

## **ATTACHMENT A**

### **Scope of Work**

**I. General:** The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

006ESS- Fulton County HSCR Mobility Grant

**II. Area covered:** The area of funding for the program is limited to Fulton County including the municipalities.

**III. Goal:** Expand and improve public transportation services for seniors in need of more responsive, less cumbersome mobility options by utilizing transportation network companies like Uber and Lyft. Ridership will be increased, accessibility for individuals with disabilities will be increased, and research will be conducted on the program's effectiveness and cost efficiency.

**IV. Background:** In 2018 Fulton County Department of Senior Services established Alternative Senior Transportation Services (ASTS), formerly Mobility Options for Senior Transport (MOST) pilot program, to expand and improve public transportation services for seniors in need of more responsive, less cumbersome mobility options by utilizing transportation network companies (TNCs) like Uber and Lyft. Fulton County aims to increase ridership, improve accessibility for individuals with disabilities, & conduct research on the program model's effectiveness & cost-efficiency. ASTS allows aging residents to feel more empowered, independent, & mobile within their communities.

In 2019 FCDSS was awarded \$243,778 from the Federal Transit Administration - Human Services Coordination Research Program to supplement ASTS program operating expenses. Fulton County Department of Senior Services would like to partner with ARC to use Fulton County Department of Senior Services available Human Service Coordination Research (HSCR) grant to supplement the ASTA program. The available funds include a \$121,922 local match for a total amount of \$365,700. The local match of \$122,922 will be through in-kind donation of staff time that is paid for by the County.

### **V. Subgrantee Responsibilities:**

The Subgrantee shall do, perform, and carry out, in a satisfactory and proper manner, as determined by ARC, the following work and services:

- Hire Transportation Research Coordinator
- Implement new/revised procedures for ASTS program services
- Ensure all appropriate community outreach presentations include information about ASTS
- Integrate training program for TNC drivers to assist senior rides with disabilities
- Develop policies and procedures to assist seniors with seeing eye dogs utilize ASTS program services

- Contractor meeting to implement new process to deliver services to seniors and go over expectations
- Offer first training to seniors on how to access TNC services through ASTS programs
- Offer trainings to TNC drivers in how to assist customers with limited physical abilities
- Incorporate transportation program into the staff community outreach presentations
- Analyze performance measure data on ASTS program and present finding to key stakeholders
- Offer second training to seniors on how to access TNC services through the ASTS program
- Coordinate with transportation partners to expand their programs to include TNC services
- Offer third training to seniors on how to access TNC services through the ASTS program
- Provide consultation/technical assistance to other states/municipalities on program implementation
- Analyze performance measure data on ASTS program and present findings to key stakeholders

## **ATTACHMENT B**

### **Compensation and Method of Payment**

I. Compensation: The total compensation to be paid by ARC to the Subgrantee for the Project as described in “Attachment A” is \$243,778.00. A breakdown of this compensation is shown in “Exhibit B-1 Contract Budget”, which is attached and made part of this contract for financial reporting monitoring and audit purposes.

A breakdown of this compensation is shown in Exhibit B-1, “Budget Estimate”, which is attached to and made part of this contract for financial reporting, monitoring and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall prepare an invoice for payment documenting detailed activities completed for each task and costs incurred during the invoice period. This invoice shall be submitted to ARC along with the monthly report by the 10<sup>th</sup> of the following month. Any work for which reimbursement is requested may be disallowed at ARC’s discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning “Reports” in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoiced costs.

Subgrantee’s monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee’s final invoice and documents as described in “Attachment A, Task 7 – Draft and Final Master Plan” must be received by ARC no later than one month after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed \$243,778 and that the Subgrantee expressly agrees that they shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records: The Subgrantee agrees that ARC, the Concerned Funding Agency or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy as ARC deems appropriate.

V. ARC's Designated Agent. In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates ARC's Director of Center for Livable Communities, as his agent ("Cognizant Center Director") for purposes of this contract only, except for executing amendments hereto.

**EXHIBIT B-1****Budget Estimate**

<b>Personnel</b>	<b>Federal</b>	<b>Local</b>	<b>Total</b>
Program Coordinator	\$0	\$53,221	\$ 53,221
Administrative Coordinator	\$0	\$38,935	\$ 38,935
Transportation Research Coordinator	\$79,494	\$0	\$ 79,494
<b>Fringe Benefits</b>			
Fulton County Fringe Benefit Rate @ 32.3% of salaries	\$25,677	\$29,766	\$ 55,443
<b>Travel</b>			
TRC Travel Reimbursement to local meeting and training events	\$1,472	\$0	\$ 1,472
<b>Supplies</b>			
Laptop for TRC (quantity-1)	\$1,000	\$0	\$ 1,000
Office Supplies (\$115/month x 18 months)	\$2,070	\$0	\$ 2,070
Cell Phone for TRC (1@ \$60/month x 18 months)	\$1,080	\$0	\$ 1,080
Business Cards for TRC (1 pack)	\$500	\$0	\$ 500
Outreach Training Supplies (\$186/month x 18 months)	\$2,970	\$0	\$ 2,970
<b>Other</b>			
Access & Mobility Ride Reimbursement (9,900 rides \$9.65/ride, 550 rides/month x 18 months)	\$95,535	\$0	\$ 95,535
Registration Fees (\$15/registration x 26 registrations/month x 18 months)	\$7,020	\$0	\$ 7,020
Monthly Maintenance Fee for Drivers (\$300/month x 18 months)	\$5,400	\$0	\$ 5,400
<b>Indirect Cost</b>			
Fulton County Indirect Cost Rate @ 20.5002% of salaries and fringe benefits	\$21,560	\$0	\$ 21,560
<b>Total Project Cost</b>	<b>\$243,778</b>	<b>\$121,922</b>	<b>\$ 365,700</b>

\* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested by email or in writing and approved by ARC's Cognizant Center Director.