



# Sample Application

Mockup an application with good and bad features to illustrate to potential applicants.

Dan Thompson Memorial Developmental Disabilities Community Services Account SAMPLE Application	
Organization	Peter on the Deschutes River
Contact Person	Peter Tassoni
Phone number	314-159-2653
Email address	floatingtheriver@anywhere.com
Website URL	none
Social media handle	thisIsNOTsafeatAnySpeed
Requested funds amount	\$ 4,320,000
Primary Activity	Recreation and Transport
Technical Section	
Describe the proposal in three sentences or less (e.g., an elevator pitch or headline news version).	
Develop an online booking reservation system, provide luxury transportation, and launch an inclusive warfare range and off-road driving course located on a picturesque nature reserve park.	
Describe how the proposal will improve or expand the Medicaid State Plan or the Home and Community Based Services waivers.	
This proposal will provide additional transportation options to Thurston County based clients and provide new recreational experiences not currently available in Washington State.	
List the objectives (the end or goals) and the outputs (the means or deliverables) of the proposal (e.g., if the objective is to increase respite services to non-waiver individuals with I/DD, then the output is offering accessible yoga classes twice a day). The output describes how to achieve the objective. Define any terms and jargon specific to your proposal. Include milestones and timelines to achieve each output.	
<p>Objective 1 Luxury Transportation</p> <ul style="list-style-type: none"> <li>Output 1: Purchase an accessible luxury SUV styled limousine that can accommodate two motorized chairs, eight passengers and service animals plus two years' worth of fuel, maintenance, driver wages, and insurance.</li> </ul>	

- Output 2: Develop an online and accessible online reservation and booking system to schedule client rides and book drivers.
- Output 3: Develop an online and accessible interface to host curriculum to teach prospective riders how to ride the paratransit, how to make reservations, and what to expect on a ride.
- Output 4: Develop a customer service manual for organizational staff to use when dealing with riders, drivers, and problems with the system or its service.
- Output 5: Promote the service with paid advertising and public service announcements to ensure a high usage uptake.

The vehicle will be available twelve hours every day of the calendar year for local and out of town transportation using contracted drivers making an estimated 600 trips and logging 24,000 miles per year.

#### Milestones and timeline:

- Quarter 1 execute contract. Get bid quotes using the state's master contracts for vehicles, building of software and interface, plus curriculum and customer service manual. Invoice.
- Quarter 2 procure vehicle and its equipment. Procure interface and curriculum developers. Retrofit vehicle with wheelchair lifts and other inclusionary accessories. Get insurance. Plan outreach program. Onboard developers. Invoice.
- Quarter 3 develop driver recruitment, screening, and training program. Paint logo onto vehicle. Complete customer service manual, rider curriculum and service scheduling software interface. Invoice.
- Quarter 4 execute outreach plan. Document trips. Invoice.
- Quarter 5 execute outreach plan. Document trips. Invoice.
- Quarter 6 execute outreach plan. Document trips. Invoice. Close out contract.



#### Objective 2 Develop Recreation Park

- Output 1: Purchase an 800-acre property with picturesque nature qualities near the I5 corridor to convert into a recreation park. Complete and pay for all planning, zoning, and permitting requirements.
- Output 2: Create an inclusive warfare range for simulated and projectile combat games. Design and build a five-acre warfare range simulating urban, suburban, and rural scenarios.

- Output 3: Create an inclusive off-road driving course and daredevil stunt practice field. Design and build a 300-acre off-road driving course with rock and water features. Design and build a 100-acre stunt driving practice field.
- Output 4: Create an inclusive Tough Mudder style obstacle and high-ropes course. Design and build a five-acre accessible obstacle and ropes course.
- Output 5: Promote the recreation park and its features with paid advertising and public service announcements to ensure a high visitation rate.

The park will be available year around with over 600 special needs visitors per year.

Milestones and timeline:

- Quarter 1 execute contract. Get bid quotes using the state master contracts for park design consultants, construction firms, and website designers. Invoice.
- Quarter 2 procure park property and park equipment. Procure consultants. Complete all zoning and special use permit requirements. Plan outreach program. Invoice.
- Quarter 3 onboard consultants. Design the park and its amenities. Complete all permit requirements. Invoice.
- Quarter 4 construct the park and its amenities. Execute outreach plan. Invoice. Close out contract.



Describe the geography served by your proposal (city, county, region, statewide - e.g., Everett, eastern Pierce County, Spokane Valley).

Southwest Interior and South Puget Sound regions.

Describe how your proposal provides a primary benefit directly for people who are eligible to receive DDA services.

This will be an inclusionary park with inclusionary events taking place at the recreation park. There are activities happening at the park that are not available for special needs people anywhere.

Describe how you will collect the data and measure the impact of your proposal.

**Transportation Vehicle:**

- Report on the procurement of vehicle and its accessories percent completed.
- Report on the scheduling software interface percentage percent completed.
- Report on the rider curriculum and customer service manual percentage percent completed.
- Report on the outreach efforts with statistics on reach, clicks and queries.
- Share the driver roster.
- Report on the rider numbers, trips, mileage, unusual incidents, and kudos.

***Recreation Park:***

- Report on the procurement of park property as a percent completed.
- Report on the construction of warfare range as a percent completed.
- Report on the construction of driving courses as a percent completed.
- Report on the construction of obstacle and rope course as a percent completed.
- Report on the outreach efforts with statistics on reach, clicks and queries.
- Report on the visitor numbers, events, unusual incidents, and kudos.

Provide the rationale for the proposal (e.g., demonstrate the need for your proposal and why your solution is the best compared to what else is happening in your local area, county, and region to solve the problem).

***Transportation Vehicle:***

Intercity Transit terminated its Community Vans program. Intercity Transit's Dial-up paratransit is not available for all clients and predominately serves the elderly per the [Intercity Transit Dial-A-Lift Final Report](#). Lyft and Uber do not have paratransit vehicles in the area. The local taxi service has one van, but it does not have a wheelchair ramp on it. There are religious entities and veteran-based vehicles around, but they do not accept DDA clients. Thurston County in 2022 has 1,208 DDA paid clients and 361 clients on the no paid services caseload. The county has over 300,000 residents. There are additional persons in the county with disabilities that could use a paratransit ride. There is a need to provide an accessible vehicle and drivers to transport clients to [medical appointments](#), supported employment activities, and recreational / social events.

***Recreation Park:***

The Dirtfish [track](#) in King County, The Ridge Motorsports [park](#) near Shelton, and the ORV [park](#) in Grays-Harbor County are too far away for residents living in south of Puget Sound to access easily. There is a small paintball field near JBLM but no integrated multiple scenario ranges south of Seattle. The Evergreen State College closed its ropes course and recreation program during the pandemic and has not reopened. Combining these adventure options into a single outdoor facility with easy access from I5 would be godsend. The [inclusionary](#) features of the park would allow participants of all abilities to participate and succeed.

Describe the role(s), responsibilities, and deliverables of each person, partner, contractor, and subcontractor in your proposal.

***Transportation Vehicle:***

The organization's executive director will perform the vehicle **procurement** as additional duties in they/their part-time role. They/them will purchase an accessible luxury SUV style limousine as a paratransit.

Contractors will build the reservation and scheduling system, design the driver training program, create the customer service manual, and design the outreach campaign.

**Recreation Park:**

The organization's executive director will perform the park procurements as additional duties in they/their part-time role. They/them will purchase the turnkey accessory buildings, safety features, course obstacles, and participant gear.

Contractors will complete all planning, zoning, and permitting requirements, park features design, construction, and outreach campaign.

**Management Section**

Describe the knowledge and skills possessed by the organization that are needed to implement the proposal (e.g., a staff member has 15 years of experience teaching youth with I/DD).

The executive director is a stunt driver with multiple movie credentials, former US Army combat specialist and paintball enthusiast, part-time limousine chauffeur, and graduated with a bachelor's degree in community design and planning.

The best consultants and contractors will be obtained using **competitive** solicitations.

The organization's board of directors **includes** many of the region's wealthiest individuals and elected county politicians.

Describe how you will ensure the people eligible for DDA services are benefiting from your proposal (e.g., submit monthly visit logs showing 60% of participants are DDA eligible individuals).

Self-reported information from participants of the transport service and visitors to the recreation park.

Describe your proposal's **risks** and their mitigation strategies (e.g., recruitment and hiring delays, supply chain bottlenecks, outreach obstacles, partner and/or contractor collaboration challenges).

Supply chain bottle necks prevents timely procurement of transport vehicle or its retrofit accessories. We will use state master bargaining contracts to avoid local supply shortages. If vehicle delivery is delayed, contact Intercity Transit to send prospective drivers through their training program using one of their paratransit vans so once the project's vehicle is procured and retrofitted, there are drivers available to put the vehicle into service. Drop ship accessories and use local area auto mechanic shops to install the accessories diversifying away from any one shop that could go out of business or is too swamped with work to timely get to our vehicle.

Ineffective outreach. Prepare outreach materials and campaign characteristics. Promote service availability in multiple mediums to ensure high usage uptake. If marketing staff leave organization, hire contractor, new staff or volunteers to complete the campaign. Keep promoting service with different visuals, messages and mediums until usage targets are met. Use free software like Canva to create



flyers and outreach materials. Use free promotional mediums like social media, local radio media and Thurston County Media to get the word out.

Unable to recruit and train drivers. Provide paratransit driver training to individuals with clean driving records. Collaborate with local professional driver schools and Intercity Transit for best practicum and curriculum and possible outsourcing of the driver training program to them. If there is a shortfall, the executive director will fill in as a substitute driver until a full cadre of drivers is contracted and trained. Procure abundant insurance coverage to protect the asset and ideally to avoid road collisions and mishaps.

Vehicle fails prematurely. Purchase a service contract to provide regular maintenance of vehicle and its accessories to avoid premature failure of any components. Exercise any warranties should anything break in its first two years of service.

Online scheduling system does not work. If software developers are unavailable, design and execute the scheduling software, rider curriculum and customer service manual in-house using an open-source, cloud-based platform service.

Describe all funding received or anticipated to receive, from any other source, for any aspect of this proposal.

There are no other funding sources.

Describe the sustainment of the proposal's activities and outputs after the award ends.

Transportation vehicle riders will never be charged for their trips. The organization will continue to pay for scheduling software service, vehicle maintenance, fuel, and driver wages into the future. Expected life of the vehicle is ten years.

Recreation Park visitors will be charged fees to participate in events to generate revenue to sustain operations and complete maintenance requirements.

Only complete relevant categories for your proposal.

**Budget Section** (scored as part of the management section)  
Provide a Budget for the Proposal on the Template below

Budget Category	Budget Amount
Salaries and Benefits	
Executive Director e.g., person 2	\$10,000.00
Professional Services and Contractors	
Driver Wages	\$10,000.00
Curriculum and Manual	\$10,000.00
Cloud Service Scheduling Software	\$20,000.00
Warfare Range Design Consultant	\$10,000.00



Driving Courses Design Consultant		\$20,000.00
Obstacle and Rope Course Design Consultant		\$10,000.00
Equipment and Supplies		
	Purchase vehicle	\$60,000.00
	Purchase accessories and installation	\$10,000.00
	e.g., fuel, insurance, vehicle maintenance	\$10,592.65
Construction and Real Property		
	Purchase Recreation Park	\$2,000,000.00
	Construct Warfare Range	\$80,000.00
	Construct Driving Courses	\$800,000.00
	Construct Obstacle and Rope Course	\$100,000.00
Training		
	e.g., course 1	\$0.00
	e.g., conference 1	\$0.00
Travel		
	e.g., meetings with partners	\$0.00
	e.g., conference 1	\$0.00
Indirect		\$1,500.00
<b>Total</b>		<b>\$3,141,592.65</b>

# Sample Update Report 2Q2023

Peter on the Deschutes River Limousine **Transportation Vehicle** Project Reporting Requirements.

Reporting period is July 1, 2023 through September 30, 2023.

1. Software Development Updates
2. Training Curriculum Updates
3. Number of Shuttle Runs, Number of Clients Transported and Transportation Locations

We know your procurement updates because it will be on the invoice with backup documentation, so no need to go into detail on these items in the update report. Purple color text are problematic statements in the report.

## Software Development Updates

On 05/02/23, our organization was able to speak with a contractor to start development of our software program. The contractor began work on the software program on 06/01/23. During this quarter, the software contractor will focus on setting up a web portal and ensure the portal is able to share information with the database. The contractor took a two-week paid vacation to Alaska where they caught salmon and halibut.

## Training Curriculum Updates

Curriculum reviewed, but we didn't buy anything.

During this quarter, we researched three different curriculums that we thought would be beneficial to our program. Curriculum A focuses on life skills, curriculum b focuses on sexual health, and curriculum c focuses on financial literacy. We plan to acquire these three curriculums in the next month. When we initially tried to purchase them, they were on back order. We have attached a copy of the flyer we will send to Clients and community members once the curriculum has been obtained.

## Number of Shuttle Runs, Number of Clients transported and transportation locations

During this quarter, we were able to purchase a Toyota Prius to shuttle our clients to and from various locations. We completed a total of 99 trips and drove a total of 5 miles. We transported clients to their medical appointments and to the movies. We transported a total of 4 clients and one service iguana. The car had a flat tire when we transported one client to a movie, and while we replaced the flat, Dan Thompson funds did not pay for this.

Peter on the Deschutes River Limousine **Recreation Park** Project Reporting Requirements.





Reporting period is July 1, 2023 through September 30, 2023.

No activity.

SAMPLE



# Sample Invoice

FORM <b>A 19-1A</b> (Rev. 5/91)	STATE OF WASHINGTON <b>INVOICE VOUCHER</b>
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<b>AGENCY NAME</b>
Peter on the Deschutes River
<b>VENDOR OR CLAIMANT (Warrant is to be payable to)</b>
Peter on the Deschutes River 31416 Ole Cottonwood Tree Lane Anywhere, WA 31415-9265

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.

*INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.*

**Vendor's Certificate:** I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY <u>Peter Tassoni</u> (SIGN IN INK) Executive Director	01 Dec 2023 (DATE)
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FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S. EIN# 91-31415926)	RECEIVED BY Dan Thompson	DATE RECEIVED 12/01/2023
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DATE	DESCRIPTION	QUANTITY	UNIT	AMOUNT	FOR AGENCY USE
12/01/23	Personnel (back up documentation includes copies of timecards, payroll fringe benefits, and other direct employment costs)			\$12,000.00	
12/01/23	Professional Services and Contractors (back up documentation includes copies of invoices)			\$1,250.00	
12/01/23	Equipment and Supplies (back up documentation includes copies of invoices,			\$500.00	
12/01/23	Construction and Real Property			\$0.00	
12/01/23	Training			\$0.00	
12/01/23	Travel (back up documentation includes copies of mileage, per diem meals allowance, lodging,			\$2,750.00	
12/01/23	Indirect			\$1,800.00	

PREPARED BY Peter Tassoni	TELEPHONE NUMBER 314-159-2653	DATE 12/01/2023	AGENCY APPROVAL Assistant Secretary DDA	DATE TBD
DOC. DATE TBD	PMT DUE DATE TBD	CURRENT DOC. NO. TBD	REF DOC. 3141-59265	VENDOR NUMBER SWV 314159265-00
VENDOR MESSAGE Dan Thompson Grant:			UBI NUMBER 3141592653	



REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX		SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORKCLASS ALLOC	COUNTY BUDGET UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
				APPN INDEX	PROGRAM INDEX											
ACCOUNTING APPROVAL FOR PAYMENT							DATE								WARRANT TOTAL	WARRANT NUMBER
TBD							TBD								TBD	TBD

SAMPLE