



# KOOTENAI COUNTY

## TRANSIT SYSTEM

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26 April 2018

Mr. Glenn Miles  
Kootenai Metropolitan Planning Organization  
250 Northwest Boulevard Suite 209  
Coeur d'Alene, Idaho 83814

Ms. Kim McGourty  
Grants/Contracts Officer  
Public Transportation  
Idaho Transportation Department  
PO. Box 7129  
Boise, ID 83707-1129

RE: 5310 Purchase of Service Funding Agreement 1 April 2015 to 30 September 2018

This letter serves to request an amendment to the Small Urban Subrecipient Agreement between Idaho Transportation Department and Kootenai County to include the purchase of four (4) paratransit vehicles.

<b>5310 Purchase of Service</b>	<b>Code</b>	<b>Funding</b>
Key Number	14187	\$344,000
Approved Scope and Budget Purchase of Service (POS)	CAP	\$344,000
Fund Balance as 28 February 2018	CAP	\$309,602
Estimated POS Funds Expended by 30 September 2018	CAP	\$35,000
Estimated Funds Four (4) Paratransit Vehicles and Equipment	CAP	\$274,602

On 27 March 2018, during a regularly scheduled business meeting, the Board of County Commissioners approved an amendment to the 5310 Purchase of Service Funding Agreement.

The information detailed below is in response to a request to provide additional information. The additional information request was detailed in an e-mail dated 3 April 2018 from Glenn Miles.

1. Project Title. 5310 Purchase of Service
2. Project Key Number. 14187
3. Approved scope and budget. Purchase of Service Federal Share \$344,000
- 4a. Narrative current scope and budget. Currently, Kootenai County utilizes 5310 funds to operate its Ring-A-Ride program that provides transportation services to older adults and individuals with disabilities. As of 28 February 2018, our grant fund balance is \$309,602. Kootenai County utilizes performance measures to evaluate the impact and effectiveness of the Kootenai County Transit System. Overall performance measures include, but are not limited to service coverage, service delivery, system reliability, and service level sustainability.

4b. Narrative why the amendment is being requested. The amendment request is to modify the current grant use agreement to include the purchase of four (4) paratransit vehicles. If approved, two (2) of the four (4) paratransit vehicles will replace two (2) of Kootenai County's vehicles that have exceeded their useful life. Two (2) paratransit vehicles will be added to Kootenai Health's fleet.

4c. Define accomplishments. Since October 2017, we have completed approximately 1,683 passenger trips. The food bank and medical appointments represent nearly 20% of the requested destination trips.

<b>Ring-A-Ride</b>	<b>Passenger Trips</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Cost Per Rev Mile*</b>	<b>Average Trip Time</b>
<b>FY17<sup>1</sup></b>	783	417	5,457	3.98	19
<b>FY18<sup>2</sup></b>	900	392	5,968	3.72	20

\* Cost Per Revenue Mile: Adjustment reflects more comprehensive reporting data as of 4 April 2018.

4d. If the amendment is approved, what will not be accomplished within the existing scope of work: There are no activities that will not be accomplished.

5. Narrative about the proposed scope of work and what will be accomplished: If approved, the amendment will modify the current grant agreement to include the purchase of four (4) paratransit vehicles. (Please reference 4b). The Ring-A-Ride program will continue to provide access to jobs, access to medical appointments, access to educational opportunities, and access to recreation/shopping.

6. When the work expected to be completed: The performance period for the current grant agreement is 1 April 2015 through 30 September 2018. If our amendment request is approved, we will continue to provide Ring-A-Ride service through 30 September 2018. The capital purchase of four (4) vehicles will require an extension of the existing grant agreement. If FY19/FY20 grant application is approved, the Ring-A-Ride program will continue through 30 September 2020.

7. Proposed budget. Please reference the chart on page 1.

8. Authorization by the Board of County Commissioners to request the amendment took place on 27 March 2018.

Sincerely,

Jody Bieze, Director  
Kootenai County Public Transportation Office