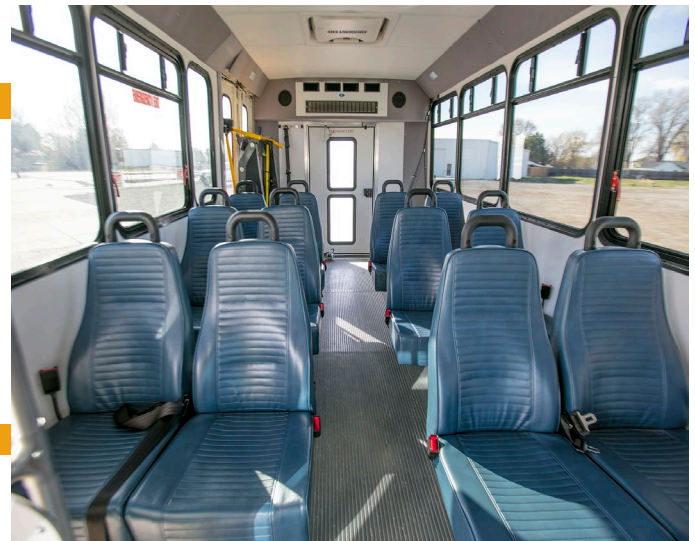




# IDAHO TRANSPORTATION DEPARTMENT PUBLIC TRANSPORTATION OFFICE



## VIP PROGRAM COMBINED APPLICATION PACKET 2024 - 2026

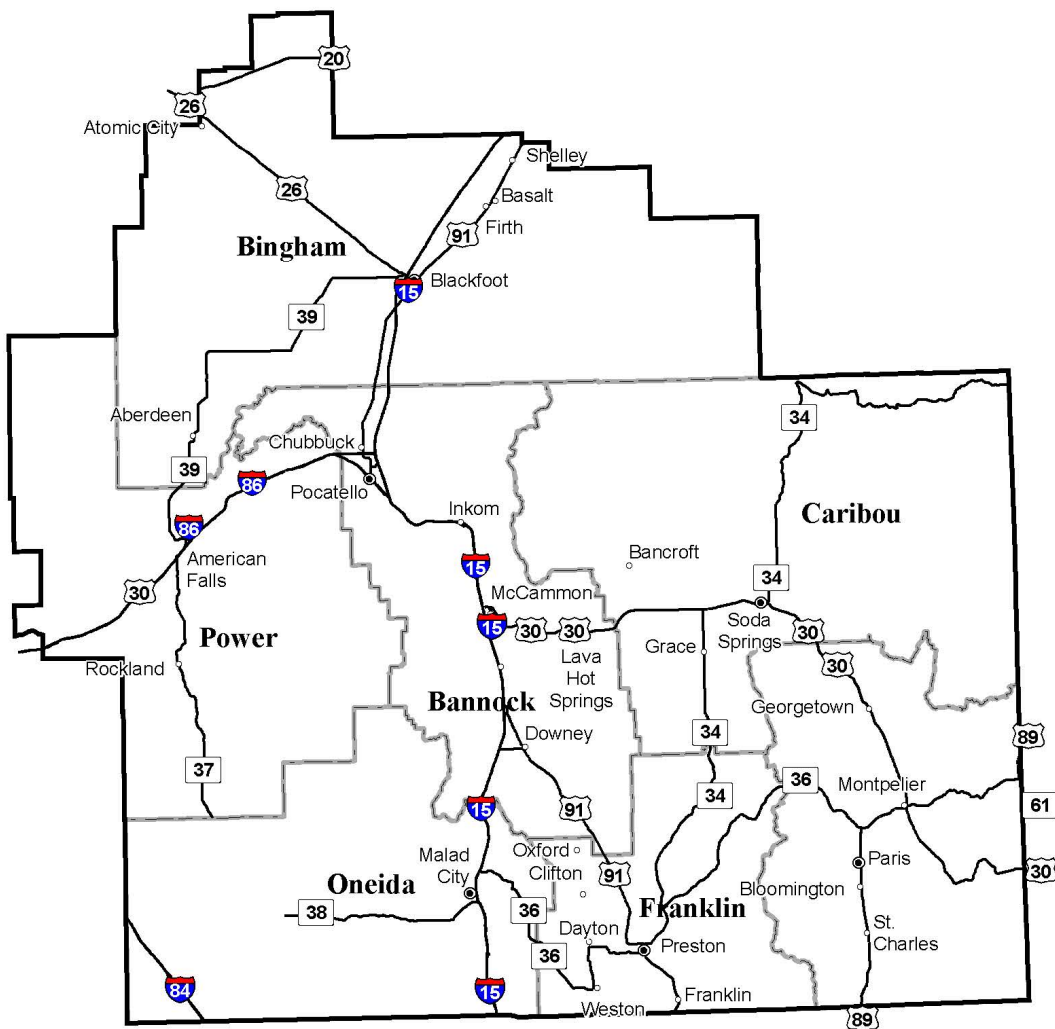


# VIP COMBINED APPLICATION

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# District 5: Southeast Idaho





**Application Information Form**

Applicant: Jalen Tollefson

Authorized Representative: Jalen Tollefson

Address: 44 N 1st E Preston, Idaho 83263

Phone: 208.852.4132

Email Address: jtollefson@fcmc.org

DUNS #: PM27HW6REBL6

Architect/Engineer/Planner if applicable: (Contact Name): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

PROJECT TYPE (MARK ONE)

☐ Facility Construction

☒ Replacement Vehicle Purchase

☐ Infrastructure Construction

☐ Expansion Vehicle Purchase

☐ Facility Renovations

☐ Vehicle Rehabilitation

☐ ADA Accessibility

☐ Transit Related Technology

☐ Planning

☐ Transit Related Equipment

☐ Marketing

☐ Other

TOTAL PROJECT COST: \$124,000

FEDERAL SHARE: \$99,200 LOCAL MATCH: \$24,800

## **Section 1: Project description**

The Developmental Disabilities Agency at Franklin County Medical Center serves both children and adults with cognitive and developmental disabilities. The agency is funded by government subsidies and sponsored and managed by Franklin County Medical Center.

Our agency supports and sustains those in our community with qualified disabilities (referred to as clients) to help achieve reachable independence with activities of daily living. We also serve as a critical social hub, providing community enrichment critical to our client's independence, social functioning, and happiness.

Our program mixes behavior intervention, social functioning, and community enrichment. A team of certified interventionists manages unique plans and goals for every individual in collaboration with their guardians. The agency provides opportunities and a community for this marginalized group that they simply would not have otherwise.

This application focuses on transportation for clients to and from our agency and for community and social enrichment activities. The agency has heavily utilized a 15-passenger non-cdl bus to make their programs possible. Examples include transportation to and from our agency, grocery stores, trips, movies, bowling, school, and other activities.

The bus, over 20 years old, has fallen into disrepair. Its current condition fails to meet the needs of those with disabilities and poses serious safety concerns. We seek funding from this program to replace this bus with another 15-passenger non-cdl bus. Replacing this bus will continue to provide those with disabilities unique rider services that they do not have access to otherwise. This grant focuses solely on the bus's capital cost, not its operation or operators.

The aims of this project support transportation for those with disabilities, a keystone focus for transportation program funding.

## **Section 2: Demonstration of Need**

### *Service area level of need*

Using what information is provided by the Idaho Department of Transportation, our evaluation of our current level of need is Critical Need. However, not being experts in the various levels of need we will provide our rationale and are open to adjusting as the reviewers see fit.

First, the group that we serve is unique. Some ridership services are available in our area by Pocatello Regional Transit, including on-demand transportation. For our programs, many of our clients are served better by our operators and services that have unique training in the various physical and behavioral needs of our clients to facilitate passenger safety and comfort. Without our services, many of our clients would not have an alternative. While the primary use of this bus is to support agency programs and activities, to a very small extent it also serves as a mode of transportation for daily living.

Second, the current bus poses serious transportation challenges. The lift no longer functions and the repair due to the age of the bus and lift has not proved feasible. Climate control critical to the comfort and emotional regulation of our clients is also no longer working.

Third, the bus is in general disrepair as we will go over in detail in our asset evaluation.

### *Sustaining existing services or expansion of need*

This project will sustain current services, but our agency has been growing, and thus our transportation requirements.

### *Ridership*

Our ridership is directly correlated with the number of clients we have. The agency has increased in size each year, thus our ridership has increased each year as well.

We have not been as dutiful as we wished with record keeping due to unexpected illness-related turnover. However, we have started to track ridership closely again. Over the last quarter of 2023 (OCT-DEC), we completed 2,603 rides.

### *Asset condition*

1999 Ford F450

Mileage: 130,875

**Mechanical:** Marginal condition. Engine and transmission are reliable, but pose risks for longer distance travel. The ignition system fails at times, causing interruption. Various electronics such as windshield wipers, defrosters, etc are faulty. The accordion door has failed, at times.

**Accessibility:** Poor condition. The wheelchair lift does not operate.

**Rider comfort:** Poor condition. Interior has degraded. The air conditioning does not operate.

**Exterior:** Adequate condition. Exterior condition is as expected of its age, with no rust through or major safety concerns.









Overall condition: Poor.

### Section 3: Project Planning

This project's scope is relatively simple and does not require significant project management or cross-collaboration. A successful project will be easy to achieve.

The replacement of our bus is tied to the transportation department's focus on those with disabilities and mobility issues. We have discussed the project plan thoroughly with Franklin County Medical Center who will guarantee match funds and help with risk management.

Many of our clients and their guardians are classified as low-income households. The bus reduces transportation costs for families.

### Attachment B: Milestone Reporting

Agency Name	Franklin County Medical Center Developmental Disability Agency		
Agency Contact	Jalen Tollefson		
Phone #	4357997339	Email	<a href="mailto:Jalen.tollefson@gmail.com">Jalen.tollefson@gmail.com</a>
Grant Program	VIP	Rural	One Time
Federal Award Amount	\$99,200		
Scope of Work:			
<p><b>Milestone Progress Report:</b> Target of major tasks to be achieved by specific dates. The report should include information such as: data for each activity line item within the approved project; a discussion of all</p> <ul style="list-style-type: none"><li>· budget or schedule changes; original, estimated and actual estimated completion date</li><li>· description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;</li><li>· breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.</li></ul>			

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	October 2024	The date request for proposals will be released
Award Date	December 2024	The anticipated date that we will select a preferred RFP proposal.
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	March 2025	The anticipated date for identifying and ordering an appropriate asset.
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	October 2025	The anticipated date the asset would be received.
Contract Completion Date	January 2026	The anticipated date that all work related to the work contract would be finished.

The project will be managed by Franklin County Medical Center. The Project Director is Jalen Tollefson, MHA. The project director has a dedicated minimum capacity of .5 FTE to manage grant activities and can flex his capacity up to 1.0 FTE as needed.

Franklin County Medical Center has decades-long experience in managing state, private, and federal grant awards. Over the past year, we have successfully managed projects exceeding 1 million dollars in funding.

#### **Section 4: Project Benefits/Evaluation**

##### *Improve safety*

A new bus will improve the safety of our services. The current lift does not operate. When it did operate, it would sometimes fail, resulting in injuries to operators and riders. Functioning air conditioning will aid in emotional regulation important to those with some cognitive disabilities and protection from heat exhaustion.

### *Improve mobility*

Our clients will continue to have the services that our bus provides. A functioning lift will ensure additional mobility for those who are physically disabled.

### *Support local economic development and expand economic opportunity*

Our transportation services allow opportunities for parents to work. It also reduces the need for specialized caregivers, allowing more income to be spent in the local economy and community. The bus also provides rides to various community enrichment activities that have a secondary economic impact on our primary goals.

### *Project Evaluation*

We plan to implement an improved data tracking system. The current system is completed on paper and is prone to error. The new data tracking system will be electronic to ensure accuracy and ownership. We will collect data at the beginning of every trip.

The data we will capture will be:

- Date
- Time
- Driver
- Mileage
- Origin
- Destination
- Passengers with special categories for lift usage
- Safety Incidents

We will use the above data to measure success by reducing the number of safety incidents to a goal of 0 per year.

Our ridership demand is generally fixed, so increasing ridership is not a reasonable measure of success. Instead.

The bus is a key component of our program's performance, so program outcomes will also reflect upon the value of the bus. Routine program evaluation of our agency occurs regularly by regulators. We can provide the evaluations.

### *Asset Sustainment*

We have a dedicated maintenance department that manages the service and upkeep of our fleet. They do this through a maintenance program:

- Full vehicle service every 3,000 miles (oils, lubricants, filters, fluids, etc)
- Inspection by a maintenance team member at every gas tank fill. See attached vehicle inspection sheet.
- On-demand ticketing service
  - If operators identify an issue during use, we utilize a digital ticketing system that allows them to request service.

## **Section 5: Project Budget**

As this is a capital-only request, the budget request is rather simple. Match funds will come from Franklin County Medical Center and private donations. The amount is based on the average of several listings in our area for a slightly used bus. Because we anticipate purchasing a slightly used bus, the exact purchase price will be determined based on market availability after the award is given.

Our sponsoring organization, Franklin County Medical Center, is committed to providing resources as necessary to enable high utilization and risk management of the asset. This includes guaranteed match funding from a very financially healthy organization.

We believe our budget request will permit us to purchase a vehicle that will be able to operate for a long time. However, we are open to lesser award amounts that will result in older vehicles. In either case, our bus desperately needs to be replaced.


## Project Budget Request

Subrecipient	
Agreement Term	October 1, 2024-September 30, 2025 OR October 1, 2025 - September 30, 2026 *For VIP request - please designate which year you will be able to utilize the project funds
Contact Name	Jalen Tollefson
Address	169 N 400 E
Phone Number	435-799-7339

FTA Grant
VIP

Capital (CP) 80/20		
Total	Federal	Match
\$ 124,000.00	\$ 99,200.00	\$ 24,800.00

Total Project Cost	Total Federal Request	Total Match Needed
\$ 124,000.00	\$ 99,200.00	\$ 24,800.00

Jalen Tollefson
Subrecipient Printed Name

Subrecipient Signature
5-1-24
Date

Scope of Work
Purchase of one wheelchair accessible 15 passenger bus for the public transportation of those with developmental and physical disabilities.
Local Match Source(s) for Project:
Franklin County Medical Center



# Congressional Application Attachment D: Demonstration of Need

## 1. Type of Service (Check all that apply):

- ☐ Fixed Route
- ☐ Deviated Fixed Route
- ☒ Demand/ Response

## 2. Service Area (Check one)

- ☐ City
- ☒ County
- ☐ Multi-County
- ☐ Other (Please Specify):

## 3. Connectivity:

Do you connect with other modes of transportation? Check all that apply.

- ☐ Urban Public Systems
- ☐ Intercity Carriers
- ☐ Airports/ Trains
- ☒ Other transit operators in your region (please list below):

Pocatello Regional Transit (PRT)

---

## 4. Ridership:

Estimate the average number of rides: Per Day 32 Per Year 12000

Briefly describe your ridership over the last two years: -

Our ridership demand is generally fixed, but grows as our programs grows. Over the past two years, our program has grown slightly so our ridership also has grown slightly.

## 5. Days/ Hours of Service:

List days of the week and hours transit provider is in service

M-F 8 AM - 6 PM

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[illegible]



## Franklin County Commissioners

39 West Oneida, Preston, Idaho 83263  
(208) 852-1090 • Fax (208) 852-1094

February 28, 2024

To: Idaho Department of Transportation  
From: Franklin County, Idaho County Commissioners

RE: DDA VIP Bus Grant Application

We are writing this letter to express support for the Developmental Disabilities Agency at Franklin County Medical Center VIP bus grant application. The agency is a remarkable resource for those with disabilities and their families in our communities.

Through their bus fleet, they provide program-related transportation for their clients. This creates opportunities for their clients to engage in social and community interaction that they would not have otherwise. These activities help their clients achieve more confidence and independence. The program allows families to keep employment and contribute meaningfully to the local economy.

We feel it is a worthy project to support, and hope you will consider their request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert C. Swainston".

Robert C. Swainston  
Commissioner, Chair  
The Franklin County Commission

**BOYD BURBANK**, Dist. #1  
1448 E. Cub River Road  
PRESTON, IDAHO 83263  
(208) 244-0639  
Email: boydb@fcidaho.us

**ROBERT C. SWAINSTON**, Dist. #2  
77 E. 1600 N.  
PRESTON, IDAHO 83263  
(208) 852-3350, Cell (208) 339-0900  
Email: roberts@fcidaho.us

**R. DIRK BOWLES**, Dist. #3  
1452 W. 5600 S.  
PRESTON, IDAHO 83263  
(208) 852-3724, Cell (208) 221-1398  
Email: dirkb@fcidaho.us

To Whomever it may concern,

I have been asked to write a letter about the importance of the FCMC bus used by the DDA.

The DDA bus is used to get out in the community .My child has been able to experience new activities that he wouldn't be able to experience without the DDA program.

The DDA is also able to pick up my child from school.

The bus is also used to work on safety skills .My child wouldn't stay in a seatbelt ,but through the DDA program he is able to sit on the bus in his seatbelt for the whole time he is riding in the bus.

The bus is a vital part of the DDA program.

Laura Swenson

Parent of DDA child

~~Samuel~~ Samuel Swenson

February 29, 2024

To whom it may concern,

We are clients at the Franklin County Medical Center Developmental Disability Agency (DDA). We meet every week day to work on life skills and access the community. We appreciate the transportation that takes us to many places in our community. We have a bus that has provided us ways that we can get around and enjoy the resources in our community.

Some of the places that the bus takes us are shopping for groceries so we can practice cooking skills during the week. We also go to eating establishments in which the bus provides us transportation. The bus has taken us on many field trips, such as going to a farm, local parks to play games, swimming, various community activities and many more. We use the bus to go to the library every Wednesday and go bowling on Monday's.

Because of growth at the DDA, we have many new friends that have started joining us. We do not always have room on the bus for everyone, so we have to make more than one trip to get to our destinations. We would really like to get another bus so that everyone has the opportunity to participate in community activities.

Sincerely,

DAVID DIXON

Brian Latin

CLIFF ROSSMUSSEN

RILEY ELSON  
JASON CATIN

PATRICK PHILLIPS



February 29, 2024

To whom it may concern,

This is a letter concerning a grant for a bus that is needed at the Franklin County Medical Center DDA. We are adult clients ranging in ages 18 to 65. We like to get together often and socialize through fun community activities provided to us. To access the community, we have a bus that takes us to different places. Some of the places we go include the library, bowling alley, area parks, restaurants, local recreational areas, hiking trails, swimming pools, and field trips. Without the bus, we would not be able to have the opportunity to do many of these fun activities and access our community.

We are grateful that we have a bus that provides us access to our community. Because of growth at the DDA, we are in need of another bus, therefore, giving everyone the opportunity to take advantage of resources in the community. We would appreciate your consideration in providing us a bus for our DDA.

Sincerely,

Bridger Ryan Nish

Conner Nash

Tyler Lynn Eddy

Mitchell Dixon

Chelsy Hollingsworth

Tianna Cox

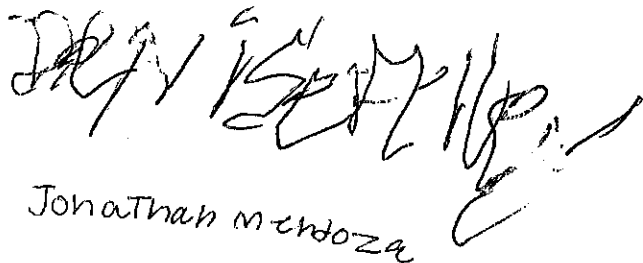
February 29, 2024

To whom it may concern,

We are adult clients at the Franklin County Medical Center Developmental Disability Agency (DDA). We enjoy meeting with our peers and socializing during the week. We have fun participating in several community activities. We like to go on field trips, swimming, eating at various restaurants, bowling, going to the library, local parks, and various events.

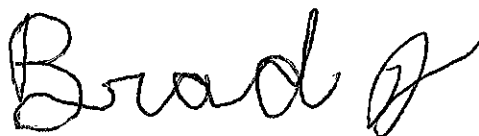
We appreciate having a bus that takes us to where we need to go and thankful that we are able to access the community. As we continue to have more friends join us at DDA, we are in need of another bus that can provide transportation for all of us during the times that we meet. Thank you for your consideration.

Sincerely,

  
Jonathan Mendoza

  
Cindy Davis

Tanene Poole  
Matthew Bumpus  
Megan Winward

  
Brad

## Pre-Trip Vehicle Inspection Checklist

Driver: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vehicle No: \_\_\_\_\_ Odometer: \_\_\_\_\_

Yes	No	N/A	Item
			Air Compressor
			Air Lines
			Axles
			Battery
			Belts (Alternator, Fan, Timing)
			Brakes (Emergency, Lines, Pads, Parking)
			Cargo Secure
			Cleanliness
			Clutch
			Controls (Interior)
			Coupling
			Cycle Lift
			Damage
			Drive Line
			Engine
			Emergency Equipment (First Aid, Flares, Fuses)
			Exhaust System
			Fire Extinguisher
			Fluids (Brake, Coolant, Oil, Radiator, Steering, Wiper)
			Frame
			Gauges
			Gear Shift
			Hanger
			Horn
			Hoses (Power Steering, Radiator)
			Lights: Brake
			Lights: High/Low Beams
			Lights: Headlights
			Lights: Interior/Dashboard/Cabin
			Lights: Tail
			Lights: Turn/Hazards
			Mirrors
			Muffler
			Reflexors
			Shocks
			Steering
			Suspension
			Tires/Tire Chains
			Transmission
			Windows/Windshield
			Wipers