

Attachment 3.



Volunteer Centers

April 3, 2007

Ms. Natalia Duarte
Finance Department
809 Center Street Room 8
Santa Cruz, Ca 95060

Dear Ms. Duarte;

This letter serves as our request that the City of Santa Cruz act, as it has in past years, as the Transportation Development Act (TDA) claimant for the Volunteer Center's Transportation Program through the Santa Cruz County Regional Transportation Commission. I have enclosed a copy of our Program Responsibilities and Budget for fiscal year 2007-2008, \$74,410 of which is TDA funding.

Once again, we hope to make one claim for an advance of the full \$74,410 effective in July 2007.

Please note that I have budgeted \$800 for this service.

Sincerely,

Lois Connell
Associate Director

Enclosure

CC: Karena Pushnik, Regional Transportation Commission

**PROGRAM RESPONSIBILITIES AND FUNCTION
VOLUNTEER CENTER'S TRANSPORTATION PROGRAM**

Fiscal Year 2007-2008

A. TARGET POPULATION

The Volunteer Center's Transportation Program will serve people who, through age, physical limitations or geographic location, are unable to use other public or private transportation resources. Our program is limited to ambulatory persons. Our service area is all of Santa Cruz County.

B. SERVICE GOALS

Our goal is to provide 6,400 one-way trips to eligible clients. Clients will be limited to a maximum of two rides per week. Our priority for filling requests is as follows:

- 1st Priority - Medical trips for low-income persons
- 2nd Priority - Medical trips for other persons
- 3rd Priority - Shopping for low-income persons
- 4th Priority - Shopping for other persons
- 5th Priority - Other eligible destinations

These trips will be targeted for geographic distribution as follows:

	<u>Rides</u>	<u>% of Rides</u>
Santa Cruz/Mid-County	3,392	53%
San Lorenzo/Scotts Valley	1,792	28%
South County	1,216	19%

In considering geographic distribution of services, our goal is to provide extra support in those areas which are outside the boundaries of Lifeline services, or which receive limited Lifeline service.

C. PROGRAM ACTIVITIES

1. The Volunteer Center will maintain volunteer dispatchers five days per week from 10:00 a.m. to 3:00 p.m. in Santa Cruz, and from 9:00 a.m. to 12:00 p.m. in the Watsonville and Valley centers.
2. When possible, the Volunteer Center will refer those callers whose requests cannot be accommodated through our program to other transportation programs.
3. The Volunteer Center will continue its intensive campaign to recruit new drivers and dispatchers for all three offices.

4. Volunteer Center staff will attend all meetings of the Elderly and Disabled Transportation Advisory Committee of the Santa Cruz County Regional Transportation Commission.

D. QUARTERLY REPORTS

Quarterly Reports and a Final Activities Report are due to the Transportation Commission and the City of Santa Cruz according to this schedule:

Prior Year Annual Report:	September 1, 2006
Quarterly Activities Report 1:	October 27, 2006
Quarterly Activities Report 2:	February 1, 2007
Quarterly Activities Report 3:	April 27, 2007
Quarterly Activities Report 4:	August 1, 2007

The reports will contain the following information for each center and total:

1. Number of rides provided
2. Trip destinations
3. Mileage claimed
4. Estimated mileage donated
5. Estimated total mileage
6. Average length of trip
7. Number of unduplicated passengers
8. Number of requests for service
9. Number of turndowns
10. Reason for turndowns
11. Number of active volunteers
12. Geographic distribution of clients
13. Geographic distribution of rides by point of origin

E. INSURANCE

Comprehensive auto and general liability insurance over and above that held by the driver will be maintained by the Volunteer Center in the amount of \$1,000,000 per occurrence.

F. CLAIMS

One claim will be submitted for advance payment for the year:

Annual Advance - July 1, 2007	\$74,410
-------------------------------	----------

Volunteer Centers of Santa Cruz County
Transportation Program

2007-2008

	2006-2007	2007-2008
Transportation Development Act (TDA)	68,782	74,410
Donations	<u>6,878</u>	<u>7,440</u>
TOTAL	75,660	81,850
<u>Expenses</u>		
Payroll	40,715	42,324
FICA	3,104	3,222
SUI	850	1,100
Health Insurance	3,500	4,235
Workers' Compensation	<u>400</u>	<u>500</u>
<u>Subtotal</u>	48,569	51,381
Audit	325	580
Advertising	1,000	1,000
Copies	300	350
Custodial	270	350
Insurance, Volunteer	1,100	1,200
Membership and dues	-	
Mileage, volunteer and staff	4,500	6,400
Miscellaneous (Santa Cruz City Fee)	800	800
Postage	600	400
Printing	500	400
Rent and Utilities	4,000	4,000
Security	100	150
Supplies, office	200	200
Supplies, program	200	200
Telephone	1,100	1,780
Volunteer recognition	1,750	1,200
Equipment Use/Depreciation	510	-
Program Administration Costs	<u>9,836</u>	<u>11,459</u>
<u>Subtotal</u>	27,091	30,469
Total	75,660	81,850