

STATE OF NEW MEXICO



SIN
85-0450733

OFFICE OF
THE STATE CORPORATION COMMISSION

CERTIFICATE OF INCORPORATION

OF

GOLDEN SPREAD RURAL/FRONTIER COALITION

1904440

The State Corporation Commission certifies that duplicate originals of the Articles of Incorporation attached hereto, duly signed and verified pursuant to the provisions of the NONPROFIT CORPORATION ACT (53-8-1 to 53-8-99 NMSA 1978) have been received by it and are found to conform to law.

Accordingly, by virtue of the authority vested in it by law, the State Corporation Commission issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated: DECEMBER 5, 1997

In Testimony Whereof, the State Corporation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the Seal of said Commission to be affixed at the City of Santa Fe

A handwritten signature in cursive script, appearing to read "Jim P. Serra", is written over a horizontal line.

Chairman

A handwritten signature in cursive script, appearing to read "Michael P. Sales", is written over a horizontal line.

Director

1904440

ARTICLES OF INCORPORATION OF
GOLDEN SPREAD RURAL/FRONTIER COALITION

DEC - 5 1997

CORPORATION DEPARTMENT

WE, THE UNDERSIGNED, acting as incorporators, desiring to associate ourselves and form a corporation and association under the New Mexico Nonprofit Corporation Act, adopt the following Articles of Incorporation for such operation.

ARTICLE ONE

The name of this corporation shall be Golden Spread Rural/Frontier Coalition.

ARTICLE TWO

The period of duration is perpetual.

ARTICLE THREE

Said corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE FOUR

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of Union County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE FIVE

The registered office of the corporation shall be 612 Maple street, Clayton, New Mexico, and the name of the agent therein and in charge thereof, upon whom process against the corporation may be served, is: Garth Boyce, 612 Maple Street, Clayton, New Mexico, 88415.

DEC - 5 1997

N.M. ST. CORP. COMM.
CORPORATION DEPT.

SCHEDULE B

ARTICLE FOUR: SPECIAL PROVISIONS

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Upon the dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation in carrying out one or more of its purposes), and no member, director, or officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

ARTICLE SIX

The Board of Directors shall consist of not fewer than three members of the corporation, duly elected by the corporation in accordance with the corporation by-laws. The names and addresses of the initial directors are:

Delma L. Johnson; President; member 1 year term
P.O. Box 442
Clayton, New Mexico 88415

Ferdinand Garcia; Vice-President; member 1 year term
200 Aspen Street
Clayton, New Mexico 88415

Garth Boyce; Secretary-Treasurer; member 1 year term
612 Maple Street
Clayton, New Mexico 88415

An affidavit signed by each director stating that he/she consents to being a director of the Golden Spread Rural/Frontier Coalition, is on file with said corporation.

ARTICLE SEVEN

The name and address of each incorporator is:

Delma L. Johnson; President; member 1 year term
P.O. Box 442
Clayton, New Mexico 88415

Ferdinand Garcia ; Vice-President; member 1 year term
200 Aspen Street
Clayton, New Mexico 88415

Garth Boyce; Secretary-Treasurer; member 1 year term
612 Maple Street
Clayton, New Mexico 88415

ARTICLE EIGHT

The government of said corporation shall be vested in the Board of Directors, who shall be elected by the membership of the corporation in the manner, for the terms as set forth in the By-Laws. The Board of Directors shall have all authority to act for the corporation, and shall hold, in the name of the Board of Directors of

to act for the corporation, and shall hold, in the name of the Board of Directors of Golden Spread Rural/Frontier Coalition, title to all property of the corporation.

In witness whereof we have affixed our signatures.


DELMA L. JOHNSON

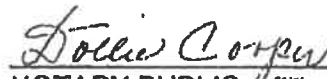

FERDINAND GARCIA


GARTH BOYCE

STATE OF NEW MEXICO)

COUNTY OF UNION)

The foregoing was acknowledged before me this 2 day of December, 1997, by Delma L. Johnson, Garth Boyce, Ferdinand Garcia


NOTARY PUBLIC Magistrate Judge

My Commission Expires:

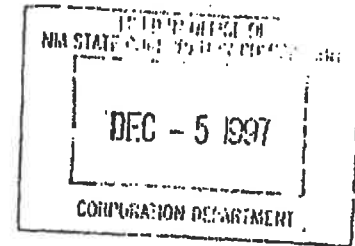
12-31-98

AFFIDAVIT OF ACCEPTANCE OF APPOINTMENT
BY DESIGNATED INITIAL REGISTERED AGENT

To the State Corporation Commission

STATE OF NEW MEXICO)

COUNTY OF UNION)



On the 2 day of December, 1997, before me a Notary Public in and for the State and County aforesaid, personally appeared Garth Boyce, who is known to be the person and who, being duly sworn, acknowledged to me that he does accept his appointment as the Initial Registered Agent of Golden Spread Rural/Frontier Coalition, the corporation which is named in annexed Articles of Incorporation, and which is applying for a certificate of Incorporation pursuant to the provisions of the Nonprofit Corporation Act of the State of New Mexico.

Garth Boyce
GARTH BOYCE
612 MAPLE STREET
CLAYTON, NEW MEXICO

STATE OF NEW MEXICO)

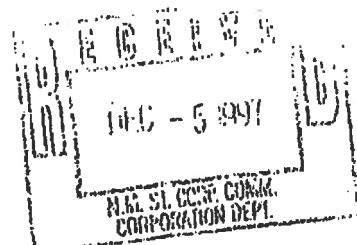
COUNTY OF UNION)

The foregoing was acknowledged before me this 2 day of December, 1997, by Garth Boyce.

Dollie Cooper
NOTARY PUBLIC Magistrate Judge

My Commission Expires:

12-31-98



Entity Information

Status **Active**

Your registration was activated on 2020-07-10. It expires on 2022-01-04 which is one year after you submitted it for processing.

Company Name **GOLDEN SPREAD RURAL/FRONTIER COALITION**

DUNS Unique Entity ID **104459537**



Core Data
Completed



Assertions
Completed



Reps & Certs
Completed



POCs
Completed



Submit
Completed



Processing
Completed



Active
Completed

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The entire registration process will take up to 10 business days to complete. The Federal Service Desk cannot provide further information about your registration unless at least 10 business days have passed since you submitted your registration.

Check Entity Registration Status

The SAM.gov Status Tracker returns the registration status for publicly-searchable registration records. If you are a federal government user, please sign into SAM.gov and use the Search link in the main navigation menu to view registrations or data that are not publicly available.



If you are not a federal government user, you must have a role with an entity to check its registration status.

DUNS Unique Entity ID

EFT Identifier

Or, check registration status by typing in the CAGE Code.

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General Services Administration

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GOLDEN SPREAD RURAL FRONTIER COALITION

AUDITED FINANCIAL STATEMENTS

DECEMBER 31, 2020

Woodard, Cowen & Co.

Certified Public Accountants

GOLDEN SPREAD RURAL FRONTIER COALITION

AUDIT OF FINANCIAL STATEMENTS DECEMBER 31, 2020

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MENTAL HEALTH RESOURCES, INCORPORATED

OFFICIAL ROSTER

December 31, 2020

BOARD OF DIRECTORS

<u>Name</u>	<u>Location</u>	<u>Position</u>
Ferdinand Garcia	Clayton	Chair
Bill Birdwell	Clayton	Vice Chair
Barbara French	Dalhart, TX	Treasurer
Rose Ramirez	Clayton	Secretary
Carrell Blakeley	Clayton	Member
Andrew Lambach	Clayton	Member
Hilario Perez	Clayton	Member

Woodard, Cowen & Co.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Golden Spread Rural Frontier Coalition

We have audited the accompanying financial statements of Golden Spread Rural Frontier Coalition (a nonprofit organization), which comprise the statement of financial position as of December 31, 2020, and the related statement of activities, statements of functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Golden Spread Rural Frontier Coalition, as of December 31, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Woodard, Cowen & Company
July 19, 2021

GOLDEN SPREAD RURAL FRONTIER COALITION
STATEMENT OF FINANCIAL POSITION
as of DECEMBER 31, 2020

	<u>GOLDEN SPREAD</u>
<u>ASSETS</u>	
Cash and equivalents	\$ 121,122
Prepaid expenses	-
Tenant rent receivable	751
Land	10,132
Building	55,747
Site Improvements	10,710
Equipment	323,195
Accumulated depreciation	(293,300)
Net Property and Equipment	<u>106,484</u>
Development fee receivable	609,638
Development fee interest receivable	483,642
Investment income receivable	26,571
Note receivable	921,264
Investment in limited partnerships	895,383
Due from Walnut Street	60,419
Financing costs	-
Accumulated amortization	-
Net Other Assets	<u>2,996,917</u>
 TOTAL ASSETS	 <u><u>\$ 3,225,274</u></u>
<u>LIABILITIES AND NET POSITION</u>	
Current Liabilities	
Accounts payable	\$ 3,770
Accrued liabilities	5,766
Accrued salaries and wages	20,241
Accrued interest payable	131
Loan payable	91,336
Deferred contract revenue	-
Tenant Security Deposits	2,340
AHP Interest Payable	-
Current Portion of Long-term loan	-
Due to Golden Spread	-
Total Current Liabilities	<u>123,584</u>
Long-term Liabilities	
Mortgage Payable	-
AHP Loan Payable	-
Total Long-term Liabilities	<u>-</u>
 TOTAL LIABILITIES	 <u>123,584</u>
Net Position	
Unrestricted	3,101,690
 Total Liabilities and Net Position	 <u><u>\$ 3,225,274</u></u>

The accompanying footnotes are an integral part of these financial statements.

GOLDEN SPREAD RURAL FRONTIER COALITION
STATEMENT OF ACTIVITIES
for the year ended December 31, 2020

	<u>fye December 31, 2020</u>
	<u>Golden Spread</u>
Revenues and gains	
Changes in net assets without donor restrictions	
Revenues and gains	
Grants - Federal	\$ -
Grants - State	187,362
Grants - Local	58,571
Total Revenues not subject to donor restriction	<u>245,933</u>
Expenses	
Program	
Personnel and payroll	417,024
Occupancy	30,036
Depreciation and amortization	20,039
Supplies	28,582
Other	166,721
Total Program Expenses	<u>662,402</u>
Administration	
Personnel and payroll	70,176
Supplies	6,678
Other	20,265
Total Administration Expenses	<u>107,161</u>
Fund Raising	
Personnel and payroll	-
Total Fund Raising Expenses	<u>-</u>
Total Expenses	<u>769,563</u>
Other Income and Expense	
Fees and fares	462,843
Development fees	-
Rental Income	32,528
Interest Income	1,174
Other income	18,649
Total Other Income and Expense	<u>515,194</u>
Increase/(Decrease) in net assets without donor restrictions	(8,436)
Net Assets not subject to donor restrictions at beginning of the year	2,632,072
Restatement of Net Assets	478,054
Net Assets not subject to donor restrictions at end of the year	<u>\$ 3,101,690</u>

The accompanying footnotes are an integral part of these financial statements.

GOLDEN SPREAD RURAL FRONTIER COALITION
STATEMENT OF FUNCTIONAL EXPENSES - GOLDEN SPREAD
FYE DECEMBER 31, 2020

	Total	Program	Administration	Fund Raising
Personnel and Payroll				
Wages and related expenses	\$ 444,397	\$ 380,871	\$ 63,526	\$ -
Benefits and Professional Development	2,301	2,123	177	-
Payroll Related Taxes	40,503	34,030	6,473	-
Total Personnel and Payroll Expense	487,201	417,024	70,176	-
Occupancy				
Repairs	8,568	7,344	1,225	-
Insurance	15,108	12,101	3,006	-
Utilities	11,326	9,032	2,294	-
Property Tax	1,813	1,559	254	-
Rent	-	-	-	-
Total Occupancy Expense	36,815	30,036	6,779	-
Depreciation and Amortization	23,301	20,039	3,262	-
Supplies	35,261	28,582	6,678	-
Other				
Grants and Contract Services	7,003	5,812	1,191	-
Travel	3,132	2,565	567	-
Telephone and internet	8,480	4,274	4,206	-
Postage	1,022	832	190	-
Other	32,065	27,867	4,198	-
Taxes	-	-	-	-
Interest	314	270	44	-
Vehicle expense	84,607	84,516	90	-
Legal and Professional	28,566	21,896	6,670	-
Dues and subscriptions	3,240	2,835	405	-
Advertising	1,311	894	416	-
Board expenses	-	-	-	-
Equipment Lease and Repair	17,245	14,958	2,287	-
Gross Receipts Tax	-	-	-	-
Total Other Expense	186,985	166,721	20,265	-
	<u>\$ 769,563</u>	<u>\$ 662,402</u>	<u>\$ 107,161</u>	<u>\$ -</u>

The accompanying footnotes are and integral part of these financial statements.

GOLDEN SPREAD RURAL FRONTIER COALITION
STATEMENT OF CASH FLOWS
for the year ended DECEMBER 31, 2020

	2020
Cash flows from operating activities:	
Increase in net position	\$ (8,436)
Adjustments to reconcile changes in net assets to net cash provided by (used in)	
Depreciation and amortization	23,301
(Increase) decrease in assets:	
Grants receivable	-
Development fee receivable	-
Investment income receivable	3,116
Note Receivable	-
Tenant Receivable	-
Increase (decrease) in liabilities:	
Accounts payable	(36,686)
Accrued liabilities	607
Accrued salaries and wages	5,448
Deferred revenues	196
Tenant Security Deposits	440
Due to Golden Spread	-
Net cash provided by (used in) operating activities	(12,014)
Cash flows from investing activities	
Purchase of capital assets	(10,000)
Net cash used in investing activities	(10,000)
Cash flows from financing activities	
Principal payment on notes	(31,594)
Proceeds from loans	90,800
Financing Cost	
Net cash provided by financing activities	59,206
Net increase (decrease) in cash and equivalents	37,192
Cash and equivalents at beginning of year	83,930
Cash and equivalents at end of year	\$ 121,122

The accompanying footnotes are an integral part of these financial statements.

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of activities

Golden Spread Rural Frontier Coalition, (Coalition) was incorporated under the laws of the State of New Mexico to provide planning, administrative services and financing to support not-for-profit businesses and economic growth initiatives, which can respond to human services needs that the Board of Directors determines is appropriate, in the area of community and economic development, health, employment and housing opportunities and decent housing that is affordable to low and medium income people. The Coalition operates under a Board of Directors.

During 2020, most of the Coalition's support was provided by state and federal programs.

B. Financial statement presentation

The Coalition has adopted Statements of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations and ASU No. 2016-14. Under ASU No. 2016-14, the Coalition is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. The financial statements of the Coalition include: the statement of financial position, the statement of activities, statement of functional expenses, and the statement of cash flows.

The Coalition had no net assets with donor restrictions for the year ended December 31, 2020.

For these reviewed financial statements, management has omitted the presentation of the statement of functional expense as required by ASU No. 2016-14. The effect of this omission is the allocation of expenses to administrative and program are not reflected on the statement of activities accurately. However, the expenses are materially accurate taken as a whole.

C. Receivables

The receivables reported in the statement of financial position are net of the allowance for doubtful accounts.

D. Property and equipment

Property and equipment are recorded at cost. The Coalition has elected to expense fixed asset additions under \$1,000. Donations of property and equipment are recorded at their estimated value. Depreciation of property and equipment is provided over the estimated useful lives of the respective assets on a straight-line basis. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expenses as incurred. Upon disposal of depreciable property, the appropriate accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the statement of activities.

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

E. Income taxes

The Internal Revenue Service has determined that the Coalition meets the requirements of the Internal Revenue Code and is exempt from federal income tax under Section 501(c)(3) of the code.

F. Cash equivalents

For purposes of the statement of cash flows, the Coalition considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

G. Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

II. ACCRUED LIABILITIES

Accrued liabilities a December 31, 2020 consist of the following:

	<u>2020</u>
Federal Withholding	\$ 852
Medicare	592
Social Security	2,529
Life Insurance	95
State Unemployment	379
State Withholding	757
Other Insurance	139
Aflac	33
Garnishment	390
Total Accrued Liabilities	<u>\$ 5,766</u>

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

III. DEVELOPMENT FEES RECEIVABLE

The Coalition has earned development fees from low income housing projects. These fees are due as defined in the limited partnership agreements. These development fees at December 31, 2020 consist of following:

DEVELOPMENT FEES

	<u>2020</u>
Azotea Senior Housing Limited Partners	\$ 258
El Cerrito Housing Limited Partnership	44,713
Lolomas Limited Partnership	54,496
Hotel Clovis Limited Partnership	159,788
Taos Haus Limited Partnership	148,560
Andelusia Housing Partnership	93,323
Playa Escondita Housing Partnership	102,846
Terra Montasa Housing II	52,324
Allowance for bad debts	<u>(46,670)</u>
Total Development Fees Receivable	<u><u>\$ 609,638</u></u>

Management of the Coalition has calculated an allowance for uncollectible Development Fees Receivable of \$46,670. The resulting net Development Fees Receivables reported of \$609,638.

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

IV. NOTES RECEIVABLE

At December 31, 2020, notes receivable consists of the following:

	Note Receivable	Accrued Interest	Total
Loan to help fund the development of El Cerrito Housing Limited Partnership in the amount of \$242,509. Interest accrues on the outstanding balance at 4.86% compounded annually. Payments shall be made 30 days after the end of each year to the extent of cash-flow, as defined in the limited partnership agreement. All unpaid principal and interest are due on January 29, 2046 or at the sale, refinance or transfer of the property. Secured by a third mortgage note receivable on the property.	\$ 242,509	\$ 187,911	\$ 430,420
Allowance for bad debts	-	-	-
Loan to help fund the development of Cottonwoods Commons Limited Partnership in the amount of \$258,755. Interest accrues on the outstanding balance at 4.86% compounded annually. Payments shall be made 30 days after the end of each year to the extent of cash-flow, as defined in the limited partnership agreement. All unpaid principal and interest are due on January 29, 2046 or at the sale, refinance or transfer of the property. Secured by a third mortgage note receivable on the property.	258,755	193,925	452,680
Allowance for bad debts	-	-	-
Loan to help fund the development of Ladera Apartment Homes Limited Partnership in the amount of \$240,000. Interest accrues on the outstanding balance at 5.62% compounded annually. Payments shall be made 30 days after the end of each year to the extent of cash-flow, as defined in the limited partnership agreement. All unpaid principal and interest are due on April 2042 or at the sale, refinance or transfer of the property. Secured by a third mortgage note on the property.	240,000	344,650	584,650
Allowance for bad debts	-240,000	-344,650	-584,650
Loan to help fund the development of Hotel Clovis Housing LLP in the amount of \$420,000. Interest accrues on the outstanding balance at .1% compounded annually. Payments shall be made 30 days after the end of each year to the extent of cash flow, as defined in the limited partnership agreement. All unpaid principal and interest are due on August 31, 2067 or at the sale, refinance or transfer of the property. Secured by third mortgage note receivable on the property	420,000	55,135	475,135
Allowance for bad debts	-	-	-
Loan to help fund the development of Walnut Street Limited Partnership in the amount of \$150,000. Interest accrues on the outstanding balance at 5.00% compounded annually. Payments shall be made 30 days after the end of each year to the extent of cash-flow, as defined in the limited partnership agreement. All unpaid principal and interest are due on December 2041 or at the sale, refinance or transfer of the property. Secured by a second mortgage note on the property.	150,000	176,853	326,853
Allowance for bad debts	-150,000	-130,182	-280,182
TOTALS	\$ 921,264	\$ 483,642	\$ 1,404,906

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

V. INVESTMENTS IN LIMITED PARTNERSHIPS

The Coalition has investments in several low-income housing projects. A summary of the December 31, 2020 investments are as follows:

Change in Investments:	Beginning Balance	Current year Profit/(Loss)	Other Adjustment	Ending Balance
Walnut Street	\$ 895,317	\$ -	\$ -	\$ 895,317
Azotea Senior	61	(17)	-	44
El Cerreto Housing	-	-	-	-
Cottonwood Commons	-	-	-	-
Wilshire Gardens	-	-	-	-
Lolomas Senior Housing	-	-	-	-
Ladera Apartment Homes	-	-	-	-
LaPradera Housing	-	-	-	-
Hotel Clovis Housing	-	-	-	-
Taos Haus Housing	33	(21)	-	12
Andalusia Housing	50	(50)	-	-
Playa Escondita Housing	-	-	-	-
Tierra Montosa Housing II	10	-	-	10
Total	<u>\$ 895,471</u>	<u>\$ (88)</u>	<u>\$ -</u>	<u>\$ 895,383</u>

Partnership	Percentage of Investment
Walnut Street Limited Partnership	100.000%
Azotea Senior Limited Partnership	0.051%
Cottonwood Commons Limited Partnership	0.051%
El Cerrito Housing Limited Partnership	0.051%
Wilshire Limited Partnership	0.051%
Ladera Apartment Homes Limited Partnership	0.051%
Lolomas Senior Housing	0.051%
Hotel Clovis Housing	0.051%
Taos Haus Housing	0.051%
Andalusia Housing	0.051%
Playa Escondita Housing	0.051%
Tierra Montosa Housing II	0.051%

The Coalition took full control of the Walnut Street Limited Partnership therefore, Walnut Street has been presented as a component unit of the Coalition. Management of the Coalition is working to consolidate the financial reporting of Walnut Street into the Coalition.

GOLDEN SPREAD RURAL FRONTIER COALITION

Notes to the Financial Statements

December 31, 2020

VI. CHANGES IN PROPERTY AND EQUIPMENT

A summary of changes in property and equipment are as follows:

	2019	Increases	Decreases	Adjustments	2020
Capital assets not being depreciated:					
Land	\$ 10,132	\$ -	\$ -	\$ -	\$ 10,132
Capital assets being depreciated:					
Buildings	55,747	-	-	-	55,747
Buildings Improvements	10,710	-	-	-	10,710
Furniture, Fixtures, and Equipment	325,084	-	1,889	-	323,195
Total capital assets being depreciated	391,541	-	1,889	-	389,652
Less accumulated depreciation for:					
Buildings	21,843	1,963	-	-	23,806
Buildings Improvements	10,710	1,062	-	-	11,772
Furniture, Fixtures, and Equipment	253,719	5,893	1,889	-	257,723
Total accumulated depreciation	286,272	8,918	1,889	-	293,301
Total capital assets being depreciated, net	105,269	(8,918)	-	-	96,351
Total capital assets, net	\$ 115,401	\$ (8,918)	\$ -	\$ -	\$ 106,483

VII. CONCENTRATION OF CREDIT RISK

The Coalition maintains its cash in one financial institution in Clayton, New Mexico. The Federal Deposit Insurance Corporation (FDIC) insures Deposits up to \$250,000. The cash balances, at times, may exceed the FDIC limits. At December 31, 2020, the Coalition's deposits were fully insured.

VIII. SUBSEQUENT EVENTS

Subsequent events were evaluated through March 1, 2021, which is the date the financial statements were available to be issued.

- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

Funding

Project Information

Golden Spread Rural Frontier Coalition : Project Administration - Project Administration

UPIN: BCG0000861
Project Status: Open

Created by Jerry Garcia on 7/26/2018 10:30:25 AM
Last Modified by Vijay Ummadi on 10/29/2018 12:51:04 PM

Project Funding Summary

Year: 2020
Status: Not Submitted

Requested: \$107,719
Allocated: \$0
Encumbered: \$0

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- [Comments](#)

Project Budget

Expense

Budget Code	Category	Amount
Salaries and Wages		
1-01-05	Director	\$12,000
1-01-10	Managers	\$11,520
1-01-12	Financial Manager	\$0
1-01-15	Clerical Support Staff	\$0
1-01-20	Accounting Staff	\$0
1-01-25	Administrative Assistant	\$0
1-01-30	Village Administrator	\$0
1-01-35	CFO	\$0
1-01-40	Salary Adjustments	\$0
1-01-45	Chief Executive Officer	\$0
1-01-50	Transportation Coordinator	\$9,072
1-01-55	Public Works Director	\$0
1-01-60	Janitor	\$0
1-01-65	Temporary	\$0
1-01-95	Other	\$0
Fringe Benefits		
1-02-05	FICA	\$1,702
1-02-10	PERA Retirement	\$0
1-02-15	Health Insurance	\$0
1-02-20	Unemployment Insurance	\$0

1-02-25	Workmen's Compensation	\$4,000
1-02-30	Other Fringe Benefits	\$0
1-02-95	Other	\$0
Communications		
1-03-05	Fax Machine	\$0
1-03-10	Internet Subscriber Services	\$0
1-03-15	Postage	\$244
1-03-20	Telephone	\$1,584
1-03-25	Cell Phone	\$3,528
1-03-30	Radio	\$0
1-03-35	Repeater Fees	\$0
1-03-95	Other	\$0
Contractual Services		
1-04-05	Audit	\$12,960
1-04-10	Advertising	\$3,501
1-04-15	Equipment Rental	\$2,340
1-04-20	Contractual Services - Other	\$2,340
1-04-25	Contractual Services - Janitorial	\$0
1-04-95	Other	\$0
Dues and Subscriptions		
1-05-05	NMTA	\$432
1-05-10	SWTA	\$108
1-05-15	Transit Publications	\$115
1-05-20	CTAA	\$0
1-05-21	Business Registration Fees	\$0
1-05-95	Other	\$0
Equipment		
1-06-05	Equipment Lease	\$1,080
1-06-10	Equipment Repair	\$864
1-06-15	Computer	\$1,152
1-06-95	Other	\$0
Insurance		
1-07-05	Buildings and Contents	\$0
1-07-10	General & Employee Liability Insurance	\$7,000
1-07-15	Surety and Fidelity Bonds	\$0
1-07-20	Claims Deductible	\$0
1-07-25	Vehicle Insurance	\$23,040
1-07-95	Other	\$0
Occupancy Costs		
1-08-05	Office Rent	\$0
1-08-10	Utilities	\$1,800

1-08-20	Building Maintenance	\$0
1-08-95	Other	\$0
Personnel Costs		
1-09-10	Physicals	\$162
1-09-15	Hepatitis Vaccinations	\$0
1-09-95	Other	\$0
Printing/Copying Costs		
1-10-05	Printing	\$468
1-10-10	Copying	\$432
1-10-95	Other	\$0
Supplies		
1-11-05	Office Supplies	\$2,952
1-11-10	Furniture and Equipment under \$500	\$485
1-11-20	Janitorial Supplies	\$0
1-11-95	Other	\$0
Training		
1-12-05	Training	\$792
1-12-95	Other	\$0
Travel		
1-13-05	Mileage	\$0
1-13-10	Public Transport Fares	\$0
1-13-15	Per Diem	\$0
1-13-20	Registration Fees	\$432
1-13-25	Lodging and Meals	\$1,614
1-13-30	Other	\$0

Total Expenses \$107,719

Total Revenue (minus) \$0

Net Project Cost \$107,719

Local Match (20%) **Amount**
Local Match Share (minimum required) \$21,543

Source:	Golden Spread	\$21,543
Source:		
Source:		

Local Balance \$0

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- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

Funding

Project Information

Golden Spread Rural Frontier Coalition : Operating Assistance up to 50% Federal Share

UPIN: BCG0000862

Project Status: Open

Created by Jerry Garcia on 7/26/2018 1:24:57 PM

Last Modified by Vijay Ummadi on 10/29/2018 12:51:04 PM

Project Funding Summary

Year: 2020

Status: Not Submitted

Requested: \$190,181

Allocated: \$0

Encumbered: \$0

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- [Comments](#)

Project Budget

Expense

Budget Code	Category	Amount
Salaries and Wages		
2-01-05	Supervisor	\$31,188
2-01-10	Drivers	\$61,500
2-01-15	Mechanics	\$0
2-01-20	Dispatcher	\$27,980
2-01-25	Janitor	\$4,000
2-01-30	Salary Adjustment	\$0
2-01-35	Overtime	\$0
2-01-40	Mechanic Supervisor	\$0
2-01-45	Auto Parts Clerk	\$0
2-01-50	Maintainer	\$0
2-01-55	Accountant	\$0
2-01-60	Laborer	\$0
2-01-95	Other	\$0
Fringe Benefits		
2-02-05	FICA	\$9,062
2-02-10	PERA Retirement	\$0
2-02-15	Health Insurance	\$0
2-02-20	Unemployment Insurance	\$0
2-02-25	Worker's Compensation	\$4,320
2-02-30	Other	\$0

2-02-95	Other	\$0
Communications		
2-03-05	Cell Phone	\$1,372
2-03-10	Telephone	\$616
2-03-15	Radio Repeater	\$0
2-03-20	Mobile Radio	\$0
2-03-25	Radio	\$0
2-03-95	Other	\$0
Contractual Services		
2-04-05	Maintenance - Machinery and Equipment	\$0
2-04-10	Equipment Rental	\$0
2-04-15	Contractual Services - Other	\$4,800
2-04-20	Transit Services	\$0
2-04-30	Indirect Cost Rate	\$0
2-04-95	Other	\$0
Equipment		
2-05-10	Assigned Vehicle Use	\$0
2-05-15	Equipment Rental	\$0
2-05-95	Other	\$0
Occupancy Costs		
2-06-05	Building Maintenance	\$0
2-06-10	Operational Rent	\$0
2-06-15	Utilities	\$700
2-06-20	Building Insurance	\$0
2-06-25	Building and Grounds	\$0
2-06-95	Other	\$0
Personnel Costs		
2-07-05	Uniforms	\$700
2-07-06	Background Checks	\$3,000
2-07-10	Hepatitis Vaccinations	\$0
2-07-15	Physicals	\$800
2-07-95	Other	\$0
Supplies		
2-08-05	Shop Supplies	\$4,134
2-08-10	Furniture & Equipment under \$500	\$485
2-08-15	Printing	\$370
2-08-95	Other	\$0
Training		
2-09-05	Training	\$1,200
2-09-95	Other	\$0
Travel		

2-10-05	Mileage	\$0
2-10-10	Public Transport Fares	\$0
2-10-15	Per Diem	\$0
2-10-20	Registration Fees	\$1,418
2-10-25	Lodging & Meals	\$3,436
2-10-30	Other	\$0
Vehicle Costs		
2-11-05	Fuel	\$18,500
2-11-10	License & Fees	\$5,000
2-11-15	Oil & Lubricants	\$2,600
2-11-20	Replacement Parts	\$2,000
2-11-25	Tires	\$3,200
2-11-30	Vehicle Maintenance	\$3,200
2-11-35	Vehicle Painting	\$2,300
2-11-40	Vehicle Interior Maintenance	\$1,800
2-11-45	Freight	\$0
2-11-50	Vehicle Repair	\$2,500
2-11-95	Other	\$0

Revenue**Category****Amount****Passenger Fares**

Passenger Fares

\$12,000

Revenue (Non-Calculated)**Category****Amount****Advertising**

Advertising

\$0

Contracting

Contracting

\$0

Total Expenses		\$202,181
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Total Revenue	(minus)	\$12,000
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Net Project Cost		\$190,181
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Local Match (50%)**Amount****Local Match Share (minimum required)**

\$95,090

Source:	Golden Spread	\$95,090
Source:		
Source:		

Local Balance	\$0
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- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

Funding

Project Information

Golden Spread Rural Frontier Coalition : Rehab / Renovation - Storage Facility

UPIN: BCG0000940

Project Status: Open

Created by Jerry Garcia on 8/29/2018 10:54:29 AM

Last Modified by Vijay Ummadi on 10/29/2018 12:51:04 PM

Project Funding Summary

Year: 2020

Status: Not Submitted

Requested: \$100,000

Allocated: \$0

Encumbered: \$0

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Project Budget

Expense

Budget Code	Category	Amount
Capital Expenses		
3-01-00	Capital Cost	\$100,000

Total Expenses \$100,000

Total Revenue (minus) \$0

Net Project Cost \$100,000

Local Match (20%)

Local Match Share (minimum required) \$20,000

Source: Golden Spread \$20,000

Source:

Source:

Local Balance \$0

Funding

Project Information

Golden Spread Rural Frontier Coalition : State or Program Administration

UPIN: BCG0000817

Project Status: Open

Created by Jerry Garcia on 9/14/2017 3:30:24 PM

Last Modified by Deborah Bach on 10/18/2018 12:43:30 PM

Project Funding Summary

Year: 2019 **Requested:** \$106,879

Status: Funds **Allocated:** \$79,130

Planned **Encumbered:** \$0

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Budget Comments

Project Budget

Expense

Salaries and Wages

1-01-05	Director	19008.0000
1-01-10	Managers	15828.0000
1-01-12	Financial Manager	0.0000
1-01-15	Clerical Support Staff	0.0000
1-01-20	Accounting Staff	0.0000
1-01-25	Administrative Assistant	0.0000
1-01-30	Village Administrator	0.0000
1-01-35	CFO	0.0000
1-01-40	Salary Adjustments	0.0000
1-01-45	Chief Executive Officer	0.0000
1-01-50	Transportation Coordinator	5814.0000
1-01-55	Public Works Director	0.0000
1-01-60	Janitor	0.0000
1-01-65	Temporary	0.0000
1-01-95	Other	0.0000

Fringe Benefits

1-02-05	FICA	2564.0000
1-02-10	PERA Retirement	0.0000
1-02-15	Health Insurance	0.0000
1-02-20	Unemployment Insurance	0.0000
1-02-25	Workmen's Compensation	1900.0000
1-02-30	Other Fringe Benefits	0.0000
1-02-95	Other	0.0000

Communications

1-03-05	Fax Machine	0.0000
1-03-10	Internet Subscriber Services	0.0000
1-03-15	Postage	324.0000
1-03-20	Telephone	0.0000
1-03-25	Cell Phone	0.0000
1-03-30	Radio	0.0000
1-03-35	Repeater Fees	0.0000
1-03-95	Other	0.0000
Contractual Services		
1-04-05	Audit	8608.0000
1-04-10	Advertising	3242.0000
1-04-15	Equipment Rental	0.0000
1-04-20	Contractual Services - Other	0.0000
1-04-25	Contractual Services - Janitorial	0.0000
1-04-95	Other	0.0000
Dues and Subscriptions		
1-05-05	NMTA	448.0000
1-05-10	SWTA	559.0000
1-05-15	Transit Publications	139.0000
1-05-20	CTAA	0.0000
1-05-21	Business Registration Fees	0.0000
1-05-95	Other	0.0000
Equipment		
1-06-05	Equipment Lease	1341.0000
1-06-10	Equipment Repair	1117.0000
1-06-15	Computer	1453.0000
1-06-95	Other	0.0000
Insurance		
1-07-05	Buildings and Contents	0.0000
1-07-10	General & Employee Liability Insurance	6484.0000
1-07-15	Surety and Fidelity Bonds	0.0000
1-07-20	Claims Deductible	0.0000
1-07-25	Vehicle Insurance	27376.0000
1-07-95	Other	0.0000
Occupancy Costs		
1-08-05	Office Rent	0.0000
1-08-10	Utilities	2906.0000
1-08-20	Building Maintenance	0.0000
1-08-95	Other	0.0000
Personnel Costs		
1-09-10	Physicals	334.0000
1-09-15	Hepatitis Vaccinations	0.0000
1-09-95	Other	502.0000
Printing/Copying Costs		
1-10-05	Printing	637.0000
1-10-10	Copying	595.0000
1-10-95	Other	0.0000
Supplies		
1-11-05	Office Supplies	1900.0000
1-11-10	Furniture and Equipment under \$500	485.0000
1-11-20	Janitorial Supplies	0.0000
1-11-95	Other	0.0000
Training		
1-12-05	Training	1005.0000
1-12-95	Other	0.0000
Travel		

1-13-05 Mileage
 1-13-10 Public Transport Fares
 1-13-15 Per Diem
 1-13-20 Registration Fees
 1-13-25 Lodging and Meals
 1-13-30 Other

0.0000
0.0000
223.0000
402.0000
1687.0000
0.0000

Total Expenses	\$106,879
Total Revenue	(minus) \$0
Net Project Cost	\$106,879

Local Match Share (minimum required)		\$21,375
Source:	GOLDEN SPREAD	21375.00
Source:		
Source:		
Local Balance		\$0

Funding

Project Information

Golden Spread Rural Frontier Coalition : Operating Assistance up to 50% Federal Share

UPIN: BCG0000706
Project Status: Open

Created by Jerry Garcia on 8/10/2017 11:10:12 AM
Last Modified by Deborah Bach on 10/18/2018 4:19:06 PM

Project Funding Summary

Year: 2019 **Requested:** \$180,511
Status: Funds **Allocated:** \$164,304
Planned **Encumbered:** \$0
[<< Return to Funding Requests](#)

Budget Comments

Project Budget

Expense

Salaries and Wages		
2-01-05	Supervisor	21971.0000
2-01-10	Drivers	76334.0000
2-01-15	Mechanics	0.0000
2-01-20	Dispatcher	22299.0000
2-01-25	Janitor	0.0000
2-01-30	Salary Adjustment	0.0000
2-01-35	Overtime	0.0000
2-01-40	Mechanic Supervisor	0.0000
2-01-45	Auto Parts Clerk	0.0000
2-01-50	Maintainer	0.0000
2-01-55	Accountant	0.0000
2-01-60	Laborer	0.0000
2-01-95	Other	0.0000
Fringe Benefits		
2-02-05	FICA	7518.0000
2-02-10	PERA Retirement	0.0000
2-02-15	Health Insurance	0.0000
2-02-20	Unemployment Insurance	0.0000
2-02-25	Worker's Compensation	2856.0000
2-02-30	Other	0.0000
2-02-95	Other	0.0000
communications		
2-03-05	Cell Phone	2373.0000
2-03-10	Telephone	1053.0000
2-03-15	Radio Repeater	0.0000
2-03-20	Mobile Radio	0.0000
2-03-25	Radio	0.0000
2-03-95	Other	0.0000

Contractual Services		
2-04-05	Maintenance - Machinery and Equipment	0.0000
2-04-10	Equipment Rental	0.0000
2-04-15	Contractual Services - Other	0.0000
2-04-20	Transit Services	0.0000
2-04-30	Indirect Cost Rate	0.0000
2-04-95	Other	0.0000
Equipment		
2-05-10	Assigned Vehicle Use	0.0000
2-05-15	Equipment Rental	0.0000
2-05-95	Other	0.0000
Occupancy Costs		
2-06-05	Building Maintenance	0.0000
2-06-10	Operational Rent	0.0000
2-06-15	Utilities	0.0000
2-06-20	Building Insurance	0.0000
2-06-25	Building and Grounds	0.0000
2-06-95	Other	0.0000
Personnel Costs		
2-07-05	Uniforms	0.0000
2-07-06	Background Checks	0.0000
2-07-10	Hepatitis Vaccinations	0.0000
2-07-15	Physicals	1013.0000
2-07-95	Other	0.0000
Supplies		
2-08-05	Shop Supplies	685.0000
2-08-10	Furniture & Equipment under \$500	0.0000
2-08-15	Printing	357.0000
2-08-95	Other	0.0000
Training		
2-09-05	Training	1428.0000
2-09-95	Other	0.0000
Travel		
2-10-05	Mileage	0.0000
2-10-10	Public Transport Fares	0.0000
2-10-15	Per Diem	357.0000
2-10-20	Registration Fees	714.0000
2-10-25	Lodging & Meals	3094.0000
2-10-30	Other	0.0000
Vehicle Costs		
2-11-05	Fuel	18278.0000
2-11-10	License & Fees	476.0000
2-11-15	Oil & Lubricants	1785.0000
2-11-20	Replacement Parts	1029.0000
2-11-25	Tires	3540.0000
2-11-30	Vehicle Maintenance	8300.0000
2-11-35	Vehicle Painting	1487.0000
2-11-40	Vehicle Interior Maintenance	708.0000
2-11-45	Freight	0.0000
2-11-50	Vehicle Repair	2856.0000
2-11-95	Other	0.0000

Revenue

Passenger Fares		
	Passenger Fares	0.0000
Revenue (Non-Calculated)		

Advertising

Advertising

0.0000

Contracting

Contracting

0.0000

Total Expenses	\$180,511
Total Revenue	(minus) \$0
Net Project Cost	\$180,511

Local Match Share (minimum required)

\$90,255

Source: Golden Spread Coalition

Source:

Source:

Local Balance

\$90,255

- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

Funding

Project Information

Golden Spread Rural Frontier Coalition : Buy Expansion - Bus < 30 FT

UPIN: BCG0000697

Project Status: Open

Created by Jerry Garcia on 8/3/2017 9:20:54 AM

Last Modified by Deborah Bach on 10/18/2018 4:23:12 PM

Project Funding Summary

Year: 2019

Status: Funds Planned

Requested: \$125,148

Allocated: \$125,149

Encumbered: \$0

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Project Budget

Expense

Budget Code	Category	Amount
Capital Expenses		
3-01-00	Capital Cost	\$125,148
Total Expenses		\$125,148
Total Revenue (minus)		\$0
Net Project Cost		\$125,148

Local Match (20%)

Local Match Share (minimum required)		Amount
		\$25,029
Source:	Golden Spread Coalition	\$25,029
Source:		
Source:		

Local Balance \$0

Funding

Project Information

Golden Spread Rural Frontier Coalition : Project Administration - Project Administration

UPIN: BCG0000670
Project Status: Open

Created by Marcy
Eppler on 6/15/2017 2:34:00 PM
Last Modified by Deborah
Bach on 3/16/2018 12:07:59 PM

Project Funding Summary

Year: 2018 **Requested:** \$101,904
Status: Funds **Allocated:** \$79,129
Available **Encumbered:** \$63,304
[<< Return to Funding Requests](#)

Budget Comments

Project Budget

Expense

Salaries and Wages

1-01-05	Director	9035.0000
1-01-10	Managers	16405.0000
1-01-12	Financial Manager	0.0000
1-01-15	Clerical Support Staff	0.0000
1-01-20	Accounting Staff	0.0000
1-01-25	Administrative Assistant	0.0000
1-01-30	Village Administrator	0.0000
1-01-35	CFO	0.0000
1-01-40	Salary Adjustments	0.0000
1-01-45	Chief Executive Officer	0.0000
1-01-50	Transportation Coordinator	6240.0000
1-01-55	Public Works Director	0.0000
1-01-60	Janitor	0.0000
1-01-65	Temporary	0.0000
1-01-95	Other	0.0000

Fringe Benefits

1-02-05	FICA	2753.0000
1-02-10	PERA Retirement	0.0000
1-02-15	Health Insurance	0.0000
1-02-20	Unemployment Insurance	0.0000
1-02-25	Workmen's Compensation	2040.0000
1-02-30	Other Fringe Benefits	0.0000
1-02-95	Other	0.0000

Communications

1-03-05	Fax Machine	0.0000
1-03-10	Internet Subscriber Services	0.0000
1-03-15	Postage	348.0000
1-03-20	Telephone	0.0000
1-03-25	Cell Phone	0.0000
1-03-30	Radio	0.0000
1-03-35	Repeater Fees	0.0000
1-03-95	Other	0.0000

Contractual Services

1-04-05	Audit	9240.0000
1-04-10	Advertising	3480.0000
1-04-15	Equipment Rental	0.0000
1-04-20	Contractual Services - Other	0.0000
1-04-25	Contractual Services - Janitorial	0.0000
1-04-95	Other	0.0000

Dues and Subscriptions

1-05-05	NMTA	480.0000
1-05-10	SWTA	600.0000
1-05-15	Transit Publications	150.0000
1-05-20	CTAA	0.0000
1-05-21	Business Registration Fees	0.0000
1-05-95	Other	0.0000

Equipment

1-06-05	Equipment Lease	1440.0000
1-06-10	Equipment Repair	1200.0000
1-06-15	Computer	1560.0000
1-06-95	Other	0.0000

Insurance

1-07-05	Buildings and Contents	0.0000
1-07-10	General & Employee Liability Insurance	6960.0000
1-07-15	Surety and Fidelity Bonds	0.0000
1-07-20	Claims Deductible	0.0000
1-07-25	Vehicle Insurance	29030.0000
1-07-95	Other	0.0000

Occupancy Costs

1-08-05	Office Rent	0.0000
1-08-10	Utilities	3120.0000
1-08-20	Building Maintenance	0.0000
1-08-95	Other	0.0000

Personnel Costs

1-09-10	Physicals	360.0000
1-09-15	Hepatitis Vaccinations	0.0000
1-09-95	Other	540.0000
Printing/Copying Costs		
1-10-05	Printing	684.0000
1-10-10	Copying	636.0000
1-10-95	Other	0.0000
Supplies		
1-11-05	Office Supplies	2040.0000
1-11-10	Furniture and Equipment under \$500	0.0000
1-11-20	Janitorial Supplies	0.0000
1-11-95	Other	0.0000
Training		
1-12-05	Training	1080.0000
1-12-95	Other	0.0000
Travel		
1-13-05	Mileage	0.0000
1-13-10	Public Transport Fares	0.0000
1-13-15	Per Diem	240.0000
1-13-20	Registration Fees	432.0000
1-13-25	Lodging and Meals	1811.0000
1-13-30	Other	0.0000

Total Expenses	\$101,904
Total Revenue	(minus) \$0
Net Project Cost	\$101,904

Local Match Share (minimum required)	\$20,380
---------------------------------------------	----------

Source: General fund	20380.00
Source:	
Source:	

Local Balance	\$0
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Funding

Project Information

Golden Spread Rural Frontier Coalition : Operating Assistance up to 50% Federal Share

UPIN: BCG0000706

Project Status: Open

Created by Jerry Garcia on 8/10/2017 11:10:12 AM

Last Modified by Deborah Bach on 10/18/2018 4:19:06 PM

Project Funding Summary

Year: 2019 **Requested:** \$180,511

Status: Funds **Allocated:** \$164,304

Planned **Encumbered:** \$0

[<< Return to Funding Requests](#)

Budget Comments

Project Budget

Expense

Salaries and Wages

2-01-05	Supervisor	21971.0000
2-01-10	Drivers	76334.0000
2-01-15	Mechanics	0.0000
2-01-20	Dispatcher	22299.0000
2-01-25	Janitor	0.0000
2-01-30	Salary Adjustment	0.0000
2-01-35	Overtime	0.0000
2-01-40	Mechanic Supervisor	0.0000
2-01-45	Auto Parts Clerk	0.0000
2-01-50	Maintainer	0.0000
2-01-55	Accountant	0.0000
2-01-60	Laborer	0.0000
2-01-95	Other	0.0000

Fringe Benefits

2-02-05	FICA	7518.0000
2-02-10	PERA Retirement	0.0000
2-02-15	Health Insurance	0.0000
2-02-20	Unemployment Insurance	0.0000
2-02-25	Worker's Compensation	2856.0000
2-02-30	Other	0.0000
2-02-95	Other	0.0000

Communications

2-03-05	Cell Phone	2373.0000
2-03-10	Telephone	1053.0000
2-03-15	Radio Repeater	0.0000
2-03-20	Mobile Radio	0.0000
2-03-25	Radio	0.0000
2-03-95	Other	0.0000

Contractual Services		
2-04-05	Maintenance - Machinery and Equipment	0.0000
2-04-10	Equipment Rental	0.0000
2-04-15	Contractual Services - Other	0.0000
2-04-20	Transit Services	0.0000
2-04-30	Indirect Cost Rate	0.0000
2-04-95	Other	0.0000
Equipment		
2-05-10	Assigned Vehicle Use	0.0000
2-05-15	Equipment Rental	0.0000
2-05-95	Other	0.0000
Occupancy Costs		
2-06-05	Building Maintenance	0.0000
2-06-10	Operational Rent	0.0000
2-06-15	Utilities	0.0000
2-06-20	Building Insurance	0.0000
2-06-25	Building and Grounds	0.0000
2-06-95	Other	0.0000
Personnel Costs		
2-07-05	Uniforms	0.0000
2-07-06	Background Checks	0.0000
2-07-10	Hepatitis Vaccinations	0.0000
2-07-15	Physicals	1013.0000
2-07-95	Other	0.0000
Supplies		
2-08-05	Shop Supplies	685.0000
2-08-10	Furniture & Equipment under \$500	0.0000
2-08-15	Printing	357.0000
2-08-95	Other	0.0000
Training		
2-09-05	Training	1428.0000
2-09-95	Other	0.0000
Travel		
2-10-05	Mileage	0.0000
2-10-10	Public Transport Fares	0.0000
2-10-15	Per Diem	357.0000
2-10-20	Registration Fees	714.0000
2-10-25	Lodging & Meals	3094.0000
2-10-30	Other	0.0000
Vehicle Costs		
2-11-05	Fuel	18278.0000
2-11-10	License & Fees	476.0000
2-11-15	Oil & Lubricants	1785.0000
2-11-20	Replacement Parts	1029.0000
2-11-25	Tires	3540.0000
2-11-30	Vehicle Maintenance	8300.0000
2-11-35	Vehicle Painting	1487.0000
2-11-40	Vehicle Interior Maintenance	708.0000
2-11-45	Freight	0.0000
2-11-50	Vehicle Repair	2856.0000
2-11-95	Other	0.0000

Revenue

Passenger Fares		
	Passenger Fares	0.0000

Revenue (Non-Calculated)

Advertising	
Advertising	0.0000
Contracting	
Contracting	0.0000

Total Expenses	\$180,511
Total (minus)	\$0
Revenue	
Net Project Cost	\$180,511

Local Match Share (minimum required)	\$90,255
Source: Golden Spread Coalition	
Source:	
Source:	
Local Balance	\$90,255

- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

Funding

Project Information

Golden Spread Rural Frontier Coalition : Buy Replacement - Vans

UPIN: BCG0000673

Project Status: Open

Created by Marcy Eppler on 6/15/2017 2:49:26 PM

Last Modified by Marcy Eppler on 6/19/2017 11:52:55 AM

Project Funding Summary

Year: 2018

Status: Funds Available

Requested: \$89,000

Allocated: \$102,680

Encumbered: \$82,144

[<< Return to Funding Requests](#)

- [Budget](#)
- [Comments](#)

Project Budget

Expense

Budget Code	Category	Amount
Capital Expenses		
3-01-00	Capital Cost	\$89,000

Total Expenses \$89,000

Total Revenue (minus) \$0

Net Project Cost \$89,000

Local Match (20%)

Local Match Share (minimum required) \$17,800

Source: General fund \$17,800

Source:

Source:

Local Balance \$0

FY 17 APPLICATION

Section 5311 Rural Public Transit

October 1, 2016 - September 30, 2017

I. Applicant Information

Organization/ Agency:	GOLDEN SPREAD RURAL FRONTIER EXPRESS		
Contact Person Name and Title:	EVA LAWRENCE - TRANSPORTATION COORDINATOR		
Mailing Address:	PO BOX 96		
City, State, ZIP:	CLAYTON, NM 88415		
Physical Address:	113 WALNUT STREET		
Phone and Cell Number:	575-374-6207		
FAX Number:	575-374-0566		
E-mail Address: (Required)	evalgs@plateautel.net		
Regional Planning Organization: (circle one)	NERPO	MRRPO	SERPO
	NPRPO	NWRPO	SCRPO
Applicant Signature and Date Signed:	<i>Eva Lawrence</i> 8/28/2015		
Please Print Name and Title	Eva Lawrence - Transportation Coordinator		
DUNS Number *	10445937		

- In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>

II. Summary of Budget Request

Please enter the dollar amount of your application request (Administration, Operating, and Capital) in the appropriate column below. This information should come directly from the budget pages in Section III of this application.

	Total	Federal Share	Local Share
Administrative (80/20)	*98320.	78656.	19664.
Operating (50/50)	**138804	69402.	69402.
♦ Capital (80/20)	***72165.	57732.	14433.
TOTAL	309289.	205790.	103499.

Capital Breakdown

	Total	Federal Share	Local Share
Capital to Subgrantee			
Capital to Vendor	72165	57732	14433
List vendor if utilizing Capital to Vendor (if applicable)			
♦ TOTAL should equal 'Capital' amt. above	72165	57732	14433

Capital to Vendor – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

Capital to Subgrantee – When you purchase any approved capital item that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.
THIS IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS

1. Financial Information

1) ADMINISTRATIVE BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.

ELIGIBLE ADMINISTRATIVE COSTS:

ITEM DESCRIPTION	2015 ACTUAL EXPENDITURES	2016 APPROVED BUDGET	2017 PROJECTED EXPENDITURES
1-01-00 Salaries and Wages	9056.00	9056.00	10867.00
1-01-05 Director			
1-01-10 Managers	15447.67	17092.00	20339.00
1-01-12 Financial Manager			
1-01-15 Clerical Support Staff			
1-01-20 Accounting Staff			
1-01-25 Administrative Assist.			
1-01-30 Village Administrator			
1-01-35 CFO			
1-01-40 Salary Adjustments			
1-01-45 Chief Exec. Officer			
1-01-50 Transp. Coordinator	5000.00	5000.00	5950.00
1-01-55 Public Works Dir.			
1-01-60 Janitor			
1-01-65 Temporary			
1-02-00 Fringe Benefits			
1-02-05 FICA	2151.98	4390.00	4470.00
1-02-10 PERA Retirement			
1-02-15 Health Insurance			
1-02-20 Unemployment Ins.			
1-02-25 Workman's	1328.84	755.00	905.00
1-02-30 Other Fringe Benefits			
1-03-00 Communications			
1-03-05 Fax Machine			
1-03-10 Internet Subscription Services			
1-03-15 Postage	374.00	374.00	438.00

1-03-30 Radio			
1-03-35 Repeater Fees			
1-04-00 Contractual Services			
1-04-05 Audit	8500.00	8500.00	11200.00
1-04-10 Advertising	1924.00	2124.00	2527.00
1-04-15 Equipment Rental			
1-04-20 Contractual Services- Other			
1-04-25 Contractual Services- Janitorial			
1-05-00 Dues and Subscriptions			
1-05-05 NMPTA	200.00	750.00	875.00
1-05-10 SWTA			
1-05-15 Transit Publications			
1-05-20 (CTAA)			
1-06-00 Equipment			
1-06-05 Equipment Lease			
1-06-10 Equipment Repair			
1-06-15 Computer	1000.00		1200.00
1-07-00 Insurance			
1-07-05 Buildings and Contents			
1-07-10 Gen. & Emp. Liability Ins.	6000.00	6000.00	7100.00
1-07-15 Surety & Fidelity Bonds			
1-07-20 Claims Deductible			
1-07-25 Vehicle Insurance	21000.00	21000.00	25000.00
1-08-00 Occupancy Costs			
1-08-05 Office Rent			
1-08-10 Utilities	2604.70	2000.00	2380.00
1-08-20 Building Maintenance			
1-09-00 Personnel Costs			
1-09-05 Drug & Alcohol Testing			300.00
1-09-10 Physicals	252.00	250.00	275.00
1-09-15 Hepatitis Vaccinations			
1-10-00 Printing/Copying Costs			
1-10-05 Printing	1030.00	480.00	570.00
1-10-10 Copying	925.11	364.00	430.00
1-11-00 Supplies			
1-11-05 Office Supplies	1775.00	675.00	800.00
1-11-10 Furn. & Equipment under \$500			
1-11-20 Janitorial Supplies			
1-12-00 Training			
1-12-05 Training	892.70	751.00	894.00
1-13-00 Travel			
1-13-05 Mileage			
1-13-10 Public Transport Fares			
1-13-15 Per Diem	700.00	700.00	840.00
1-13-20 Registration Fees	299.00	300.00	360.00
1-13-25 Lodging and Meals	600.25	500.25	600.00
1-13-30 Other			
1-14-00 Indirect Costs			
1-14-05 Indirect Cost			
TOTAL ELIGIBLE COSTS	81061.25	81061.25	98320.

NOTE: No item listed as "Other" will be considered. Please be specific in line item.

* This number should match the number entered on Page 1, Section II - Summary of Budget Requested.

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount.

TOTAL LOCAL SHARE (20%)	General account	General account	General account
FEDERAL SHARE (80%)	64849	64849	78656.

B) OPERATING BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.

<u>none</u>

ELIGIBLE OPERATING COSTS

ITEM DESCRIPTION	2015 ACTUAL EXENDITURES	2016 APPROVED BUDGET	2017 PROJECTED EXPENDITURES
2-01-00 Salaries and Wages			
2-01-05 Supervisor	22400.00	40000.00	48000.00
2-01-10 Drivers	32500.00	30000.00	36000.00
2-01-15 Mechanics			
2-01-20 Dispatcher	25000.00	25000.00	30000.00
2-01-25 Janitor			
2-01-30 Salary Adjustment			
2-01-35 Overtime			
2-01-40 Mechanic Supervisor			
2-01-45 Auto Parts Clerk			
2-01-50 Maintainer			
2-01-55 Accountant			
2-01-60 Laborer			
2-02-00 Fringe Benefits			
2-02-05 FICA	4749.00	4049.00	4818.00
2-02-10 PERA Retirement			
2-02-15 Health Insurance			
2-02-20 Unemployment Insurance			
2-02-25 Worker's Compensation	2550.00	2000.00	2400.00
2-02-30 Other			
2-03-00 Communications			
2-03-05 Cell Phone	2100.33	1100.00	1320.00
2-03-10 Telephone	1747.33	747.00	885.00
2-03-15 Radio Repeater			
2-03-20 Mobile Radio			
2-03-25 Radio			
2-04-00 Contractual Services			
2-04-05 Maint. - Mach. and Equip.			
2-04-10 Equipment Rental			1200.00
2-04-15 Contractual Services - Other			
2-04-20 Transit Services			
2-05-00 Equipment			
2-05-10 Assigned Vehicle Use			
2-05-15 Equipment Rental			

2-06-10 Operational Rent			
2-06-15 Utilities			
2-06-20 Building Insurance			
2-06-25 Building and Grounds			
2-07-00 Personnel Costs			
2-07-05 Uniforms	376.68	750.00	893.00
2-07-10 Hepatitis Vaccinations			
2-07-15 Physicals	500.00	500.00	852.00
2-08-00 Supplies			
2-08-05 Shop Supplies	1750.31	450.00	576.00
2-08-10 Furn. & Equip. under \$500			
2-08-15 Printing	700.00	250.00	300.00
2-09-00 Training			
2-09-05 Training	1620.00	1000.00	1200.00
2-10-00 Travel			
2-10-05 Mileage			
2-10-10 Public Transport Fares			
2-10-15 Per Diem	700.00	700.00	840.00
2-10-20 Registration Fees		500.00	600.00
2-10-25 Lodging & Meals	1150.00	500.00	600.00
2-10-30 Other			
2-11-00 Vehicle Costs			
2-11-05 Fuel	17300.00	12800.00	15360.00
2-11-10 License & Fees	1952.35	350.00	400.00
2-11-15 Oil & Lubricants	2100.00	600.00	1500.00
2-11-20 Replacement Parts	750.00	750.00	865.00
2-11-25 Tires	3500.00	2500.00	2975.00
2-11-30 Vehicle Maintenance	2500.00	2500.00	2975.00
2-11-35 Vehicle Painting	400.00	400.00	1250.00
2-11-40 Vehicle Interior Maintenance	1300	500	595.00
2-11-45 Freight			
2-11-50 Vehicle Repair	2300.00	2000.00	2400.00
2-12-00 Indirect Costs			
2-12-05 Indirect Costs			
TOTAL ELIGIBLE COSTS	129946	129946	158804.00

Operating Revenues			
REVENUES (specify)			
Fare Box Revenues (only fare box revenues reduced from Operating)	19000	19000	20000
TOTAL REVENUES	19000	19000	20000
NET OPERATING COSTS (total Operating less fare box revenues)	110946	110946	**138804.

NOTE: ** This number should match the number entered on Page I, Section II - Summary of Budget Request

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount.

LOCAL SHARE TOTAL (50%)	General account	General account	General account

FEDERAL SHARE (50%)	55473	55473	69402.
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C) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2015 ACTUAL EXPENDITURES	2016 APPROVED BUDGET	2017 PROJECTED EXPENDITURES
3-01-00-Capital Costs			
3-01-05 Buildings			
3-01-10 Computers		3500	4165
3-01-15 Furniture & Fixtures			
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses			
3-01-30 Benches/Signage			
3-01-35 Passenger Bus	55718	66308	68000
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)			
3-01-50 15 Passenger Van (W/O Lift)			
3-01-55 Bus Shelters			
3-01-60 Mobile Radios			

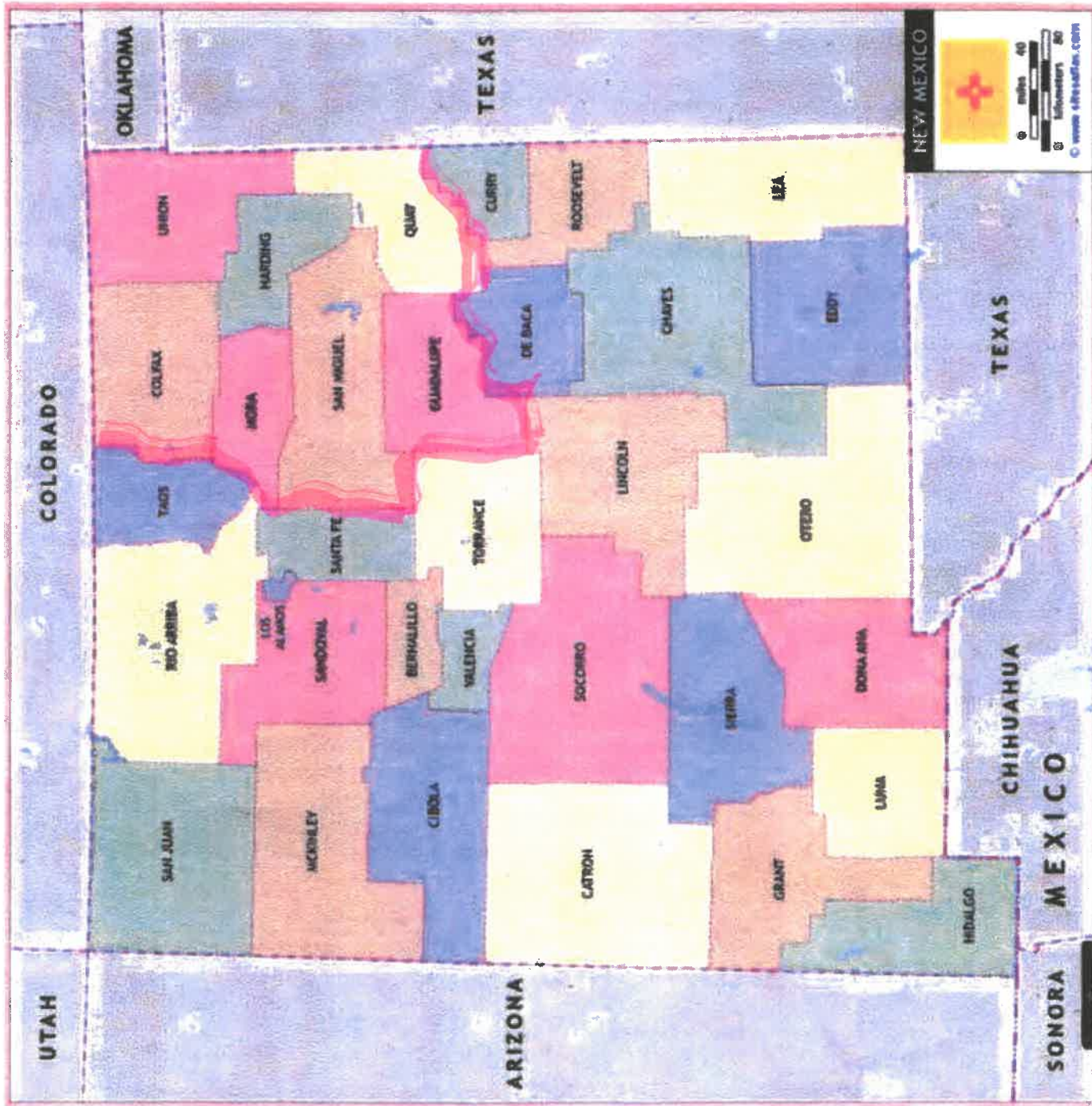
TOTAL ELIGIBLE COSTS

*****72165**

NOTE: *** This number should match the number entered on Page I, Section II - Summary of Budget Request

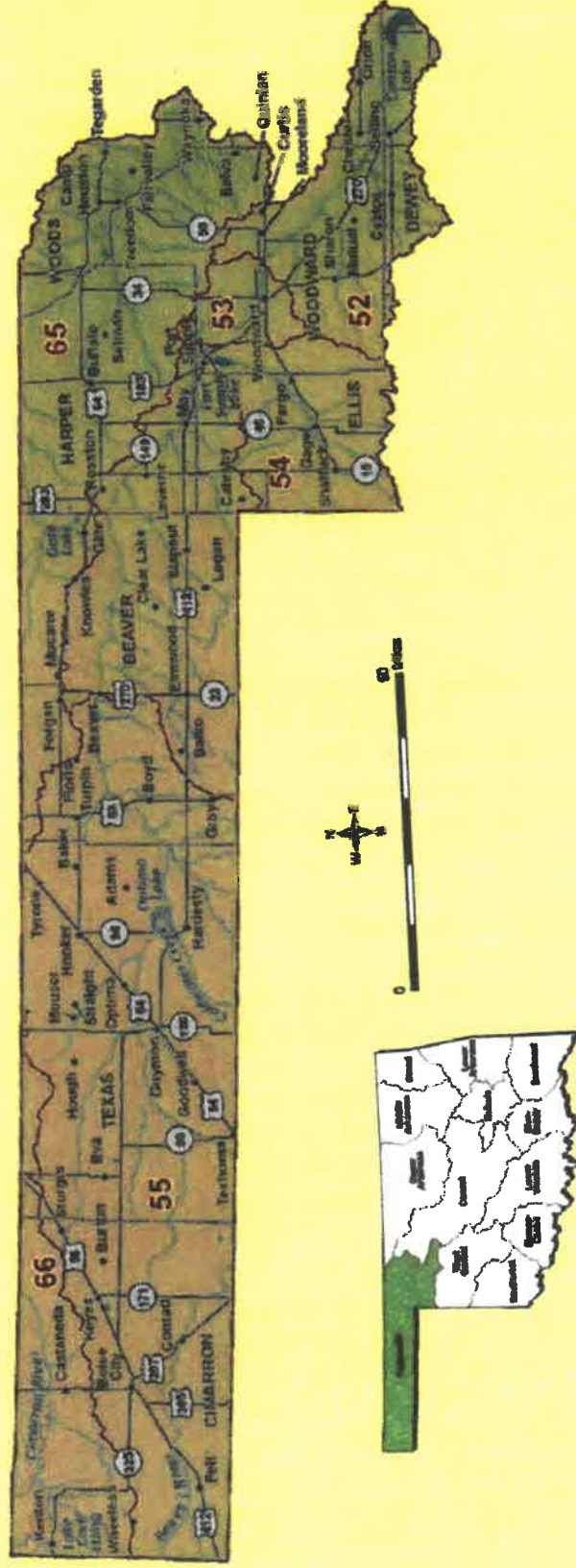
LOCAL SHARE SOURCES - Specify source, i.e., "fare box," "GRT," not a dollar amount.

TOTAL LOCAL SHARE (20%)	General account	General account	General account
FEDERAL SHARE (80%)	44574.	55846.40	57732.





Oklahoma Panhandle



2021

Ethnicity Category	Population	%
Black	59	1.43
Hispanic	1748	42.3
Asian or Pacific Islander	1	.0242
American Indian or Alaskan Native	63	1.52
White	2120	51.3
Other		
* 4,133		100

= TOTAL * =

%	Population	Seniors & Persons with Disability Category
41	29	Seniors (no disability)
23.31	742	Persons with Disabilities (including seniors)
75.79	2413	Other (everyone else)
100		* 3,184

VI. Service Characteristics

During the initial set up of your organization, you will select which "Modes" your agency operates, as shown in the example below:

Service Characteristics

Service Info

Modes:

Aerial Tramway (TR)

Alaska Railroad (AR)

Bus Rapid Transit (RB)

Cable Car (CC)

Commuter Bus (CB)

Commuter Rail (CR)

Demand Response (DR)

Deviated Fixed Route (DF)

→

←

↔

↔

Demand Response - Taxi (DT)

Bus (MB) (Fixed Route)

Note: The selections made above establishes the reporting structure of the Service Hour section below.

VII. Ridership and Transit System Statistics

Sections 5310 and 5311 Applicants: Provide ridership and cost information. Create your own table and upload statistics into the "Application Form(s)" Section.

Line #	Category	2020	2021*	2022 Projected
1	Annual Ridership	3664	9400	9849
2	Annual Mileage	48,831	85,000	121,918
3	Annual Vehicle Hours	2578	6500	7290

* Prorate statistics to end of current fiscal year.

%	Population	Seniors & Persons with Disability Category
41	29	Seniors (no disability)
23.31	742	Persons with Disabilities (including seniors)
75.79	2413	Other (everyone else)
100	* 3184	



Golden Spread *Rural Frontier* Coalition

113 Walnut Street
P. O. Box 96
Clayton, NM 88415

Phone: (575) 374-6207
Fax: (575) 374-0566

gsrfe.gs@plateau.net

Golden Spread/Rural Frontier Coalition is collaborating with other organizations in an effort to coordinate services with local organizations. One of our endeavors is working with Union County Commission transporting our citizens during the holidays in effort to cut back on DWI Drivers. Golden Spread R/F Coalition works with Alternatives To Violence service organizations transporting their clients to safe houses. Golden Spread Coalition also Works with the Town of Clayton on several of their community services.

Ferdinand Garcia III
President/CEO



Golden Spread

Rural Frontier

Coalition

113 Walnut Street
P. O. Box 96
Clayton, NM 88415

Phone: (575) 374-6207
Fax: (575) 374-0566

gsrfe.gs@plateautel.net

08/02/2021

Resolution # 33

Be it resolved that the Board of Directors of Golden Spread Rural Frontier Coalition Has committed their local share funding for transportation services in our service area. Golden Spread Rural Frontier Coalition will commit \$29,029.30 for the Administration Budget. Operation Budget is committing \$126,677.85. These are for the FY23 Application under 5311 Rural Public Transit.

Ferdinand Garcia III
President/CEO

Rose Ramirez
Secretary

Ernest Sanchez, Mayor

Ferron Lucero, City Manager

Stephanie J. Arellano, Deputy Clerk

Katherine Barnes, Treasurer



Town of Clayton

1 Chestnut

Clayton, NM 88415

Phone: 575-374-8331 Fax: 575-374-8497

Coby Beckner, Mayor Pro-Tem

Leroy Montoya, Trustee

Judy Steen, Trustee

Deano Arellano, Trustee

July 30, 2021

To Whom It May Concern:

The Town of Clayton is writing on behalf of The Golden Spread Coalition in support of their application for operational and administrative costs incurred in the operations of the public transportation service in Clayton and Union Clayton.

In addition to the transportation service, the Coalition offers a variety of programs to the elderly and home bound population within the community. The Town of Clayton fully supports the Coalition's efforts to improve, enhance and develop services to assist the citizens of Clayton and Union County.

Your continued support is appreciated.

Best Regards,

Ernest Sanchez
Town of Clayton Mayor

Regional Need and Justification for our Transportation System

- ❖ **Rural Frontier Express is the ONLY transit program in Union County. Our ridership reflects a need for our demand response services in Clayton, NM and the surrounding communities.**
- ❖ **This past year Rural Frontier Express provided transportation for residents of our community and surrounding areas who are mobility impaired. This included 464 wheelchair, 381 walker, and 827 cane trips for a total of 1672 trips. Most of these individuals rely on our services as their only means to get groceries or make it to necessary medical appointments.**
- ❖ **Recent surveys indicate that there is a very strong need for our transportation program to continue.**

Regional Need and Justification for our Transportation System (continued)

- ❖ **Golden Spread Coalition's Board of Directors, who is the governing body, are in complete and total agreement with our plans, present and future, and continue to fully support *Rural Frontier Express* Transit Program in Union County.**
- ❖ **We have no tribal entities in Union County. We continue to coordinate with LogistiCare & Superior Transportation to assist in their needs transporting clients to and from medical appointments.**
- ❖ **To help with funding, we have community fund raisers and are always looking for additional Government and/or Private Funding opportunities.**
- ❖ **Distributing surveys at our local Health Fair provides an opportunity for the public to give their input on how our Transit Program can further meet their needs.**

#1

OPERATIONAL PROFILE

MISSION STATEMENT:

The Golden Spread Rural Frontier Express Transit Program aims to meet the diverse transportation needs of the citizens of Union County while being flexible, innovative, responsive and cost-effective. In providing these services, the program will help maintain the economic health and vitality of Union County's small communities and rural areas.

BRIEF DESCRIPTION OF THE TRANSIT PROGRAM:

- a. **Service Area:** Union County is 3830 square miles and borders Colorado, Oklahoma, and Texas. There are 12 small communities within Union County and a few communities within Harding and Colfax Counties that we serve. US Highways 64 and 87, and US 56 and 412 travel through Union County and it is not uncommon to have riders requesting transports to locations in Oklahoma and Texas. Many of our medical clients are regularly taken to Amarillo, Texas and Raton, New Mexico. Numerous groups request rides to Boise City, Oklahoma and Texline, Texas.
- b. **Route Design:** Our service is an on-demand and curb to curb service. Currently, we do not have a specific route. At this time, we do not feel that it is necessary.
- c. **Schedule:** Our service is available 5 days of the week except Saturday and Sundays from 7:00 am – 5:00 pm. If drivers are available and the clients have made previous arrangements, we will make exceptions for special circumstances.
- d. **Fare structure (amounts, how set and by whom):** The Program coordinator, Driver Supervisor, and Agency Director set fares. Currently, our fares are \$3.00 one-way, \$4.00-round trip, and .50 cents for each additional stop.
- e. **Advertising/Marketing:** Our agency places materials in all local available media locations including the Union County Leader, a weekly publication, Town of Clayton website, and KLMX radio. In addition, Golden Spread Rural Frontier Coalition participates in the Union County Health Fair every year, and at other local events we provide information tables with Golden Spread brochures/pamphlets. We have brochures available in the office to hand out on a regular basis.

ADMINISTRATIVE EMPLOYEES:

- a. **Title and Job Description:** *The Executive Director* - administers and oversees the program under the Golden Spread umbrella of services. Establishes and monitors the annual budget, and applies for grant programs directly related to the statement of services of Golden spread. Address any complaints, disciplinary actions and makes policy recommendations to the Board of Directors. Also, insures that each program is managed in accordance with grant agreements and policies and procedures established by the granting organization, and maintains and makes changes as appropriate to all policy manuals and insures all training is provided to staff. The director has the final say regarding personnel matters. Concerning the transportation program, the Director has the authority to appoint personnel and is responsible for all appropriate testing

and compliance issues for the program as well as insuring that the coordinator has received the required training to administer the program on a day-to-day basis.

Coordinator - the Program Coordinator is responsible for the day-to-day operations of the program. To plan, develop, manage, and administer the program. Evaluate routes, schedules, and general service operations, make recommendations on service improvements and modifications. Conduct meetings with staff with respect to the program, confer with management and supervisory staff within the program on related labor relations. Assist in the development and administration of the program budget, approve expenditures of the program in line with the budget. Represent the program at meetings, hearing, or related appointments as required. Recently, the coordinator has been assigned the "Safety and Security Officer" position as well as other duties as assigned.

b. **Appearance and conduct:** Although Golden Spread has a relaxed dress code; clothing should be in good repair and appropriate for individual work environments. Professional appearance also means that the organization expects good hygiene and grooming while employees are working. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. Clothing must not constitute a safety hazard. Direct care employees should avoid articles of clothing or jewelry that could interfere with the performance of their duties or that might result in injuries to either employee or consumer (e.g. Pierced jewelry that a child might grab, sharp rings that might scratch a client, inappropriate footwear for transferring clients, etc. The agency reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothing should it be determined that their dress is not appropriate or presents a safety hazard. Employees will not be compensated for this time away from work. In all cases, the Executive Director has the final authority to make the determination under this policy.

Conduct: Golden Spread is an organization that requires the trust of the community in order to be effective in its delivery of services. We expect all employees to observe certain standards on and off the job. Employees shall be responsible for ensuring that their conduct and the conduct of any of their guests at an agency-sponsored function is appropriate.

Training Plan: Golden Spread acknowledges that some programs may require specialized training or certifications. The agency will pay for the employee's time during training, and the necessary costs associated with such mandatory training. The agency will also pay for the cost of the background/fingerprint checks. Depending upon the nature and type of program requirement, an employee might be prohibited from working with clients unless all required certifications and trainings are current and are submitted to Golden Spread. However, if an employee leaves prior to termination from the agency within (30) thirty days of hire and/or within (30) days of any licensure or training/certification, the employee is responsible for reimbursing Golden Spread for the agency's costs of obtaining the certification and/or license. These amounts will be deducted from the employee's final paycheck. Employees may request that the agency pay for licenses which the employee wishes to obtain. The employee will be advised whether any or all of the fees and/or expenses will be paid by the agency. Golden Spread Coalition may require a specific contract acknowledging the repayment of such expenditures in the event the employee resigns or leaves the position within a specified period.

QUALIFIED DRIVERS AND DISPATCHERS

- a. **Hiring procedure:** Federal regulations require Golden Spread to comply with the Immigration Reform and Control Act 1986. All new employees must complete an I-9 form and provide proof of their identity and their eligibility to work in this country. The accounting clerk is responsible for obtaining the I-9 form and verifying eligibility to work in the United States. Employees are required to complete the I-9 form during orientation on the first day of work. The accounting clerk will complete the employer section of the I-9 form. If a new employee is unable to provide the necessary documentation within (3) three working from the date of hire, she/he must provide proof he/she has applied for the qualified documents. If proof is not provided within (3) three working days, the employee will be terminated. In no event is an employee to work at Golden Spread with expired employment eligibility documentation. If at any time an employee's employment eligibility status changes, he or she is to notify Golden Spread of the changes in status. Employees will be provided a personnel file where all pertinent information will be attached. An orientation will be provided to ensure that all new employees receive a documented orientation process. Drivers will be required to participate in required training programs such as defensive driving and be listed on the insurance.
- b. **Background check:** The position an individual applies for and the information he/she gives during the application and interview process will determine which contingencies apply to an offer of employment. All employees applying for any position with Golden Spread will be subject to reference checks with former employers and/or managers and a fingerprint clearance. Reference checks will not be shared with the potential employee. Individuals that claim to have certain educational credentials, either in writing or in an interview, will have those claims verified. Information gained from any of the above background checks will be held in confidence and shared with management individuals only on a need-to-know basis.
- c. **Driver Record:** All applicants shall sign a waiver for background investigation, whereupon a criminal background check shall be conducted as well as a check of the applicant's driving record. Any adverse driving records within the last (5) five years may preclude the applicant from being hired. The final decision rests with the director. All employees are subject to regular driving history checks.
- d. **Valid Driver's License:** All applicants shall provide a valid driver's license upon hiring and a copy of the license shall be made and kept on file.
- e. **Training Plan:** Rural Frontier transit follows the guidelines provided by the Federal Transit Administrator description of Core Elements addressing Model Transit Vehicle Safety Programs in our internal focus on safety, and the FTAs Public Transportation System Security and Emergency Preparedness Planning Guide in our internal focus on security.

- f. **Job Description: Driver Supervisor:** Responsible for the daily startup and shutdown procedures of the vehicles. Coordinates the daily assignments of drivers and vehicles. Ensures that vehicles and drivers are available to meet service needs. Assures that scheduled drivers arrive on time, leave on time, and are fit for duty; reports violations of safety rules or operational procedures to the coordinator as applicable for further investigation. Also, coordinates vehicle cleaning and fueling, ensures drivers inspect vehicle prior to the start of service, and reports any irregularities to the coordinator. Documents reports of needed repairs or damage to vehicles, coordinates scheduled maintenance for buses and vans, investigates accidents, trains new drivers, and assesses drive performance.

He or she sends and receives messages, authorizes route changes to drivers in cases of inclement weather, unsafe road conditions, construction or other unique situations affecting delivery of service. Contacts police, fire and ambulance in emergency situations, provides for replacement vehicles or drivers when needed due accidents, breakdowns, or other unforeseen emergencies. He or she also acts as coordinator in the absence of the coordinator and, may investigate accidents. In case of an accident reports findings to the coordinator and recommends remedial action to prevent future occurrences, makes "post-accident" and/or "reasonable suspicion" determination for drug and testing and transports employee to collection site.

- g. **Driver:** Drives a passenger van, collects bus fares daily, assists in preparing the work schedule, operates the wheelchair lift and assists elderly and handicapped passengers on and off the vehicle. Provides information to passengers including bus schedule and routes, assists passengers in determining how to get to desired destination. Also, ensures passenger safety by enforcing rules of conduct and operation, checks bus for lost items and reports them as well. Her or she has to perform visual inspections and operational safety checks of assigned vehicle, keeps alert for mechanical or other equipment problems requiring attention, reports repair needs, traffic hazards, accidents and other conditions requiring attention. Completes daily report forms that record mileage, passengers, mechanical defects and necessary supplies. Assists in providing clerical support for the Transit Office to include office coverage, answering the phone, filing, and mailing schedules and applications. Performs work safely in accordance with the agency safety procedures, operates equipment safely and reports any unsafe work condition or practice to supervisor.
- h. **Appearance and Conduct:** Although Golden Spread has a relaxed dress code, clothing should be in good repair and appropriate for individual work environments. Professional appearance also means that the organization expects good hygiene and grooming while employees are working. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited, clothing must not constitute a safety hazard. Direct care employees should avoid articles of clothing or jewelry that could interfere with the performance of their duties or that might result in injuries to either employee or client (e.g. pierced jewelry that a child might grab, sharp rings that might scratch a client, inappropriate footwear for transferring clients, etc.) The agency reserves the right to determine appropriate dress

at all times and in all circumstances and may send employees home to change clothing, should it be determined that their dress is not appropriate or presents a safety hazard. Employees will not be compensated for this time away from work. In all cases, the executive director has the final authority to make the determination under this policy.

- i. Conduct: Golden Spread is an organization that requires the trust of the community in order to be effective in its delivery of services. We expect all employees to observe certain standards of behavior on and off the job. Employees shall be responsible for ensuring that their conduct and the conduct of any of their guests at an agency-sponsored function is appropriate

VEHICLE FLEET

- a. Number with NMDOT lien *eight 8*
- b. Number with no lien by NMDOT - *two 2*
- c. Maintenance Schedules: As indicated through the New Mexico Transit Drivers Operational Handbook
- d. Inspection Procedure: As indicated through the New Mexico Transit Drivers Handbook
- e. Vehicle Replacement: Vehicle replacement occurs after seven years of operation

f. ACCIDENT/INCIDENT REPORTING PROCEDURES

- a. Insurance forms in vehicle: As indicated through the New Mexico Transit Drivers operational.
- b. All vehicles have the appropriate handbook and required accident/incident reporting Forms within the vehicle according to policy. Any driver in an accident shall report to the coordinator as soon as possible, and complete an accident report form.

PASSENGER POLICY AND PROCEDURE

In accordance with the New Mexico Transit Drivers Operational Handbook, the Passenger Policy & Procedure policy includes the following: Golden Spread Rural Frontier Coalition, Inc. Passenger Policy & Procedure does not discriminate based on race, color, or national origin. To find out more about our nondiscrimination obligations or to file a complaint, please contact Eva Lawrence at (575) 374-6207. A customer service policy is attached.

	STARTING BUDGET
Golden Spread Rural Frontier PO Box 96/113 Walnut Street Clayton, NM 88415	
ADMINISTRATION EXPENSES	
1-01-00 Salaries and Wages	
1-01-05 Director	1277.50
1-01-10 Managers	26900.00
1-01-12 Financial Manager	\$ -
1-01-15 Clerical Support Staff	\$ -
1-01-20 Accounting Staff	\$ -
1-01-25 Administrative Assistant	\$ -
1-01-30 Village Administrator	\$ -
1-01-35 CFO	\$ -
1-01-40 Salary Adjustments	\$ -
1-01-45 Chief Executive Officer	\$ -
1-01-50 Transportation Coordinator	\$ -
1-01-55 Public Works Director	\$ -
1-01-60 Janitor	\$ 3180.00
1-01-65 Temporary	\$ -
1-02-00 Fringe Benefits	
1-02-05 FICA	2932.13
1-02-10 PERA Retirement	\$ -
1-02-15 Health Insurance	\$ -
1-02-20 Unemployment Insurance	\$ -
1-02-25 Workmen's Compensation	1828.80
1-02-30 Other Fringe Benefits	\$ -
1-03-00 Communications	
1-03-05 Fax Machine	\$ -
1-03-10 Internet Subscriber Services	\$ -
1-03-15 Postage	300.00
1-03-20 Telephone	1800.00
1-03-25 Cell Phone	6972.80
1-03-30 Radio	\$ -
1-03-35 Repeater Fees	\$ -
1-04-00 Contractual Services	
1-04-05 Audit	\$ -
1-04-10 Advertising	2651.80

59,943.03

Golden Spread Rural Frontier
PO Box 96/113 Walnut Street
Clayton, NM 88415

1-04-15 Equipment Rental	\$ 2017.50-
1-04-20 Contractual Services - Other	2617.68
1-04-25 Contractual Services - Janitorial	\$ -

4035.18

Golden Spread Rural Frontier
PO Box 96/113 Walnut Street
Clayton, NM 88415

1-05-00 Dues and Subscriptions

1-05-05 NMTA		400.00
1-05-10 SWTA	\$	362. -
1-05-15 Transit Publications	\$	100 -
1-05-20 CTAA		600.00
1-05-25 Business Registration Fees		201.78

1-06-00 Equipment

1-06-05 Equipment Lease		1589.09
1-06-10 Equipment Repair		807.00
1-06-15 Computer		1855.00

1-07-00 Insurance

1-07-05 Buildings and Contents	\$	-
1-07-10 General & Employee Liability Insurance		4371.12
1-07-15 Surety and Fidelity Bonds	\$	-
1-07-20 Claims Deductible	\$	-
1-07-25 Vehicle Insurance		61,600.00

1-08-00 Occupancy Costs

1-08-05 Office Rent	\$	-
1-08-10 Utilities	\$	3908.00 -
1-08-20 Building Maintenance		

1-09-00 Personnel Costs

1-09-05 Drug & Alcohol Testing	\$	-
1-09-10 Physicals		624.00
1-09-15 Hepatitis Vaccinations	\$	-
1-09-95 Other	\$	-

1-10-00 Printing/Copying Costs

1-10-05 Printing		496.67
1-10-10 Copying	\$	400.00 -

1-11-00 Supplies

1-11-05 Office Supplies		1500.00
1-11-10 Furniture and Equipment under \$500	5940	\$ 5943.00 -
1-11-20 Janitorial Supplies		

1-12-00 Training

1-12-05 Training		383.32
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1-13-00 Travel

1-13-05 Mileage	\$	-
1-13-10 Public Transport Fares	\$	-

85,239.28

Golden Spread Rural Frontier PO Box 96/113 Walnut Street Clayton, NM 88415		
1-13-15 Per Diem	\$	1565.87
1-13-20 Registration Fees		436.07
1-13-25 Lodging and Meals		1129.80
1-13-30 Other	\$	-
TOTAL ADMIN (Federal and Local) Awarded		150782.56
Local Share ()		
CARES Federal Share (100%)	\$	-
Sum of Lines 9 through 83 - Column B (Should match Line 84 C)	\$	-

Golden Spread Rural Frontier
PO Box 96/113 Walnut Street
Clayton, NM 88415

OPERATING EXPENSES

2-01-00 Salaries and Wages

2-01-05 Supervisor

12914.83

Column 1

Column 4

2-01-10 Drivers

121280.12

2-01-15 Mechanics

\$ -

2-01-20 Dispatcher

35,819.91

2-01-25 Janitor

\$ -

2-01-30 Salary Adjustment

\$ -

2-01-35 Overtime

\$ -

2-01-40 Mechanic Supervisor

\$ -

2-01-45 Auto Parts Clerk

\$ -

2-01-50 Maintainer

\$ -

2-01-55 Accountant

\$ -

2-01-60 Laborer

\$ -

2-02-00 Fringe Benefits

2-02-05 FICA

11,969.86

2-02-10 PERA Retirement

\$ -

2-02-15 Health Insurance

\$ -

2-02-20 Unemployment Insurance

\$ -

2-02-25 Worker's Compensation

3,058.28

2-02-30 Other

\$ -

2-03-00 Communications

2-03-05 Cell Phone

\$ -

2-03-10 Telephone

\$ -

2-03-15 Radio Repeater

\$ -

2-03-20 Mobile Radio

\$ -

2-03-25 Radio

\$ -

2-04-00 Contractual Services

2-04-05 Maintenance - Machinery and Equipment

7841.66

2-04-10 Equipment Rental

\$ -

2-04-15 Contractual Services - Other

\$ 2480.26

2-04-20 Transit Services

\$ -

2-05-00 Equipment

2-05-10 Assigned Vehicle Use

\$ -

2-05-15 Equipment Rental

\$ -

2-06-00 Occupancy Costs

195,424.01

Golden Spread Rural Frontier
PO Box 96/113 Walnut Street
Clayton, NM 88415

2-06-05 Building Maintenance	\$	-
2-06-10 Operational Rent	\$	-
2-06-15 Utilities	\$	-
2-06-20 Building Insurance	\$	-
2-06-25 Building and Grounds	\$	-
2-07-00 Personnel Costs		
2-07-05 Uniforms		470.50
2-07-10 Hepatitis Vaccinations	\$	-
2-07-06 Background Checks	\$	296.59
2-07-15 Physicals		882.12

1649.21

Golden Spread Rural Frontier PO Box 96/113 Walnut Street Clayton, NM 88415		62,282H 38323.51
2-08-00 Supplies		
2-08-05 Shop Supplies		6080.12
2-08-10 Furniture & Equipment under \$500		\$ 5940 -
2-08-15 Printing		479.00
2-09-00 Training		
2-09-05 Training		1646.00
2-10-00 Travel		
2-10-05 Mileage		\$ -
2-10-10 Public Transport Fares		\$ -
2-10-15 Per Diem		\$ -
2-10-20 Registration Fees		352.88
2-10-25 Lodging & Meals		1646.74
2-10-30 Other		\$ -
2-11-00 Vehicle Costs		
2-11-05 Fuel 40%		2662.1
2-11-10 License & Fees		3598.88
2-11-15 Oil & Lubricants		1764.46
2-11-20 Replacement Parts		1176.24
2-11-25 Tires		2940
2-11-30 Vehicle Maintenance		1999.61
2-11-35 Vehicle Painting		1176.24
2-11-40 Vehicle Interior Maintenance		\$ -
2-11-45 Freight		\$ -
2-11-50 Vehicle Repair		6864.40
TOTAL OPERATING (Federal and Local) Amount		\$ 235,346.73 -
REVENUE - FARES (Estimated)		6000.00
Revenue Total		\$ -
Total Operating Expenses		\$ -
Local Share ()		\$ -
Federal Share - CARES (100%)		\$ -
TOTAL LOCAL: ADMIN & OPERATING		\$ -
TOTAL FEDERAL: ADMIN & OPERATING		\$ -
Sum of Lines 92 through 158- Column B		\$ -

259,355.83

DRUG AND ALCOHOL TESTING POLICY
GOLDEN SPREAD RURAL FRONTIER COALITION
Adopted as of 07/28/2021

A. PURPOSE

- 1) The GOLDEN SPREAD RURAL FRONTIER COALITION provides public transit and paratransit services for the residents of **Union County and Surrounding Area**. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, GOLDEN SPREAD RURAL FRONTIER COALITION declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of GOLDEN SPREAD RURAL FRONTIER COALITION and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of GOLDEN SPREAD RURAL FRONTIER COALITION will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue

service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual die.
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug, or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist,

or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing

under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to GOLDEN SPREAD RURAL FRONTIER COALITION.
- c. supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- d. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

GOLDEN SPREAD RURAL FRONTIER COALITION under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.

- 7) Consistent with the Drug-free Workplace Act of 1988, all GOLDEN SPREAD RURAL FRONTIER COALITION employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the GOLDEN SPREAD RURAL FRONTIER COALITION management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under GOLDEN SPREAD RURAL FRONTIER COALITION authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with GOLDEN SPREAD RURAL FRONTIER COALITION. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The

test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to GOLDEN SPREAD RURAL FRONTIER COALITION. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. GOLDEN SPREAD RURAL FRONTIER COALITION will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however GOLDEN SPREAD RURAL FRONTIER COALITION will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so, requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to GOLDEN SPREAD RURAL FRONTIER COALITION that there was not an adequate medical explanation for the result.
- ii. The MRO reports to GOLDEN SPREAD RURAL FRONTIER COALITION that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- v. The temperature on the original specimen was out of range.
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) GOLDEN SPREAD RURAL FRONTIER COALITION affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred, or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded, and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
 - e. If a pre-employment test is canceled, GOLDEN SPREAD RURAL FRONTIER COALITION will require the applicant to take and pass another pre-employment drug test.
 - f. In instances where an FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide GOLDEN SPREAD RURAL FRONTIER COALITION with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. GOLDEN SPREAD RURAL FRONTIER COALITION is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide GOLDEN SPREAD RURAL FRONTIER COALITION proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All GOLDEN SPREAD RURAL FRONTIER COALITION FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech, or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under GOLDEN SPREAD RURAL FRONTIER COALITION' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) GOLDEN SPREAD RURAL FRONTIER COALITION shall be responsible for transporting the employee to the testing site. Supervisors should avoid

placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the GOLDEN SPREAD RURAL FRONTIER COALITION.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. GOLDEN SPREAD RURAL FRONTIER COALITION shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the GOLDEN SPREAD RURAL FRONTIER COALITION. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- a. The accident results in injuries requiring immediate medical treatment away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident.
- b. One or more vehicles incurs disabling damage because of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that GOLDEN SPREAD RURAL FRONTIER COALITION is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), GOLDEN SPREAD RURAL

FRONTIER COALITION may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under GOLDEN SPREAD RURAL FRONTIER COALITION authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under GOLDEN SPREAD RURAL FRONTIER COALITION authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

GOLDEN SPREAD RURAL FRONTIER COALITION will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion, and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
 - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
 - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement.
 - b. Failure to execute or remain compliant with the return-to-work agreement shall result in termination from GOLDEN SPREAD RURAL FRONTIER COALITION employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of GOLDEN SPREAD RURAL FRONTIER COALITION and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with GOLDEN SPREAD RURAL FRONTIER COALITION.

- g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

GOLDEN SPREAD RURAL FRONTIER COALITION is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

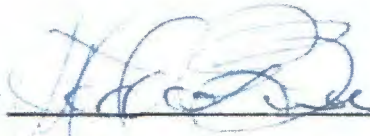
- 1) Drug/alcohol testing records shall be maintained by the GOLDEN SPREAD RURAL FRONTIER COALITION Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested

individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.

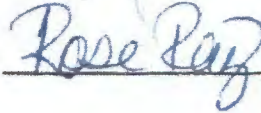
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state, or local safety agency with regulatory authority over GOLDEN SPREAD RURAL FRONTIER COALITION or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the GOLDEN SPREAD RURAL FRONTIER
COALITION Board on 07/28/2021.

FERDINAND GARCIA, President:

A handwritten signature in blue ink, appearing to be 'F. Garcia', written over a horizontal line.

ROSE RAMIREZ, Secretary:

A handwritten signature in blue ink, appearing to be 'Rose Ramirez', written over a horizontal line.

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
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Dispatcher/Transportation Coordinator

Lead Driver, Vehicle Maintenance

All Full Time Drivers

All Part Time Drivers

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Golden Spread Rural Frontier Coalition Drug and Alcohol Program Manager

Name: Eva Lawrence

Title: Transportation Coordinator/D & A DER/Dispatch

Address: 113 Walnut Street, Clayton, NM 88415

Telephone Number: 575-374-6207

Medical Review Officer

Name: H.J. Khella MD

Title: MRO

Address: 1451 Tallevast Rd., Sarasota, FL. 34243

Telephone Number: 888-808-4676 or 941-753-9199 (Voice Only)

Substance Abuse Professional #1

Name: Paul Walker Warren

Title: M.E.D., LCDR, LSWA, LPC

Address: 210 S. Western St. Amarillo, Tx. 79106

Telephone Number: 806-293-4066 – 1-800-891-3557

Substance Abuse Professional #2

Name: Constance Merrell-McDonald

Title: LPAT, LADAC, SAP, Clinical Counselor/LPCC

Address: 1405 San Rafael PL NE, Albuquerque, NM 87122

Telephone Number: 505-448-0541

HHS Certified Laboratory Primary Specimen

Name: Quest Laboratory

Address: 10101 Renner Blvd., Lenexa, Kansas 66219

Telephone Number: 800-877-7484