


2012 GRANT Pre-Application

GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a *

Section A - Organization Information

1 - Short Name or Common Acronym *	DAC		
2 - Operating Name *	Disability Action Center - NW, Inc.		
3 - Legal Name *	Disability Action Center - NW, Inc.		
4 - Physical Address #1 *	505 North Main St.		
5 - Physical Address #2			
6 - Physical City *	Moscow		
7 - Physical State *	ID		
8 - Physical Zip *	83843		
9 - Mailing Address same as Physical Address? *	YES		
10 - Mailing Address #1			
11 - Mailing Address #2			
12 - Mailing City			
13 - Mailing State			
14 - Mailing Zip			
15 - Business Phone #1 *	208-883-0523		
16 - Business Phone #2			
17 - Business Fax	208-883-0524		
18 - Business E-Mail	dac@dacnw.org		
19 - Home Page / Web Address	www.dacnw.org		
20 - What date was this organization formed?	12/17/1992		
21 - Established RPTA? *	NO		
22 - What counties does this organization currently serve?	Latah, Clearwater, Nez Perce, Lewis, Idaho		
23 - What FTA Programs are associated with each county?	5310 POS		
24 - Congressional District Entity Resides in *	1ST DISTRICT		
25 - Congressional District Served *	1ST DISTRICT		
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	2A, 2B, 2C		
27 - DUNS Number *	939804456		
28 - Employer ID # EIN *	82-0458076		
29 - Current By Laws? *	YES	Upload a copy with your Pre-application	
30 - Current Audit? *	YES	Upload a copy with your Pre-application	
31 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your Pre-application	
32 - Do you Use a Cost Allocation Methodology? *	YES		
Describe the Methodology (500 Characters Maximum)	Many agency costs, such as rent and utilities, are allocated based on source of personnel funding. DAC acknowledges tow major sources of funding, Medicaid reimbursements for in-home services and US Dept. of Education funds for operation of a Center for Independent Living. Other costs are charged directly to the cost center for which the purchase is made, as in printing costs for in-home service worker timesheets. Transportation funding is passed through with in-kind support from all other funding sources as described in the match description letter.		
33 - Do you have a Board of Directors?	YES	Upload a list of your Board members and meeting schedule with	
34 - Do you currently have a Vehicle Replacement Plan?	NO		
35 - Agency Type *	Private Non-Profit		
 *Mandatory!! Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application			
35 - Number of volunteer drivers (annual total)	Current levels via the vendor are around 50		
36 - Number of personal vehicles in service (annual total)			
37 - Average Trip Length (miles)			
38 - TEAM Recipient ID#			

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39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	DAC currently subcontracts with COAST transportation to provide a mixture of volunteer driver and accessible demand-responsive services throughout District 2. Volunteer drivers are recruited to drive their own vehicles and obtain reimbursement for miles travelled. ADA accessible vans are supported to provide grouped trips and accessible service for those needing a lift-equipped vehicle service. DAC passes through 100% of the funding to ensure maximum impact to the consumer. The vendor pays volunteers, provides accessible van services, and submits billing with back-up data to DAC for payment.
40 - Governing Board Meeting Schedule * (500 Characters Maximum)	The DAC Board meets once every two months, typically on the third or final Saturday of the month. The Board holds an annual meeting in March. The calendar has not been set, but a tentative schedule is attached.

Section B - CERTIFICATIONS AND ASSURANCES

Instructions:

There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

YES

Please note: a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references:

Audits (Procedure M-2010-20), **Open Meeting** (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>

Procurement <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>

http://www.fta.dot.gov/funding/grants_financing_6036.html

State Meeting and Travel <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html>

Section C - RESOURCE & COMMUNITY COORDINATION

1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description. *

YES

Description
(700 Characters Maximum)

DAC subcontracts with a single provider that can serve all of District 2 with both demand response accessible van service and volunteer, private vehicle service. While DAC does not actually provide any service directly, DAC staff do work cooperatively with the contractor to advertise and promote services, particularly the volunteer driver portion of the project. All other activities of the project are the responsibility of the vendor.

2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description. *

YES

Description
(700 Characters Maximum)

The volunteer services in and of themselves represent a cost savings, and the support of DAC staff add to the outreach capabilities of the project. All staff work and travel time and costs are borne by DAC, reducing the costs of the vendor and adding to the capacity of the project beyond FTA funding. Services are also enhanced in that the volunteer driver is available to support the passenger when he/she arrives at his/her destination whether it be a medical appointment, shopping trip, etc.

3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). * (Enter N/A if not applicable)

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Description (500 Characters Maximum)	DAC is one of three CILs that serve the entire state providing various services to people with disabilities of all ages. DAC is involved with numerous other entities to broaden its service impact. It works directly with the NW ADA Center to promote compliance with the ADA. It works closely with the Idaho State Independent Living Council on projects to improve services. DAC has provided training and support on ADA, disability awareness, etc. to cities, counties, and courts throughout the ten northern counties of Idaho and into Washington. In its recent annual federal report DAC reported 15 pages of data related to community service activities, many of which were collaborative in nature with public and private organizations and individuals. DAC has offices in Moscow, Lewiston, and Coeur d'Alene. Staff attend interagency meetings in all locations and has membership in the Chambers of Commerce for all three communities plus two others. DAC, and the other two CILs in Idaho, are typically seen as the "go to" places for disability service information and assistance. DAC has worked hard to strengthen relationships with the aging service providers and is working to develop closer ties through the Aging and Disability Resource Center project in Idaho as that project evolves.
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Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	2AD004, 2CD006		
3 - Strategy Name *	Provide demand/response services and volunteer driver network district-wide.		
4 - Project Name *	DAC Purchase of Service		
5 - Please describe your project * (500 Characters Maximum)	DAC proposes to contract with an appropriate vendor to continue to provide services to people who are elderly and/or people who have a disability in the most rural, largely unserved parts of District 2. The successful vendor will provide and promote reimbursed volunteer services utilizing private vehicles. Volunteers will be reimbursed for mileage at the approved state or federal rate depending on funding requirements. To meet the need of those that require lift-equipped services accessible vans will be available to supplement the private vehicle services. Adequately screened and trained volunteers may also be utilized to operate the accessible van services. With many of the 5311 rural funds supporting a current excellent program in Moscow, ID, this 5310 POS project is one way to continue services to those in the more rural parts of District 2.		
6 - What mode will this project use? *	Demand Response		
7 - Which funding program do you intend to apply for? *	5310		
8 - List the Districts this project will serve. *	District 2		
9 - List the Local Mobility Networks (LMMN) this project will serve. *	2A, 2B, 2C		
10 - Is this project dependent on any of your other projects? *	YES		
Identify the other projects that this one is dependent on. (500 Characters)	DAC has no other FTA projects, but this project assumes that DAC will continue to receive US Dept. of Education funding and reimbursement for Medicaid services. US Dept. of Education funding is obligated through 2015 and DAC has full plans to continue and expand Medicaid services.		
11 - Are you submitting other projects as options for this strategy? *	YES		
Identify the other projects that are options to this strategy. (500 Characters)	DAC is submitting an application to expand volunteer and demand response services. That application could supplant this one, if it is interpreted that expansion of services may be deemed to include provision of existing services.		
12 - Does this project directly interconnect with other mobility options? *	YES		

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Identify the other mobility options. (500 Characters)	This project is predicated on there being a successful project that provides at least some level of ADA accessible service in the more rural parts of the District, and that has the ability and intention to manage, promote, and provide volunteer driver services with drivers reimbursed mileage for utilizing their own private vehicles.
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Section E - Required Documents to Be Submitted With Application - Checklist

Instructions:

Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.

1 - Current Bylaws	<ul style="list-style-type: none"> • If Applicable 	Included
2 - Current Audit	<ul style="list-style-type: none"> • For any companies which historically have received Federal funds - most recent audit. • For all other companies, audit report will be provided on anniversary date of grant agreement. 	Included
3 - Drug Alcohol Policy	<ul style="list-style-type: none"> • If Applicable - You will need this if you are applying for 5311 funds. 	Included
4 - Board of Directors Information	<ul style="list-style-type: none"> • Meeting Schedule • Board Contact Information 	Included
5 - Vehicle Replacement Plan	<ul style="list-style-type: none"> • If you are purchasing a new vehicle, you will need to have a replacement plan. 	<<Select>>
6 - IRS Letter of Determination for 501(C)3 non-profit status	<ul style="list-style-type: none"> • If Applicable 	Included

Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:

ML

Name and Title	Mark Leeper, CEO	Date	1/19/2012
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