

**SALEM AREA MASS TRANSIT DISTRICT  
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE  
VIRTUAL MEETING AGENDA**

Tuesday, February 2, 2021  
3:30 – 4:30 PM

Google Meet I.D: [meet.google.com/pkz-cjch-pob](https://meet.google.com/pkz-cjch-pob)  
Google Meet Phone No: +1 941-216-5755  
PIN: 814 503 718#

(Detailed Instructions to participate in the meeting are on the next page)

Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**NOTE:** Social distancing, virtual meetings, and other COVID-19 guidelines will be practiced at all of the District’s public meetings for the protection of the Board, staff, and community members until further notice. There will not be a public forum.

The public is encouraged to send testimony on any of the agenda items. Public comments can be submitted in writing by email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) or mailed to: SAMTD, 555 Court Street NE, Suite 5230, Salem, Oregon 97301 by 5pm on Monday, February 1, 2021; or contact Jolene White at (503) 588-2424 for instructions to testify. Written testimony received will be provided to the Special Transportation Fund Advisory Committee and will be included in the public record for the meeting.

INSTRUCTIONS FOR THE SPECIAL TRANSPORTATION FUND  
ADVISORY COMMITTEE VIRTUAL MEETING

It is not required to have a Google account in order to participate in the STFAC meeting. You can connect with full video and audio if you have a camera and/or a microphone on your computer or cellphone:

Google Meet I.D: [meet.google.com/pkz-cjch-pob](https://meet.google.com/pkz-cjch-pob)  
Google Meet Phone No: +1 941-216-5755  
PIN: 814 503 718#

No microphone or camera on your computer?

- You can still use the speakers on your computer or your cellphone to listen.

You may want to try out your connection to the virtual meeting 10-15 minutes early.

CONTACT:

Jolene White

Salem Area Mass Transit District

Email: [jolene.white@cherriots.org](mailto:jolene.white@cherriots.org) | TAC: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)

phone: (503) 361-7521

For the Google Meet App on your cellphone. Go to:

Google Play Store -

<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>

Apple App Store – <https://apps.apple.com/us/app/hangouts-meet-by-google/>

This public meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats to individuals with limited English proficiency are available. Requests can be made with at least 48 hours of notice by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Technical Advisory Committee agenda packet, go to [www.cherriots.org/STFAC/](http://www.cherriots.org/STFAC/)

Esta reunión pública está en un lugar accesible para la ADA. Se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer con 48 horas de aviso directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de agenda de la Junta, visite [www.cherriots.org/STFAC/](http://www.cherriots.org/STFAC/)

**SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE  
VIRTUAL MEETING AGENDA  
Tuesday, February 2, 2021**

**A. CALL TO ORDER, WELCOME, AND INTRODUCTIONS**

1. Notice of Attendance for a Quorum
2. "Safety Moment" Thought for the Day

**B. PUBLIC COMMENTS**

*See above for public comment procedures*

**C. APPROVAL OF MEETING MINUTES**

1. Approve STFAC Minutes from November 19, 2020

**D. ACTION ITEMS**

1. Receive recommendation from Technical Advisory Committee (TAC) regarding the FY 2021-23 STF Fund grant applications and form a formal recommendation for funding to the Cherriots Board of Directors.
2. Receive recommendation from Technical Advisory Committee (TAC) regarding the FY 2021-23 Section 5310 grant applications and form a formal recommendation for funding to the Cherriots Board of Directors.

**E. ADJOURN**

**Mission**

**Connecting people with places through safe, friendly, and reliable public transportation services**

**Values:**

**Safety - Service Excellence - Communication - Innovation - Accountability**

# Salem Area Mass Transit District

## ~ Special Transportation Fund Advisory Committee Virtual Meeting ~

Thursday, November 19, 2020  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

### MINUTES

<b>Members Present:</b>	Ron Harding, Chair; John Hammill, Vice Chair; Bryant Baird, Emily Broussard, Marja Byers, Mayor Jeremy Gordon
<b>Absent:</b>	Director Charles Richards, SAMTD Board Liaison; Jean Sherbeck, Sherena Meagher-Osteen
<b>Staff Present:</b>	Steve Dickey, Director of Technology and Program Management; Melissa Kidd, Customer Service Manager; Lisa Carignan, Outreach Representative
<b>Guests:</b>	Director Colleen Busch, SAMTD Board of Directors; Kathleen McClaskey, City of Woodburn
<b>Recorder:</b>	Jolene White, Administrative Assistant, Technology and Program Management

#### **A. CALL TO ORDER AND NOTE OF ATTENDANCE**

Chair Harding called the meeting to order at 9:04 AM. Attendance was noted that a quorum was present.

##### **1. Safety Moment:**

Mr. Dickey shared the *"Safety Moment"* thought of the day. Now that it is getting darker earlier, and with bad weather making it hard to see, please be aware of pedestrians. Make sure if you are out after dark, that you also wear bright and/or reflective clothing so you can also be seen. It is also important to continue to remember and practice the three W's: Wear, Watch, and Wash.

- **Wear** your mask to cover your nose and mouth.
- **Watch** your distance by remaining at least 6 feet apart.
- **Wash** your hands often with soap and water for at least 20 seconds, or use hand sanitizer.

Mr. Dickey also recommended a change to the agenda. He would like to add two topics; Update on the STF and STIF merger and, confirm the committee's next meeting dates. Chairman Harding agreed to add these items to the agenda.

## **B. PUBLIC COMMENT**

There were no public comments submitted and no public present.

## **C. APPROVAL OF MEETING MINUTES – July 16, 2020**

No additional changes were requested to the minutes from July 16, 2020.

**Mayor Gordon motioned to approve the minutes from the STFAC July 16, 2020 meeting. Motion was seconded by Ms. Byers. All ayes and no opposed. The motion carried.**

## **D. ACTION ITEMS**

### **1. Nominate a Chairperson for recommendation to the Board of Directors.**

Chair Harding said he would be happy to chair the committee through the end of 2021, but he is also happy to entertain any other nominations for the chair. There were none.

**Mr. Hammill motioned for the nomination of Mr. Ron Harding as Chair of the STFAC to be recommended to the Board of Directors. Motion seconded by Mayor Gordon. All ayes and no opposed. The motion carried.**

### **2. Nominate a Vice Chairperson for recommendation to the Board of Directors.**

Even though both Mr. Harding and Mr. Hammill had recently agreed to these positions, Chair Harding asked Vice-Chair Hammill if he would agree to continue in this role to which Vice-Chair Hammill agreed.

**Ms. Broussard motioned for the nomination of Mr. John Hammill as Vice Chair of the STFAC to be recommended to the Board of Directors. Motion seconded by Mr. Row. All ayes and no opposed. The motion carried.**

## **E. INFORMATION ITEMS**

### **1. STF and STIF Merger Update.**

The actual merger for the funding to take effect isn't until the 2023-2025 biennium, which means the funding period in FY2024 and FY2025. Since this will be a new process with new guidelines from ODOT, they have indicated the new information notification will be released in the spring of 2022, in order to allow additional time with the new process. With that in mind, it would not be good to have a new formation of a committee too close to that date so Mr. Dickey believes the merger process, including the formation of the new committee should start taking place towards the middle of 2021. No word yet on the naming of the new committee and the rules from ODOT have not yet been released, but once they are released we should know more about the size of the committee, the composition of the members, etc. The new Administrative Rules will help guide the process of the merger. When the discussion of merging these committees took place during the legislative session, there was concern raised regarding the need for adequate representation of some groups within both committees. Mr. Dickey feels there will be specific guidelines for a broader representation on the new committee. That said, it could mean we need to recruit more members and there will be a new set of bylaws for the committee although the administrative portion should not change. Mr. Dickey does keep

bringing up the concern that a merger like this does take time and he mentions it during his PTAC meetings (Public Transit Advisory Committee.)

## **2. Upcoming Committee Timeline and Meeting Dates**

Mr. Dickey shared that the District just received the notification for the upcoming timeline for this biennium. Next week Ms. White will send out the public notices for the STF 5310/5311 funding opportunity. The applications are due back to the District January 6, 2021. Ms. White will send the applications out to the committee members on January 8, 2021. The STFAC and TAC meeting to go over those applications is scheduled for February 2, 2021. The recommendation will go to the SAMTD Board of Directors at their February meeting and will be sent to ODOT on March 1, 2021.

## **F. QUESTIONS/COMMENTS**

Chair Harding went over with staff if alternative funding opportunities had been sent to Fall City as well as to other public service providers. Ms. White has sent out all funding opportunities to all of the public service providers in the district.

Chair Harding asked Mr. Dickey if the projected revenues that came in are lower for this time. Mr. Dickey explained that the July forecast was a significant drop in revenue, but the October forecast that the District received from ODOT actually showed higher projections than expected. It is not back to pre-pandemic amounts, but sufficient to keep planned service changes. The recent increase in COVID-19 cases may have an impact on future payroll revenues.

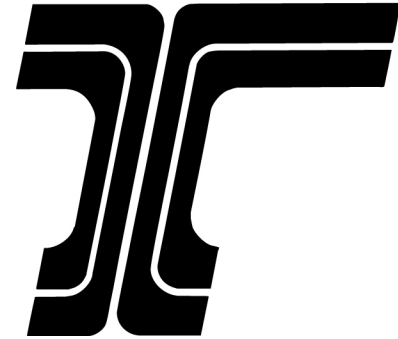
Vice Chair Hammill asked Mr. Dickey what he thought the significance of the ballot that just passed that increased the cigarette tax would be on the funding revenues. Mr. Dickey explained that his tax increase will likely have an impact on the funding, but likely not a good one. The way the bill is worded is that the cigarette tax that is collected for the Special Transportation Fund is two cents per pack of cigarettes (millage rate per cigarette). This bill is designed to discourage smoking and the amount of smokers will likely go down. While this is a good thing for public health, it will likely lower cigarette sales and thus lower the current revenue stream.

The next STFAC meeting will be held February 2, 2021.

## **G. ADJOURN**

Chair Harding adjourned the meeting at 9:35 AM.

# Oregon Department of Transportation



## Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

### A. Applicant Information

#### Transit Agency

Transit Agency Name

city of silverton

Address

306 s water street

Address Line 1

silverton Oregon 97381

City

State

Zip Code

Application Contact Name

Jason Gottgetreu

Application Contact Title

Community Development Director

Application Contact Email Address

jgottgetreu@silverton.or.us

Application Contact Telephone No.

(503) 874-2212

#### Special Transportation Fund Agency

Special Transportation Fund Agency

Salem Area Mass Transit District

STF Agency Contact Name

Jolene White

STF Agency Contact Title

Administrative Assistant

**STF Agency Contact Email**

jolene.white@cherriots.org

**STF Agency Contact Telephone No.**

(503) 874-2212

**This email address will receive the completed STF subrecipient application.****B. Transit Agency and Project Descriptions****Project 1****Project Title**

Silver Trolley, 5311 Match

**Project Description**

The Silver Trolley is operated by the City of Silverton's Community Development Department and provides demand responsive (dial-a-ride) curb-to-curb service for the senior, disabled, special needs, youth, economically disadvantaged, and the general public.

The Silver Trolley provides free curb-to-curb service; drivers wait for an individual at the curb of a public street, in front or close to the rider's house, building, or other designated pick-up location as possible. For passenger drop offs, the driver drops the rider off at the sidewalk, or another safe waiting area next to the curb of a public street, in front or as close to the designated drop off location as possible.

Dispatch is available for ride scheduling Monday through Friday from 8:00 AM to 5:00 PM (Dispatchers will not be available to answer phones on Saturdays so all trips need to be made by Friday). There is 24 hour voicemail service available for after hour calls or if the line is busy. Dispatchers shall route and schedule each trip request at the time the reservation is made. Ride confirmation and "ready times" will be given to the rider. When at capacity, alternative times and/or days can be arranged, or the trip may be denied. Riders should expect the Trolley vehicle within 30 minutes of the arranged time (15 minutes before and 15 minutes after the scheduled time).

The City periodically does outreach to ascertain the effectiveness of the Silver Trolley service and to see if there are any desired changes to the service. The City also advertises the Trolley service through print media being available in the City Hall lobby where citizens pay their Water Bill.

Riders of the Silver Trolley can coordinate their ride with Cherriots 20x to connect Silverton to the communities of Salem, Woodburn, Mt. Angel, Hubbard, Gervais, and other neighboring communities in between.

The Silver Trolley is expected to continue to serve the community of Silverton with a convenient demand response transportation service at no charge for seniors, people with disabilities, and the general public.

**Total STF funds awarded to project**

\$35,000.00

**Project Type**

Operating

**Recipient Agency Name**



City of Silverton

**Address**

306 s water street

Address Line 1

silverton

Oregon

97381

City

State

Zip Code

**Recipient Agency Contact Name**

Jason Gottgetreu

**Recipient Agency Contact Title**

Community Development Director

**Recipient Agency Contact Email Address**

jgottgetreu@silverton.or.us

**Recipient Agency Contact Telephone No.**

(503) 874-2212

## Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
- Submit your application by using the “Submit Application” button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

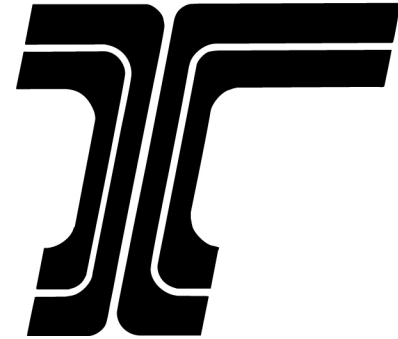
**Signature**



**Printed Name**

Jason Gottgetreu

# Oregon Department of Transportation



## Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

### A. Applicant Information

#### Transit Agency

**Transit Agency Name**

City of Woodburn

**Address**

270 Montgomery St.

Address Line 1

Woodburn Oregon 97071

City

State

Zip Code

**Application Contact Name**

Kathleen McClaskey

**Application Contact Title**

Transit Manager

**Application Contact Email Address**

kathleen.mcclaskey@ci.woodburn.or.us

**Application Contact Telephone No.**

(503) 982-5245

#### Special Transportation Fund Agency

**Special Transportation Fund Agency**

Salem Area Mass Transit District

**STF Agency Contact Name**

Peggy Greene

**STF Agency Contact Title**

Grant Administrator

**STF Agency Contact Email**

peggy.greene@cherriots.org

**STF Agency Contact Telephone No.**

(503) 361-7530

**This email address will receive the completed STF subrecipient application.****B. Transit Agency and Project Descriptions****Project 1****Project Title**

Woodburn Transit System Services

**Project Description**

Woodburn Transit Service (WTS) provides public transportation services, and many users of these services are elderly, disabled, and temporarily impaired persons. WTS provides reliable, safe, and affordable transportation through its 60-minute Fixed Route, 30-minute Express Route, Weekend Route, and Dial-A-Ride paratransit service. Woodburn's fixed routes and complementary paratransit programs operate within the city limits of Woodburn. WTS coordinates stops with regional providers including SAMTD, CARTS, CAT and SMART. These public transportation options ensure residents have convenient access to grocery, medical and other resources locally, as well as timely connections to locations outside of Woodburn. The City's regional demand response service is the Volunteer Out-of-Town Medical Transportation Program (VOMT) that transports disabled and elderly residents unable to ride traditional transportation routes. These trips are made to medical facilities between Woodburn and Salem in the south or Portland in the north; volunteer drivers are reimbursed for their mileage. Additionally, WTS provides individualized telephone and in-person trip planning assistance. WTS regularly coordinates the transportation needs of clients from local social service agencies including Adult & Family Services, Salud Clinic and Senior & Disability Services. City staff consult with mobility-challenged passengers by phone and by making home visits to assess individuals' accessibility needs and offer suggestions for suitable transportation strategies. Staff also assists new riders with learning how to use the City and regional transit systems. The requested STF funding will support these WTS operations and preserve existing service levels.

**Total STF funds awarded to project**

\$434,000.00

**Project Type**

Operating

**Recipient Agency Name**

City of Woodburn

**Address**

270 Montgomery St

Address Line 1

Woodburn

City

Oregon

State

97071

Zip Code

**Recipient Agency Contact Name****Recipient Agency Contact Title**

Kathleen McClaskey

Transit Manager

**Recipient Agency Contact Email Address**

kathleen.mcclaskey@ci.woodburn.or.us

**Recipient Agency Contact Telephone No.**

(503) 982-5245

## Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
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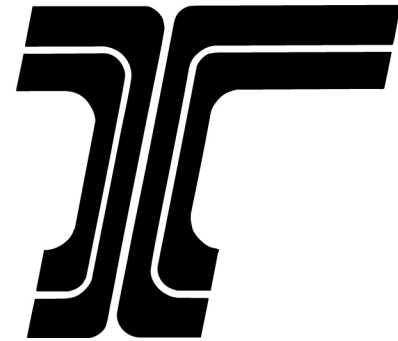
**Signature**



**Printed Name**

Kathleen McClaskey

# Oregon Department of Transportation



## Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

### A. Applicant Information

#### Transit Agency

**Transit Agency Name**

Salem Area Mass Transit District

**Address**

555 Court St NE, Suite 5230, Salem, Oregon 97301

**Application Contact Name**

Peggy Greene

**Application Contact Title**

Grants Administrator

**Application Contact Email Address**

peggy.greene@cherriots.org

**Application Contact Telephone No.**

(503) 361-7530

#### Special Transportation Fund Agency

**Special Transportation Fund Agency**

Salem Area Mass Transit District

**STF Agency Contact Name**

Peggy Greene

**STF Agency Contact Title**

Grants Administrator

**STF Agency Contact Email**

peggy.greene@cherriots.org

**STF Agency Contact Telephone No.**

(503) 588-2424

### B. Transit Agency and Project Descriptions

#### Project 1

Project Title

## OPERATIONS (Cherriots LIFT, Regional, and Shop and Ride), GRANT MATCH, ADMINISTRATION

### **Project Description**

Cherriots is requesting funds for a portion of operating costs to help complete the funding for Regional, Cherriots LIFT, and Shop and Ride that are not met with other funding sources. Operating costs include Call Center, Preventative Maintenance, Purchase of Services, Fuel, staff time, marketing, and printing. In addition, funds are requested for federal grants match that serves seniors and individuals with disabilities. These include ODOT FY21-23 5310 and 5311 formula grants as well as FTA 5310 and 5307 ADA portion formula grants. STF Agency administration cost of \$4,000 is also included in the request.

Cherriots Call Center provides coordination of transportation services inside the Cherriots service area for Cherriots Regional, LIFT, and Shop and Ride. The call center refers customers to other providers and public transportation options outside the Cherriots service area.

Cherriots LIFT coordinates with Cherriots Local and Regional services. There are customers who are able to use Cherriots for some of their trips or a portion of their trips, classified as conditional eligibility, and then transfer to Cherriots LIFT. During inclement weather, some riders may be able to access Cherriots LIFT. Riders who qualify for LIFT Paratransit can ride Cherriots Regional from outside of the area, then transfer to Cherriots LIFT while within the urban growth boundary. This coordination ensures that seniors, individuals with disabilities, disadvantaged populations, as well as the general public have access to and are able to utilize public transportation services thereby enhancing their quality of life. Cherriots LIFT provides access and mobility to persons with disabilities who qualify for ADA paratransit services. Eligibility is determined by a three-step application process based on the individual's current functional ability to access fixed routes that may not otherwise have transportation options preventing them from accessing their community. Cherriots LIFT connects riders with shopping, work, and other essential activities. Cherriots collaborates with Marion County to provide Cherriots LIFT services for rehabilitation and work programs for developmentally and emotionally disabled individuals within the community.

Cherriots Regional provides access and mobility to the general public seniors and individuals with disabilities in the surrounding areas of Marion, Polk, and a small portion of Linn Counties. Regional transportation is essential in connecting communities and people to work, school, shopping, medical appointments, and other essential life-enhancing services and opportunities along with daily living skills.

The mobility coordinator attends community meetings in the 16 surrounding rural communities which are served by Cherriots Regional as well as urban communities. The purpose of attending the community meetings is to educate and inform on public transportation services and programs available, ensuring that duplication does not happen and access and utilization occurs. Cherriots collaborates with Marion County to provide Cherriots LIFT services for rehabilitation and work programs for developmentally and emotionally disabled individuals within the community.

Cherriots Shop and Ride service is for seniors 60+ and persons with disabilities who may or may not qualify for Cherriots LIFT. Cherriots Shop and Ride fills an unmet transportation need for this population within the Salem-Keizer urbanized area. Cherriots Shopper Shuttle provides designated shopping experiences are one-stop stores for approximately 75 minutes twice per week. The Dial-a-Ride portion of the service provides opportunities for customers to set medical appointments, shop at a store of their choice, socialize with family and friends, personal grooming, recreation activities, and classes/studies. This service promotes spending around the local community and access to important community resources.

Based on the FY18/19 ridership numbers Cherriots estimates 504,000 unlinked passenger trips (UPT) over the biennium. This number represents the combined estimate for Cherriots: Regional, LIFT, and Shop and Ride. Of those rides, it is estimated that 350,000 will be for seniors and individuals with a

disability. NOTE: FY 18/19 numbers were used for the estimate due to COVID-19 restrictions, essential trips only, and limited seating on vehicles during FY 19/20. Cherriots anticipates a return to 18/19 ridership levels in the new biennium.

Total Project Request  
Operations: \$444,500  
Grant Match: \$1,156,141  
Administration: \$4,000

**Total STF funds awarded to project**  
\$1,604,641.00

**Project Type**  
Operating

**Recipient Agency Name**  
Salem Area Mass Transit District

**Address**  
555 Court St NE, Suite 5230, Salem, Oregon 97301

**Recipient Agency Contact Name**  
Peggy Greene

**Recipient Agency Contact Title**  
Grants Administrator

**Recipient Agency Contact Email Address**  
peggy.greene@cherriots.org

**Recipient Agency Contact Telephone No.**  
(503) 361-7530

## Submitting Your Application

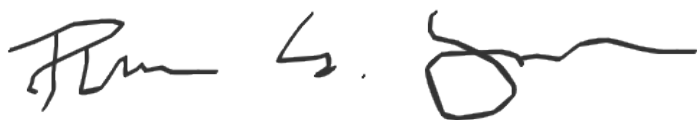
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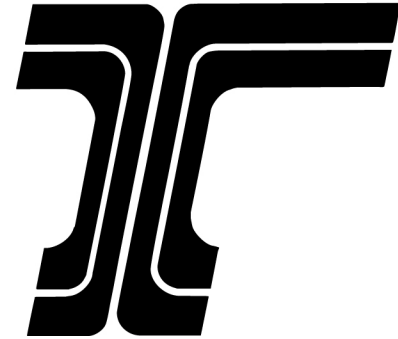
**Printed Name**  
Peggy Greene



A handwritten signature in black ink, appearing to read "Peggy Greene", written over a horizontal line.



# Oregon Department of Transportation



## Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

### A. Applicant Information

#### Transit Agency

**Transit Agency Name**

West Valley Hospital

**Address**

525 SE Washington St.

Address Line 1

Dallas Oregon 97338

City

State

Zip Code

**Application Contact Name**

Jill Munger

**Application Contact Title**

Director of Development

**Application Contact Email Address**

jill.munger@salemhealth.org

**Application Contact Telephone No.**

(503) 814-1953

#### Special Transportation Fund Agency

**Special Transportation Fund Agency**

Salem Area Mass Transit District

**STF Agency Contact Name**

Peggy Greene

**STF Agency Contact Title**

Grants Administrator

**STF Agency Contact Email**

peggy.greene@cherriots.org

**STF Agency Contact Telephone No.**

(503) 999-4643

**This email address will receive the completed STF subrecipient application.**

## **B. Transit Agency and Project Descriptions**

### **Project 1**

**Project Title**

West Valley Connections Van

**Project Description**

The Connections Van medical transportation program at Salem Health-West Valley Hospital serves seniors, disabled people, and our most medically fragile and low-income community members. The program fulfills goal number 5 of the Oregon Public Transportation plan by providing medical transportation to access health services offered by Salem Health-West Valley in Polk County. This program provides those most at risk with transportation services to and from medical appointments, including rehabilitation, wound care, primary care appointments, lab, x-ray, and more.

The Connection program provides rides via a small shuttle bus and a van to the West Valley primary service area, reaching west to Grand Ronde, south to Falls City, and including Independence and Monmouth and all of Dallas. Rides provide door to door services, with a wheelchair, stretcher, car seat accessible, and bariatric lift available in both vehicles providing rides. Additionally, the driver can wait for the patient or return at the appropriate time, so the patient isn't spending long hours waiting for a ride home following their appointment. There are few options available for public transit in the West Valley area. Those who are medically fragile or have mobility devices are more likely to cancel an appointment because they can't make it to their medical appointments, potentially endangering their wellbeing.

Providers, caregivers, and patients can call or refer to the service; either staff or a dispatcher will schedule the curb to curb rides as needed. Most rides are planned but can be the same day when slots are available. The service is highly regarded within the community, and the vehicles are easily identifiable with the program branding. Medical staff requests the service for their patients frequently, and we work to ensure clinic staff is well informed about the services offered to the patient at no cost.

Recent data indicates that over 95% of the population utilizing this van connections service are seniors or persons with disabilities living in Polk County and outlying areas within the county. The seniors and disabled population need cost-effective and reliable transportation available to them as their medical issues arise.

This highly beneficial service continues to be an effective and easy service for residents with medical needs to access. Often the residents we serve are located in remote areas of the county where other services do not reach. Because there is a lack of affordable transportation options for this population, it is necessary to continue the services to protect the wellness and often medically complex needs of our aging population.

Although lockdown due COVID-19 impacted ridership during three and into four, accumulative data to date indicates 1770 rides to and from medical appointments with connections program assistance. The generous investment from another STF grant will continue to fund the program coordinator, whose role is to help drive, train, and schedule rides and volunteers each month. This support provides the programmatic platform necessary for offer easy access to what otherwise might be tricky transportation needs for area residents.

**Total STF funds awarded to project**

\$69,791.00

**Project Type**

Operating

**Recipient Agency Name**

Salem Health West Valley Foundation

**Address**

PO Box 14001

Address Line 1

Salem

Oregon

97309

City

State

Zip Code

**Recipient Agency Contact Name**

Jill Munger

**Recipient Agency Contact Title**

Director of Development

**Recipient Agency Contact Email Address**

foundation@salemhealth.org

**Recipient Agency Contact Telephone No.**

(503) 814-1990

## Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
- Submit your application by using the “Submit Application” button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

### Supporting Documents (Optional)

WVH Connections Van 21-23 program Budget.xlsx

WVH Connection Van 21-23 additional details.xlsx

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

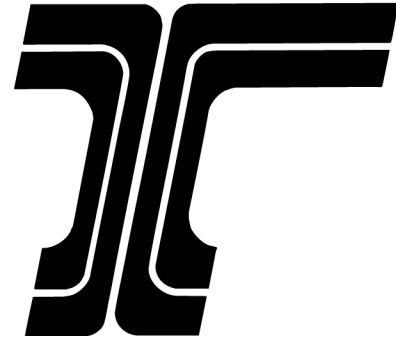
**Signature**

**Printed Name**

Jill Munger



# Oregon Department of Transportation



## Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

### Transit Agency

**Transit Agency Legal Name**

City of Silverton

**Transit Agency DBA Name (Optional)**

Silver Trolley

**Agency Mailing Address (Street or PO Box)**

306 S Water Street

Address Line 1

Silverton

City

Oregon

State

97381

Zip Code

**Agency Contact Name**

Jason Gottgetreu

**Agency Contact Title**

Community Development Director

**Agency Contact Email Address**

Jgottgetreu@silverton.or.us

**Agency Contact Telephone No.**

(503) 874-2212

**Employer Identification Number (EIN)**      **Urbanized Zone**

93-6002256

Salem area

**Are you applying to a 5310 Agency or 5310 Small Urban Agency?**

5310

# Lead (STF) Agency

## Lead (STF) Agency Name

Salem Area Mass Transit District

*For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.*

## Lead (STF) Agency Contact Name

Jolene White

## Lead (STF) Agency Contact Title

Administrative Assistant

## Lead (STF) Agency Contact Email Address

jolene.white@cherriots.org

## Lead (STF) Agency Contact Telephone No.

503-361-7521

**This email address will receive the completed 5310 subrecipient application.**

**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

- Open to the general public at all times
- Open only to seniors and individuals with disabilities
- Demand Response
- Open to the general public on a space-available basis
- Limited to defined clientele (e.g. residential home)
- Deviated Route

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

[More information on floodplains](#)

- Yes
- No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- Yes
- No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- Yes
- No

**What type of accounting system does your agency use?**

- Manual
- Automated
- Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

## Transit Agency Projects

### Transit Agency Project 1

Project Name

Silver Trolley Preventative Maintenance

### Project Details

#### Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

### D. Capitalized Vehicle Preventive Maintenance

**1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:**

Project Coordination Description

The Silver Trolley is operated by the City of Silverton's Community Development Department and provides demand responsive (dial-a-ride) curb-to-curb service for the senior, disabled, special needs, youth, economically disadvantaged, and the general public.

The Silver Trolley provides free curb-to-curb service; drivers wait for an individual at the curb of a public street, in front or close to the rider's house, building, or other designated pick-up location as possible. For passenger drop offs, the driver drops the rider off at the sidewalk, or another safe waiting area next to the curb of a public street, in front or as close to the designated drop off location as possible.

Dispatch is available for ride scheduling Monday through Friday from 8:00 AM to 5:00 PM (Dispatchers will not be available to answer phones on Saturdays so all trips need to be made by Friday). There is 24 hour voicemail service available for after hour calls or if the line is busy. Dispatchers shall route and schedule each trip request at the time the reservation is made. Ride confirmation and "ready times" will be given to the rider. When at capacity, alternative times and/or days can be arranged, or the trip may be denied. Riders should expect the Trolley vehicle within 30 minutes of the arranged time (15 minutes before and 15 minutes after the scheduled time)

In order to provide the above service safely and efficiently proper vehicle maintenance is necessary.

**2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.**

Yes  No

**3. Number of vehicles included in this preventive maintenance project:**

3

**4. Project cost and match information:**

Total Project Cost	Match Amount (Total Project Cost x	Grant Amount
11,500	10.27%) \$1,181.05	\$10,318.95

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

Local matching funds are provided via the City's General Fund each budget year.



**6. On what page is project listed in the Adopted Coordinated Plan?**

41

**7. Date Coordinated Plan adopted:**

9/2/2019

**8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?**

Yes  No

**Application Totals**

**Total Project Costs**  
\$11,500.00

**Total Match Amount**  
\$1,181.05

**Total Grant Amount**  
\$10,318.95

**Submitting Your Application**

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

**Supporting Documents (Optional)**

Silver Trolley-Maintenance Plan 2019.pdf

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

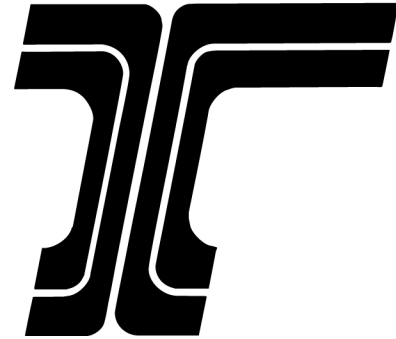
**Signature**



**Printed Name**

Jason Gottgetreu

# Oregon Department of Transportation



## Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

### Transit Agency

**Transit Agency Legal Name**

City of Woodburn

**Agency Mailing Address (Street or PO Box)**

270 Montgomery St.

Address Line 1

Woodburn Oregon 97071

City

State

Zip Code

**Agency Contact Name**

Kathleen McClaskey

**Agency Contact Title**

Transit Manager

**Agency Contact Email Address**

kathleen.mcclaskey@ci.woodburn.or.us

**Agency Contact Telephone No.**

(503) 982-5245

**Employer Identification Number (EIN)**

93-6002282

**Urbanized Zone**

Salem area

**Are you applying to a 5310 Agency or 5310 Small Urban Agency?**

5310

### Lead (STF) Agency

**Lead (STF) Agency Name**

Salem Area Mass Transit District

*For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.*

**Lead (STF) Agency Contact Name**

Peggy Greene

**Lead (STF) Agency Contact Title**

Grants Administrator

**Lead (STF) Agency Contact Email Address**

peggy.greene@cherriots.org

**Lead (STF) Agency Contact Telephone No.**

(503) 361-7530

**This email address will receive the completed 5310 subrecipient application.**

**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Open to the general public at all times                | <input type="checkbox"/> Open to the general public on a space-available basis |
| <input checked="" type="checkbox"/> Open only to seniors and individuals with disabilities | <input type="checkbox"/> Limited to defined clientele (e.g. residential home)  |
| <input checked="" type="checkbox"/> Demand Response  | <input type="checkbox"/> Deviated Route  |

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

[More information on floodplains](#)

- Yes  
 No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- Yes  
 No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- Yes  
 No

**What type of accounting system does your agency use?**

- Manual  
 Automated  
 Combined

**Does your agency have a system in place that will account for 100 percent of each employee's time?**

- Yes  
 No

**Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes

No

**Was your agency audited by the Federal government in the past two years?**

Yes

No

**Did your agency stay on budget in the past two years?**

Yes

No

## Transit Agency Projects

### Transit Agency Project 1

**Project Name**

City of Woodburn's Mobility Management and Preventative Maintenance Programs

### Project Details

**Project Selection**

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

*Select the project types that you wish to include in your application. Select all that apply.*

## B. Mobility Management

### 1. Project Title

**Project Title**

Woodburn Transit Services' Mobility Management Program

**2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:**

**Project Service Description**

This project supports Woodburn Transit Services' (WTS) ability to provide high-quality transportation services that meet the needs of disabled and elderly residents. To provide greater mobility to its residents, WTS operates a Dial-a-Ride demand response program within Woodburn city limits. The service ensures that disabled and elderly residents unable to take traditional transportation routes have access to groceries, medicine, social, and other local resources. WTS facilitates passengers use of Dial-a-Ride through phone consultations and when needed, through home visits. WTS staff provides transportation suggestions and appropriate WTS services. Staff coordinates transportation services with providers and clients from local social service agencies, such as Adult & Family Services, Salud Clinic, and Senior & Disability Services.

WTS also operates a regional paratransit service: the Woodburn Out-of-Town Medical Transportation Program. Staff and volunteers drive disabled and elderly residents to medical appointments between Salem and Portland. Staff trains and coordinates volunteer drivers, provides program details to passengers, schedules rides, and coordinates drivers and vehicles. Volunteer drivers receive mileage reimbursements from WTS. City-owned modified minivans transport passengers who use mobility devices. This service is affordable to passengers and currently donation-based. WTS strives to make all of its paratransit services clean, safe, reliable, and affordable.

WTS promotes paratransit services through a variety of public outreach channels in different languages. These outreach channels include the City-operated Transit webpage and its social media sites, an electronic newsletter emailed to subscribers weekly, a local radio program, public meeting announcements, flyers, and bus stop signage. Paratransit schedules are available at City Hall, the Woodburn Public Library, local medical facilities, from drivers, and by mail. Because Spanish is the first language for thousands of Woodburn residents, communicating these services in Spanish is a priority. To better inform its non-English speaking residents about transportation services, the City adopted a Limited English Proficiency (LEP) program. Signs and service schedules are printed in both English and Spanish. City staff discuss new or changing Transit paratransit services on its local radio program broadcast in Spanish. Users of the City's Transit website can also translate its content into more than 50 different languages with the click of a button.

### 3. Project Type

Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes

### 4. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
104,000	\$10,680.80	\$93,319.20

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will**

**be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

Sources of matching funds will include STF formula funds & STIF formula funds, City general funds, and in-kind volunteer driver time.

**6. On what page is project listed in the Adopted Coordinated Plan?**

**7. Date Coordinated Plan adopted:**

9/9/2019

For multiple pages use this box

49, 52, 53

**8. Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:**

**Project Performance Goals**

WTS facilitates the use of Dial-a-Ride by consulting with mobility-challenged passengers over the phone and by making home visits to assess their accessibility needs and offer transportation suggestions. Staff often coordinates transportation needs with clients and providers from local social service agencies, such as Adult & Family Services, Salud Clinic, and Senior & Disability Services. Staff will likely be in contact with an estimated 6,600 people annually to provide information about Woodburn's paratransit services and schedule trips, with approximately 30% being new riders trained to use City and regional paratransit transportation services. Customer contacts and ridership counts will be tracked by staff using Excel spreadsheets.

**D. Capitalized Vehicle Preventive Maintenance**

**1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:**

**Project Coordination Description**

The Preventive Maintenance Program is an essential component of Woodburn Transit Services' (WTS) ability to provide safe and reliable transportation services. Woodburn's Vehicle Preventive Maintenance Program helps WTS manage risk, improves safety, reduces operational costs, and maximizes equipment availability. This program funds WTS fleet maintenance of four full sized buses, three cutaways, and four minivans used in WTS' fixed and paratransit programs. WTS' preventive maintenance contractor employs ASE certified mechanics. WTS implements its Vehicle Preventative Maintenance Plan and stays current with all maintenance schedules. WTS also assess its vehicle inventory against passenger needs and the popularity of services. This program helps ensure that there are enough reliable vehicles to meet passenger needs. WTS also seeks new sources of vehicle capital, rotating out older vehicles in the fleet that have the most miles and mechanical repairs.

**2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.**

Yes  No

**3. Number of vehicles included in this preventive maintenance project:**

11

**4. Project cost and match information:**

<b>Total Project Cost</b>	<b>Match Amount (Total Project Cost x 10.27%)</b>	<b>Grant Amount</b>
121,000	\$12,426.70	\$108,573.30

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

Matching funds come from STF formula funds, STIF formula funds, and City general funds.

**6. On what page is project listed in the Adopted Coordinated Plan?**

56

**7. Date Coordinated Plan adopted:**

9/9/2019

**8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?**

Yes  No

### **Application Totals**

<b>Total Project Costs</b>	<b>Total Match Amount</b>	<b>Total Grant Amount</b>
\$225,000.00	\$23,107.50	\$201,892.50

### **Submitting Your Application**

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
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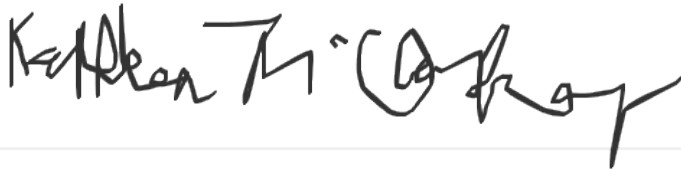
**Supporting Documents (Optional)**

Vehicle Maintenance Plan 2019-2021.rtf

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

**Signature**



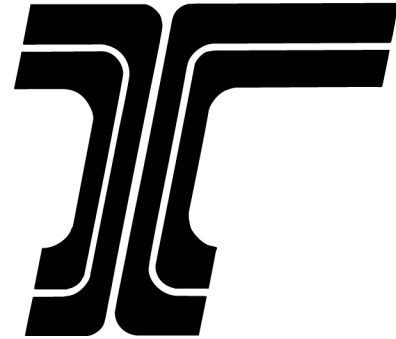
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**Printed Name**

Kathleen McClaskey



# Oregon Department of Transportation



## Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

### Transit Agency

#### Transit Agency Legal Name

Salem Area Transit Agency

#### Transit Agency DBA Name (Optional)

Cherriots

#### Agency Mailing Address (Street or PO Box)

555 Court Street NE Suite 5230

Address Line 1

Salem,

City

Oregon

State

97301

Zip Code

#### Agency Contact Name

Peggy Greene

#### Agency Contact Title

Grants Administrator

#### Agency Contact Email Address

peggy.greene@cherriots.org

#### Agency Contact Telephone No.

(503) 361-7530

#### Employer Identification Number (EIN)

93-0793128

#### Urbanized Zone

Salem area

#### Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310

# Lead (STF) Agency

## Lead (STF) Agency Name

Salem Area Mass Transit District

*For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.*

## Lead (STF) Agency Contact Name

Peggy Greene

## Lead (STF) Agency Contact Title

Grants Administrator

## Lead (STF) Agency Contact Email Address

peggy.greene@cherriots.org

## Lead (STF) Agency Contact Telephone No.

503 361-7530

**This email address will receive the completed 5310 subrecipient application.**

**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

- Open to the general public at all times
- Open only to seniors and individuals with disabilities
- Demand Response
- Open to the general public on a space-available basis
- Limited to defined clientele (e.g. residential home)
- Deviated Route

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

[More information on floodplains](#)

- Yes
- No

**If yes, do you have flood insurance?**

- Yes
- No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- Yes
- No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- Yes
- No

**What type of accounting system does your agency use?**

- Manual
- Automated
- Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

## Transit Agency Projects

### Transit Agency Project 1

Project Name

MOBILITY MANAGEMENT

### Project Details

#### Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

## B. Mobility Management

### 1. Project Title

Project Title

Travel Training sessions and outreach activities in Salem-Keizer and in rural Marion and Polk counties

**2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:**

Project Service Description

This project coordinates and seeks to expand on transportation services for seniors, individuals with disabilities, as well as disadvantaged populations within the Salem-Keizer and surrounding rural communities to assist persons to overcome the barriers to access public transportation. This project will help fund three positions: Travel Trainer, Mobility Management Coordinator, and Customer Service Manager.

The Mobility Management Coordinator is vital to Cherriots forging partnerships, collaborations, and opportunities within the community ensuring Cherriots is viewed as a positive, contributing community partner; therefore enhancing the awareness of transportation services and programs that are available. The enhanced awareness allows agencies, advocates, and community members access to public transportation themselves as well as share what they have learned about Cherriots transportation services and programs leading to other people accessing public transportation. The coordinator also gathers and analyzes collected data to evaluate transportation service options for persons with disabilities as well as maps, implements, and coordinates educational programs to address community transportation needs, informing the community of efficient ways to access existing transportation services. The Travel Trainer and the Coordinator jointly provide community presentations so attendees are not only aware of transportation options but also how to access them on an individual level. Experience has shown, when the travel trainer attends community presentations, individuals are more likely to utilize travel training services.

The Travel Trainer fills a more specialized role by providing individualized training. The Travel Trainer evaluates customer needs and abilities, then matches existing and potential riders with the services that are most appropriate to meet their transportation requirements. Travel training provides essential instruction on how to access and utilize public transportation. The Cherriots Travel Trainer might travel with a person 4 or 5 times depending on the complexity of the trip and their ability or only once.

The Customer Service Manager provides oversight of the Transit Host and Cherriots LIFT Eligibility program. Transit Hosts operate outside on the Downtown Transit Center mall to assist seniors and people with disabilities in addition to the general public access the correct bus and provide trip planning. Transit hosts track the number of customers served each day and average over 77.7 contacts per day.

The project also promotes transportation services and programs on social media channels, the web, targeted geographic location mailers, and advertisements in local newspapers.

### 3. Project Type

Providing travel training and trip planning activities for customers

### 4. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
225,090	\$23,116.74	\$201,973.26

### 5. Describe the source of your local match funds in the field

**below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

The source of local match will be STF funds.

**6. On what page is project listed in the Adopted Coordinated Plan?**

For multiple pages use this box

25, 39, 63

**7. Date Coordinated Plan adopted:**

9/9/2019

**8. Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:**

**Project Performance Goals**

Cherriots anticipates service levels near that of FY19/20 for the new biennium; however, due to COVID-19 and Governor orders, the number of customer contacts, customers trained or mobility services produced are difficult to estimate.

Cherriots estimated outcomes:

- \* 270 individuals successfully travel trained per year.
- \* 290 outreach activities per year; Cherriots Mobility Management staff attendance at meetings, provide presentations, and host informational sessions.
- \* 150,000 trip planning interactions from website trip planning, Transit App sessions, and staff supported interactions.
- \* 6,000 contacts/agencies directly in contact with Cherriots staff at community meetings, presentations, informational sessions.
- \* 6 or more drafted, customized, and/or revised literature products for current or prospective riders.
- \* 2,000,000 trips provided on Cherriots Local with 750,000 reduced fare that includes seniors 60+ individuals with disabilities, and youth (Cherriots anticipates a return to collecting fares).
- \* 5,500 trips per year on Cherriots Shop and Ride service for seniors 60+ and individuals with disabilities.

Cherriots will measure the project outcome results defined by a biennial work plan. The Mobility Management Coordinator collects data on outcome measures and reports progress quarterly. Annually, outcomes are analyzed and outcome achievements are reported. Cherriots will:

- \* Continue to track the number of trips provided on Cherriots Local with reduced fare that includes seniors 60+, individuals with disabilities, and youth.
- \* Continue to track the number of trips provided on Cherriots Shop and Ride service specific for seniors 60+ and individuals with disabilities.
- \* Continue awareness of the availability and value of transit services in the community.
- \* Increase public support for local transportation showing people are utilizing services and programs more, as well as recommending to others they serve.
- \* Maintain continuity of customer service wherever riders connect for Cherriots services such that service offered to individuals is seamless.
- \* Increase ridership of existing services in order to gain access to jobs, schools, medical facilities, shopping, and recreational locations.

## Application Totals

**Total Project Costs**  
\$225,090.00

**Total Match Amount**  
\$23,116.74

**Total Grant Amount**  
\$201,973.26

## Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.

- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the “drag files here” area.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
- Submit your application by using the “Submit Application” button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

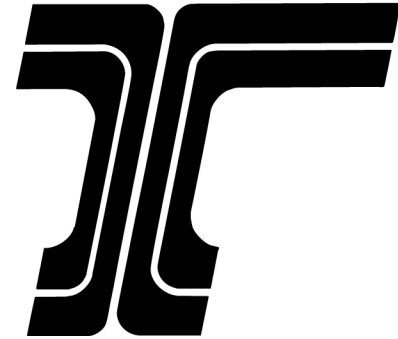
**Signature**

**Printed Name**

Peggy Greene

A handwritten signature in black ink, appearing to read "Peggy Greene", is written over a horizontal line.

# Oregon Department of Transportation



## Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

### Transit Agency

#### Transit Agency Legal Name

Salem Area Mass Transit District

#### Transit Agency DBA Name (Optional)

Cherriots

#### Agency Mailing Address (Street or PO Box)

555 Court Street NE, Suite 5230

Address Line 1

Salem

City

Oregon

State

97301

Zip Code

#### Agency Contact Name

Peggy Greene

#### Agency Contact Title

Grants Administrator

#### Agency Contact Email Address

peggy.greene@cherriots.org

#### Agency Contact Telephone No.

(503) 361-7530

#### Employer Identification Number (EIN)

93-0793128

#### Urbanized Zone

Salem area

#### Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310



# Lead (STF) Agency

## Lead (STF) Agency Name

Salem Area Mass Transit District

*For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.*

## Lead (STF) Agency Contact Name

Peggy Greene

## Lead (STF) Agency Contact Title

Grants Administrator

## Lead (STF) Agency Contact Email Address

peggy.greene@cherriots.org

## Lead (STF) Agency Contact Telephone No.

503 361-7530

**This email address will receive the completed 5310 subrecipient application.**

**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

- Open to the general public at all times
- Open only to seniors and individuals with disabilities
- Demand Response
- Open to the general public on a space-available basis
- Limited to defined clientele (e.g. residential home)
- Deviated Route

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

[More information on floodplains](#)

- Yes
- No

**If yes, do you have flood insurance?**

- Yes
- No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- Yes
- No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- Yes
- No

**What type of accounting system does your agency use?**

- Manual
- Automated
- Combined

**Does your agency have a system in place that will account for 100 percent of each employee's time?**

Yes

No

**Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes

No

**Was your agency audited by the Federal government in the past two years?**

Yes

No

**Did your agency stay on budget in the past two years?**

Yes

No

## Transit Agency Projects

### Transit Agency Project 1

**Project Name**

PURCHASE OF SERVICE (CHERRIOTS LIFT, REGIONAL, SHOP AND RIDE)

### Project Details

**Project Selection**

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

*Select the project types that you wish to include in your application. Select all that apply.*

## A. Purchased Service Project

### 1. Project Title

**Project Title**

Transportation Options for Marion, Polk, and a small part of Linn counties: Paratransit; Rural commuter, Rural fixed route w/deviations; Dial-a-Ride service for seniors and people with disabilities and a Shopper Shuttle for seniors and people with disabilities.

**2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:**

## Project Service Description

This project will fund a portion of Cherriots purchased service costs for Cherriots LIFT/paratransit; Cherriots Regional and Cherriots Shop and Ride. These services provide public transportation for 16 communities in Marion, Polk, and a small portion of Linn counties. Cherriots purchased services connect seniors, people with disabilities, low income, as well as all the general public. The purchased service will be provided by MV Transportation, Inc. The service, schedule, days, and hours are designed to meet the needs of seniors and individuals with disabilities. The budget includes a portion of contractor costs and administrative costs required to manage the service contract.

Cherriots Regional provides a commuter express service in Marion, Polk, and a small portion of Linn counties (operating Monday - Saturday) and a new Fixed Route with deviations (Route 45) in Polk County operating Monday - Friday. Route 45 is a service between Dallas, Independence, and Monmouth linking to commuter express routes to Salem-Keizer. Riders use Regional to connect with employment, education, medical services, and social or recreational opportunities to and from the surrounding rural communities. Riders call the Cherriots Call Center 24 hours in advance for a deviation on Route 45. (Note: Route 45 replaced the Polk County Flex Dial-a-Ride service on January 4, 2021.)

In FY 18/19 Cherriots Regional provided 93,910 trips, 40% were for seniors and /or individuals with disabilities traveling 335,339 Revenue Service Miles. In FY 19/20 85,962 trips were provided traveling 392,766 Revenue Service Miles. NOTE: COVID-19 and the governor's orders to Stay Home, Save Lives has greatly impacted customer access to public transportation and businesses in their community. Cherriots has suspended fare collection due to COVID and is unable to determine the percentage of seniors and individuals with disabilities using the Regional services.

Cherriots LIFT is the complementary ADA paratransit service provided by Cherriots within the urban growth boundaries of Salem and Keizer. Cherriots LIFT is an origin-to-destination service for people who are functionally unable to use Cherriots Local. A three-step application process to determine eligibility is required: Application, medical questionnaire, and in-person functional assessment. Cherriots LIFT is provided Monday through Saturday from 5:00 am to 10:00 pm (COVID hours mirror the reduced hours of Cherriots Local Service 6:00 am - 9:00 pm) Customers can schedule a trip up to two weeks in advance and at least 24 hours in advance by calling the Cherriots Call Center. Cherriots Call Center operates Monday-Friday 6 am-6 pm and Saturday/Sunday 8 am-4 pm.

FY 18/19 Cherriots Lift provided 137,815 trips, 99% of which were seniors and persons with disabilities traveling 791,198 Revenue Service Miles. FY 19/20 104,385 trips were provided traveling 613,182 Revenue Service Miles. NOTE: COVID-19 and the Governor's order to Stay Home, Save Lives has greatly impacted the ridership on paratransit. During the 7 days, local service was suspended to regroup public transit in March, Cherriots LIFT provided life-sustaining trips to eligible customers.

Cherriots Shop and Ride provides a shopper shuttle and dial-a-ride service to seniors and people with disabilities within the urban growth boundaries of Salem and Keizer. This public transportation is open to any senior or individual with a disability without a qualifying interview. Trips can be scheduled up to two weeks in advance, providing service Monday through Friday from 7:00 am-6:00 pm.

The shopper shuttle alternates shopping trips to cover the urban growth boundary. Stores have been selected with criteria for one stop services such as groceries, pharmacies, households, banks

## Application Totals

**Total Project Costs**  
\$1,553,124.00

**Total Match Amount**  
\$159,505.83

**Total Grant Amount**  
\$1,393,618.17

## Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the "drag files here" area.
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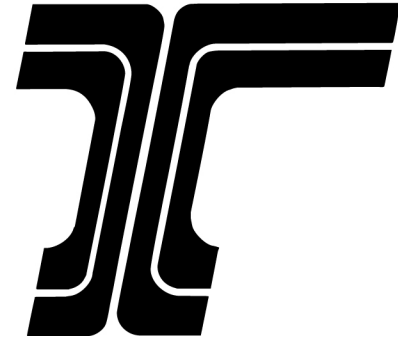
**Signature**

**Printed Name**

Peggy Greene

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# Oregon Department of Transportation



## Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

### Transit Agency

#### Transit Agency Legal Name

Salem Area Mass Transit District

#### Transit Agency DBA Name (Optional)

Cherriots

#### Agency Mailing Address (Street or PO Box)

555 Court St NE, Suite 5230

Address Line 1

Salem,

City

Oregon

State

97301

Zip Code

#### Agency Contact Name

Peggy Greene

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(503) 361-7530

#### Employer Identification Number (EIN)

93-0793128

#### Urbanized Zone

Salem area

#### Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310

## Lead (STF) Agency

### Lead (STF) Agency Name

Salem Area Mass Transit District

*For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.*

### Lead (STF) Agency Contact Name

Peggy Greene

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**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Open to the general public at all times     | <input type="checkbox"/> Open to the general public on a space-available basis |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input type="checkbox"/> Limited to defined clientele (e.g. residential home)  |
| <input type="checkbox"/> Demand Response  | <input checked="" type="checkbox"/> Deviated Route                             |

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

[More information on floodplains](#)

- Yes  
 No

**If yes, do you have flood insurance?**

- Yes  
 No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- Yes  
 No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- Yes  
 No

**What type of accounting system does your agency use?**

- Manual  
 Automated  
 Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

## Transit Agency Projects

### Transit Agency Project 1

Project Name

REGIONAL PREVENTIVE MAINTENANCE

### Project Details

#### Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

### D. Capitalized Vehicle Preventive Maintenance

**1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:**

Project Coordination Description



This project will fund the preventive maintenance of approximately 13 vehicles in the Cherriots Regional fleet. Regional provides trips to seniors and individuals with disabilities in addition to the general public. All vehicles in this service are accessible by ramp or lift.

Regional provides a commuter express service in Marion, Polk, and a small portion of Linn Counties, serving 16 communities: Woodburn, Gervais, Brooks, Silverton, Mt. Angel, Stayton, Sublimity, Mehama, Lyons, Mill City, Gates, Dallas, Independence, and Monmouth. January 4, 2021, Cherriots Regional will introduce a deviated fixed route (Route 45) serving Dallas, Independence, and Monmouth with service between these cities in Polk county. (There is no other public transportation in Polk County) Route 45 will deviate for seniors and persons with disabilities or the general public who are unable to access one of the many service stops in each community and operates Monday through Friday. The other Regional routes operate Monday through Saturday from approximately 6:00 am to 8:00 pm.

Maintenance is provided by Salem Area Mass Transit District (Cherriots) employees at the Del Webb Maintenance Facility. The budget reflects the total costs; administrative; labor; parts; and replacement costs to maintain the fleet. Please note: This project does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs that are paid for in other agreements or contracts.

Preventive Maintenance ensures safe and reliable Regional service, which is coordinated with other services. Cherriots Call Center provides coordination of transportation services inside the Cherriots service area for Cherriots Regional, LIFT, and Shop and Ride. The call center refers customers to other providers and public transportation options outside of the Cherriots service area. Cherriots LIFT coordinates with Cherriots Local and Regional services. There are customers who are able to use Cherriots for some of their trips or a portion of their trips, classified as conditional eligibility, and then transfer to Cherriots LIFT. During inclement weather, some riders may only be able to access Cherriots LIFT. Riders who qualify can ride Cherriots Regional from outside of the area, then transfer to Cherriots LIFT while within the urban growth boundary. This coordination ensures that seniors, individuals with disabilities, disadvantaged populations, as well as the general public have access to and are able to utilize public transportation services thereby enhancing their quality of life.

**2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.**

Yes  No

**3. Number of vehicles included in this preventive maintenance project:**

13

**4. Project cost and match information:**

**Total Project Cost**

389,640

**Match Amount (Total Project Cost x****10.27%)**

\$40,016.03

**Grant Amount**

\$349,623.97

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

Local match will be provided by STF funds dependent on concurrent STF award.

**6. On what page is project listed in the Adopted Coordinated Plan?**

For multiple pages use this box

49, 53, 62

**7. Date Coordinated Plan adopted:**

9/9/2019

**8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?**

 Yes  No

**If Yes, provide details of grouped service activities.**

Yes, this project provides preventive maintenance of Regional buses. The Regional transportation service project is funded with ODOT 5311 and 5310 formula funds. Without a transportation service project, this project would not exist.

## Application Totals

**Total Project Costs**

\$389,640.00

**Total Match Amount**

\$40,016.03

**Total Grant Amount**

\$349,623.97

## Submitting Your Application

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503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

**Supporting Documents (Optional)**

Fleet Maintenance Plan 2018.pdf

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

**Signature**

**Printed Name**

Peggy Greene

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