**TVT E&D Partnership Structure**

**Introduction**

TVT E&D Transportation Committees have historically had five (5) partner affiliation levels for communities to select from (see org chart on page 3). Members have belonged to one or multiple levels:

* **Committee Member** – attends E&D Partner meetings
* **Subgrantee** -
	+ signatory agreement for TVT to provide rides with local match
	+ signatory agreement for TVT to provide rides without local match
* **Local Match Supporter** – contributes funding to draw down government grants
* **Service Provider** – directly furnishes rides to clients
* **Vehicle Lessee** – provides client rides with a vehicle that TVT has purchased with government grant funds. Responsible for preventive maintenance and washing to help ensure vehicles may serve their full expected useful life. Provides monthly ridership reports to TVT.

**For Discussion -** VTrans has asked the Committees to consider …

1. Adopting a partner classification wherein all partners are treated alike within their tier. Example:
	1. *Full partner*
		1. *Trip scheduling, rides, tracking and billing are provided by transit agency*
		2. *Partner covers 20% of the grant local match for the new service*
		3. *Partner is reimbursed for at least 80% of the cost of their qualified trips*
		4. *Attends E&D committee meetings*
	2. *Community partner*
		1. *Trip scheduling and rides are provided by community partner.  Transit agency provides additional ride capacity.*
		2. *Partner’s volunteer drivers must go through transit agency’s background checks*
		3. *Partner follows transit agency’s service guidelines for billing of qualified trips*
		4. *Partner covers 20% of the grant local match for the new service*
		5. *Partner is reimbursed for at least 80% of the cost of their qualified trips*
		6. *Attends E&D committee meetings*
2. Setting up a defined framework for decision-making processes involving new community partners. Example:

***Summary of what to do if approached by a new partner with a new service request****:*

* *Determine how many riders and how often rides would be needed*
* *Determine if needs can be met with existing service*
* *Evaluate our capacity to add more service*
* *Design the service with community engagement and consider including other destinations to meet other unmet need.*
* *Determine if the new partner will be a full partner or a community partner*
	+ *Full partner*
		- *Trip scheduling, rides, tracking and billing are provided by transit agency*
		- *Partner covers 20% of the grant local match for the new service*
		- *Partner is reimbursed for at least 80% of the cost of their qualified trips*
		- *Attends E&D committee meetings*
	+ *Community partner*
		- *Trip scheduling and rides are provided by community partner.  Transit agency provides additional ride capacity.*
		- *Partner’s volunteer drivers must go through transit agency’s background checks*
		- *Partner follows transit agency’s service guidelines for billing of qualified trips*
		- *Partner covers 20% of the grant local match for the new service*
			* *Partner is reimbursed for at least 80% of the cost of their qualified trips*
			* *Attends E&D committee meetings*
			* *Evaluate pilot for one year*

**Questions for current partner discussion:**

1. Do we want to move towards reclassifying levels in our existing E&D Partnerships?
	1. If yes, what levels of membership do we want/need?
	2. If yes, should everyone in a level be treated alike, or do we continue our mixed engagement levels?
2. How can we include new voices who want to address service gaps? Can the VTrans suggested example for ***what to do if approached by a new partner with a new service request*** be adopted/adapted to serve our needs?
3. When considering adding a new E&D partner, can a regional partnership make the decision with guidance by TVT staff’s overarching knowledge of available resources, or should there be a joint discussion between AR and ONW partner members?

