

Come Ride With Us, LLC
Educational Consulting
19 Horsehill Road
Cedar Knolls, NJ 07927
Owner: Louis Hoffman, MSW

EMAIL: comeridewithus@gmail.com
PHONE: (201) 616-8623

July 12, 2023

Mr. Josh Bornstein
Director of Special Projects
Union County Educational Services Commission
45 Cardinal Drive
Westfield, NJ 07090

Dear Mr. Bornstein,

I have appreciated the opportunity to work with the Project SEARCH at Overlook Medical Center (OMC) interns over the past seven years. Come Ride With Us, LLC (CRWU) is excited for the opportunity to teach the new cohort in your program to travel safely to OMC for Project SEARCH.

We will plan to bill UCESC for any expenses related to Project SEARCH at OMC. Unused funds after training maybe used for other purposes to enhance travel training programming for UCESC. We will keep in close contact regarding the operating status of UCESC, Project SEARCH at OMC.

CRWU is excited to provide this proposal of services for your program. The proposal is organized into the following four sections:

- CRWU Assessment of the Situation
- Proposed Services
- CRWU Qualifications
- Budget

CRWU Assessment of the Situation

The Union County Educational Services Commission offers transition programs for students with special needs. Your transition programs teach life skills that will enhance an individual's potential for independence and self-sufficiency. CRWU is proposing to assist with the public transportation piece of UCESC's Project SEARCH Program. Union County Educational Services Commission would like CRWU to offer travel instruction from the interns home to OMC of each with independent travel being the main goal. Interns will access OMC using some form of public transportation for the 2023-24 school year. We all believe that travel instruction is an essential component to making the program successful, which is also supported by the Project SEARCH parent organization.

Proposed Services

CRWU proposes that our staff work cooperatively with Union County Educational Services Commission staff during the 2023-24 school year to undertake the following tasks:

- Collaborate and build a travel instruction curriculum
- Provide a classroom session for the interns
- Provide instruction on vehicles to interns from home to OMC

Develop Travel Instruction Curriculum: CRWU staff will consult with staff members to tailor a travel instruction curriculum that will be appropriate for the selected transition students. Examples of potential curriculum topics include:

- How to ride a bus/train/Access Link/paratransit
- Paying the fare
- Expected behavior on the vehicle
- Wayfinding & highlighting/using landmarks

- Modules related to safety while travelling
- Trip planning tools & using the phone
- Self advocacy
- Finding assistance

Provide Classroom Instruction: CRWU will provide classroom instruction on site at Union County Educational Services Commission facilities, jobsite or other locations as deemed appropriate. CRWU staff will design classroom materials customized to students and individuals with varying learning styles and special needs. Techniques that will be used may include:

- Visual media
- Handout materials with task analysis
- Trip planning practice
- Safety related experiential lessons in the field and classroom exercises

One on One Training: CRWU will provide individualized training from home to jobsite for all individuals in the program that are appropriate for independent travel and have a possible route to OMC. Students will be assessed using our checklist adapted from Easter Seals Project Action and Association of Travel Instruction following each trip session. The budget includes training for up to 7 student interns in the Project SEARCH Program.

Come Ride With Us, LLC Qualifications

Louis Hoffman, MSW is Managing Director and the primary travel instructor for Come Ride With Us, LLC. He has 15 years of experience providing travel instruction in New Jersey. Additionally, he has been the program manager and primary travel instructor for the past 7 years with Project SEARCH in Union County. Our primary travel instructor, Louis Hoffman has master's degree in social work from Rutgers University. He has extensive experience in providing teaching, training and/or social services to persons with disabilities.

As a travel instructor, he has received training and continuing education from Easter Seals Project Action, Association of Travel Instruction, National Center for Mobility Management and the Boggs Center among many other providers. He assisted with development of the Advancing Mobility Management Curriculum for the National Transit Institute, ultimately, delivering multiple modules of the training to Dallas Area Rapid Transit for its debut implementation. The course has subsequently been delivered around the country.

CRWU will use a curriculum and focus of mastery of specific travel skills that are needed for independent travel. We use travel training techniques and tools that have been developed and/or endorsed by Easter Seals PROJECT ACTION and the Association of Travel Instruction. Louis has accumulated a considerable amount of working knowledge of the entire NJ TRANSIT and other transit services available across the state of New Jersey. He has also trained people to use the Access Link system in addition to his work with the fixed route system and has developed his own personal curriculum to provide this service.

The primary instructor also has extensive experience in teaching high school students how to use public transportation. He has taught classes and led trips for over 250 schools and agencies across New Jersey including, Work Readiness Academy, Westlake School and Lambert's Mill Academy. He has also taught travel training programs to students at Middlesex County Vocational-Technical Schools, Linden High School, Woodbridge High School, Bergen County Special Services, Hackensack High School and Plainfield High School, among others. Additionally, over the past seven years Louis Hoffman along with his colleagues trained 45 individuals to travel independently as a part of UCESC's Project SEARCH Program at Overlook Medical Center. Interns were trained and gained skills to help them travel independently using paratransit services as well. Louis has also worked with 9 Project SEARCH programs around the state of New Jersey.

Proposed Level of Effort and Project Budget

The proposal below presents our estimate of the resources required to deliver the proposed services described above.

Develop Travel Instruction Curriculum

▪ Program & Expense Management, Supervision	35 hours
▪ Classroom Instruction/Parent Orientations/Meetings	28 hours
<u>Estimate of task hours</u>	<u>28 Hours</u>

Dry Run Field Trip(s) & Shadowing

▪ Dry Run, Monitoring and Coordination	33 hours
▪ Shadow students as needed	25 hours
<u>Estimate of task hours</u>	<u>58 hours</u>

One on One Training

• Route Check/Intake	26 hours
• One on One Instruction	63 hours
<u>Estimate of task hours</u>	<u>89 hours</u>

Estimate of total hours for all project efforts **175 hours**

This project budget totals **\$12,000** and the scheduled timeframe is July 15, 2023 – September 15, 2023. CRWU will request reimbursement of up to **\$11,550** for staffing costs. This agreement provides for up to **175** hours of staff effort. If additional staff time is needed, a contract modification or supplemental agreement may be required. Direct costs which may include travel costs, software, supplies and staff mileage total **\$450**.

Additionally, if requested CRWU can be available for additional services such as Access Link Planning until a subscription is held by Access Link.

Please feel free to contact me with any questions. I can be reached at comeridewithusnj@gmail.com or 201-616-8623.

Sincerely,

Louis Hoffman, MSW
Managing Director, Come Ride With Us, LLC

Concurrence Statement: The undersigned accepts the work program, which begins July 1, 2023 – September 15, 2023 and budget as presented above. CRWU will consult with Mr. Bornstein as additional funding if additional funding or services are necessary, UCESC will be billed for the services rendered. We will plan to bill UCESC for one on one training, dry run, monitoring and coordination, shadowing students as needed, if this time is above and beyond the funding projected. The billable amount will be reported and may be invoiced after when training has been completed.

Board President, Union County Educational Services Commission

Signature _____

Date: _____