



2019-2021
SECTION 5310 (ODOT) FORMULA
GRANT APPLICATION INSTRUCTIONS

DECEMBER 2018

2019-2021 Cherriots Section 5310(ODOT) Formula Grant Application Instructions

I. Introduction

Title 49 USC 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funds to designated recipients to improve mobility for seniors and individuals with disabilities.

Cherriots (Salem Area Mass Transit District) is the agency responsible for distributing formula allocations for projects located within Marion and Polk Counties. The total allocation for the 2019-2021 biennium is \$2,132,664.

Grant Applications Available: Applications for the 2019-2021 Cherriots 5310 Program are available now at Cherriots.org/grants. Originating from the Oregon Department of Transportation (ODOT), these programs fund transportation services for seniors and individuals with disabilities with the geographic constraint that the projects must be within Marion and Polk Counties.

These instructions cover the application process for subrecipients to apply to Salem Area Mass Transit District (SAMTD) for federal Section 5310 funding. The application is for projects for the entire 2019-2021 biennium. SAMTD is the Special Transportation Fund (STF) Agency for Marion and Polk Counties and will apply to the ODOT Rail and Public Transit Division (RPTD) on behalf of the subrecipients for approval of these grant funds.

Fund Source

The Federal Transit Administration (FTA) allocates funds to Oregon for the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) program.

Program Goal

The goal of the program is to improve mobility throughout the country by removing barriers to transportation services and expanding the transportation options available for transit-dependent populations, especially transportation of seniors and individuals with disabilities.

Eligible Transit Agencies

Eligible transit agencies are counties, mass transit districts, transportation districts, transportation service districts, Indian tribal governments, cities, councils of government, and private non-profit organizations. The funds may be used in all areas of the state: urban, small urban, and rural.

Eligible Activities

Eligible grant activities include capital purchases such as vehicles, passenger shelters, and equipment that support transportation to meet the special needs of seniors and individuals with disabilities. The program also funds projects such as contracted service, vehicle and facility preventive maintenance, and the development of new systems for improving access to transportation (e.g., travel training, marketing, or centralized call centers), provided the projects are designed to meet the special needs of the target population.

Funding

RPTD established the 5310 program as a base source of ongoing funding to support coordinated transportation plans and to assist communities to provide mobility choices for seniors and individuals with disabilities.

Special Note for Non-profit Agencies

If your agency is a private non-profit organization that has not applied for a recent Section 5310(ODOT) grant, please provide the following agency information:

- Articles of Incorporation
- Adopted Corporate Bylaws
- 501(c)3 non-profit approval letter from the Internal Revenue Service
- A description of transportation services and other grants received by your agency

Private non-profit agencies (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division (<http://www.filinginoregon.com/business/index.htm>) to do business in Oregon.

- Private non-profit organizations must provide transportation services targeted to seniors and people with disabilities and:
 - Services provided are not duplications of existing public transportation and the non-profit organization must demonstrate that the investment of grant funds benefits the community's overall transportation program, including meeting needs otherwise not met.
 - Non-profit agency applicants must submit documentation of non-profit status when submitting an application for funding. The Oregon Secretary of State maintains a website listing all non-profit agencies with current business registrations. SAMTD checks the status of non-profit applicants prior to completing agreements and amendments, at a minimum.

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- A plan for sharing vehicles must be provided with applications for agencies providing transportation services to clients only (service is not open to the public or non-client seniors or individuals with disabilities).

II. Coordination Requirements

ODOT's 5310 program requires that all projects selected for award address at least one need or strategy identified in the *Cherriots Coordinated Public Transportation – Human Services Transportation Plan* dated August, 2016 ("The Coordinated Plan"). A link to this document can be found at Cherriots.org/grants.

III. Local Match Requirements

A local funding match is required for Section 5310(ODOT) grants at the rate of 10.27% for all projects.

Local match must be provided from sources other than Federal Department of Transportation (DOT) funds. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

Farebox revenue may not be used as local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

The use of a non-cash local match is allowable and can include volunteer transportation program services, physical improvements, and computer work station hardware and software.

IV. Application Submittal Instructions

1. Application forms are available beginning December 11, 2018.
2. Applications are available for download online at Cherriots.org/grants. The application is provided as a fillable PDF form.

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3. Completed applications must be received by **12:00 p.m. on January 15, 2019** in order to be considered eligible for funding:
 - Use the online fillable PDF form and email the document to ted.stonecliffe@cherriots.org
 - Paper copies will NOT be accepted
4. Incomplete and/or late applications will not be eligible for award.
5. Applicants will be notified of project award after the February 28, 2019 Cherriots Board of Directors Meeting. Alternative formats are available upon request.

V. Grant Award Process:

Cherriots, as the state-designated STF and Section 5310 body for Marion and Polk Counties, coordinates the grant process for these funds, selects the projects, and sends copies of the agreements to ODOT RPTD for their records. A Technical Advisory Committee (TAC) made up of STF Advisory Committee (STFAC) members, two members of the public, and one representative of the Mid-Willamette Valley Council of Governments (MWVCOG) will convene at a meeting two weeks after the application deadline. Applicants are required to present their project ideas to the TAC in order for funding recommendations to be made to the STFAC. The STFAC will review the TAC's recommendation and make project recommendations to the SAMTD Board of Directors.

Once the funding recommendation is approved by the SAMTD Board of Directors, SAMTD staff will draft agreements with recipients and send a courtesy copy to ODOT RPTD. Grant awards are eligible for reimbursement through June 30, 2021.

VI. Selection Criteria

Each project submitted to Cherriots will be reviewed for regional value. Priorities for projects are established in the adopted Coordinated Plan, dated August, 2016.

VII. Application Instructions:

A. Organization Information

In Section A on page 1, provide your organization's information including the legal name of the organization, the Employer Identification Number (EIN), the name and title of a contact person, the mailing address, telephone number, and email of the contact person.

Type of Organization

Indicate what type of organization is applying for grant funds. Note, individuals may not receive STF grant awards.

Area of service

Choose one option that best describes where the project will be located. Note, applications will not necessarily be denied if some service will be provided outside of Marion or Polk counties. If all service supported by the grant will be outside of Marion and Polk Counties, your project will most likely need to be submitted to another STF Agency.

Organization Days and Hours of Operation

Indicate the hours of operation in the "hours" column for the service supported with the STF grant. Also, list any periods of service greater than 3 days that service would not be provided, if applicable.

Total transportation program costs by year

Provide the total costs of all transportation services provided by your agency or organization for the fiscal years indicated.

Risk Assessment

This is a new section required of all applicants. Answers to these questions will help RPTD identify relative risks of agencies applying for federal funding. The goal is to help transit agencies be successful and to target training to any areas

(such as negative audit findings or weak management systems) that need improvement.

B. PROJECT INFORMATION

Follow the instructions provided above each text box or table. Note, this information is very important for the Cherriots STF Advisory Committee to be able to understand the projects submitted and to make recommendations for funding.

1. Project description

Provide a description of the proposed project, while answering the questions based on the type of project proposed (Purchased Service, Mobility Management, Vehicle Purchases, Equipment, Signs, Amenities, and Shelters, or Facilities including Transit Centers, Bus Barns, and Transit Agency Buildings).

Purchased services are transportation services purchased by your agency to conduct service or a portion of service in your stead; your agency does not directly operate the service. In these cases, the contractor operates the transit vehicles and provides the service. The transit agency or the contracted service provider may provide vehicles or maintenance facilities. Purchased service projects must meet at least one of the following criteria:

- A written agreement, signed by both parties, exists that obligates the contractor to provide the service for a specific monetary consideration;
- A written agreement, signed by both parties, exists that specifies a contractual relationship for a certain time period and service;
- A written agreement, signed by both parties, exists that obligates the contractor to provide to the transit agency the operating statistics required by the National Transit Database (NTD) Annual Report;
- A written agreement, signed by both parties, that the transit agency pays the contractor the full costs of operating the service. The contractor does not receive any public funding for operating the service except from the transit agency. The transit agency purchasing the service must report fully allocated costs and service, assets, and resource data that the NTD requires; and
- A written agreement, signed by both parties, that the purchased service is branded under the transit agency buying the service. Users of the service must recognize that the buyer of the service is actively managing

and funding the service and that the contractor operates the service on behalf of the transit agency.

Mobility management helps communities and individuals create and succeed with their mobility options. Mobility management encourages innovation and flexibility to reach the "right fit" solution for customers. Easy access to information and referral services can assist customers in learning about and using services. This project category includes administrative and operating start-up costs. Mobility management **does not** include operating public transportation services or selling public transit tickets. Capital purchases are not eligible. If also requesting capital assets, describe the link to this mobility management project in the capital section narrative.

1b. Project coordination

Describe how your agency or organization will coordinate services with other STF and Section 5310 recipients in Marion and Polk Counties. For example, a vehicle purchased with STF or 5310 funds may be transferred to another organization within the region if the capital asset is not being utilized to its fullest potential.

1c. Expected outcomes

Follow the instructions on the application for purchased service and mobility management projects. For these and other projects, answer the last question.

1d and 1e.

Answer the questions briefly.

2. Project budget

Provide total project costs in each category for the two year biennium (July 1, 2019 to June 30, 2021). The amount in the last line ("Amount requested in this grant") does not have to equal the amount of the "Project Total," especially if local funds will be applied to the project.

3. Project Schedule

A timeline of the project should include clear milestones that can be tracked and adhered to. Time-based goals should be reasonable and likely within the two year biennium. Please contact Ted Stonecliffe (contact information at the bottom of these instructions) for assistance if the project milestones will go beyond June 30, 2021.

4. New Vehicle Question

Mark the “Yes” box if your project request is for the purchase of a replacement or new vehicle. If the project is a replacement vehicle, each vehicle to be replaced must meet or exceed the age and/or mileage useful life standards for its category. Mark “No” if this project is a different type of project and skip question 5. Facility projects go to question 6 and all others continue to Section “C.”

5. Vehicle Information

- Enter Year, Make (manufacturer), and Model (name) of each vehicle being replaced. (For example: 2010 *ElDorado AeroLite* or 2008 *Gillig New Flyer C35LF*.)
- Select a Category from A to E using the drop-down menu (For descriptions, see “Find definitions for Categories A-E and their useful life benchmarks” on the RPTD website: <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx>.)
- Enter Vehicle Identification Number
- Enter Total Number of Seats including ADA seats
- Enter number of ADA Stations
- Enter Current Mileage

Condition of Vehicles: Enter the VIN and indicate the condition (Adequate, Marginal, or Poor) for each vehicle. Explain the reason for a marginal or poor determination in the Vehicle Maintenance History box (e.g., extensive maintenance issues, unexpected repairs, etc.). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. (For example: *VIN ### Poor – 5 years over useful life; VIN #### Adequate vehicle at maximum passenger capacity, requesting a larger vehicle.*)

5a. Will you use the ODOT/DAS state price agreement contract?

Select the “Yes” radio button or the “No” radio button.

NOTE: Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required. If you select “No”, state the reason your agency must conduct its own procurement, you are required to obtain approval from RPTD prior to the procurement.

5b. Vehicles to be purchased: Complete the chart for each vehicle to be purchased. These vehicles should correspond in number and category to the vehicles listed for replacement. If not a like-for-like replacement project, please return to section C and select the Expansion Vehicles instead.

- Select a Category from A to E using the drop-down menu. (For descriptions, see “Find definitions for Categories A-E and their useful life benchmarks” on the RPTD website: <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx>.)
- Enter the quantity of each vehicle type to be purchased.
- Enter the full cost of each vehicle with options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.
- Enter the total cost for each vehicle category.
- Enter the number of seats when all ADA stations are occupied.
- Enter the total number of ADA stations.
- The total capacity will be the previous two columns added together.
- Select the fuel type from the drop-down box: Gas, Diesel, Electric, CNG (compressed natural gas), Hybrid Gas, or Hybrid Diesel.
- Enter estimated order and delivery dates. Check with your vendor for a typical delivery schedule if needed.

6. Facility questions:

Please contact Ted Stonecliffe at Cherriots (contact information provided below) before you apply if you are considering a large-scale, multi-phase project that will require funding beyond the biennium for which you are applying.

Will this project disturb the ground? Select the “Yes” radio button if you will be disturbing the ground and submitting the required DCE Worksheet. If “Yes”, upload your draft environmental worksheet by selecting the orange “upload” box. DCE Worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical and cultural areas. The DCE Worksheet is located online on the “Buy a Non-Vehicle Capital Asset” tab of the Rail and Public Transit website, or at this link: <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-Other-Asset.aspx>.

Major capital projects are often not eligible for a documented exclusion. Consultation with local planning and environmental officials is mandatory for

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planning these types of projects. Include detailed site maps and building plans along with the DCE worksheet.

C. ORGANIZATIONAL CERTIFICATION

An authorized signature must be provided by a person in the organization delegated signing authority to make financial decisions for the organization.

VIII. Timeline:

- Tuesday, Dec. 11, 2018 - Public Notice published in Statesman Journal and applications made available on Cherriots.org/grants
- Tuesday, Dec. 18, 2018 – Application training session at the Cherriots Administration Offices, 555 Court St NE, 5th Floor, Salem, Oregon (**strongly encouraged** for new TAC members and applicants to learn more about the STF and 5310 programs and to have all of their questions about the application process answered)
- Tuesday, January 15, 2019 – **All applications due at Cherriots by 12:00 p.m.**
- Tuesday, January 15, 2019 – Applications mailed and emailed to Technical Advisory Committee (TAC) members
- Tuesday, January 29, 2019 (9:30 a.m. – 1:30 p.m.) – TAC meets to hear applicant presentations and forms a recommendation of ranked projects for the STF Advisory Committee (STFAC)
- Tuesday, February 5, 2019 (3:00 p.m. – 4:30 p.m.) – STFAC meets to recommend a prioritization ranking of projects to the SAMTD Board of Directors
- Thursday, February 28, 2019 – SAMTD Board approval of STFAC recommendations at the regular Board meeting
- March 15, 2019 – Approved applications submitted to ODOT for consideration
- July 1, 2019 – 5310 grant agreements executed

Questions? Contact:

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