

**IDAHO TRANSPORTATION DEPARTMENT – PUBLIC TRANSPORTATION  
FFY 2024 5339 Rural One-Time Application**

**PROJECT APPLICATION**

AGENCY INFORMATION:

Agency Name:

Kootenai County Public Transportation (KCPT) – Citylink North

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Authorized Project Representative:

Jody Bieze, Director

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DUNS Number:

078207404

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Architect/Engineer/Planner if applicable:

N/A

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**Project Type:**

- |  |  |
|--|--|
| <input type="checkbox"/> Facility Construction       | <input type="checkbox"/> Replacement Vehicle Purchase      |
| <input type="checkbox"/> Infrastructure Construction | <input type="checkbox"/> Expansion Vehicle Purchase        |
| <input type="checkbox"/> Facility Renovations        | <input checked="" type="checkbox"/> Vehicle Rehabilitation |
| <input type="checkbox"/> ADA Accessibility           | <input type="checkbox"/> Transit Related Technology        |
| <input type="checkbox"/> Planning                    | <input type="checkbox"/> Transit Related Equipment         |
| <input type="checkbox"/> Marketing                   | <input type="checkbox"/> Other                             |

**Project Cost:**

Federal Share: \$ 95,000.00

Local Match: \$ 23,750.00

Total Cost: \$ 118,750.00

## **Section 1: Project Description**

**Summary:** This project request is for the rehabilitation of the thirteen (13) cutaway buses that make up our current demand response fleet. We rely on the demand response fleet to offer mobility options for a growing population of seniors and individuals with disabilities, as well as to allow residents to access primary services, such as healthcare, in Kootenai County.

The purpose of this project is to ensure continuity of safe and reliable transportation for seniors and individuals with disabilities when public transportation is unavailable, insufficient, or inappropriate, and to provide reliable access to healthcare facilities for members of the public. Kootenai County plans, designs, and carries out transportation services and programs to meet the special transportation needs of older adults, individuals with disabilities, and members of the public seeking access to employment, health care, education, and recreation. Kootenai County's Citylink provides these services through ADA compliant complementary Paratransit Service, the Senior Ring-a-Ride program, and a health care industry partnership.

Key to this endeavor is the availability of safe and reliable vehicles through effective fleet management. The Kootenai County Public Transportation Fleet Maintenance Plan ensures vehicles are kept in a state of good repair throughout their lifecycle. Due to delays in the manufacturing of new demand response vehicles, we will need to rehabilitate our current fleet to meet the requirements of our fleet maintenance plan and the needs of the traveling public. Eight (8) vehicles have reached or exceeded the mileage prediction for the lifespan of their transmissions, and will require transmission replacement when the current transmissions fail; one (1) vehicle needing to replace the Braun wheelchair lift; two (2) vehicles have compression and oil pressure failure taking place and will require engine replacement; and due to the age of the fleet all vehicles have other minor maintenance issues that will need to be addressed; maintenance to include, but not limited to, components on wheelchair lifts, brake calipers, rotors, and suspension.

We have been waiting for our replacement vehicles for over a year. The production rate for chassis keeps being reduced by the manufacturing companies, which has also caused an increase in the purchase price of buses already on order. Kootenai County Public Transportation will exceed its maintenance budget before receiving the new buses on order, potentially causing a reduction in service due to the number of vehicles awaiting maintenance and unavailable for revenue service.

**Tools and Technology:** Kootenai County Public Transportation is working to adapt to a swift and unprecedented population boom in North Idaho, and we are making great strides in utilizing technology to provide transportation access for all, particularly for senior and disabled populations. In the past two years, we have implemented available technology to ensure robust mobility options: we advanced rider access to transit information by making route and schedule available on Google and Apple maps, as well as through an app specific to providing bus schedules and route information in real time (Passio GO!). Our next technology project is the Kootenai Regional Mobility Platform, an Integrated Mobility Innovation (IMI) app currently in development and utilizing GTFS-Flex for demand response vehicle tracking. This will provide shared mobility options with convenient payment and advanced transportation search options. The platform will provide a menu of the most feasible mobility options to allow travelers to make informed choices that meet their needs.

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**Marketing:** Kootenai County was granted funds from the Idaho Transportation Department for marketing of the new Regional Mobility Platform and an associated website for user interface and travel information. Referrals from service agencies and health care professionals, outreach to social service groups, and the influx of residents have all contributed to an increase in riders requesting services; the upcoming marketing and IMI app will also undoubtedly increase the demand for transportation services. Kootenai County seeks this grant to ensure the availability of safe and reliable vehicles to continue to meet these rising needs for demand response transportation.

- a. Federal Transit Authority Program Eligibility: The goal of the FTA Section 5339 grant program is to provide resources for bus and bus-related projects that “support the continuation and expansion of public transportation services,” to include rehabilitation and purchasing of buses. This application for funding to rehabilitate buses will support the continuity of existing demand response services by keeping the current fleet operational until the replacement buses are received from the manufacturer. Our project request meets the goals and criteria for Section 5339 funding under FTA.
- b. Idaho Transportation Department Call for Project Priorities: ITD’s strategic mission of **safety, mobility, and economic opportunity** is reflected in Citylink North’s emphasis on providing mobility options to seniors and persons with disabilities; a significant portion of riders in our paratransit program are traveling to places of work (economic opportunity) or to dialysis (safety/life-saving) while the largest part of our Ring-a-Ride trips are to healthcare and food shopping (safety/mobility). A portion of our fleet buses are specific to providing access to health care (safety).

The part of the fleet specific to providing access to healthcare is utilized by our partner agency, Kootenai Health, to provide residents of the greater Coeur d’Alene and Rathdrum areas with transportation to healthcare providers such as Heritage Health, a community health center which serves growing low income and Asset Limited Income Constrained Employed (ALICE) populations.

Additionally, the services we are able to provide with the buses are in line with ITD’s mission “Growing Idaho’s Mobility Network by Providing Exceptional Customer Service and Leveraging Emerging Technology.” As part of the IMI app menu of transportation options, the programs utilizing the demand response buses will be more accessible to riders, thereby improving the safety and mobility of residents.

- c. Scope of Work: Rehabilitation of rolling stock prioritizes vehicles and repairs which can provide us with the highest useful life and the lowest maintenance cost to extend that useful life. This determination is set by asset condition data detailed in the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan. The Kootenai County Public Transportation Fleet Maintenance Plan ensures vehicles are kept in a state of good repair throughout their lifecycle.

Our Fleet Maintenance Manager has experience and expertise in maintaining an aging fleet of vehicles that are equipped with features for the highest degree of safety and usability by the traveling public, while following and adhering to all regulatory rehabilitation guidelines and parameters. The Fleet Maintenance Manager has the benefit of an established relationship with other county fleet maintenance managers, which results in significant cost savings on diagnosis and parts procurement, giving us the highest possible degree of fiscal feasibility.

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In order to continue to provide services for the Paratransit and senior Ring-a-Ride programs, ensure continued provision of safe and reliable transportation, and maintain vehicles according to the defined parameters for useful life per our Fleet Maintenance Plan, the Fleet Maintenance Manager will oversee the following rehabilitation of the demand response fleet buses:

- Three (3) buses are in need of immediate transmission repair, and overall eight (8) vehicles have reached or exceeded the manufacturer’s mileage prediction for the life span of the transmission and will need transmission replacement once the transmission fails.
- Two (2) buses will need an engine replacement to remediate compression and oil pressure failure.
- One (1) vehicle needing to replace the Braun wheelchair lift.
- All demand response buses will need minor maintenance, due to the age of the fleet; maintenance to include, but not limited to, components on wheelchair lifts, brake calipers, rotors, and suspension.

The following objectives will be accomplished:

- Rehabilitation of buses will ensure sufficient fleet size to meet the transportation demands of an increasing ridership and availability of vehicles with safety equipment specific to seniors and persons with disabilities.
- Kootenai Health will have sufficient fleet size to meet demand for access to healthcare.
- Rehabilitation will prioritize assets which provide the greatest opportunity for extension of useful life based on their age and according to the maintenance program. Rehabilitated vehicles will be maintained in a state of good repair.
- Meeting unanticipated maintenance costs will assist in extending the useful life of the current fleet until replacement vehicles are manufactured and able to be put into service.
- Kootenai County community members will continue to have access to key life activities.

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

#### **Summary: ADA Compliant Public Transportation Vehicles are Critical to Services**

In Kootenai County, most travelers currently have **no** access to wheelchair-accessible private transportation options besides costly and sparsely available medical transportation services which do not provide transportation for daily life activities such as work, shopping, and socialization.

Kootenai County Demographic Milestones: Kootenai County’s population increased by 23.7% between 2010 and 2020. The population of seniors – who are more likely to experience health issues and require additional transportation options – increased by a significant 23.5% between 2015 and 2019. Countywide, seniors make up 19% of the population, about 20% higher than the State of Idaho and United States national average of 16%. According to the Department of Labor, the senior population will continue to be one of the fastest growing population groups in our area.<sup>i</sup>

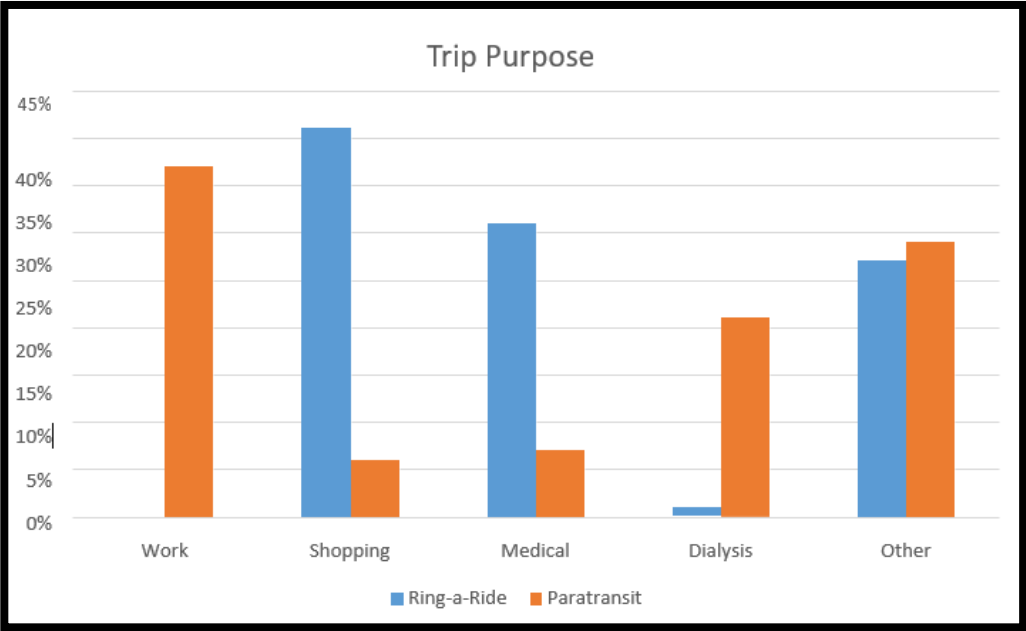
Kootenai County Population with a Disability: As of 2020, the population of Kootenai County was estimated at 171,361, with 9.1% of the population experiencing a disability; this means approximately

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15,594 people within the county are living with a disability. As detailed by Disability Action Center NW, independent living means that individuals with disabilities have the same choices and control in their everyday lives that non-disabled brothers and sisters, neighbors and friends take for granted.<sup>ii</sup>

Dialysis: The number of riders who utilize our service to go to dialysis treatment has increased exponentially. Because dialysis causes patients to be woozy, nauseated, and tired afterward, patients are unable or not allowed to transport themselves, are considered as having a disability, and are often conditionally eligible for ADA Paratransit. Access to transportation in safe and reliable vehicles is key to the wellbeing of the seniors and individuals with disabilities in our demand response ridership.

Kootenai County Citylink Paratransit and Ring-a-Ride Trip Purpose Top Four:



In meeting the transportation needs of seniors and individuals with disabilities, we provide transportation for purposes including: employment, healthcare services including dialysis, shopping, education, and access to facilities or opportunities for recreation and physical rehabilitation.

To meet the growing demand for ADA compliant demand response transportation, extending the life of our current fleet is imperative. Rehabilitation of rolling stock prioritizes vehicles which can provide us with the highest useful life and the lowest maintenance cost to extend that useful life. This determination is set by asset condition data through the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan. A detailed asset inventory has been established to analyze state of good repair needs and investment scenarios over the next five (5) years. Based on our TAM proposed investment project list, investment needs are prioritized such that the investments with the highest return are addressed first.

The chart below shows, for four of the vehicles needing rehabilitation, maintenance costs over the life of the vehicle along with their average daily use and remaining useful life based on mileage:

## Utilization Summary Report

Vehicle	Year	Make	Current Meter	Service Costs (lifetime)	Meter Usage per Day (lifetime)	Avg/Day	Meter Unit	Remaining Usage in Meter Units	Date Projected to Reach Estimated Useful Life
56	2016	Chevrolet	155,552mi	\$36,561.12	67.9mi	67.9	mi	-5,224 mi	01/27/2023
57	2016	Chevrolet	137,871mi	\$32,135.35	60.2mi	60.2	mi	12,459 mi	08/22/2023
54	2016	Chevrolet	137,541mi	\$24,008.13	59.8mi	59.8	mi	12,807 mi	08/29/2023
55	2016	Chevrolet	127,334mi	\$21,879.78	55.8mi	55.8	mi	23,001 mi	03/14/2024

a. Service Area Level of Need: Moderate – Affecting Access to Health and Safety Services

Kootenai County Public Transportation conducts extensive outreach during planning and service phases of current programs, holding local and regional public transportation planning meetings, meetings with city planners, elected officials, city council members, state and local agencies, law enforcement, social services, employers, employees, health care providers, transportation providers, nonprofit entities, disability advocates, and riders. Our primary and secondary research identified public transportation service gaps for seniors and individuals with disabilities, which is particularly important in the key areas of access to medical/health care, necessary shopping such as for food and toiletries, and essential government services.<sup>iii</sup> If Kootenai County does not have the fleet to provide complementary paratransit services, the agency would be in violation of Federal regulations and would be in critical need.

b. Sustaining Existing Services or Expansion Need: Sustaining Existing Services

Kootenai County’s Coordinated Public Human Transportation Plan is based on an assessment of available services that identifies current public, private, and non-profit transportation providers along with an assessment of the transportation needs of individuals with disabilities, seniors, and people with low incomes. It includes the experiences and perceptions of the planning partners, sophisticated data-collection efforts, and current gaps in service. The Plan found that “considerable resources are committed to our transportation infrastructure and systems, however, transportation services for disadvantaged populations (individuals with disabilities, older adults, and people with low incomes), are often fragmented, underused, duplicative, costly, and difficult to navigate.” Existing services are highly utilized and interruption of service would have significant impacts on community members, as seen below in “c. Ridership.”

c. Ridership:

While ridership across much of the nation dropped substantially during the pandemic, our decrease in ridership was minimal. Ridership has not yet exceeded pre-pandemic levels, but is still increasing. We have also seen a steady increase in applications and informational calls for demand response programs.

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## Citylink

### 2018-2022 Total FYTD Ridership Comparison

#### PARATRANSIT

FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018	1,213	1,177	1,170	1,072	1,147	1,116	1,114	1,168	1,107	1,122	1,208	1,055
2019	1,330	1,229	1,149	1,280	1,210	1,328	1,400	1,293	1,217	1,285	1,337	1,206
2020	1,463	1,387	1,397	1,653	1,582	1,202	752	858	1,222	1,167	1,112	1,140
2021	1,245	1,226	1,259	1,208	1,022	1,427	1,420	1,346	1,406	1,317	1,378	1,303
2022	1,312	1,238	1,281	1,124	1,246	1,506	1,294	1,273	1,323	1,187	1,278	1,216

TOTAL FY				
2018	13,669			
2019	15,264	2018 vs 2019	12%	change in ridership
2020	14,935	2019 vs 2020	-2%	change in ridership
2021	15,557	2020 vs 2021	4%	change in ridership
2022	15,278	2021 vs 2022	-2%	change in ridership

#### R-A-R

FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018	153	183	198	225	196	187	158	202	190	159	247	233
2019	260	235	208	242	186	235	252	241	208	182	193	178
2020	234	201	187	206	208	161	78	66	134	122	128	153
2021	162	180	230	205	183	271	245	229	242	217	240	234
2022	264	245	237	195	248	355	315	299	318	263	313	312

TOTAL FY				
2018	2,331			
2019	2,620	2018 vs 2019	12%	change in ridership
2020	1,878	2019 vs 2020	-28%	change in ridership
2021	2,638	2020 vs 2021	40%	change in ridership
2022	3,364	2021 vs 2022	28%	change in ridership

#### KH

FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018	2,073	1,933	1,870	2,093	2,018	2,098	2,005	2,090	1,920	1,992	2,081	1,943
2019	1,935	1,978	1,837	2,420	2,419	2,420	2,146	2,272	1,953	1,937	2,033	2,053
2020	2,161	1,962	2,107	2,358	1,884	2,177	889	1,250	1,387	1,468	1,367	1,455
2021	1,313	1,388	1,354	1,201	1,155	1,725	1,594	1,477	1,595	1,637	1,666	1,532
2022	1,359	1,435	1,658	1,661	1,277	1,530	1,632	1,395	1,530	1,433	1,782	1,741

TOTAL FY				
2018	24,116			
2019	25,403	2018 vs 2019	5%	change in ridership
2020	20,465	2019 vs 2020	-19%	change in ridership
2021	17,637	2020 vs 2021	-14%	change in ridership
2022	18,433	2021 vs 2022	5%	change in ridership

## Section 3: Project Planning

**Summary:** Kootenai County Public Transportation’s goal is to advance mobility through creative partnerships and emerging technologies. This project will support that goal by sustaining existing services and ensuring vehicle availability to implement our new IMI technology to support community transportation needs, as well as leverage partnerships to provide transportation options for medical care. Maintaining our current fleet vehicles will allow us to provide safe and efficient transportation for riders in a cost effective manner.

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Coordination across providers is a high priority in order to provide a seamless system for public transportation users, as well as improve existing services and eliminate inefficient redundancy for each involved provider. Coordination strategies and implementation plans will continue to be developed by Kootenai County Public Transportation and local service providers.

The project has a proven and sound basis and we are **ready to implement if funded**.

a. Goals related to ITD Statewide Public Transportation Plan:

- i. The ITD Statewide Public Transportation Plan projects that **transit ridership in Kootenai County will increase by 57% between 2018 and 2028**. This projection shows the need to maintain our current fleet's ridership capacity and have tools prepared to assist the traveling public. Ridership projections indicate that rising need will require a fleet of reliable vehicles for provision of services.
- ii. The Idaho Department of Transportation Statewide Public Transportation Plan outlines four benefits of public transportation: economic development, health, connections, and environmental quality. Our project is in direct line with those benefits:
  - *Economic Development:* Increased transportation options allow community members to access jobs, stimulating economic development for business growth, and to access businesses and services, stimulating the economy. More than 40% of paratransit rides are trips to and from work for individuals with disabilities. Access to public transportation shared ride services saves riders an average of \$10,000 per year on vehicle ownership, or more for accessible vehicles with lifts.
  - *Connections:* Where there is a lack of connections to transportation, the IMI app will increase access to demand response services and will help to bridge transportation gaps, as well as make travel easier for individuals who may not have made a trip otherwise. This relies on maintaining a fleet size adequate to provide services.
  - *Health and Environmental Quality:* Access to health care makes up over 35% of the rides provided to community seniors. Additionally, shared transportation reduces vehicle emissions. Data collected by the IMI app will include the amount of emissions saved.

b. Project Development Process Description:

- i. *Coordination with local stakeholders on development and involvement:*

The Kootenai County Public Transportation Department continuously gathers information on public transportation needs and works closely with human service agencies. Kootenai County has conducted stakeholder interviews and surveys; held public workshops; validated previously identified gaps in transportation service; and updated goals, objectives, and strategies to address those gaps.

Citylink staff have spent many days riding the buses and speaking with our ridership, administered several hundred face-to-face surveys, community-wide surveys online, and



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worked to gather information from health care, educational, and jurisdictional organizations to determine needs and feasible avenues to provide services meeting those needs. Additionally, staff have met face-to-face with representatives from Area Agency on Aging, Idaho Commission for the Blind, NIC, Kootenai Health, Heritage Health, Panhandle Health, Coordinated Services of Idaho, Post Falls Food Bank, Project Search, Kootenai County Veteran’s Services, Trinity Group Homes, Family Promise, Harmony House, Ability Works, Adult Probation, Union Gospel Mission, and local governments. The information we gain from this process gives us a tremendous sense of the individuals we serve, including unhoused, elderly, disabled, low income, and under-employed demographics along with the environmentally conscious.

The data gathered regarding employment and other current county demographics, including data identifying low-income housing and support services, is being actively used in conjunction with the transportation data gathered from our Intelligent Transportation System.

- ii. *Efforts undertaken to coordinate and include Minority and Low-Income Populations:* Kootenai County Public Transportation conducted a Title VI Service and Fare Equity Analysis (SAFEA), a comparative analysis of existing transit service, potential alternatives, and future needs to identify opportunities for improving the efficiency and effectiveness of service provision to minority, veteran, senior, low income and disabled populations, as well as the general population within the CDA urbanized area.

As part of the Service and Fare Equity Analysis, Kootenai County evaluated the impact of service on vulnerable populations, and conducted an analysis to identify mitigations for potential disparate impacts to disadvantaged populations consistent with the Federal Transit Administration’s guidance for Service and Fare Equity Analysis.

The SAFEA did not identify areas specific to Minority or Low-Income Populations, but it did recommend that seniors, Medicare members, persons with disabilities, and individuals in a qualified low-income category should all be eligible for reduced price fares when a fare is implemented.

- iii. *Disadvantaged Business Enterprise (DBE) plan:* Kootenai County has a full and robust Disadvantaged Business Enterprise Program and all Requests for Proposals (RFPs) are subject to our DBE Program. The DBE Policy Statement from Kootenai County states: “Kootenai County has established a Disadvantaged Business Enterprise Program in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. Kootenai County has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this financial assistance, the Kootenai County Commissioners have signed an assurance that it will comply with 49 CFR Part 26.”

The buses requiring rehabilitation are manufactured by Glaval, a DBE compliant manufacturer. See Attachment F.

- iv. *Local Labor Unions Identified:* Not applicable.

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### c. Public Participation Efforts:

- Attached Letters of Support (10) – Attachment Section E (E1-E10)  
**Please note:** The letters were written specific to 5310 funding for buses for the senior ride program and the development of our IMI App, referred to as a “Mobility as a Service” app. The letters illustrate the value of this project and the rides provided to community members.
- Formal presentations are made on a regular basis at local jurisdictional and transportation public meetings to update stakeholders and partners on the demand response programs and continued need for transportation, as well as data specific to vehicle use, miles, etc.
- Kootenai County continues to provide information and seek input from community members and service agencies via the Social Services Advisory Committee as we work toward updating our Service Fare and Equity Analysis (SAFEA) and our Human Transportation Plan.

### d. Milestone Reporting: Please see Attachment B “Milestone Reporting”

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

**Project Benefits Summary:** Now more than ever, safe and reliable transportation to key life activities and healthcare is crucial. Older people want to age in place, remaining in their homes and communities; individuals with disabilities want the same choices and control in their everyday lives that is available to non-disabled individuals. This project will provide community members with transportation services to maintain or improve their economic, physical, and social well-being through access to medical appointments, employment, shopping, food banks, and recreation.

- a. Improved Safety: Kootenai County Public Transportation – Citylink North is committed to the highest practicable level of safety.
  - Both of the Citylink programs provided give staff the opportunity to meet each individual in Kootenai County who apply for one of the transportation programs. A substantial portion of the seniors and individuals who enroll in Citylink demand response programs express relief at gaining this transportation option; many state that they have been reliant on neighbors or family for essential trips to medical appointments and grocery stores, while those without similar resources are dependent on delivery services and often express a lack of awareness of any transportation options other than taxi services (which are often outside of their budgetary constraints). Providing safe and reliable transportation vastly increases safety and independence for the people enrolling in demand response public transportation programs.
  - We monitor operational and maintenance data, safety reports and concerns from contractors and partners, riders, and employees, and perform service delivery safety check activities (field observations and ride-alongs). Citylink North actively promotes safety to each operator and requires each operator to participate in monthly safety trainings.
- b. Improved Mobility: This project helps to sustain mobility options for persons with disabilities where travel choices are sparse, provides seniors with safe and affordable (currently no fare)

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transport to life activities, and enhances our partnership for medical transportation for all.

We will be able to continue to identify underserved areas and populations by tracking trip origins and destinations, mapping demand to service availability, and matching transportation needs to local transportation options. Working with local jurisdictions, Disability Action Center NW, and other stakeholders, we will explore regional and localized solutions that work with public transportation and all other transportation providers. Kootenai County Public Transportation will continue working with transit providers, human service agencies, private institutions, businesses, volunteers and political leaders to broaden transportation options for all users; particularly those in vulnerable populations, the economically disadvantaged, older adults and people with special needs.

c. Support Local Economic Development and Expand Economic Opportunity:

- Providing transportation options allows community members to access jobs and frequent businesses, stimulating economic development and the economy.
- A robust transportation system with seamless additional transportation options is highly appealing to businesses considering expanding or relocating their business into the region.
- Additionally, the buses will be part of the IMI app with resulting location data, which is more relevant and important than ever before. Location technologies power individuals, businesses, and cities to be more sustainable and get to places efficiently and safely.

### **Project Evaluation Methodology:**

a. Continual Evaluation: Kootenai County will continually evaluate the project success in two ways, firstly by monitoring the maintenance of vehicles and vehicle “down” time, and secondly by comparing available fleet capacity to the capacity required to meet ridership demands.

i. *What kind of data will be collected and specific measures:*

Vehicles: The Fleet Maintenance Manager, working with partners and contractors, will ensure the FTA requirements have been met and documented. The Manager maintains a complete vehicle file for each vehicle from the date of procurement to three years after the end of the vehicle’s useful life. This file will have copies of all procurement records, vehicle activity, Preventive Maintenance Inspections (PMI), service and repair work invoices or in-house reports, and decommissioning paperwork.

Ridership: The Program Specialist collects data on ridership for all Kootenai County and partner programs on a monthly basis. Data also includes vehicle miles and revenue miles. The status of ridership and vehicle miles is reported monthly to transportation advisory committees, such as the Kootenai County Area Transportation Team (KCATT) and Kootenai Metropolitan Planning Organization (KMPO), as well as jurisdictional partners as needed.

ii. *How often will data be collected, used, and evaluated:*

Vehicle data is collected daily through the Fleetio maintenance tracking system and Daily Trip Vehicle Inspections (DVIRs). Any issue brought up on inspections is emailed immediately to the Fleet Maintenance Manager for investigation and resolution.

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- b. Sustainability: Kootenai County has an approved Program of Projects in place to provide for financial planning. The funding for maintaining purchased vehicles and the programs utilizing these vehicles is in place for a minimum of five years. This financial planning makes the project sustainable with long-term benefits.
- c. Demonstrated capacity to carry out the project and manage grant funding: Kootenai County is able to implement FTA and ITD funded projects in accordance with the grant application, agreement, and all applicable laws and regulations, to include 2 CFR 200, FTA Circular 5100, FTA Circular 5010, and FTA Circular 4220, using sound management practices. Kootenai County is currently a direct recipient of 5307 funds and a subrecipient of 5339 and 5310 funds. Our agency is eligible and authorized under state and local law to request, receive, and dispense federal and state funds and execute and administer funding projects. Kootenai County Public Transportation has demonstrated ability to match and manage FTA grant funds and conduct and respond to audits for more than a decade.
- Kootenai County Public Transportation received a clean audit with zero findings on our FTA Triennial Review completed this year for FY2017 – FY2019.

*Expertise*: Jody Bieze serves as the Director of Resource Management – Public Transportation Office, responsible for definition and implementation of all aspects of Kootenai County Public Transportation System’s strategy, goals, objectives, processes, and initiatives. This position includes working closely with federal, state, local, and tribal officials to effectively manage a transit system that utilizes millions of dollars. Director Bieze’s oversight responsibilities include the planning, operations, maintenance, capital, and security of the Citylink North system, which includes setting and achieving overall performance goals. Jody’s extensive private and public sector work have given her a depth of knowledge regarding the performance, administrative, and regulatory requirements of federal and state awards. Jody obtained her Bachelors of Science in Labor Industrial Relations with a Minor in Economics from the University of Wisconsin.

Name	Title	Area of Focus
Jody Bieze	Director	Relationship Management and Collaboration.
Kim Riley	IDC	Finance, Accounting, Short-term and Long-term Budgets, and Program Forecasting.
Chad Ingle	Program Manager	Operations oversight and Regular-Route Services.
Marie Holmes	Program Specialist	Paratransit/Ring-a-Ride Applications, Outreach, Ring-a-Ride Programming.
David Waterhouse	Program Specialist	Travel training seniors or individuals with disabilities.
Christopher Carlos	Fleet Maintenance Manager	Vehicle Maintenance and Asset Management.

### **Section 5: Project Budget**

**Summary:** A detailed line item budget is attached, see Attachment A: “Budget Sheet”

- a. Budget Narrative:

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*Source and status of all funding:* In-Kind Match funding is provided by Kootenai County payroll and local organizations which prefer to remain anonymous. Cash match is provided by local jurisdictions, with agreements renewed annually and currently in place for FY23. We have sufficient funding banked to fulfill the match obligation. Records are maintained internally, and are available for review.

*Costs/Estimates determinations:* Kootenai County has previously researched typical costs for the repairs anticipated for the cutaway vehicles, along with associated safety equipment and features. The Fleet Maintenance Manager has also collaborated with other county fleet managers to diagnose and assess the current needs of our fleet. The Fleet Maintenance Manager has determined the necessary repairs to be done in order to rehabilitate the current fleet. Rehabilitation of rolling stock prioritizes vehicles which can provide us with the highest useful life and the lowest maintenance cost to extend that useful life. This determination is set by asset condition data detailed in the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan.

The Fleet Maintenance Manager, working with other county fleet managers, has made the determination to proceed with the current fleet repair plan that best meets Kootenai County’s vehicle specifications.

- i. *Scalability:* The project becomes scalable based on available funding. Any funding available will be utilized to rehabilitate buses.
- ii. *Davis Bacon:* Davis Bacon wage rates do not apply.
- iii. *Financial Capability-Reimbursement Basis:* Kootenai County has the financial capability to operate on a reimbursement basis: [Kootenai County Financial Reports](#).

b. Itemized and Broken Down Estimated Project Budget:

<b>Quantity</b>	<b>Service</b>	<b>Cost</b>	<b>Scalable?</b>
Eight (8)	Transmission replacement/repairs	\$ 40,000	Yes
Two (2)	Engine replacement	\$ 35,000	Yes
One (1)	Braun lift replacement	\$ 4,000	Yes
	Other fleet maintenance repairs	\$ 16,000	Yes
	<b>Total</b>	<b>\$ 95,000</b>	Yes

c. Attachment A: Project Budget Request form – please see attached document.

**Endnotes**

- <sup>i</sup> Sam Wolkenhauer, Idaho Department of Labor
- <sup>ii</sup> Disability Action Center website: <http://dacnw.org/>
- <sup>iii</sup> Kootenai County Coordinated Public Human Transportation Plan

**Attachments:**

## ITD-FTA Section 5339 Grant Application – Citylink North (KCPT)

- Attachment A - Project Budget Request Form
- Attachment B - Milestone Reporting
- Attachment C - NEPA Worksheet – N/A (Not included)
- Attachment D - Demonstration of Need
- Attachment E - Letters of Support (E1 - E10)
- Attachment F - Glaval DBE Compliance