



**SUBMITTAL TO THE RIVERSIDE UNIVERSITY HEALTH SYSTEM MEDICAL CENTER GOVERNING BOARD  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 15.1  
(ID # 26739)

**MEETING DATE:**  
Tuesday, December 17, 2024

**FROM :** RUHS-MEDICAL CENTER

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM-MEDICAL CENTER: Ratify and Approve the Grant Funding Agreement No. 24-26-129-00 from Riverside County Transportation Commission for the Western Riverside County Measure A Specialized Transit Program, effective July 1, 2024 through June 30, 2027, All Districts. [Total Grant Amount \$1,252,448, Total Match Fund Amount \$658,534, Total Cost \$1,910,982, 66% Riverside County Transportation Commission and 34% Hospital Enterprise Fund]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve the Grant Funding Agreement No. 24-26-129-00 with the Riverside County Transportation Commission (RCTC) for the Western Riverside County Measure A Specialized Transit Program which funds specialized non-emergency medical transportation services in the amount of \$1,252,448; effective July 1, 2024 through June 30, 2027, and authorize the Chair of the Board to sign the agreement on behalf of the County; and
2. Authorize the Riverside University Health System-Medical Center CEO or designee to sign all certifications, assurances, reports, or other documents required by Riverside County Transportation Commission related to this Funding Agreement.

**ACTION:**Policy

*Jennifer Cruikshank*  
Jennifer Cruikshank, Chief Executive Officer – Health System 12/5/2024

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**MINUTES OF THE GOVERNING BOARD**

On motion of Supervisor Gutierrez seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: December 17, 2024  
xc: RUHS-Medical Center

Kimberly A. Rector  
Clerk of the Board  
By: *[Signature]*  
Deputy

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SYSTEM MEDICAL CENTER GOVERNING BOARD OF DIRECTORS  
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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$643,733	\$618,170	\$1,910,982	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 66% Riverside County Transportation Commission and 34% Hospital Enterprise Fund			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 24/25 – 26/27</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The requested Board action will allow Riverside University Health System - Medical Center (RUHS MC) to receive a grant award from Riverside County Transportation Commission (RCTC) to improve transportation services to individuals with disabilities, low income, and senior citizens throughout Riverside County.

The voter-approved 1988 and 2002 Measure A specified funding allocations for the provision of transit services for individuals with disabilities, low income, and senior citizens provided by transit operators and non-profit agencies. RUHS MC first received a grant award in 2006. Since then, RUHS MC has submitted grant applications to RCTC and have been awarded various grant funding to support Measure A.

On March 14, 2024, RUHS MC submitted its application to RCTC for a grant award for Fiscal Year 2024/2025 - 2026/2027. On June 12, 2024, RCTC approved the application and established Funding Agreement No. 24-26-129-00 in the amount of \$1,252,448 for three fiscal years. To fulfill the provisions of the Agreement, RUHS MC will receive capital funds over the three-year grant period.

**Impact on Residents and Businesses**

These services are a component of RUHS's system of care aimed at improving the health and safety of its patients and the community.

**Additional Fiscal Information**

There are sufficient appropriations in the Department's FY24/25 budget. No additional County funds are required.

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The Funding Agreement requires RUHS MC to match the funds provided by RCTC for a total amount of \$658,534. As approved by the Transportation Commission, the table below illustrates the annual Grant Fund amounts and the Match Fund amounts:

Year	Grant Amount	Match Fund Amount Hospital Enterprise Fund	Total
1	\$416,064	\$227,669	\$643,733
2	\$407,992	\$210,178	\$618,170
3	\$428,392	\$220,687	\$649,079
<b>TOTAL</b>	<b>\$1,252,448</b>	<b>\$658,534</b>	<b>\$1,910,982</b>

As directed by the Board of Supervisors on July 21, 2015 (Agenda Item 3-43), this agreement requires Board approval due to the compensation terms within the Grant Agreement, requiring a financial match by RUHS-MC.

**ATTACHMENTS:**

Attachment A: FUNDING AGREEMENT NO. 24-26-129-00 WITH RIVERSIDE COUNTY TRANSPORTATION COMMISSION FOR THE WESTERN RIVERSIDE COUNTY MEASURE A SPECIALIZED TRANSIT PROGRAM

*Jacqueline Ruiz*  
Jacqueline Ruiz, Principal Analyst

12/6/2024

*Gregg Gu*  
Gregg Gu, Chief of Deputy County Counsel

12/5/2024

**Riverside County Transportation Commission  
Western Riverside County Measure A Specialized Transit Program  
FY2024/2025, FY2025/2026 and FY2026/2027**

**FUNDING AGREEMENT FOR  
COUNTY OF RIVERSIDE  
ON BEHALF OF  
RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER**

1. Parties and Date. This Agreement is made and entered into as of July 1, 2024, by and between the Riverside County Transportation Commission, a California public agency, hereinafter referred to as "RCTC", and the County of Riverside, a political subdivision of the State of California, on behalf of Riverside University Health System – Medical Center, hereinafter referred to as "Recipient". The term of this Agreement shall not commence until the Effective Date, as set forth below.

2. Recitals.

2.1 In 1988 the voters of Riverside County approved Measure A, imposing a one-half (1/2) percent sales tax within Riverside County to fund transportation programs and improvements.

2.2 In 2002 the voters of Riverside County approved a thirty (30) year extension of the one-half (1/2) percent Measure A sales tax within Riverside County for the continued funding of transportation programs and improvements.

2.3 RCTC has developed a specialized transit program to provide discount fares and expanded transit services for seniors, persons with disabilities, and the truly needy, as mandated by Measure A, under which RCTC has contracted with other entities to develop and implement transportation services and programs for these specialized groups.

2.4 Recipient has prepared and submitted to RCTC a grant application, attached hereto as Exhibit "A", to provide transportation services (the "Proposal").

2.5 The Proposal submitted by Recipient describes certain priority projects which RCTC has determined merit funding.

2.6 Funding for the Project shall be provided pursuant to the terms contained in this Agreement in the form of Measure A funds.

2.7 Recipient shall utilize the funding allocated and distributed by RCTC solely for the Project.

3. Terms.

3.1 Services of Recipient; Definitions.

A. Definitions.

1. Days - As used in this Agreement, "days" shall be calendar days.

2. Project - The program proposed by Recipient as described herein and in the Proposal attached hereto as Exhibit "A" and incorporated herein by reference, which has been reviewed and approved by RCTC.

3. Effective Date - July 1, 2024.

4. Definition of Funding Periods –

"Year 1" shall refer to funds appropriated for the period 7/1/2024 through 6/30/25;  
"Year 2" shall refer to funds appropriated for the period 7/1/2025 through 6/30/26; and  
"Year 3" shall refer to funds appropriated for the period 7/1/2026 through 6/30/27.

B. General Scope of Grant. Recipient shall use the funds granted hereunder exclusively to implement, staff, manage, and operate the Project. Recipient shall be solely responsible for implementing, staffing, managing and operating the Project in the manner described herein.

The funds provided pursuant to Section 4 of this Agreement are specifically for the Project and are the entire amount which RCTC intends to provide to the Project. Any subsequent amendments to the Project scope or description or additional services to be provided are not covered by this Agreement, and the funding for any such amendments or additional services shall be the sole responsibility of Recipient unless such amendments or additional services are approved in writing by RCTC prior to the provision of such additional services.

C. Approval by RCTC. Any use of funds granted hereunder shall be subject to the review and approval of RCTC. Recipient shall obtain advance written approval from RCTC prior to procuring a capital expense item which Recipient intends to submit for funding reimbursement under this Agreement or to count as part of Recipient's match funding if the capital expense item was not included in the Proposal, or if the item differs from the capital expense item identified in the Proposal. Any such approval shall be in RCTC's sole discretion.

D. Funding Reimbursement by Recipient. If it is determined pursuant to a Project audit that any funds granted hereunder have been improperly expended, Recipient shall reimburse RCTC for the full amount of such improperly expended funds within thirty (30) days of notification and request for repayment by RCTC.

E. Term. The term of this Agreement shall be from the Effective Date to June 30, 2027, unless terminated at an earlier date as provided herein. The parties acknowledge and agree that the Recipient began implementing the Project on July 1, 2024, prior to the execution date of this Agreement. All actions taken by both the Recipient and RCTC prior to said date, provided that such actions conform to the terms hereof, are hereby confirmed and ratified by way of execution of this Agreement.

F. Term Contingent on Funding. Notwithstanding the term as defined in subsection E above, the continuation of this Agreement into a second or third year shall be contingent upon the appropriation of funds to Recipient by action of RCTC. If such appropriation has not been made, RCTC may terminate this Agreement pursuant to Section 6.1 herein.

G. Expenditure of Funds Beyond Fiscal Year. If there are remaining unspent funds granted by RCTC in the account of Recipient at the end of any fiscal year covered by this Agreement, Recipient may apply in writing to RCTC staff for authorization to spend the remaining funds in the next fiscal year, provided that the remaining funds shall be spent exclusively on the Project. Such request may be approved or denied at the sole discretion of RCTC.

### 3.2 Responsibilities of Recipient

A. Indemnification. Recipient shall defend, indemnify and hold RCTC, its directors, officials, officers, employees, agents and/or volunteers free and harmless from any and all liability from loss, damage, or injury to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of Recipient or any of its agents, employees, contractors, volunteers, or service providers arising out of or in connection with Recipient's performance of this Agreement, including without limitation the payment of consequential damages and attorneys' fees. Further, Recipient shall defend at its own expense, including the payment of attorneys' fees, RCTC, its officials, officers, employees, and agents in any legal action based upon such acts, omissions or willful misconduct. Recipient shall reimburse RCTC and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

#### B. Standard of Care; Performance Standards.

1. Recipient shall implement the Project in a skillful and competent manner and in accordance with all applicable local, state, and federal laws, rules and regulations. Recipient shall be responsible to RCTC for any errors or omissions in its execution of this Agreement and the implementation of the Project.

2. Recipient shall meet or exceed the following performance standards for the Project.

a. Recipient shall adhere to the timeline set forth in this Agreement or as subsequently directed by RCTC, except as to any delays approved by RCTC.

b. Recipient shall expend RCTC financial contributions entirely on the Project.

c. Recipient shall implement the Project in a manner consistent with Exhibit "A" and all provisions of this Agreement.

d. Recipient shall comply with any requirements and restrictions imposed by RCTC on the use of RCTC financial contributions provided for the Project.

C. Insurance.

1. Time for Compliance. Recipient shall not commence work under this Agreement until it has provided evidence satisfactory to RCTC that it has secured all insurance required under this section, in a form and with insurance companies acceptable to RCTC. In addition, Recipient shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

2. Minimum Requirements. Recipient shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement or the Project by Recipient, its agents, representatives, employees or subcontractors. Recipient shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

a. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001 or exact equivalent); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage (form CA 0001, code 1 (any auto) or exact equivalent); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

b. Minimum Limits of Insurance. Recipient shall maintain limits no less than: (1) *General Liability*: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily

injury and property damage; and (3) if Recipient has any employees, Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Practices Liability limits of \$1,000,000 per accident and/or disease.

3. Insurance Endorsements. The insurance policies shall contain the following provisions, or Recipient shall provide endorsements on forms approved by RCTC to add the following provisions to the insurance policies:

a. General Liability.

(i) Commercial General Liability Insurance must include coverage for (1) bodily Injury and property damage; (2) personal Injury/advertising Injury; (3) premises/operations liability; (4) products/completed operations liability; (5) aggregate limits that apply per Project; (6) contractual liability with respect to this Agreement; (7) broad form property damage; and (8) independent consultants coverage.

(ii) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to this Agreement.

(iii) The policy shall give RCTC, its directors, officials, officers, employees, and agents insured status using ISO endorsement forms 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(iv) The additional insured coverage under the policy shall be "primary and non-contributory" and will not seek contribution from RCTC's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13, or endorsements providing the exact same coverage.

b. Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) RCTC, its directors, officials, officers, employees and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by Recipient or for which Recipient is responsible; and (2) the insurance coverage shall be primary insurance as respects RCTC, its directors, officials, officers, employees and agents, or if excess, shall stand in an unbroken chain of coverage excess of Recipient's scheduled underlying coverage. Any insurance or self-insurance maintained by RCTC, its directors, officials, officers, employees and agents shall be excess of Recipient's insurance and shall not be called upon to contribute with it in any way.



c. Workers' Compensation and Employers Liability Coverage.

(i) Recipient certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) The insurer shall agree to waive all rights of subrogation against RCTC, its directors, officials, officers, employees and agents for losses paid under the terms of the insurance policy which arise from work performed by Recipient.

d. All Coverages.

(i) Defense costs shall be payable in addition to the limits set forth hereunder.

(ii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits set forth herein shall be available to RCTC, its directors, officials, officers, employees and agents as additional insureds under said policies. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.

(iii) The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of RCTC (if agreed to in a written contract or agreement) before RCTC's own insurance or self-insurance shall be called upon to protect it as a named insured. The umbrella/excess policy shall be provided on a "following form" basis with coverage at least as broad as provided on the underlying policy(ies).

(iv) Recipient shall provide RCTC at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that Recipient shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, Recipient shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to RCTC at least ten (10) days prior to the effective date of cancellation or expiration.

(v) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Recipient shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Recipient shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(vi) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Recipient, and any approval of said insurance by RCTC, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Recipient pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(vii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Commission has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Commission will be promptly reimbursed by Recipient or Commission will withhold amounts sufficient to pay premium from Recipient payments. In the alternative, Commission may cancel this Agreement. RCTC may require Recipient to provide complete copies of all insurance policies in effect for the duration of the Project.

(viii) Neither RCTC nor any of its directors, officials, officers, employees or agents shall be personally responsible for any liability arising under or by virtue of this Agreement.

Each insurance policy required by this Agreement shall be endorsed to state that:

4. Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by RCTC. If RCTC does not approve the deductibles or self-insured retentions as presented, Recipient shall guarantee that, at the option of RCTC, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects RCTC, its directors, officials, officers, employees and agents; or, (2) Recipient shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

5. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to RCTC.

6. Verification of Coverage. Recipient shall furnish Commission with original certificates of insurance and endorsements effecting coverage required by

this Agreement on forms satisfactory to RCTC. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by RCTC before work commences. RCTC reserves the right to require complete, certified copies of all required insurance policies, at any time.

7. Subconsultant Insurance Requirements. Recipient shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to RCTC that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name RCTC as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Recipient, RCTC may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

D. Tax Exempt Status. Throughout the term of this Agreement, Recipient shall maintain its Federal and State tax exempt status as a duly constituted non-profit organization incorporated in the State of California. Proof of such status shall be furnished to RCTC upon request.

E. Obligation to Provide Match Funding.

1. Recipient must provide funding (or equivalent services) as a match to the funds provided by RCTC for the Project, as follows:

For capital projects: minimum 50% match  
For operating projects: minimum 34% match

The following are estimates of the projected match to be provided.

Year 1: Twenty Seven Thousand Five Hundred dollars (\$27,500)  
capital projects  
Two Hundred Thousand One Hundred Sixty Nine dollars  
(\$200,169) operating projects.

Year 2: Zero dollars (\$0) capital projects  
Two Hundred Ten Thousand One Hundred Seventy Eight  
dollars (\$210,178) operating projects.

Year 3: Zero dollars (\$0) capital projects  
Two Hundred Twenty Thousand Six Hundred Eighty Seven  
dollars (\$220,687) operating projects.

2. Before RCTC shall disburse any portion of the funds to be provided by RCTC for the Project, Recipient must certify by signing Exhibit "B" that it has

obtained or will obtain the amount which it agrees to provide in match funding for the applicable fiscal year.

3. In addition to the requirement by RCTC that Recipient furnish the Certificate of Match Funds in the form attached hereto as Exhibit "B" certifying that it has obtained adequate match funding, RCTC also has the right to conduct an audit of Recipient's records at any time during the period of this Agreement, with forty-eight (48) hours' advance notice. RCTC reserves the right to require Recipient to return any portion or all of the funds provided by RCTC, in the event that RCTC discovers through audit or other means that Recipient has failed to meet the requirements of match funding provided in this Agreement.

4. The approved in-kind contributions or equivalent services to be provided by Recipient, if any, are described in Exhibit "A". No services or in-kind contributions, other than those set forth in Exhibit "A", shall be counted towards Recipient's share of match funding unless a written description of proposed substitute in-kind contributions or services is submitted to RCTC for review, and approved in writing by RCTC as qualifying in-kind contributions or equivalent services.

F. Recognition of RCTC; Agreement to RCTC Marketing Rights.

1. If the Project involves the provision of transit services, Recipient shall place RCTC logos, which shall be provided by RCTC, on the outside and inside of vehicles used on the Project.

2. Recipient shall acknowledge RCTC as a funding source in all printed and digital materials describing the Project, and shall include website links to RCTC.org in all digital materials describing the Project.

3. Recipient shall utilize vehicle decals (for vehicles/windows), MA digital logo's (for website, brochures) and marketing items provided by RCTC for use in conjunction with the Project.

4. Recipient shall allow RCTC to film, record and interview Recipient staff regarding the Project for RCTC marketing purposes, provided that RCTC obtain individual consent from the participating Recipient staff person(s).

5. Recipient shall allow RCTC to use images of Project services in RCTC marketing materials, provided that RCTC obtain consent to the use of such images from any individuals identifiable in the images, to the extent legally required.

4. RCTC's Responsibilities.

4.1 Disbursement of Funds.

A. RCTC shall disburse up to a total of One Million Two Hundred Fifty Two Thousand Four Hundred Forty Eight dollars (\$1,252,448) in Measure A funds earmarked for specialized transit programs to Recipient for the Project.

B. The total funding amount is allocated as follows:

1. Total amount for Year 1: Four Hundred Sixteen Thousand Sixty Four dollars (\$416,064).

2. Total amount for Year 2: Four Hundred Seven Thousand Nine Hundred Ninety Two dollars (\$407,992).

3. Total amount for Year 3: Four Hundred Twenty Eight Thousand Three Hundred Ninety Two dollars (\$428,392).

C. The funds described above shall be disbursed to Recipient as follows:

RCTC shall disburse funds monthly in arrears within thirty (30) days of Recipient's submission and RCTC approval of the required Monthly Project Invoice, in a form satisfactory to RCTC, and reporting as specified herein.

D. Upon RCTC's written approval, Recipient may be permitted to reallocate unspent funds from one fiscal year into the next fiscal year.

5. Accounting Records.

5.1 Retention of Records. Recipient shall maintain complete and accurate records with respect to costs incurred and other records generated under this Agreement. All such records shall be clearly identifiable. Recipient shall allow a representative of RCTC during normal business hours to examine, audit, and make transcripts or copies of such records. Recipient shall maintain all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the expiration of this Agreement and shall allow inspection hereunder during such time.

5.2 Accounting of Funds. When requested by RCTC, Recipient shall within ten (10) days provide RCTC with a full reporting and accounting of all Measure A funds received during the term of this Agreement.

### 5.3 Reporting.

A. Monthly Reporting: Within ten (10) working days following the close of each month during the term of this Agreement, Recipient shall prepare and submit to RCTC a written report detailing the financial and operating performance of the Project. The initial format and content of these reports as specified by RCTC are contained herein as Exhibit "C", Reporting Requirements. The format and content of these reports is subject to change by RCTC from time to time upon written notice to Recipient.

B. Year-End Reporting: No later than fifteen (15) days following the close of each funding year, Recipient shall ensure that complete and accurate reports have been filed with RCTC detailing the financial and operating performance of the Project for the prior year.

C. Data Availability for RCTC Review: In addition to the reporting specified herein, the operating and financial data required to be collected and maintained by the Recipient shall be made available to RCTC and access shall be given to RCTC and its agents to the systems and records used to collect and maintain that data upon request. If so requested, such data shall be delivered to RCTC and access granted to data systems and records within three (3) business days of receipt of said request or at such time as agreed upon by RCTC and Recipient.

### 5.4 Annual Audit.

A. RCTC shall notify Recipient in writing, by the end of the fiscal year, if Recipient is required to conduct an annual financial audit of records pertaining to the Project. If an audit is required, it shall be completed and submitted to RCTC by December 31<sup>st</sup> of the following fiscal year ("Audit Deadline"). In order to ensure compliance with the Audit Deadline, Recipient shall respond promptly to the auditor's requests for documentation and records.

B. RCTC may, in its sole and absolute discretion, grant an extension of the Audit Deadline upon written request of the Recipient, which request shall include an explanation for the delay. No extension of the Audit Deadline shall exceed ninety (90) days.

C. Recipient shall promptly resolve all audit matters to the satisfaction of RCTC.

D. If Recipient fails to complete the audit by the Audit Deadline or by the date of any authorized extension, or if Recipient fails to promptly resolve all audit matters to the satisfaction of RCTC, Recipient's funding shall be suspended and RCTC shall have the right to withhold any and all future payments to Recipient.

6. General Provisions.

6.1 Termination of Agreement.

A. RCTC may, by written notice to Recipient, terminate the whole or any part of this Agreement at any time, with or without cause, by giving written notice to Recipient of such termination, and specifying the effective date thereof. Recipient may not terminate this Agreement except for cause. Upon termination, Recipient shall cease expenditure of Measure A funds and promptly return all unexpended Measure A funds to RCTC.

B. In the event this Agreement is terminated in whole or in part as provided in paragraph A of this Section, RCTC may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

C. If this Agreement is terminated as provided in paragraph A of this Section, RCTC may require Recipient to provide to RCTC all finished or unfinished documents, data, studies, drawings, reports, etc., prepared by Recipient in connection with the performance of this Agreement.

6.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Riverside County Transportation Commission  
4080 Lemon Street, Third Floor  
P. O. Box 12008  
Riverside, California 92502-2208  
Attn: Aaron Hake, Executive Director

Riverside University Health System – Medical Center  
26520 Cactus Avenue  
Moreno Valley, CA 92555  
Attn: Christopher Malone, Director of Patient Access

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. mail, first class postage prepaid and addressed to the party at its applicable address.

6.3 Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suits.

6.4 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations,

understandings or agreements. This Agreement may only be modified in writing and signed by both parties.

6.5 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

6.6 Time of Essence. Time is of the essence for each and every provision of this Agreement.

6.7 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties, and shall not be assigned by Recipient without the prior written consent of RCTC.

6.8 Administration.

A. RCTC's Executive Director, or his designee, shall administer this contract on behalf of RCTC.

B. Recipient hereby designates Christopher Malone, Director of Patient Access, or his or her designee, to act as its representative to administer this contract on behalf of Recipient ("Recipient's Representative"). Recipient's Representative shall have full authority to represent and act on behalf of Recipient for all purposes under this contract.

7. Equal Opportunity Employment. Recipient represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

8. Subcontracting. Recipient shall not subcontract any portion of the work required by this Agreement without prior written approval of RCTC. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

9. Incorporation of Recitals. The Recitals set forth above are true and correct and are incorporated into this Agreement by reference as though fully set forth herein.

10. Incorporation of Exhibits. This Agreement contains three (3) exhibits, Exhibits A through C, which are attached hereto and incorporated into this Agreement by reference.

11. Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.



12. Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

13. Conflicting Provisions. In the event that provisions of any attached exhibits conflict in any way with the provisions set forth in this Agreement, the language, terms and conditions contained in this Agreement shall govern over any conflicting provisions in the exhibits.

14. Headings. Article and Section Headings, paragraph captions or marginal headings contained in this Agreement are for convenience only and shall have no effect in the construction or interpretation of any provision herein.

15. Authority to Enter Agreement. Recipient has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective party.

16. Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

17. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the parties.

18. Electronically Transmitted Signatures. A manually signed copy of this Agreement which is transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes. This Agreement may be signed using an electronic signature.

[Signatures on following page]

**Signature Page**  
to  
**Riverside County Transportation Commission**  
**Western Riverside County Measure A Specialized Transit Program**  
**FY2024/2025, FY2025/2026 and FY2026/2027**

**IN WITNESS WHEREOF**, the parties hereto have executed the Agreement on the Effective Date.

**RIVERSIDE COUNTY  
TRANSPORTATION COMMISSION**

**COUNTY OF RIVERSIDE  
ON BEHALF OF RIVERSIDE  
UNIVERSITY HEALTH  
SYSTEM – MEDICAL CENTER**


By:   
Aaron Hake, Executive Director

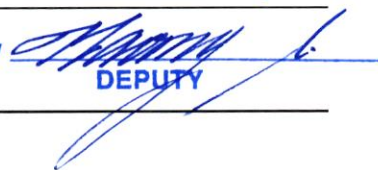
By: 

Title: CHAIR, BOARD OF SUPERVISORS  
CHUCK WASHINGTON

**APPROVED AS TO FORM:**

**ATTEST:**

By:   
Best Best & Krieger LLP  
Counsel to the Riverside  
County Transportation Commission

By: **ATTEST:**  
**KIMBERLY A. RECTOR, Clerk**  
By   
**DEPUTY**

Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: Can Saeng

Title: Deputy County Counsel

EXHIBIT "A"

GRANT APPLICATION  
("PROPOSAL")

[ATTACHED BEHIND THIS PAGE]



## SPECIALIZED TRANSIT

Y 2024/25 2026/27

# Measure A Specialized Transit Call for Projects for Western Riverside County

## APPLICATION FORM

(For by Agencies and Organizations Western Riverside County)

March 14, 2024

Must be received by 4:00 pm.

Each application must be submitted in PDF or Word, along with a project budget worksheet in Excel. Faxes will not be accepted. The electronic version can upload to RCTC's FTP site at

<https://rctc1.sharepoint.com/:f:/s/rctcftp/Eo>

[RUDOiA49IivoMblivQjkBEM6EFxpye9xf4La6O3\\_J8Q?e=k1SX4M](https://rctc1.sharepoint.com/:f:/s/rctcftp/EoRUDOiA49IivoMblivQjkBEM6EFxpye9xf4La6O3_J8Q?e=k1SX4M), or be emailed to [specializedtransit@rctc.org](mailto:specializedtransit@rctc.org) if the documents are not received by the date and time identified above, then it does not constitute on time submittal

Refer to the Program Guidelines for clarification on items in the Application

Project Submission Summary
Project Name: RUHS MC Transportation Program
Agency (Applicant) Name: Riverside University Health System Medical Center (RUHS MC)
Address: 26520 Cactus Ave, Moreno Valley, CA 92555
Number of Projects Submitted:
Project Ranking:

**SECTION AGENCY PROFILE PROJECT SUMMARY**

**A Applicant/Lead Agency Information:**

Legal Name: Riverside University Health System Medical Center

Address: 26520 Cactus Ave.

City/State/Zip: Moreno Valley, CA 92555

Contact Person Name & Title: (Staff that handles day day activities f the grant program)  
Christopher Malone; Director of Patient Access

Email: christopher.malone@RUhealth.org Phone: 951 378 3909 Fax: 951 486 4300

**B Project Title:**

RUHS MC Transportation Program

**C Project Area t B Served:**

Western Riverside

**D Project Type (check ALL that apply t this project)**

- Operating       **Capital**       Mobility Management  
 Travel Training       Mileage Reimbursement Program       Other: \_\_\_\_\_

**E Target Population Information** *Enter unique persons* (count each individual only represent the number of individuals your program is likely to serve annually do not double count): Ensure consistency with other sections.

	NUMBER OF UNIQUE PERSONS:		
	Year 1 (FY 24/25)	Year 2 (FY 25/26)	Year 3 (FY 26/27)
a Number of unique seniors:	140	160	180
b Number of unique persons with disabilities:	120	140	160
c Number of unique eligible low income persons:	240	260	280
d. Number of other unique persons not included above. Description: _____			
<i>Of the above (a d), how many unique persons are military service personnel or veterans?</i>	200	200	200
<b>F Total number of way passenger trips:</b>	Year	Year 2	Year 3
(One way passenger trips ot equal the amount of unique persons above. One unique person can make two or more one way trips)	6,000	6,250	6 500
<b>G Budget Summary:</b>	Year	Year 2	Year 3
a Amount of Measure A Operation Request	\$388,564.00	\$407,992.00	\$428,392.00
b Amount of Measure A Capital Request	\$ 27 500	\$ 0	\$ 0
c Total Local Match for Project (non Measure A)	\$227 669	\$210,178.00	\$220,687.00
<b>TOTAL PROJECT BUDGET (a+b+c)</b>			
*Figures entered here should all match the budget sheet provided in Section V.	\$643,733.00	\$618,170.00	\$649,079.00

## SECTION II: AGENCY PROFILE – ORGANIZATIONAL CAPABILITIES

PART A. (8 Points) Briefly describe your agency's purpose and services. Supporting documentation may be attached in the Appendix (e.g., agency brochure and any other explanatory information considered important by the applicant).

Information to include in this section:

Describe the number of years that your organization has been in operation

Riverside University Health System-Medical Center (RUHS-MC), formerly Riverside County Regional Medical Center (RCRMC), and prior to that Riverside General Hospital (RGH), has been in operation since 1893.

Describe your Agency's Mission

Our agency's mission is to improve the health and wellbeing of our patients and communities through our dedication to exceptional and compassionate care, education and research.

Description of agency and all available programs

Riverside University Health System (RUHS) includes the Medical Center and the new Medical and Surgical Center in Moreno Valley, 13 Community Health Centers and several primary and specialty clinics throughout Riverside County, and the departments of Behavioral and Public Health. RUHS has been the foundation of health care, community wellness and medical education in Riverside County for more than 100 years.

RUHS-Medical Center is comprised of a 439-bed hospital and more than sixty primary and specialty care clinics that provide high quality, state-of-the-art patient care to the County's diverse population. The Medical Center is dedicated to providing contemporary patient-focused care linked by a robust electronic health record and seamless services in medical, behavioral health, and population health management. The Medical and Surgical Center includes primary and specialty clinics such as Internal Medicine, Pediatric, Women's Health, Surgical Specialties, Same Day Surgery as well as ancillary support services including lab, physical therapy, imaging services, diagnostics, and a pharmacy. The RUHS Community Health Centers are federally qualified health centers (FQHC) that provide primary care health services in underserved areas.

RUHS is a comprehensive health system providing exceptional care through an integrated network of skilled and compassionate health care professionals who inspire hope, healing and wellness. We provide sensitive and culturally appropriate support for families and individuals facing behavioral health challenges and substance abuse issues, as well as trusted programs aimed at improving the lives and advancing the health of our communities.

Description of agency facilities including physical size

RUHS-Medical Center is a 520,000 sq. ft. state-of-the-art tertiary care and Level I adult and pediatric trauma center including 439 hospital beds as well as the inpatient Psychiatric Hospital and Psychiatric

Emergency Department that are located in Riverside's Arlington District. The Ambulatory Care Division is comprised of primary and specialty clinics, 13 Community Health Centers located throughout the county from Indio, Palm Springs, Banning, Hemet, Perris, Perris Valley, Lake Elsinore, Corona, Riverside, Rubidoux, Jurupa, and Moreno Valley. While the Behavioral Health Clinics are in Banning, Cathedral City, Desert Hot Springs, Lake Elsinore, Riverside, Blythe, Corona, Indio, San Jacinto and Temecula. On March 23<sup>rd</sup>, 2020 RUHS opened a 200,000 sq. ft. Medical and Surgical Center on the Medical Center Campus. The Medical and Surgical Center offers primary and specialty health care, Same Day Surgeries and ancillary support services.

(If applicable), total number of vehicles available for transportation

There are 19 vehicles available for transportation. These include wheelchair vans, regular vans and cars.

(If applicable), total number of vehicles available for this project

All 19 vehicles are available for this project.

Describe the size of your agency including:

There are approximately 3,803 total employees at RUHS-MC and Community Health Centers.

The total number of employees available to work on this project are 20; One Supervising Medical Transportation Technician (Sup MTT), Two Senior Medical Transportation Technician (Sr. MTT), Two Office Assistant III (OA III) and 16 Medical Transportation Technicians (MTT). **Please see Attachment I Job Descriptions.**

Describe how the proposed project fits within the mission of the agency

This proposed project fits within our mission to improve health and wellbeing of our patients and communities because Riverside County is the 4<sup>th</sup> largest county in California by population and stretches 7,200 square miles. Many patients and families have difficulties accessing primary, specialty care, ancillary and behavioral health care services, if it were not for our established Route and Door to Door Transportation Services. Patients can utilize RUHS-MC transportation services at no cost to the patient or their insurance through the Measure A. program or Routes One, Two and Three.

Describe your agency's administration capabilities.

RUHS-MC capabilities to administer the Measure A program are extensive given the vast resources not only available within the Medical Center itself, but also the vast resources available throughout the other County Departments, **such as Fleet Services which services all of our department vehicles and helps with vehicles specifications** to help meet our patient needs. The current Transportation Supervisor (Attachment 2) has been in the Transportation Department during the prior four Grant calls. His Office Assistants (Attachment 2) are certified in Excel and Microsoft Word, and the County of Riverside DOT/DMV Compliance Office has 24 years of transportation safety and regulatory experience.

PART B. (1 point) Please describe the target population groups that the proposed project will serve (seniors, persons with disabilities, low-income, or others).

Measure A:

The intended target groups such as low-income/truly needy, senior citizens, disabled, dialysis and veterans are part of the core patient population already seen at primary or specialty clinics at the Medical Center, Medical and Surgical Center and the Community Health Centers throughout the county as well as dialysis patients that may or may not be RUHS-MC patients. The criteria that will be used for our patients are: part of the target groups listed above, no car and/or no income, on Medi-Cal or Medically Indigent Services Program (MISP), and patients that have physical disabilities such as being in a wheelchair or disabilities that prevent them from driving.

#### Low-Income/Truly Needy:

RUHS is the largest indigent patient care provider for all hospitals operating within Riverside County, providing about 65-70% of the indigent care within the county. In Fiscal Year 2021/2022, at least 46% of the patients seen at RUHS were low-income or indigent. This population consists of patients qualifying for MISP, Medi-Cal and Self-Pay, specifically those self-pay patients who then qualify for Charity Care status. Charity Care is referred to as uncompensated health care, healthcare provided for free or at a reduced cost to people with limited income who would otherwise be unable to pay. The Medi-Cal population would include mothers and babies/children and families on limited income such as Aid to Families with the Dependent Children (AFDC), while the medically indigent or MISP and self-pay population would be individuals between the ages of 21 and 64 years or age, many who are undocumented, or may be homeless, but all below 200% of the Federal Poverty level. RUHS-MC will use existing eligibility criteria such as no car, no income, physical disabilities and patients currently receiving full-scope Medi-Cal (with no share-of-cost), MISP, or Self-Pay/Charity Care to qualify patients for Measure A. Homeless patients automatically qualify for transportation based on their lack of a home address on their hospital registration and admission record.

#### Individuals with Disabilities:

Individuals with disabilities comprise approximately 12% of the total patient population served in 2021/2022 at RUHS-MC. Individuals with disabilities seen at RUHS-MC are typically individuals who are low-income and receiving State Disability Income (SDI), Social Security Disability Income (SSDI) and/or on Supplemental Security Income (SSI). They may also be receiving Medi-Cal and or Medicare based on their disability with an expected duration of a year or more. For example, these patient maybe with end-stage renal disease requiring dialysis, paraplegia or quadriplegia requiring extensive rehabilitation such as physical and/or occupational therapies. Individuals with disabilities also include post-stroke patients who require speech and other rehabilitation therapies, cancer patients at various stages who require chemo and/or radiation treatments, post trauma patients requiring Hyperbaric Oxygen Treatments, and patients with Pulmonary Disease requiring breathing treatments and oxygen therapy. To be determined eligible for transportation services under the Measure A project, RUHS-MC will use existing criteria that have deemed the individual eligible because they are currently receiving SDI, SSDI, SSI, Medi-Cal, and/or Medicare benefits. Individuals not currently receiving the above benefits will need to have a noticeable disability requiring the use of an ambulatory assistive device such as a quad-cane, walker, wheelchair, motorized scooter, or guide-dog for the blind.

#### Seniors:



Approximately 13% of the total patient population served at RUHS-MC in Fiscal Year 2021/2022 were seniors. They include the Medicare and/or Medi-Cal population that are 65 years of age and over, including those enrolled in senior managed care insurance plans. Many are receiving social security retirement income and/or supplemental security income, and/or other retirement pensions. To be determined eligible for transportation services under the Measure A project, RUHS-MC will use existing criteria that have deemed the individual eligible, and thereby receiving straight Medi-Cal or both Medi-Cal and Medicare, and have declared their age as 65 years or older.

PART C. (1 point) briefly detail the current population and geographic area(s) that is served and the population and geographic area(s) that will be served by the proposed project. Supporting documentation or an 8½" x 11" map of the service area must be attached.

RUHS-MC is the largest trauma center provider for all of Riverside County providing about 44% of all the trauma care and 40% of the indigent care within the county. RUHS-MC serves residents in all three geographic areas: Western Region, Eastern Region and the Southern Region (Refer to door to door service area and total geographic area available for transports Attachment 3- Map or Service Area); and is well positioned to provide services to a wide range of Limited English Proficient (LEP) patients/clients as well. (Refer to Attachment 4-Access to Language Services Policy and Procedures) According to current demographic data for RUHS-MC, the diverse patient mix is 0.3% Native America or Alaskan Native, 3.8% Asian, 8.2% African American, 66.1% White, and 13.2% Hispanic or Latino based on the patients that received medical care in the last fiscal year. An estimated 10% of RUHS's patients list Spanish as their primary language, while another 1% of patients list Tagalog, Vietnamese, Laotian or Korean as their primary language. A smaller population that RUHS-MC focuses special attention to is the deaf and hard-of-hearing population. According to interpreter encounter data collected for calendar year 2022, the Language and Cultural Services Department at RUHS-MC provided 500 interpreting encounters to the deaf or hard-of-hearing patients residing throughout Riverside County.

To better serve the Limited English Proficient (LEP) population seeking services at RUHS-MC, in December 2006, RUHS-MC joined the Health Care Interpreter Network (HCIN). The HCIN is a system of shared language interpreter services operated by a network of county hospitals in California that uses audio video and telephonic technology to pool together language interpreters to maximize language interpreting resources. The connectivity to HCIN is established under a minute, is user-friendly, and accesses over 170 different languages and dialects, including American Sign Language.

While in the field and in the course of their transportation duties, RUHS Medical Transportation Technicians (drivers) have access to the HCIN system by using their hospital issued wireless telephones. Person to person language interpreting services is also available to RUHS Transportation drivers and/or patients through the RUHS Language and Cultural Services Department, which include 19 bilingual (English/Spanish/Chinese/Mandarin/Arabic) State and/or Federally certified Medical Interpreters/Translators, and 1 trilingual (English/Spanish/American Sign Language) Medical Interpreter/Translator and 1 quatrolingual (English/Spanish/Portuguese/American Sign Language). All RUHS patient related literature, including the Transportation Department brochures and flyers are reviewed and translated into Spanish by RUHS's most competent translator staff. (Refer to Attachment 5 RUHS Transportation Brochure)

## SECTION III: PROPOSED PROJECT NARRATIVE

Please provide the following details about your proposed project:

While completing this grant application, refer to the Project Evaluation and Scoring Criteria on Pages 11-16 of the application guidelines for additional guidance on each of the questions. Each response will be scored for clarity, completeness and accuracy.

PART A: Project Narrative (all project types) (25 points)

Please provide a narrative to describe your transportation service and/or project and your agency's service area. Items should include the following:

Your Response:

Project Narrative:

Measure A:

Riverside County Regional Medical Center (RCRMC) was awarded a two year Measure A Grant for Fiscal Years 2006/07- 2007/08, another two year grant for 2009/10 -2010/11, a New Freedom Grant for Fiscal Years 2011/12 - 2012/13 and another two year Measure A Grant for the Fiscal Years 2014/15. RUHS-MC, formerly RCRMC, was awarded another three year grant for 2019/20-2020/2021. During the last grant award RCRMC underwent a name change to Riverside University Health System-Medical Center. RUHS-MC was awarded a three year grant for Fiscal Years 2020/21-2023/2024. RUHS-MC Transportation program is a para transit program providing daily, Monday through Saturday transportation services to the Western Region of Riverside County focusing on providing access to transportation resources for target groups. The intended target groups are comprised of the core diverse patient population already receiving medical care at the Medical Center and Community Health Centers as well as dialysis patients, both patients of RUHS-MC and those patients of other medical providers in the County. These include the Medicare population, made up of mostly the elderly or those individuals on SSI Disability. The Medi-Cal population which would include mothers, babies and families on limited income, as well as those individuals designated as medically indigent or truly needy. At this time, weekend services are provided to dialysis patients and a small number of door to door transports. During the prior grant period RUHS-MC expanded its Family Care Clinic health care services to Saturday and evening hours. A needs assessment was conducted of the patients using the Saturday Family Care Clinic to determine the need and demand for expanding Saturday transportation services to more than dialysis patients. RUHS-MC Transportation Department expanded its service hours from 4:00am to 8:00pm Monday thru Friday, to 24 hours to support Monday thru Sunday during the prior grant period. We support the medical center and the emergency room, both of which are 24 hours. Numerous clinic appointments have been missed or canceled in the past because patients have been unable to find a ride or could not afford transportation. By continuing to provide reliable transportation at no charge to the patients, RUHS-MC ensures continuity (uninterrupted) of medical care, and subsidy assistance when patients visit our facilities to apply for Covered California, MISP, Medi-Cal and/or other programs offered through the Department of Public Social Services

at the hospital, or elsewhere. Transportation disparities have a direct impact on patients' ability to access health care services and resources. Common transportation barriers include lack of a vehicle, lack of communication regarding available transportation resources, long travel distances, high transportation costs, and inadequate infrastructure of public transportation. The Measure A. program in collaboration with the RUHS-MC Transportation department helps to address some of these inequalities and provides necessary resources and access to health care for patients by transporting them to and from their appointments.

#### PART B: Implementation Plan – Operating Projects (if applicable) (20 points)

Your Response:

Patient appointment schedules are obtained from the RUHS-MC Clinic Management, dialysis center staff or from the patient themselves. The dialysis patients are placed on the transportation schedule and then remain on the same schedule rotation (unless admitted to the hospital), while the scheduled clinic patients are worked into the transportation schedule to determine the most cost-effective route. Whenever possible patients with appointments at or near the same time, and who live in the same area, are picked up during one trip, although not always possible but this is the most efficient and preferred method to schedule such trips. The Transportation Department operates Monday thru Sunday, 24 hours a day, including holidays. Patients can call a day in advance or provide the Transportation Department their monthly schedule (Attachment 6). Patients are placed into their scheduled day and called with their pick up time the day before. Drivers are assigned patient pick-ups the day before and when a patient calls to go home drivers are dispatched to take the patient home. A patient face sheet (Attachment 7) is printed off with the patients address, phone number, appointment time, pick-up time and appointment location at the RUHS-MC campus. A return patient face sheet is printed off when the patient has called to go home. The driver is responsible for obtaining a signature on each individual patient face sheet for each trip. This is an acknowledgement by the patient that services were provided on the date and time indicated on their face sheet. Patient face sheets are only counted after the patient signs. This ensures that rides are not counted erroneously; as there have been times for example when RUHS has brought a patient in for a clinic appointment but is then transported home by a family member. A return trip by RUHS is not provided and therefore should not be counted.

All vehicles used by the Transportation Department are leased from Fleet Services and range from 2016 to 2020 models of buses, vans and cars. We currently have nine wheelchair vans with lifts and eight cars ranging from a Toyota Prius to a Ford Fusion. When a vehicle needs service, a driver informs their lead or supervisor and the vehicle is schedule to go in. Fleet Services has multiple locations that are utilized by the Transportation Department. Fleet Services provides standard preventative maintenance on all vehicles. Major repairs if under warranty are provided by the dealer, if the vehicle is not under warranty the department covers the cost of repairs. The Transportation Department places a capital request every year to replace vehicles that are high mileage, the cost of repair has become greater than the vehicle is worth, or the vehicle has been in service for eight or more years.

When there is an opening in the Transportation Department the supervisor works with Human Resources on the recruitment process including position details and the required qualifications of an ideal candidate. Human Resources posts the position on their website and job sites such as Indeed. Candidates are then referred to the department for interviews and the best candidate is selected. Once a candidate accepts the

job offer, they go through a comprehensive background check and a medical health screening. Once those requirements are completed candidates are schedule for orientation and they are required to complete cultural sensitivity patient care as well as HIPAA trainings. New employees are assigned a training schedule and given a tour of the RUHS-MC campus. New employees must complete their drivers training before being allowed to drive. New employees are assigned to ride along with other drivers in the department to get familiar with all of the different vehicle types and patients. New employees are trained on how to properly secure a wheelchair patient for transport, how to properly operate the wheelchair lift, customer service expectations, how to correctly complete the mileage, how to obtain a patient signature and where and how to fuel the department vehicle. All staff are retrained on the first day of the fiscal year.

RUHS-MC Transportation Program uses data collected from previous grants to come up with our current and projected ridership. The Transportation Department looks at monthly statistics to determine our daily patient ridership to help us meet our current and projected Measure A. grant goals. In using this methodology, the Transportation Department can set realistic and obtainable ridership goals during the fiscal year. With COVID-19 providing a new normal, the Transportation Department has looked at the past calendar years as a source to provide the projected ridership for the current Measure A. grant application.

#### Part C: Measure A Goals (All projects) (5 points)

Briefly describe how your proposed project is consistent with the goals of the Measure A. Specialized Transportation Program, as listed in the Application Guidelines.

Your Response:

RUHS-MC Transportation program for the Measure A grant ties well with the Coordinated Plan in that it is a para transit program providing daily, Monday through Sunday services to the Western Region of Riverside County and to the targeted groups of seniors, low income/truly needy and patients with disabilities (Goal 2.2, pg. 94). Patients that utilize the bus face the issue of having the bus stop to far from their home or they must take multiple buses to and from the Medical Center Campus or the Community Health Centers. If the patient has a late appointment the patient runs the risk of not having a way home. These are some of the challenges that our patient population faces when trying to access health care. The Transportation Department at RUHS focuses on providing transportation services free of charge to the patient population already seen at the Medical Center campus and Community Health Centers so they can access health care services.

#### PART D: Coordinated Plan (All projects) (5 points)

Using the Public Transit-Human Services Transportation Coordinated Plan (Coordinated Plan) as a guide, describe the following:

Your Response:

RUHS-MC has had previous contact with Independent Living Partnership, Riverside Transit Authority, Disabled Medical Transportation, Valley Medical Transport and Western Riverside Transportation Operators (Taxi Companies) on a limited basis. The disabled, including those on dialysis, require specialized transportation beyond what is available through other transportation programs, including Dial-A-Ride. Also, Dialysis Centers do not have their own transportation programs on-site. Many insurances do not cover or offer transportation. If their insurance does offer transportation services, the number of allocated trips is limited and there are numerous requirements in order to utilize the service. The cost associated with rideshare companies is very high, and many patients are unable to pay for the services. Patients do not have access to a car or transportation to get their medical appointments. This can result in missed or rescheduled appointments. Delayed health care can lead to poorer management of chronic illnesses which has an impact on health outcomes (Goal 2.1, pg. 93). In short, RUHS's Transportation services is a vital asset to the residents of Riverside County.

PART E: Key Performance Indicators (KPI) and Project Milestones (All projects) (5 points)

E1: Identify the performance indicators you will use to track the effectiveness of your proposed project.

Performance Indicators	Goal Year 1	Goal Year 2	Goal Year 3
Number of one-way passenger trips provided to:			
a. Seniors	140	160	180
b. Persons with disabilities	120	140	160
c. Low-income	240	260	280
d. Others			
Of the above (a-d), how many trips are from military service personnel or veterans?	200	200	200
Total One-Way Passenger Trips:	5,500	5,800	6,100

OTHER MEASURES (Identify as appropriate or propose alternative quantitative measures)	Goal Year 1	Goal Year 2	Goal Year 3
Number of vouchers distributed	N/A	N/A	N/A
Number of persons receiving vouchers	N/A	N/A	N/A
Number of bus passes distributed	N/A	N/A	N/A
Number of persons receiving bus passes	N/A	N/A	N/A
Number of miles to be reimbursed	N/A	N/A	N/A

Number of mobility manager/training agency contacts	N/A	N/A	N/A
Number of mobility manager consumer contacts	N/A	N/A	N/A
Number of "other" units of service (describe):	N/A	N/A	N/A

E2: Please provide brief narrative for the methodology which you will use to track your goals. This will represent the quantitative goals your program proposes to meet and should also match the trips or units of service presented in section I.

RUHS-MC will continue to report performance measures on the current indicators; total number of one way trips provided to seniors, the disabled and low income/truly needy on a daily basis (Attachment 8). The daily totals are then put into a weekly spreadsheet that keeps track of our progress toward meeting our Measure A. goals (Attachment 9). Measurable indicators also include vehicle miles, staff hours/payroll, and County matching funds. Individual trips are monitored via the patient reservation slip. Each program participant has a transport reserved in advance; a patient face sheet is generated for each trip and is given to the driver responsible for their assigned pick up time on the daily schedule. The driver is required to obtain the patients signature prior to departing the vehicle, this is to acknowledge that service has been provided. Each vehicle is supplied with a mileage log for both Measure A and non-Measure A trips. The driver is responsible for documenting the beginning and ending mileage for each trip on the appropriate log, mileage information is then entered into a mileage worksheet which is audited and balanced monthly (Attachment 10).

E3: Identify the project milestones for each year and the estimated date of completion for this project.

Project Milestones	Year	Estimated Date of Completion
1. Conduct needs assessment to determine if staff are aware of the services that the Transportation Department provides and how to educate/inform patients about resources that are available to them.	Year 1	8/2024
2. Initiate marketing campaign to include a revision of brochure containing new enhancements and extended hours or operation.	Year 1	9/2024
3. Conduct annual safety and sensitivity training for all Transportation staff. All staff will attend customer service training with specific focus on Measure A designated staff to improve and maintain patient survey satisfaction scores 90% and above.	Year 2	7/2025
4. Conduct needs assessment to determine if staff are aware of the services that the Transportation Department provides and how to educate/inform patients about resources that are available to them.	Year 2	9/2025
5. Update the RUHS website with a page dedicated to the Transportation Department. Web page will include information about Measure A., eligibility requirements,	Year 3	10/2026

and educating the patient population about transportation resources.		
6. Work with IEHP and others to enhance and improve accessibility to transportation for our patients	Year 3	11/2026

E4. Please provide brief narrative for the methodology which you will use to track your project milestones.

RUHS-MC Transportation Department will track the project milestones in Year 1 by working with the RUHS Marketing and Communications Department to create a page on the RUHS website. The new web page will allow us include all the information about Measure A, the eligibility requirements, and the resources and services available to patients free of charge. This will allow us to ensure all of the information about Measure A is clear and concise and understandable. We will also work with our Marketing Department to redesign and update our flyers and brochures to make them easier to understand for patients and staff.

In Year 2, we will conduct our annual trainings with a focus on customer service and safety and maintaining patient survey satisfaction scores of 90% and above. Our priority is to make sure all staff especially staff assigned to Measure A. are sensitive to all patients and can transport them safely. This type of training happens every year at the beginning on the fiscal year for us and includes safety and sensitivity training and our customer service training that was created in partnership with our Patient Experience team. An ongoing milestone for Year 2 will be to conduct a needs assessment to determine if staff are aware of the services that the Transportation Department provides free of charge. RUHS-MC Transportation team will analyze the needs assessment data and results and then reach out to various departments such as registration, scheduling, and clinic leadership to address transportation needs and how those departments can play a vital role in educating eligible patients about transportation services that are available for them to utilize.

For Year 3 the Patient access director will reach out to our Community Health Centers leadership team to schedule an overview of what the Transportation Department offers to our patients. We also will work with IEHP and make sure all patients know about the services that Transportation can provide. We will provide flyers and brochures on how Measure A. works and who qualifies for the program. Additionally, RUHS-MC Transportation Department will work with Fleet Services and attend a workshop on how to apply to the 5310 program to help with department vehicles that are at their end of life.

E5: For previously funded transportation program, please describe your project milestones and performance goals from the previous cycle and how well those goals were met over the past three years.

Your Response(s):

For the prior grant cycle RUHS-MC Transportation Department had six project milestones to complete over the course of three fiscal years. Our project milestones were a press release announcing the grant award and the availability to provide non-emergency transportation services to the western region of Riverside County and the Coachella/Palo Verde Valleys. Our second goal was to initiate a marketing campaign that included a revision of our brochure and providing the CHCs with flyers and brochures with information about the transportation services that are available to patients. We also leased two new vehicles from County Fleet Services and designated both vans to Measure A. RUHS-MC replaced two end of life wheelchair vans with two new ones. RUHS-MC conducted a needs assessment to add more drivers to our Saturday runs. The last project milestone was to conduct our annual safety and sensitivity training with all of the Transportation Department staff with a specific focus on the staff designated as Measure A. RUHS-MC was able to complete all of the project milestones in the prior grant cycle.

For our FY20/21 performance goals, RUHS-MC was able to meet its projected target goal of 4,500 total passenger trips, the department only completed 4,819 trips. This was due to patients canceling their appointments, no showing for their appointments and the Transportation department not being fully staffed. For FY 21/22 performance goals, RUHS-MC was able to meet its projected target goal of 5,000 total passenger trips, 5,261 were completed.

RUHS-MC was on the way to meeting its target goal of 5,500 total passenger trips as of Mid-March of 2023/24. The trend of virtual visits has continued and this had a significant impact on passenger trips as patients had their appointments canceled or rescheduled to the telehealth format. Patients that would utilize our services two to three times a week for their medical appointments were now having telehealth appointments and only coming in once or twice a month for lab, pharmacy, physical therapy and oncology. In response to the pandemic, changes in how medical care is accessed and the frequency of appointments has significantly changed how the Transportation department operates. For FY 23/24 RUHS-MC is not going to meet its projected goal of 5,500 passenger trips. RUHS-MC has provided 2,108 passenger trips. RUHS-MC has had to adapt to the new normal that COVID-19 has brought on. This means moving more towards phone or video appointments and only having patients coming for critical appointments that are deemed necessary. For the last several months, we have had several patients pass away, we also are seeing an actual uptick in "in-person" appointments, which gives us hope that items have turned around.

## SECTION IV: COORDINATION ACTIVITIES



Grant applicants must demonstrate an understanding of the county's available transportation services as well as the coordinated plan goals, objectives and/or strategies that the project will specifically address.

PART A: (3 points) Identify the key stakeholders involved in the project at its outset. Identify potential future partners and methods of obtaining their participation in the project. List may include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing seniors or individuals with disabilities and from public transit agencies.

Your Response:

Stakeholders:

RUHS outpatient clinics have the capacity to manage over 200,000 patient visits per year and are one of the largest referral bases for RUHS-MC Transportation Department. All clinics within the hospital refer potential program participants and are considered the program's internal stakeholders. Areas of need continue to be identified by clinic and hospital personnel and include radiology, hyperbaric oxygen therapy (HBO), orthopedic, OB/GYN, Medically Indigent Services Program (MISP), Department of Public Social Services (DPSS) Medi-Cal division in the Hospital, Department of Public Health, Patient and Family Services, and the Riverside County Child Assessment Team (formerly Child Abuse and Neglect Team) with more service areas referring on a daily basis. Individually as a profession, RUHS Medical Social Workers and Clinical Therapists are the largest stakeholders in referring patients being discharged from the hospital, the emergency department, or same-day surgery requiring transportation home. The largest stakeholder outside of the Medical Center are the 13 Community Health Centers, along with DaVita Dialysis Center.

Future Stakeholders:

An invitation to meet at RUHS-MC will be sent to all Measure A award recipients to discuss present and future partnerships, interests in setting up a Transportation Coalition for the Western Region (Measure A) and learning from sharing past failures, successes and best practices. The meeting will allow RUHS and other Measure A. award recipients to network and assist patients with their appointment needs. The goal is to meet the needs of transporting patients to their medical appointments at either RUHS-MC or the CHCs and serve as resource to help our target populations overcome disparities and access health care.

PART B: (2 points) Explain how this proposed project will make the effort to connect or coordinate with other existing transit and transportation programs. Attach letters of support from stakeholders appropriate to this grant application (can be referenced here and included as an appendix).

Your Response:

The RUHS-MC Transportation program can connect with other transit programs by providing free transportation services to clients that are not able to receive services from other transportation agencies. For instance, this program accommodates same day appointments, last minute appointments, provides twenty-four hour service, and services clients with special needs such as electric wheelchairs/ scooters.

## SECTION V FINANCIAL ASSESSMENT AND PROPOSED PROJECT BUDGET

PART A The project budget is submitted **Exce** **separate** attachment for the project being proposed for funding through this application, of the entire budget for your agency organization.

Applicants requested provide three year budget anticipating project the form provided at [www.rctc.org](http://www.rctc.org) Please provide additional detail where using the past cycles of digital works understanding and review of your application.

Your Response:

PART B Applicants should provide clear financial assessment of how the proposed project expected be funded over the period of the application. Applicants should provide the following:

Description of project expenditures and

Description of the matching funds (cash/in kind, etc.) including the type of matching funds, commitment to the amount of funds used as the match, and any documentation related to the matching funds.

For in kind match, in kind donations should be offset by in kind expenses in the same amount.

Further guidance of what constitutes in kind match, please refer to the program guidelines.

Describe the direct vs. indirect costs of the project and the percent of indirect costs

Also, please describe the nature of indirect costs. Total indirect costs should not exceed eight percent (8%) of the requested Measure A. amount. For further guidance on direct and indirect costs, please refer to the program guidelines.

Describe the cost effectiveness of the program.

Your Response:

b.1 a. Expenditures include: Direct Expenses: Driver and Dispatcher wages and benefits; Vehicles (Purchases); Repairs and Maintenance; Fuel; Vehicle (Rentals) Indirect Expenses: Administrative personnel wages and benefits; Rent; Utilities; Telecommunications; Supplies;

b 1b. Revenues: Measure Grant Funds: Matching Funds provided by Recipient of Grant (RUHSMC).

b 2a. Matching Funds: Riverside University Health Systems Medical Center provides 34% of Programs Budget.

b. 3a. Direct Cost: Driver and Dispatch Wages and Benefits; Vehicles (Purchases); Repairs and Maintenance; Fuel; Vehicle (Rentals)

Indirect Cost: Administrative personnel wages and benefits; Rent; Utilities; Telecommunications; Supplies.

Indirect cost provides the support system that administer, monitor and the operational activities of the program.

b. 4a. The program has proven to be cost effective in that while providing a valuable service to the RUHS MC community, has done so within the budgetary means available.

PART C (Bonus five (5) point question) Applicants should describe the strategies that will be implemented to promote cost savings, reduce the cost of its program, and/or ways to control costs.

Your Response:

RUHS MC Transportation Program will capture salary hours related to Measure A, by only putting the Measure A grant code on an employee's timecard in Kronos if they transported patients for Measure A.

Using the Measure A cost center as a unique identifier will allow us to better track man hours and drivers salaries and make adjustments to staffing to reduce the total number of hours worked on the Measure A grant. RUHS MC will also only capture mileage driven for Measure A by identifying patients mileage logs who are under the grant and meet the eligibility requirements. By doing this only the miles driven for Measure A will be charged to the grant. RUHS will conduct quarterly assessments to examine the amount of hours worked and miles driven that are being charged to the Measure A grant. In doing so this will allow us to make data driven decisions on how to adjust schedule to maximize the hours being charged to the Measure A cost center.

PART D Applicants should submit a copy of the most recently completed agency/organization financial and/or compliance audit/review (may be referenced here and included as an appendix to the overall application).

Your Response:

 se attachment 1.

**Monica Morales**  
2024 03 28 22:32:00

Not included

## APPLICATION CHECKLIST

Applicants should use this checklist to ensure that all applicable parts of the application are completed and submitted. Incomplete applications may be disqualified from further consideration.

Application Checklist	
Did I read through the guidelines and application form?	YES
What kind of project am I seeking funding for?	YES
Did I fill out:	
Section I: AGENCY PROFILE – PROJECT SUMMARY	YES
Section II: ORGANIZATIONAL CAPABILITIES	YES
Section III: PROPOSED PROJECT NARRATIVE	YES
Section IV: COORDINATION	YES
Section V: PROPOSED PROJECT BUDGET	YES
Do I have the capacity to complete the project I am proposing?	YES
Can I comply with the reporting and audit requirements?	YES
Did I sign up for the workshop?	YES
Did I submit my application on time?	YES



**SPECIALIZED  
TRANSIT**

**CALL FOR PROJECTS  
PROPOSED PROJECT BUDGET**

Agency Name: RUHS Medical Center

Project Type: Operating

Project Name: RUHS-MC Transportation Program

Year 1  
FY 24/25

Year 2  
FY 25/26

Year 3  
FY 26/27

EXPENSES				Year 1	Year 2	Year 3
				FY 24/25	FY 25/26	FY 26/27
<b>Direct Expenses</b>						
<b>Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>				
A. Drivers	7	100%	\$ 419,086	\$ 440,041	\$ 462,043	
B. Dispatcher		100%	\$ 74,342	\$ 78,059	\$ 81,962	
C	0	0%	\$	\$	\$	
<b>In-Kind Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>				
A		20%	\$	\$	\$	
<b>Total Salaries &amp; Benefits</b>				<b>\$ 493,428</b>	<b>\$ 518,100</b>	<b>\$ 544,005</b>
<b>Non-Personnel Expenses</b>						
A. Fleet - AVL		100%	\$ 1,068	\$ 1,121	\$ 1,177	
B. Fleet - Fixed		100%	\$ 10,511	\$ 11,036	\$ 11,588	
C. Fleet - FMIS		100%	\$ 736	\$ 773	\$ 812	
D. Fleet - Fuel		100%	\$ 13,931	\$ 14,627	\$ 15,358	
E. Fleet - Maint		100%	\$ 9,360	\$ 9,828	\$ 10,319	
F. Fleet - Motor Pool		100%	\$ 11,169	\$ 11,728	\$ 12,314	
G. General Off Supplies		100%	\$ 885	\$ 929	\$ 975	
H. Telephone		100%	\$ 4,036	\$ 4,238	\$ 4,450	
			\$	\$	\$	
<b>In-Kind Non-Personnel Expenses</b>						
A			\$	\$	\$	
<b>Total Non-Personnel Expenses</b>				<b>\$ 51,695</b>	<b>\$ 54,279</b>	<b>\$ 56,993</b>
<b>Total Project Direct Costs (a)</b>				<b>\$ 545,123</b>	<b>\$ 572,379</b>	<b>\$ 600,998</b>
<b>Indirect Expenses (maximum of 8% of total project expenses)</b>						
<b>Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>				
A. Drivers'	0	100%	\$ 33,527	\$ 35,203	\$ 36,963	
B. Dispatches		100%	\$ 5,947	\$ 6,245	\$ 6,557	
C	0	0%	\$	\$	\$	
<b>In-Kind Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>				
A	0	0%	\$	\$	\$	
<b>Total Salaries &amp; Benefits</b>				<b>\$ 39,474</b>	<b>\$ 41,448</b>	<b>\$ 43,520</b>
<b>Non-Personnel Expenses</b>						
		<b>Percentage of Cost</b>				
A. Fleet - AVL		100%	\$ 85	\$ 90	\$ 94	
B. Fleet - Fixed		100%	\$ 84	\$ 883	\$ 927	
C. Fleet - FMIS		100%	\$ 59	\$ 62	\$ 65	
D. Fleet - Fuel		100%	\$ 1,114	\$ 1,170	\$ 1,229	
E. Fleet - Maint		100%	\$ 749	\$ 786	\$ 826	
F. Fleet - Motor Pool		100%	\$ 894	\$ 938	\$ 985	
G. General Off Supplies		100%	\$ 7	\$ 74	\$ 78	
H. Telephone		100%	\$ 323	\$ 339	\$ 356	
<b>In-Kind Non-Personnel Expenses</b>						
A			\$	\$	\$	
<b>Total Non-Personnel Expenses</b>				<b>\$ 4,136</b>	<b>\$ 4,342</b>	<b>\$ 4,560</b>
<b>Total Project Indirect Costs (b)</b>				<b>\$ 43,610</b>	<b>\$ 45,790</b>	<b>\$ 48,080</b>
<b>Total Project Expenses (Direct {a} &amp; Indirect {b})</b>				<b>\$ 588,733</b>	<b>\$ 618,169</b>	<b>\$ 649,079</b>
<b>% of Indirect Costs of overall budget</b>				<b>7%</b>	<b>7%</b>	<b>7%</b>

REVENUE			
<b>Agency Match (Cash) (Example: General fund, CDBG, Donations, Farebox/Rider Donations, etc.)</b>			
A. Cash Match - Operational		\$ 200,169	\$ 210,178
B		\$	\$
<b>Total Cash Match (a)</b>		<b>\$ 200,169</b>	<b>\$ 210,178</b>
<b>Agency Match (In-Kind) (These should not be paid positions)</b>			
	<b>Position % Time</b>		
<b>Non Paid Salaries by Position</b>			
A		\$	\$
<b>Non-Personnel Match (in-kind):</b>			



RIVERSIDE COUNTY  
TRANSPORTATION  
COMMISSION

**SPECIALIZED  
TRANSIT**

**CALL FOR PROJECTS  
PROPOSED PROJECT BUDGET**

Agency Name: RUHS Medical Center

A		\$		\$		\$
	<b>Total In-Kind Match (b)</b>	\$		\$		\$
	<b>Total Project Revenues</b> (Cash (a) + In-Kind P (b))	\$	200,169	\$	210,178	\$ 220,687
	% of Agency Match		34%		34%	34%
	<b>Measure A Operating Request (g)</b>	\$	388,564	\$	407,992	\$ 428,392
	<b>Measure A Capital Request (h)</b>	\$		\$		\$
	% of Measure A Match		66%		66%	66%

		YEAR ONE FY 24/25	YEAR TWO FY 25/26	YEAR THREE FY 26/27
<b>Measure A Request Amount:</b>	\$	388,564	\$ 407,992	\$ 428,392
<b>Agency Match Amount:</b>	\$	200,169	\$ 210,178	\$ 220,687
<b>TOTAL PROJECT AMOUNT</b>	\$	<b>588,733</b>	<b>\$ 618,170</b>	<b>\$ 649,079</b>

Total one-way passenger trips		6,000	6,250	6,500
Total Cost per Trip	\$	98.12	\$ 98.91	\$ 99.86
Subsidy Per Trip	\$	64.76	\$ 65.28	\$ 65.91
Total Projected Vehicle Service Miles		105,000	108,000	110,000
Cost per Mile	\$	5.61	\$ 5.72	\$ 5.90
Subsidy Per Mile	\$	3.70	\$ 3.78	\$ 3.89
Total Projected Vehicle Service Hour		14,560	14,560	14,560
Total Cost per vehicle service hour	\$	40.43	\$ 42.46	\$ 44.58
MA Subsidy per Vehicle service Hour	\$	26.69	\$ 28.02	\$ 29.42



**SPECIALIZED  
TRANSIT**

**CALL FOR PROJECTS  
PROPOSED PROJECT BUDGET**

Agency Name: RUHS Medical Center  
 Project Type: Capital - Replacement  
 Project Name: RUHS-MC Transportation Program

Year 1  
FY 24/25

Year 2  
FY 25/26

Year 3  
FY 26/27

EXPENSES			Year 1 FY 24/25	Year 2 FY 25/26	Year 3 FY 26/27
<b>Direct Expenses</b>					
<b>Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>			
A	0	0%	\$	\$	\$
<b>In-Kind Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>			
A		20%	\$	\$	\$
<b>Total Salaries &amp; Benefits</b>			\$	\$	\$
<b>Non-Personnel Expenses</b>					
A	One (1) Mini Passenger Van @ \$55,000		\$ 55,000	\$	\$
B			\$	\$	\$
<b>In-Kind Non-Personnel Expenses</b>					
A			\$	\$	\$
<b>Total Non-Personnel Expenses</b>			\$ 55,000	\$	\$
<b>Total Project Direct Costs (a)</b>			\$ 55,000	\$	\$
<b>Indirect Expenses (maximum of 8% of total project expenses)</b>					
<b>Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>			
A	0	0%	\$	\$	\$
<b>In-Kind Salaries by Position</b> (include benefits):	<b># of Positions</b>	<b>Position % Time</b>			
A	0	0%	\$	\$	\$
<b>Total Salaries &amp; Benefits</b>			\$	\$	\$
<b>Non-Personnel Expenses</b>					
A	<b>Percentage of Cost</b>				
	0%		\$	\$	\$
<b>In-Kind Non-Personnel Expenses</b>					
A			\$	\$	\$
<b>Total Non-Personnel Expenses</b>			\$	\$	\$
<b>Total Project Indirect Costs (b)</b>			\$	\$	\$
<b>Total Project Expenses</b> (Direct {a} & Indirect {b})			\$ 55,000	\$	\$
% of Indirect Costs of overall budget			0%	#DIV/0!	#DIV/0!
<b>REVENUE</b>					
<b>Agency Match (Cash) (Example: General fund, CDBG, Donations, Farebox/Rider Donations, etc.)</b>					
A. Cash Match - Capital			\$ 27,500	\$	\$
B			\$	\$	\$
<b>Total Cash Match (a)</b>			\$ 27,500	\$	\$
<b>Agency Match (In-Kind) (These should not be paid positions)</b>					
<b>Non Paid Salaries by Position</b>		<b>Position % Time</b>			
A			\$	\$	\$
<b>Non-Personnel Match (in-kind):</b>					
A			\$	\$	\$
<b>Total In-Kind Match (b)</b>			\$	\$	\$
<b>Total Project Revenue</b> (Cash {a} + In-Kind P {b})			\$ 27,500	\$	\$
% of Agency Match			50%	#DIV/0!	#DIV/0!
<b>Measure A Operating Request (g)</b>			\$	\$	\$
<b>Measure A Capital Request (h)</b>			\$ 27,500	\$	\$
% of Measure A Match			0%	#DIV/0!	#DIV/0!
			<b>YEAR ONE</b>	<b>YEAR TWO</b>	<b>YEAR THREE</b>
			<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>
<b>Measure A Request Amount:</b>			\$ 27,500	\$	\$
<b>Agency Match Amount:</b>			\$ 27,500	\$	\$
<b>TOTAL PROJECT AMOUNT</b>			\$ 55,000	\$	\$



**SPECIALIZED TRANSIT**

**CALL FOR PROJECTS  
PROPOSED PROJECT BUDGET**

**Agency Name: RUHS Medical Center**

Total one-way passenger trips	6,000	6,250	6,500
Total Cost per Trip \$	9.17 \$	\$	\$
Subsidy Per Trip \$	4.58 \$	\$	\$
Total Projected Vehicle Service Miles	105,000	108,000	110,000
Cost per Mile \$	0.52 \$	\$	\$
Subsidy Per Mile \$	0.26 \$	\$	\$
Total Projected Vehicle Service Hour	14,560	14,560	14,560
Total Cost per vehicle service hour \$	3.78 \$	\$	\$
MA Subsidy per Vehicle service Hour \$	1.89 \$	\$	\$





**EXHIBIT "B"**

**CERTIFICATE OF MATCH FUNDS**

I, CHUCK WASHINGTON, certify that RUHS-Medical Center has obtained match funding sufficient to satisfy the match funding percentage requirements set forth in this Agreement, as follows:

Year 1: Two hundred twenty-seven thousand six hundred sixty-nine dollars (\$227,669)

Year 2: Two hundred ten thousand one hundred seventy-eight dollars (\$210,178)

Year 3: Two hundred twenty thousand six hundred eighty-seven dollars (\$220,687)

RCTC has the right to audit the records of RUHS- Medical Center to make an independent inspection as to RUHS-Medical Center's compliance with its obligations herein.

I certify under penalty of perjury that the foregoing is true and correct.

Executed this 17 day of December, 2024 at Riverside, California.

Authorized Representative:

Signature: 

Print Name: CHUCK WASHINGTON

Title: CHAIR, BOARD OF SUPERVISORS

ATTEST:

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**EXHIBIT "C"**

**REPORTING REQUIREMENTS**

**C-1: Monthly Invoice**

**C-2: Quantitative Reporting Requirements**

**C-3: Qualitative Reporting Requirements**

**C-4: Fleet Inventory (as applicable)**

**C-5: Measure A Specialized Transit Services Grant: Recipient Testimonial"**

[see attached pages]

**EXHIBIT C-1 – MONTHLY INVOICE**

[ATTACHED BEHIND THIS PAGE]

RCTC Finance Only:			
Vendor:	Contract No.	GL:	260-26-86101



**SPECIALIZED  
TRANSIT**

**MONTHLY PROJECT INVOICE**  
**FY 2025 - 2027 SPECIALIZED TRANSIT PROGRAM**

Invoice No: \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_  
 Measure A Payment Remit: \$ \_\_\_\_\_  
 Revised Invoice Date: \_\_\_\_\_  
 Revised Invoice Amount: \$ \_\_\_\_\_

Agency Name: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Project Type: \_\_\_\_\_  
 Month Invoiced: \_\_\_\_\_

EXPENSES				
<b>Direct Expenses</b>				
Salaries by Position (include benefits):	Expense Type	# of Positions	Position % Time	Amount
A			0%	
B			0%	
C			0%	
In-Kind *Salaries by Position (include benefits)	Expense Type	# of Positions	Position % Time	
A			0%	
B			0%	
C			0%	
<b>DIRECT Total Salaries &amp; Benefits (a)</b>				\$
Non-Personnel Expenses:				
A	Expense Type			
B				
C				
In-Kind Non-Personnel Expenses:				
A	Expense Type			
B				
C				
<b>DIRECT Total Non-Personnel Expenses (b)</b>				\$
<b>DIRECT Total Project Costs (a+b)</b>				\$
<b>Indirect Expenses (maximum of 8% of total project expenses)</b>				
Salaries by Position (include benefits):	Expense Type	# of Positions	Position % Time	Amount
A			0%	
B.			0%	
C.			0%	
In-Kind *Salaries by Position (include benefits)	Expense Type	# of Positions	Position % Time	
A			0%	
B			0%	
C			0%	
<b>INDIRECT Total Salaries &amp; Benefits (c)</b>				\$
Non-Personnel Expenses:				
A	Expense Type		% of Total Cost	
B.				
C.				
In-Kind Non-Personnel Expenses:				
A	Expense Type		% of Total Cost	
B				
C				
<b>INDIRECT Total Non-Personnel Expenses (d)</b>				\$
<b>INDIRECT Total Project Costs (c+d)</b>				\$
<b>TOTAL PROJECT EXPENSES (a+b+c+d)</b>				\$

C-1 Monthly Invoice

REVENUE	
Agency Match (Cash)	
A.	
B.	
C.	
Total Cash Match (a)	\$ -
Agency Match (In-Kind)	
*Non Paid Salaries by Position:	Position % Time
A.	0%
B.	0%
C.	0%
*Non-Personnel Match (in-kind):	
A.	
B.	
C.	
Total In-Kind Match (b)	\$ -
<b>Total Agency Project Revenus (Cash {a} + In-Kind P {b})</b>	
	<b>\$ -</b>
<b>Total Measure A Operating Revenues</b>	
	<b>\$ -</b>
<b>Total Project Revenues</b>	
	<b>\$ -</b>

Invoice and Project Summary	
Current Project Expenses Amount:	\$ -
Current Project Revenue Agency Amount:	\$ -
Current Project Measure A Amount:	\$ -
Total Measure A Award	\$ -
Measure A Billed to Date (including this invoice):	\$ -
Measure A Balance Remaining	\$ -
% Remaining #DIV/0!	

I certify that the program work covered by this invoice has been completed in accordance with approved plans and specifications; the costs shown in this invoice are true and correct; and the amount claimed is due and payable in accordance with terms of the agreement and the Federal, State, or local intent of funds.

\_\_\_\_\_  
 (Representative Name) PRINT

\_\_\_\_\_  
 Representative Title

\_\_\_\_\_  
 (Representative Name) SIGNATURE

\_\_\_\_\_  
 Date

**Invoice Correction**

Previous Measure A Invoice PAID Amount: \_\_\_\_\_ \$0.00

UPDATED Measure A Amount: \_\_\_\_\_ \$0.00

Measure A delta to be paid (**refunded**) \_\_\_\_\_ \$0.00

Invoice adjustment justification:





	July	August	September	October	November	December	January	March	February	April	May	June	Total	Budget	% Billed	
E. In-Kind Non-Personnel Expenses:																
F. A.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
G. B.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
H. C.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
I. D.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
J. E.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
K. F.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
L. G.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
M. H.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
N. I.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
O. J.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
P. K.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
INDIRECT Total Non-Personnel Expenses (d)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
INDIRECT Total Project Costs (c+d)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
TOTAL PROJECT EXPENSES (a+b+c+d)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
REVENUE																
Agency Match (Cash)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
A. Agency Match (In-Kind)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
B. *Non Paid Salaries by Position:	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
C. Agency Match (In-Kind)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
D. *Non-Personnel Match (In-Kind):	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
E. Agency Match (In-Kind)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
F. Agency Match (In-Kind)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
G. Agency Match (In-Kind)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
Total In-Kind Match (b)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
Total Agency Project Revenue (Cash (a) + In-Kind P (b))	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
Total Measure A Operating Revenues	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01
TOTAL REVENUES	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		#DV/01

**EXHIBIT C-2 - QUANTITATIVE REPORTING REQUIREMENTS**

[ATTACHED BEHIND THIS PAGE]



Exhibit C-2 -- Quantitative Reporting Requirements  
Specialized Transit Project - Western Riverside Measure A

AGENCY: 0  
PROJECT NAME: 0

Brief Project Description: \_\_\_\_\_  
Project Type: Operating

LEGEND		
FILL IN	BLANK	AUTO FILL

Information reported shall be for this project only

	Year 1 Goal	Month			Qtr 1 Total	Month			Qtr 2 Total	Month			Qtr 3 Total	Month			Qtr 4 Total	YTD Total
		July	Aug	Sep		Oct	Nov	Dec		Jan	Feb	Mar		Apr	May	June		
<b>1. Total One-Way Passenger Trips</b> <small>(report for this project only)</small>																		
1a. Seniors																		
1b. Disabled																		
1c. Low-Income																		
1d. Others																		
1e. Of the above (a-c), how many trips served needed wheelchair transportation?																		
Total Passenger Trips (sum of 1a thru 1d)																		
<b>2. Total Unique Persons Served per Period</b>																		
a) New Clients/Unique Person																		
b) Continuing Clients/Unique Person(s)																		
c) Number (Cumulative/Unduplicated)																		
d) Of the above (c), how many military service personnel or veterans were served?																		
e) Of the above (c), how many were served that needed wheelchair transportation?																		
<b>3. Total number of service days</b>																		
<b>4. Total Project Vehicle Service Hours</b>																		
<b>5. Total Project Vehicle Service Miles</b>																		
<b>6. Total Number of Drivers Trained</b>																		
<b>7. Voucher &amp; Bus Pass Distribution</b>																		
7a. One-way trips supported by vouchers (est.)																		
7b. Unique persons receiving bus passes (est.)																		
7c. Number of agencies participating in voucher and/or bus pass program																		
<b>8. Mileage Reimbursement</b>																		
8a. Miles Reimbursed																		
8b. Unique persons traveling on mileage reimbursement (riders only)																		
<b>9. Mobility Management &amp; Travel/Sensitivity Training</b>																		
9a. Training Hours per Period																		
9b. Number of Consumers Contacted																		
9c. Number of Consumers Trained																		
9d. Number of Agencies Contacted																		
<b>FINANCIAL DATA</b>																		
10. Award - Measure A Subsidy	\$0	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00
11. Agency Cash Match Revenues	\$0	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00
12. In-Kind Match Revenues	\$0	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00
13. TOTAL REVENUE (sum of items 10 thru 12)	\$0	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00
14. TOTAL OPERATING COST	\$0	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00
16. Net Expenses (item 13 minus item 14)	\$	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	\$	\$	\$	0.00	0.00



## **EXHIBIT C-3 – QUALITATIVE REPORTING REQUIREMENTS**

### **Potential Survey Questions To Collect Demographic And Satisfaction**

#### **Data From Measure A Call Project Beneficiaries**

*NOTE: A consumer-oriented survey activity is required at least once annually during the funded project term. The following data elements are representative of the kinds of information that may be collected. Alternative data elements may be collected with the approval of RCTC staff.*

#### **Potential Data Elements**

Demographic Characteristics of Program Beneficiaries (end users, passengers)

- Age (ask for current age...it can be categorized as needed later).
- Income (suggested categories)
  - (1) Less than \$10,000    (2) \$10,000 to \$14,999    (3) \$15,000 to \$19,999
  - (4) \$20,000 to \$24,999    (5) \$25,000 to \$34,999    (6) \$35,000 to \$49,999
  - (7) \$50,000 to \$74,999    (8) \$75,000 to \$100,000    (9) More than \$100,000
- Employment Status (employed full or part time, student full or part time, retiree, unemployed, unable to work due to disability)
- Ethnicity (optional)

Trip Purpose? (work, school, medical, social service visit, adult day care, shopping, etc.)

How would trip be made without this service? (would not be made, would get a ride, walk, bike, drive, etc.) What challenges/difficulties would there be in making the trip without this service?

How did you make this trip previously?

Has service/program provided the user with new opportunity? (define response categories based on objectives of program: new employment, school/training, better access to medical care)

How satisfied is the user with the service being provided or subsidized? (5=completely satisfied, 4=somewhat satisfied, 3=neutral, 2=somewhat dissatisfied, 1=very dissatisfied)

- Overall Satisfaction
- How well the service meets their transportation needs
- Timeliness/Reliability of service
- Convenience of service
- Travel time
- Courtesy of Service Employees
- Cost of Service

#### **Potential Data Collection Methods**

Fixed Route or Vanpool program: Distribute a self administered survey form to passengers on the vehicle along with a business reply mailback envelope (no postage necessary).

Demand Response Service or TRIP program: Interview participants by phone (best) or mail them a survey form with a business reply mailback envelope.

Voucher program: Handout survey, prepared as a self-mailer or with a reply envelope along with voucher.

Travel Training Program: Ask participant to complete evaluation form at end of training.

**EXHIBIT C-4 - FLEET INVENTORY**

[ATTACHED BEHIND THIS PAGE]



### Exhibit C-4 Vehicle Fleet Inventory

	Vehicle ID# (Internal ID)	List VIN#s in Fleet (Last 5 Digits)	Model Year	Make (Manufacturer)	Model	Passenger Capacity Ambulatory/ Wheelchair	Active/ Back-up	Date Purchased or Leased	Odometer	Date of Odometer Reading	Registered Owner
Example	123	12345	2018	Ford	F450	12amb/2wc	Active	4/25/2018	125,000	1/1/2011	Agency X
2											
3											
4											
5											
6											
7											
8											
9											
0											
2											
3											
4											
5											
6											
7											
8											
9											
20											
2											
22											
23											
24											
25											

Date Updated:

**EXHIBIT C-5 – MEASURE A SPECIALIZED TRANSIT SERVICES GRANT:  
RECIPIENT TESTIMONIAL**

[attached behind this page]





## SPECIALIZED TRANSIT

### Exhibit C-5

## Measure A Specialized Transit Services Grant: Recipient Testimonial

Congratulations on your award of funding through the Riverside County Transportation Commission's Specialized Transit Services Grant. As you likely know, funds are awarded every three years through Measure A, the voter-approved half-cent sales tax for transportation improvements in Riverside County.

To promote transparency, RCTC will be releasing the names of the organizations that have received funding and we are requesting brief testimonials from each of our grant recipients to explain how the Measure A grant funding makes a difference in the lives of the people you serve. RCTC may use all or a portion of the testimonial below in our communications about Measure A and the Specialized Transit program. Please complete the brief form below and include with your grant acceptance packet.

Organization Name:	
Contact Name:	
Contact Phone #:	
Contact Email:	
Website:	
Social Media Handle:	
Testimonial – Explain how the Measure A grant funds make a difference in the lives of the people you serve. Feel free to speak from the heart! (Limit: 400 characters)	

### Specialized Transit Brochure Information

Areas Served	
Days Operating	
Where to Call	
Who Qualifies	