

SENIOR DRIVING SERVICES GRANT

1. Always follow all conditions of grant and budget
2. PC ensures all financial systems are set up in accord with wishes of TT and Town Accountant & periodically checks in with same to make sure all is well on their end and you all are in agreement as to available balances relevant to grant
3. PC writes and designs applicable forms in coordination with TA, Asst TA, Town insurance company, Town Attorney, Police Chief, TT and Town Accountant and makes sure packages of forms for riders and drivers are available on Town website (with assistance of TA or Asst TA) and hard copies available in locations where seniors congregate. PC is responsible for recruiting drivers and riders, explaining the program to them, and shepherding them through the enrollment process. This includes making sure all documents have been properly completed before they are allowed to drive or ride. This includes but is not limited to ensuring the police dept has inspected the vehicle and the person/drivers license/ background check and has approved same, the relevant insurance limits are in place, the relevant tax and bank info has been supplied to TT, the relevant releases from liability are in place, the PC has retained their billing/ mailing/ email address and all other contact info. PC retains copies of all documents generated for or pursuant to this grant program. PC must be available and responsive to all who contact PC
4. PC prepares advertisements in Conway Current as well as posters, fliers etc, submits invoices to TT for same, and in all respects spreads the word of the availability of this program.
5. approved riders must contact PC regarding when and where they wish to go. PC contacts approved drivers from list of approved drivers generated and maintained by PC to see if there is a match of a willing driver with an desirous rider. PC promptly responds to all inquiries and communicates with riders and drivers the results of matchmaking attempts. PC generates all bills, invoices and payment requests and submits them to TT for further processing.
6. Drivers submit invoices to PC at end of every month showing who they transported and where they transported them from/to, with a mileage total and request for reimbursement at current IRS mileage rate for said mileage in a format acceptable to TT and Town Accountant. PC is responsible for ensuring forms are fit for intended purpose and acceptable to all Town employees. PC generates and submits bills/requests for payment to riders in the amount of fifty cents per mile transported, said mileage totals to match the mileage totals submits by driver for payment.
7. EXCEPTION TO RIDER PAYMENT -All bills sent to riders must prominently contain language declaring that the rider need not pay this bill if doing so represents a significant financial hardship. Rider must affirmatively communicate assertion of financial hardship to PC. Once hardship is claimed, PC “takes their word for it” and communicates with TT this fact and all concerned adjusts grant balance accordingly. EXAMPLE: For a ride to/from a Food Band distribution payment would generally not be expected, but should still be billed, as financial hardship should never be assume or granted without an affirmative request for same from the individual in question
8. PC must be familiar with additional available senior transportation services and must ensure that services offered under this grant do not represent a duplication of services available elsewhere. If PC suspects a request for services represents a duplication of services available elsewhere, PC must assist the caller with appropriate contact info so the caller’s ride request may still be accommodated by the outside-of-grant provider
9. PC must keep and maintain copies of all records generated pursuant to this grant, be available and responsive to all inquiries, know applicable and relevant grant balances and periodically consult with TT to make sure all data maintained by all people is complete and in accord with each other, and PC must compile monthly reports to be shared with TA and MIM/AFC showing all grant related activity. PC must submit status report to LifePath on or before July 1 2025 in the format and with the contents as requested by Lifepath, along with any additional reports requested by Lifepath, also in the format and with the contents they request, all said reports to be shared with TA

and MIM/AFC. PC must consult with TT prior to report submission to confirm accuracy of all data.

10. PC is responsible for writing grant applications (and finding grant opportunities) for follow on grants in furtherance of extending the duration of this program