

AGREEMENT BETWEEN THE CITY OF SHERMAN
AND THE **TEXOMA AREA PARATRANSIT SYSTEM**
FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
PROGRAM YEAR 2015

THIS AGREEMENT, entered this 8TH day of September, 2015, by and between the **CITY OF SHERMAN** (herein called the "Grantee") and **TEXOMA AREA PARATRANSIT SYSTEM**, herein called the "Subrecipient").

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that:

I. SCOPE OF SERVICE

A. Activities

The Subrecipient will be responsible for administering a CDBG Year 2015 project known as the TAPS public transportation program in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Program:

Program Delivery

Activity: Block grant funds are allocated to provide public transportation services to the low/moderate income Sherman residents. This service is their sole source of transportation for medical appointments, grocery shopping, employment and for children of lower income families to participate in after-school programs.

General Administration

Toward the goal of providing public transportation services to the low/moderate income Sherman residents the TAPS staff will perform include, but not necessarily limited to the following:

- a. Promote the CDBG Transportation Assistance Program.
- b. Provide outreach to find clients.
- c. Document eligibility of clients through an intake application process:
 - Documentation of eligibility which is dated within twelve months of the service date
 - Documentation of residence within the city limits.
 - Documentation of income equal to or lower than 80% of the median income for the Sherman-Denison area.
- d. Maintain copies of client applications.
- e. Develop and maintain a client trip log listing client name, date of service, number of rides and location of service.
- f. Maintain documentation of clients ethnicity and race.

B. National Objectives

The Subrecipient certifies that the activities carried out with funds provided under this Agreement will meet one or more of the CDBG Program's National Objectives -- benefit low/moderate income persons; -- as defined in 24 CFR Part 570.208(a)(2).

C. Levels of Accomplishment

In addition to the normal administrative services required as part of this Agreement, the Subrecipient agrees to provide the following levels of program services:

Staff will provide planning, coordination and delivery of services for all segments of activities, including assessment documentation for clients from the low/moderate income households and provide documentation of the costs to be reimbursed for delivery of services.

D. Staffing

Executive Director, accounting staff, drivers and clerical staff.

E. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards required herein. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the first (1st) day of October, 2015, and end on the thirtieth (30th) day of September, 2016. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other assets, including program income. This Agreement shall also specify that, at the end of the program year, the Subrecipient may carry over fund to the next program year.

III. BUDGET

Seventeen Thousand Five Hundred Dollars (\$17,500.00) is allocated to provide transportation services for the low/moderate income residents for medical appointments, grocery shopping, employment and after-school programs for the youth. Eligible program delivery cost will be included in the total cost per ride of \$4.50

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$17,500.00 (Seventeen Thousand Five Hundred Dollars). Drawdowns for the payment of eligible expenses shall be made against the budget specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the budget specified in Paragraph III and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in OMB Circular A-110, Attachment F.

