7. Vehicle Accidents
8. Emergency Phone Numbers
9. Mileage and Trip Reporting
10. DHS Children's Driver Training Program

Payment for Services

Transportation Billing Structure:

1. Transportation for Medicaid eligible clients going to Medicaid covered services will be billed to the Bureau of Medical Services. Transportation for clients eligible by referral from the Bureau of Child and Family Services will be billed to BCFS.

2. The current rate structure for CDS referred trips is based on an Administrative Base Rate plus Mileage Pass-through Rate for each eligible passenger trip. The rate structure is:

One Way Base Rate - All Modes	6.31
Agency Vehicle Pass-Through Rate	.68 per direct mile
Volunteer Vehicle Pass-Through Rate	.36 per vehicle mile (7/1/06 to 9/30/06)
Volunteer Vehicle Pass-Through Rate	.44 per vehicle mile Effective 10/1/06 MaineCare approved rate

3. When Agency vehicles are used, reimbursement will be provided for **direct passenger mile** service. CDS will be billed a single appropriate one way base rate for each passenger in the vehicle in addition to the mileage based pass-through rate for mileage incurred while the passenger is in the vehicle. Each passenger will be charged mileage from the passenger's point of origin to the passenger's point of destination following the most direct route. Authorized attendants will be billed at the passenger mile rate.

4. When Volunteer Drivers are used, reimbursement will be provided for **vehicle mile** service. CDS will be billed a single appropriate one way base rate for each passenger in the vehicle. The mileage based pass-through rate will apply with mileage calculated beginning at the drivers residence (within Southern Kennebec County) or point of termination for the previous trip and ending when the driver returns to his/her residence or begins another trip. Deadhead miles (mileage charged on behalf of a passenger incurred while traveling to or from the passenger's residence or provider service while the passenger is not in the vehicle) for consecutive trips, regardless of billing source will be charged on behalf of the passenger traveling the greatest distance. The mileage pass-through rate for trips involving multiple passengers will be charged only on behalf of the passenger traveling the greatest distance. Trip mileage will be limited to only those miles necessary to complete the transportation for passengers referred by CDS.

Agreement Term

The reimbursement rate will be effective for the time period beginning July 1, 2006 and ending June 30, 2007. The agreement period under the terms and conditions of this agreement may be extended by mutual agreement of both parties.

This agreement can be terminated by either party for just cause with 30 days written notification or by mutual consent of both parties at any time.

Referral Process

KVCAP will provide transportation for reimbursement by Child Development Services only to those individuals specifically referred by Child Development Services. Written referrals will be made by duly authorized members of CDS staff and referrals will contain all relevant information regarding the clients name, address, destination, date and time of service, exceptional transportation requirements and funding source. Child Development Services and KVCAP will each identify an individual to act as a liaison to achieve the outcomes described in this agreement.

Terms of Payment

Child Development Services agrees to provide payment for services within 30 days of receipt of itemized invoices from KVCAP. KVCAP will provide detailed monthly invoices and utilization reports clearly identifying:

1. Eligible Clients Transported
2. Mode of Transportation
3. Number of one-way trips
4. Trip mileage
5. Cost for services provided.

Deborah Dunn, Site Director
Child Development Services

Date

Raymond F. Richard, Executive Director
Kennebec Valley Community Action Program

Date

**State of Maine
 Department of Administrative and Financial Services
 Division of Purchases**

**COMMISSIONER'S OR DEPARTMENT HEAD'S REQUEST
 BLANKET – (CLIENT SERVICES)**

Department: Health and Human Services

Date: 9/7/2007

Contractor: Kennebec Valley Community Action Program

Amount: \$77,212.00

Document #: N/A (Not applicable for contracts and grants)

Pursuant to Executive Order Number 01 FY 03/04, please complete the following when submitting contracts, grants and/or requisitions for approval:

- 1. Explain the emergency or essential nature of the service, and the impact of delay or postponement.**

The services provided through the accompanying contract are direct client services.

- 2. Describe the funding source and any required match, whether immediate or by future journal or other transaction.**

SPSS and SSBG. There is a match requirement for SSBG.

- 3. Describe the effort made to reduce the contract or requisition amount (i.e. by work reduction, rate concession, delay of purchase, etc.)**

For MaineCare seed only contracts, MaineCare rates are determined by using standard methodology.

For other contracts, efforts are made to maintain or reduce funding levels, to match allocations to service needs, to maximize federal dollars as appropriate, and to negotiate cost effective services.

- 4. Contact person name:** Denise C Bolduc
(207)287-5007

- 5. Signature, Commissioner, Department Head, or designee:**

THIS COMPLETED FORM MUST ACCOMPANY EACH CONTRACT, GRANT AND REQUISITION SUBMITTED FOR APPROVAL.

Form DP FY04-1. July 03.

Part One Contract/Grant Designation

♦ It is required to CHECK ONE of the following options which best describes the attached document:

The document is a **Contract**

The principal purpose of this relationship is to purchase, lease, or barter property or services for the direct benefit of the government.

The document is a **Grant**

The principal purpose of this relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support—with no substantial involvement between the state agency or department and the recipient during the performance of the activity.

Please refer to *State Controller's Bulletin 05-05: Determination of Subrecipient vs. Vendor Relationship* for additional guidance as well as OMB

Circular A-133.

Part Two Requisition for Contract/Grant Authorization BP37R (Oct2004)

♦ Please complete any of the following entries which apply to the document (agreement or amendment):

<i>Agency/Department</i>	Health & Human Services	<i>Dept. Contact</i>	Denise C Bolduc							
<i>Contractor Name</i>	Kennebec Valley CAP	<i>Contact Phone</i>	287-5007							
<i>At the right, briefly Describe the Service Provided</i>	Transportation Services	<i>Contract Amount</i>	\$77,212							
		<i>Amendment Amt.</i>								
		<i>Doc. End Date</i>	9/30/2007							
<i>Show Principal Item Coding:</i>	Fund	Agency	Org	SubOrg	Approp	Activity	Object	SubObj	Job No	RptCtgy
	See Attached Cover Page of Grant for Coding Information									

♦ Please respond to all questions applicable for this document. Additional pages may be attached if necessary.

NOTE: If this is an amendment, please complete the **Substantiation of Need** section only.

Substantiation of Need. *Include statutory citations, cost savings, which will be achieved, and a history of the relationship with the contractor.*

This is a renewal contract to purchase transportation services for eligible individuals in order that they might obtain access to other necessary services such as medical, nutritional, social and rehabilitative services. The target population served is all clients in the care or custody of DHS without regard to income. Transportation services are needed to prevent at -risk, disadvantaged individuals from further alienation from the mainstream, inappropriate institutionalization, continued abuse and neglect, and continued dependence on the social welfare system. One funding source for this contract is Federal Social Services Block Grant (SSBG) funds. In compliance with the funding objectives of SSBG, transportation services are directed toward one if the following five goals specified by law: (1) to prevent, reduce, or eliminate dependency; (2) to achieve or maintain self-sufficiency; (3) to prevent neglect, abuse, or exploitation of children and adults; (4) to prevent or reduce inappropriate institutional care; and (5) to secure admission or referral for institutional care when other forms of care are not appropriate.

BCFS has had a long -term contractual relationship with this contractor to provide transportation services.

Impact on the Civil Service System, <i>Describe any displacement or dislocation of state employees.</i>	Employer/Employee Relationship <i>between the State and the Contractor (if any)</i>	Effect on State Affirmative Action Efforts.
None	None	None

Justification for Sole Source Procurement *Is this the only source of the service; is the service so specialized that it can only be effectively obtained from a single source; what will be the impact if the contract is delayed as a result of competitive bidding?*

N/A

Evidence of Prior or Scheduled RFP *If no RFP was issued, show the vendors contacted for quotations. If the value of the contract exceeds \$2,500, attach the written quotations.*

These funds to be RFP'd in accordance with the approved DHHS schedule.

MSEA REVIEW:

Date Forwarded:

Purchases

File Number: CFS-07-4004

◆ Completed forms should be attached to the document and the package forwarded to:

Division of Purchases, 4th Floor, Burton M. Cross Building, 9 State House Station, Augusta, ME 04333-0009

III. SERVICE SPECIFICATIONS AND PERFORMANCE GUIDELINES

A.1. Description of Services

Transportation funds provide for the conveyance of eligible individuals to necessary destinations by means of private and/or public vehicles to enable persons who have no other reasonable means of transportation access to social and medical services.

Target populations are: child protective cases, children in the care or custody of the Department of Health and Human Services, elderly people at risk of institutionalization, or needing preventative services; physically handicapped persons; mentally retarded and mentally ill persons living in the community and low-income families with medical, social and or employment needs.

A.2. Target Groups

The target groups designated below are eligible for service under the Agreement. Refer to Rider E, #2, Income or Other Eligibility for specific eligibility criteria.

PX09 - Open child protective cases referred by the Department of Health and Human Services, Office of Children and Families or federally recognized Tribe.

CX09 - Children in the care or custody of and referred by the Department of Health and Human Services, Office of Children and Families or federally recognized Tribe.

AX09 - Open adult protective cases referred by the Department of Health and Human Services, Office of Elder Services.

GX09 - Open cases of adults in public guardianship or conservatorship referred by the Department of Health and Human Services, Office of Elder Services.

PX99 - Post protective clients authorized by the Department of Health and Human Services, Office of Children and Families' caseworker or caseworker from a federally recognized Tribe, to continue services for a maximum of one (1) three-month period following closure of an open protective case.

AX99 - Post-adult protective clients authorized by the Department of Health and Human Services, Office of Elder Services' caseworker, casework supervisor or program administrator for a maximum of up to (1) six-month period following closure of an open adult protective case.

A.2. Target Groups (Continued)

Clients in the following target groups are identified by a written referral from the appropriate source.

- MX08 - Elderly individuals determined to have long term care needs through a functional assessment completed by the Area Agency on Aging (AAA) and referred for services by the AAA.
- LX09 - Open cases of the ASPIRE (Additional Support for People in Retraining & Education) Program referred by the Department of Health and Human Services, Office of Integrated Access & Support or case management agency approved by the Office of Integrated Access & Support, Department of Health and Human Services.
- LX99 - ASPIRE transitional clients determined eligible for transitional services by the Office of Integrated Access & Support TANF eligibility staff. Transitional services are provided for a maximum 12-month period following eligibility determination.
- HX08 - Mentally ill individuals who are returning to the community following inpatient care, who are psychiatrically disabled and homeless or whose functional abilities place them at risk of being homeless; and referred by the Community Support/Case Management Agency designated by the Office of Adult Mental Health Services or Children's Behavioral Health, Department of Health and Human Services.
- RX08 - Mentally retarded individuals who are referred by the Department of Health and Human Services, Office of Adults with Cognitive and Physical Disability Services Case Management System.

Clients in the following target groups do not require a referral to determine the appropriate code for identification.

- FX08 - Deaf/hearing impaired, blind/visually impaired and/or chronically physically disabled individuals.
- LX08 - Low-income individuals who cannot be first identified by one of the above target group definitions.

**Department of Administrative and Financial Services
Division of Purchases**

**COMMISSIONER'S OR DEPARTMENT HEAD'S REQUEST
BLANKET – (CLIENT SERVICES)**

Department: Health and Human Services

Date: 9/7/2007

Contractor: Kennebec Valley Community Action Program

Amount: \$402,197

Document #: N/A (Not applicable for contracts and grants)

Pursuant to Executive Order Number 01 FY 03/04, please complete the following when submitting contracts, grants and/or requisitions for approval:

- 6. Explain the emergency or essential nature of the service, and the impact of delay or postponement.**

The services provided through the accompanying contract are direct client services.

- 7. Describe the funding source and any required match, whether immediate or by future journal or other transaction.**

SPSS, SSBG, State Child Welfare Funds. There is no match requirement in this contract.

- 8. Describe the effort made to reduce the contract or requisition amount (i.e. by work reduction, rate concession, delay of purchase, etc.)**

For MaineCare seed only contracts, MaineCare rates are determined by using standard methodology.

For other contracts, efforts are made to maintain or reduce funding levels, to match allocations to service needs, to maximize federal dollars as appropriate, and to negotiate cost effective services.

- 9. Contact person name:** Denise C Bolduc
(207) 287-5007

- 10. Signature, Commissioner, Department Head, or designee:**

**THIS COMPLETED FORM MUST ACCOMPANY EACH CONTRACT, GRANT AND REQUISITION
SUBMITTED FOR APPROVAL.**

Form DP FY04-1. July 03.

Part One Contract/Grant Designation

◆ It is required to CHECK ONE of the following options which best describes the attached document:

The document is a **Contract**

The document is a **Grant**

The principal purpose of this relationship is to purchase, lease, or barter property or services for the direct benefit of the government.

The principal purpose of this relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support—with no substantial involvement between the state agency or department and the recipient during the performance of the activity.

Please refer to *State Controller's Bulletin 05-05: Determination of Subrecipient vs. Vendor Relationship* for additional guidance as well as OMB

Circular A-133.

Part Two Requisition for Contract/Grant Authorization BP37R (Oct2004)

◆ Please complete any of the following entries which apply to the document (agreement or amendment):

<i>Agency/Department</i>	Health & Human Services					<i>Dept. Contact</i>	Denise C Bolduc				
<i>Contractor Name</i>	Kennebec Valley CAP					<i>Contact Phone</i>	287-5007				
<i>At the right, briefly Describe the Service Provided</i>	Transportation Services-Special					<i>Contract Amount</i>	\$402,197				
						<i>Amendment Amt.</i>					
						<i>Doc. End Date</i>	9/30/2007				
<i>Show Principal Item Coding:</i>	Fund	Agency	Org	SubOrg	Approp	Activity	Object	SubObj	Job No	RptCtgy	
	See Attached Cover Page of Grant for Coding Information										

◆ Please respond to all questions applicable for this document. Additional pages may be attached if necessary. NOTE: If this is an amendment, please complete the **Substantiation of Need** section only.

Substantiation of Need. *Include statutory citations, cost savings, which will be achieved, and a history of the relationship with the contractor.*

This is a renewal contract to purchase transportation services for eligible individuals in order that they might obtain access to other necessary services such as medical, nutritional, social and rehabilitative services. Target populations served are clients in the care or custody of DHS without regard to income. The funding source for this contract is Federal Social Services Block Grant (SSBG) funds. In compliance with the funding objectives of SSBG, transportation services are directed toward one if the following five goals specified by law: (1) to prevent, reduce, or eliminate dependency; (2) to achieve or maintain self-sufficiency; (3) to prevent neglect, abuse, or exploitation of children and adults; (4) to prevent or reduce inappropriate institutional care; and (5) to secure admission or referral for institutional care when other forms of care are not appropriate. BCFS has had a long -term contractual relationship with this contractor to provide transportation services.

Impact on the Civil Service System, <i>Describe any displacement or dislocation of state employees.</i>	Employer/Employee Relationship <i>between the State and the Contractor (if any)</i>	Effect on State Affirmative Action Efforts.
None	None	None

Justification for Sole Source Procurement *Is this the only source of the service; is the service so specialized that it can only be effectively obtained from a single source; what will be the impact if the contract is delayed as a result of competitive bidding?*
N/A

Evidence of Prior or Scheduled RFP *If no RFP was issued, show the vendors contacted for quotations. If the value of the contract exceeds \$2,500, attach the written quotations.*

These funds to be RFP'd in accordance with the approved DHHS schedule.

MSEA REVIEW: <i>Date Forwarded:</i>	Purchases File Number: CFS-07-07-4011
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◆ Completed forms should be attached to the document and the package forwarded to:
Division of Purchases, 4th Floor, Burton M. Cross Building, 9 State House Station, Augusta, ME 04333-0009

III. SERVICE SPECIFICATIONS AND PERFORMANCE GUIDELINES

A.1. Description of Services

Transportation funds provide for the conveyance of eligible individuals to necessary destinations by means of private and/or public vehicles to enable persons who have no other reasonable means of transportation access to social and medical services. Target populations are: child protective cases, children in the care or custody of the Department of Health and Human Services, elderly people at risk of institutionalization, or needing preventative services; physically handicapped persons; mentally retarded and mentally ill persons living in the community and low-income families with medical, social and or employment needs.

A.2. Target Groups

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- CX09 - Children in the care or custody of and referred by the Department of Health and Human Services, Office of Children and Families or federally recognized Tribe.
- AX09 - Open adult protective cases referred by the Department of Health and Human Services, Office of Elder Services.
- GX09 - Open cases of adults in public guardianship or conservatorship referred by the Department of Health and Human Services, Office of Elder Services.
- PX99 - Post protective clients authorized by the Department of Health and Human Services, Office of Children and Families' caseworker or caseworker from a federally recognized Tribe, to continue services for a maximum of one (1) three-month period following closure of an open protective case.
- AX99 - Post-adult protective clients authorized by the Department of Health and Human Services, Office of Elder Services' caseworker, casework supervisor or program administrator for a maximum of up to (1) six-month period following closure of an open adult protective case.

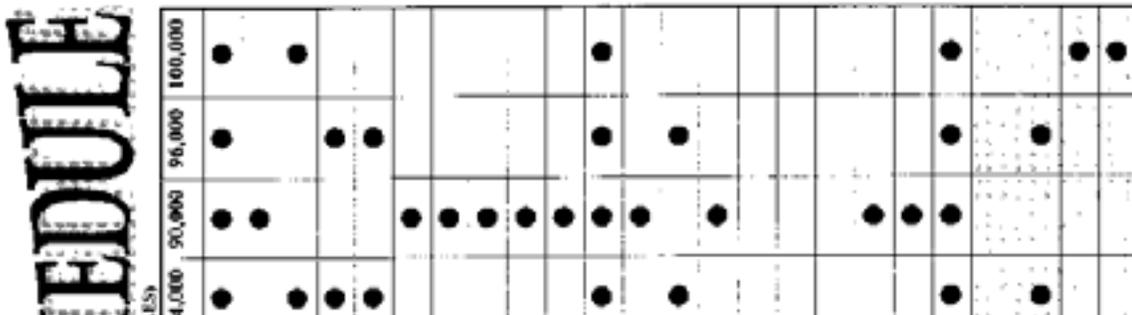
A.2. Target Groups (Continued)

Clients in the following target groups are identified by a written referral from the appropriate source.

- MX08 - Elderly individuals determined to have long term care needs through a functional assessment completed by the Area Agency on Aging (AAA) and referred for services by the AAA.
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- LX99 - ASPIRE transitional clients determined eligible for transitional services by the Office of Integrated Access & Support TANF eligibility staff. Transitional services are provided for a maximum 12-month period following eligibility determination.
- HX08 - Mentally ill individuals who are returning to the community following inpatient care, who are psychiatrically disabled and homeless or whose functional abilities place them at risk of being homeless; and referred by the Community Support/Case Management Agency designated by the Office of Adult Mental Health Services or Children's Behavioral Health, Department of Health and Human Services.
- RX08 - Mentally retarded individuals who are referred by the Department of Health and Human Services, Office of Adults with Cognitive and Physical Disability Services Case Management System.

Clients in the following target groups do not require a referral to determine the appropriate code for identification.

- FX08 - Deaf/hearing impaired, blind/visually impaired and/or chronically physically disabled individuals.
- LX08 - Low-income individuals who cannot be first identified by one of the above target group definitions.



**Kennebec Valley Community Action Program
Board of Directors' Meeting Minutes
June 28, 2006
5:00 p.m.
Shirley Damren Meeting Room
101 Water Street
Waterville**

PUBLIC SECTOR

ELECTED SECTOR

PRIVATE SECTOR

Present:

Richard Staples
Tina Howe
Jack Pronovost

Theresa Sirois
Sheryl Gregory
Denver Brown

Natalie Morse
Kelly Winslow
Rick Karges

**Kennebec Valley Community Action Program
Board of Directors' Meeting Minutes
January 24, 2007
5:00 p.m.
101 Water Street, Waterville**

PUBLIC SECTOR

ELECTED SECTOR

PRIVATE SECTOR

Present:

Richard Staples
Clyde Dyar
Dana Hamilton
Katrina Howe

Rick Maxwell
Denver Brown

Martha Naber
Natalie Morse
Rick Karges
David Bernier
Sheryl Gregory

Absent:

Pat Danisinka-Washburn
Jack Pronovost

Theresa Sirois

Kelly Winslow

Vacancies:

Somerset (1)
Kennebec (2)

Present: 11
Absent: 4
Vacancies: 3

A quorum was present.

It was moved by Pat Danisinka-Washburn and seconded by Natalie Morse to withdraw the appointment of a Board representative from the Policy Council and to appoint the Kennebec Valley Community College to have representation on the Board.

The motion carried unanimously.

D. Transfer of Representation

Neil Chivington has been serving as a Special Representative outside the three categories (Public, Private, Elected). His role should be related to the Elected Sector and will be placed in that sector immediately, which is more appropriate.

E. Conclusion

As a result of actions taken by the Executive Director of 6/21/06, the following vacancies exist on the Board

1. Somerset Elected (1)
2. Private (1)

It was moved by Denver Brown and seconded by Theresa Sirois to approve the Executive Committee Report (6/21/06) as presented including:

1. The supervisory reinstatement of the chain of command policy related to Child & Family Services.
2. I.IHEAP Start-up Report
3. Home Auditing Proposal
4. Report on the Expansion of the Enrichment Council.
5. Approval of the agency patch for two vehicles.
6. Approval of the direction given agency management to develop a policy which would build into program budgets predictable expenses.
7. Approval of the actions taken to fill Board vacancies including the appointment of KVCC for membership to the Board.

The motion carried with 9 voting in favor, 0 voting in opposition and 1 abstained (Rick Karges), due to possible conflict of interest related to the action taken on the Enrichment Council.

I. Board of Directors Meeting Minutes (10/25/06)

It was moved by Clyde Dyar and seconded by David Bernier to dispense with the reading of the minutes and to approve the minutes as presented.

The motion carried unanimously.

II. Board of Directors Annual Meeting Minutes (11/14/06)

It was moved by Clyde Dyar and seconded by David Bernier to dispense with the reading of the minutes and to approve the minutes as presented.

The motion carried unanimously.

III. Executive Committee Report (12/6/06)

The Board reviewed the following:

1. SPARK Report
2. Skowhegan Before School Child Care Proposal
3. Corporate Investment Needs Report
4. Affordable Housing Report

It was moved by Rick Maxwell and seconded by Sheryl Gregory to:

1. Instruct Child and Family Services staff to develop a plan and budget for the proposed before school project in Skowhegan for presentation at the next Executive Committee meeting.
2. To approve the investment of agency funds as follows:

<u>Reserve</u>	
Transportation Vehicle Reserve	\$50,000
Fairfield Child Care Expansion	\$30,000
Wellness Committee Activities	\$25,000
	<u>\$125,000</u>
3. To delay the Board Training discussion until January.

The motion carried unanimously.

IV. Executive Committee Report (1/17/07)

The Board reviewed the following:

1. Preliminary discussion related to the Preparation for transferring leadership of the agency.
2. The acceptance of the Skowhegan Before School Child Care project
3. The acceptance of the FY 02 DHHS audit report by the Deputy DHHS Director, Geoff Green.
4. The reorganization of the Energy Department by David Gilpatrick.

