



SECTION 5310

# PROGRAM MANAGEMENT PLAN

*Enhanced Mobility for Seniors and People with Disabilities*

*March 2024*



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# **1. INTRODUCTION**

The Program Management Plan (PMP) describes the Salem Area Mass Transit District (SAMTD dba Cherriots) policies and procedures for administering the Federal Transit Administration's (FTA) 49 U.S.C. 5310 (Section 5310) Enhanced Mobility of Seniors and Individuals with Disabilities program. SAMTD is a designated recipient of FTA Section 5310 funds. SAMTD also receives funds through the Oregon Department of Transportation (ODOT) 5310 program for urban and rural projects. This PMP addresses only the Section 5310 dollars obtained directly from the FTA. The ODOT Public Transportation Division State Management Plan should be consulted for the pass-through ODOT 5310 grant program.

The PMP articulates a vision for SAMTD's future with programs that focus on the maintenance of critical services, while strategically developing opportunities for the growth of services and facilities for the years to come. SAMTD has identified a growing need for public transportation in the Salem-Keizer area, with a focus to connect individuals with employment, education, and vital services. The focus of Section 5310 programs is to provide transportation for seniors and individuals with disabilities where public transportation is insufficient, inappropriate, or unavailable.

Successful implementation of this PMP will depend upon good planning, leadership, state and federal funding support, and additional local revenues. SAMTD realizes this will only come with strong involvement and support from the people and businesses in the community. This document is intended to be a resource for all potential recipients of Section 5310 funds as well as local, state, and federal agencies among which coordination of programs is essential in meeting the region's transportation needs.

The PMP serves as a local companion to FTA Circular 9070.1G by describing the roles and mechanisms for carrying out policies and procedures in the Salem-Keizer Urbanized Area (UZA) and meeting the FTA requirement for a Program Management Plan.

The Federal Transportation Bill, Infrastructure Investment and Jobs Act (IIJA), continues the changes made by the previous federal legislation bill: Fixing America's Surface Transportation (FAST) Act. FAST legislation brought about many changes to FTA programs when it was signed in December 2015. The IIJA passed in March 2021, and did not affect policies related to this Program Management Plan (PMP). This plan is developed to specifically meet Section 5310 guidance as provided in FTA Circular 9070.1G. Chapter VII details the requirements for developing a PMP, including the purpose and content.

## 1.1 Definitions

**ADA** – Americans with Disabilities Act

**C\_9070.1G** – A circular authored by the FTA detailing the Section 5310 “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions” program, dated July 7, 2014.

**Capital project:** A category of reimbursable project expenses that includes all activities identified in 49 U.S.C. 5302(3).

**CFR** – Code of Federal Regulations

**Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan)** – A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low-incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.

**DBE** – Disadvantaged Business Enterprise

**DCE** – Documented Categorical Exclusion

**Designated recipient** – An entity designated, in accordance with the planning process under sections 5303 and 5304 of title 49, United States Code, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

**Direct recipient** – An entity that receives funding directly from FTA. For purposes of this circular, a direct recipient is a state or a designated recipient.

**Disability** – The term disability has the same meaning as in section 3(1) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term “disability” means, with respect to an individual — (A) a physical or mental impairment that substantially limits one or more major life

activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.

**DOT** – U.S. Department of Transportation

**EEO** – Equal Employment Opportunity

**Equipment** – An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Equipment includes rolling stock and all other such property used in the provision of public transit service.

**FAST** – Fixing America’s Surface Transportation

**FMVSS** – Federal Motor Vehicle Safety Standards

**FTA** – Federal Transit Administration

**IJA** – Infrastructure Investment and Jobs Act

**JARC** – Job Access and Reverse Commute

**MIS** – Management Information System

**Mobility management** – Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or sub-recipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than section 5309). Mobility management does not include operating public transportation services.

**MWVCOG** – Mid-Willamette Valley Council of Governments, which is the Metropolitan Planning Organization (MPO) for the Salem-Keizer UGB.

**Nonprofit organization** – A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit

organization.

**NTD** – National Transit Database

**ODOT** – Oregon Department of

Transportation **OMB** – Office of

Management and Budget

**Operating expenses** – Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

**PMP** – Program Management Plan

**POP** – Program of Projects

**Preventive maintenance** – All maintenance costs related to vehicles and non-vehicles. Specifically, it is defined as all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset.

**Public transportation** – Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low-income, and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

**Qualified Entity** – A county in which no part of a mass transit district or transportation district exists, a mass transit district, a transportation district or a federally recognized tribe.

**SAMTD** – Salem Area Mass Transit District

**Section 504** – Section 504 of the Rehabilitation Act of 1973 which protects qualified individuals from discrimination based on their

disability

**Section 5310** – Chapter 49 of the U.S. Code, Section 5310: grant program: “Enhanced Mobility of Seniors and Individuals with Disabilities Program”

**Senior** – An individual who is 65 years of age or older.

**STIF** – State Transportation Improvement Fund

**STIFAC** – State Transportation Improvement Fund Advisory Committee

**Sub-recipient** – A state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a grant under Section 5310 indirectly through a recipient.

**TIP** – Transportation Improvement

Program

**Traditional Section 5310 projects** – Those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

**Title VI** – Title VI of the Civil Rights Act of 1964

**UGB** – Urban Growth Boundary

**UZA** – Urbanized Area

## 1.2 Funding for projects and program administration

Section 5310 Program funds will be awarded on an annual cycle. The Section 5310 Program can fund up to 80 percent of a project's capital costs (in some limited cases, up to 90 percent) and up to 50 percent of a project's operating costs.

Administrative costs necessary for the designated recipient to coordinate the Section 5310 Program (up to 10 percent of the federal apportionment to each urbanized area) are funded at 100 percent federal share. Eligible administrative expenses include general overhead costs, planning, technical services, and other eligible costs described in the Office of Management and Budget (OMB) Circular 2 CFR 200.

The designated recipient is eligible to be reimbursed for Section 5310 administrative costs. Sub-recipients will not be reimbursed for administrative costs related to application development, program reporting, or other activities.

The remaining costs (typically the required match for the federal funds) can be covered by:

- Other federal (non-DOT) transportation funding sources
- State and local funding sources
- Private funding sources

It is the responsibility of the sub-recipient to secure and administer funds outside the Section 5310 program.

The requirements for local match of federal funds are detailed in Chapter III, item 16 of the C.9070.1G document (p. III-16 and III-17). SAMTD does not require a local funding match greater than the federal requirement. In general, a 20 percent local match is required for capital projects and a 50 percent local match is required for operating costs.

The Statewide Transportation Improvement Fund (STIF) Formula Program administered by the ODOT Public Transportation Division is can be used for the local match of Section 5310 projects. STIF dollars are formula funds appropriated by the State legislature each biennium based on population, application, and administrative cost allocation. They originate as an employee

payroll tax collected by each county except for the former “Special Transportation Fund,” which originates in state cigarette, photo ID card, and non-highway gasoline taxes.

### **1.3 The designated recipient for the Section 5310 Program**

The governor of each state, or an official designee, and responsible local officials must designate a public entity in a large urbanized area with a population of 200,000 or more to be the recipient of Section 5310 funds. SAMTD is the designated entity for the Salem-Keizer UZA, which has an approximate 2024 population of 244,600 according to the 2018-2022, five-year average estimates of the American Community Survey (U.S. Census Bureau), inflated to 2024.

The designated recipient must have the requisite legal, financial, and staffing capabilities to receive and administer federal funds under this program, which involves managing grant agreements with sub-recipients, applying for federal funds, ensuring compliance with all federal and state requirements, and completing grant reporting to the FTA.

To distribute Section 5310 Program funds within the Salem-Keizer UZA, SAMTD staff manage a competitive selection process and ensure a fair distribution of Section 5310 funds through a fair selection and prioritizing of projects for funding. SAMTD staff also prepare and maintain the PMP. The process for selecting projects is further described in Section 6.

The designated recipient is primarily responsible for applying to FTA for Section 5310 grants on behalf of itself and/or the sub-recipient(s). In addition, the designated recipient is responsible for the development of a Program of Projects (POP), which identifies the sub-recipients and projects for which the recipient is applying for financial assistance. In the Salem-Keizer UZA, SAMTD staff will prepare the POP for submission to the FTA. In addition, the designated recipient manages all aspects of grant distribution, including reporting to the FTA.

### **1.4 Eligible sub-recipients**

SAMTD as a designated recipient of Section 5310 funds, may allocate

apportioned funds to eligible sub-recipients that are limited to:

1. A private non-profit organization; or
2. A state or local governmental authority that:
  - a. Is approved by a state to coordinate services for seniors and individuals with disabilities; or
  - b. Certifies that there are no non-profit organizations readily available in the area to provide the service (C\_9070.1G, p. II-1 & II-2).

SAMTD does not have any eligibility requirements more restrictive than the federal guidance.

The eligible sub-recipients within the Salem-Keizer UZA for traditional Section 5310 projects are:

- State, county, tribal, or local government authorities who are approved by SAMTD to coordinate services for seniors and individuals with disabilities;
- Private non-profit organizations that 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<sup>1</sup> listing all non-profit agencies with current business registrations. SAMTD checks the status of nonprofit applicants prior to completing agreements and amendments, at a minimum.
  - 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).

Other applicant qualifications are listed in **Appendix E**.

### ***1.4.1 Private Taxi Operators as Sub-recipients***

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<sup>1</sup> <https://sos.oregon.gov/business/Pages/nonprofit.aspx>, accessed 3/8/2024.

Private operators of public transportation are eligible sub-recipients. The definition of “public transportation” includes “... shared-ride surface transportation services ...” Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible sub-recipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be a shared ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

## 1.5 Eligible activities

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. The 55 percent is a floor, not a ceiling – recipients may use more than 55 percent of their apportionment for this type of project.

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or sub-recipient as described in the appendix of this plan, include but are not limited to:

- Section 5310-funded vehicles and facilities:
  - Rolling stock and related activities
  - Passenger facilities
  - Support facilities and equipment
  - **All vehicles purchased with Section 5310 funding must be ADA**

**accessible.**

- A lease of equipment when lease is more cost-effective than purchase
- An acquisition of transportation services under a contract, lease, or other arrangement
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation
- Purchase of capital activities to support ADA-complementary paratransit service

Projects must directly serve and have a specific benefit to seniors and individuals with disabilities. In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that:

- a. Exceed the ADA minimum requirements;
- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

**All requested operating expenses must have a functional relationship to transportation for seniors and/or individuals with disabilities.**

## **2. PROGRAM PRIORITIES**

Funding of projects through Section 5310 is guided by the priorities set in the adopted Coordinated Plan.

### **2.1 A coordinated planning process**

The goal of the FTA Section 5310 Program administered by SAMTD falls in line with federal guidelines. This goal is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available in the Salem-Keizer UZA. A complementary state-run program, formerly called the Special Transportation Fund, is now allocated through the STIF program. This grant program also provides funding for seniors and individuals with disabilities.

Before a project can be awarded funds, the project must be certified by the SAMTD Board of Directors that it is included in a locally developed Coordinated Plan. The Coordinated Plan was significantly updated in 2024 to establish long-term goals for providing transportation services to seniors and individuals with disabilities, including the process for long-range planning and consultation with elected officials. The needs and strategies section of the document was updated using the public outreach feedback received in late 2023. The Coordinated Plan lists several strategies that articulate the regional goals and objectives of the Section 5310 Program. Table 2-1 lists eligible project strategies to meet these identified needs, as shown in the 2024 version of the Coordinated Plan.

**Table 2-1.** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>   | <b>Strategy</b>  |
|--|--|
| <p><i>Transportation service needs</i></p> <ul style="list-style-type: none"> <li>• Increased service hours and frequency</li> <li>• Expanded service extent to include more service in the early morning and later evening</li> <li>• Increased weekend and holiday service</li> <li>• Increased frequency of commuter and midday (10 a.m. – 2 p.m.) routes</li> <li>• Increased service coverage</li> <li>• Enhanced services to unserved or underserved areas</li> <li>• Expanded service to basic needs destinations and destinations essential to life such as shopping, groceries, social services, and medical facilities</li> <li>• Increased service quality</li> <li>• Increased frequency of service and reduce travel time</li> <li>• Improved reliability, schedule adherence, and on-time arrivals</li> <li>• Additional stops to decrease walking distances and increase accessibility</li> <li>• Expanded dial-a-ride (DAR) services for seniors and individuals with disabilities who have difficulty accessing fixed-route transit services</li> </ul> | <p><i>Transportation service strategies</i></p> <ul style="list-style-type: none"> <li>• Sustain current service levels, considering equity and service performance</li> <li>• As funding allows, implement the Long Range Transit Plan (LRTP) and other recent plans</li> <li>• Follow Cherriots Service Guidelines to address gaps in public transit services</li> <li>• Identify areas with the greatest need for additional or enhanced transit services and apply new funding toward these identified needs</li> <li>• Increase weekend and holiday service on Cherriots Local and Cherriots Regional fixed routes</li> <li>• Extend morning and evening hours on fixed routes during the weekdays</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>  | <b>Strategy</b>   |
|---|---|
| <p><i>Transportation service needs (continued)</i></p> <ul style="list-style-type: none"> <li>• Increased service quality</li> <li>• Increased frequency of service and reduce travel time</li> <li>• Improved reliability, schedule adherence, and on-time arrivals</li> <li>• Add additional stops to decrease walking distances and increase accessibility</li> <li>• Expanded dial-a-ride (DAR) services for seniors and individuals with disabilities who have difficulty accessing fixed-route transit services</li> <li>• Expand DAR services for basic needs such as shopping, medical, and recreational destinations</li> <li>• Improved transit service for underserved groups, such as:               <ul style="list-style-type: none"> <li>○ Oregon Health Plan (OHP) enrollees and others who don't qualify for Medicaid services and who do not have the means to fulfill their transportation needs</li> <li>○ Youth, especially for grades 9 through 12</li> <li>○ People who are unable to schedule service in advance</li> <li>○ People who are unable to accommodate lengthy trip times</li> <li>○ People who attend addiction counseling/group therapy services in Polk County</li> </ul> </li> <li>• Enhanced volunteer-based carpool or vanpool programs, especially those that provide medical service</li> </ul> | <p><i>Transportation service strategies (cont.)</i></p> <ul style="list-style-type: none"> <li>• Improve frequencies where service is too infrequent</li> <li>• Increase capacity of existing volunteer carpool or vanpool programs by increasing the fleet of accessible vehicles for community-based services</li> <li>• Explore options for microtransit, circulator, feeder route, and flexible route or dial-a-ride services</li> <li>• Improve regional connections between modes and service providers, especially connections to unserved or underserved communities</li> <li>• Expand service coverage to more basic needs destinations and destinations essential to life</li> <li>• Where allowable, explore partnerships with Transportation Network Companies (TNCs) such as Uber or Lyft to provide first-mile/last-mile transportation for customers who can utilize fixed-route transit for part of their trip</li> <li>• Explore opportunities to expand Get There Oregon or develop a new platform for ride-matching for seniors and individuals with disabilities</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>  | <b>Strategy</b>   |
|---|---|
| <p><i>Infrastructure needs</i></p> <ul style="list-style-type: none"> <li>• Enhanced accessibility of stops and vehicle fleet, especially on fixed routes, to meet a range of physical needs of riders and right-sizing of fleet               <ul style="list-style-type: none"> <li>○ Improve bus stop amenities</li> <li>○ Improve accessibility at bus stops (e.g. ADA-compliant curb ramps, level sidewalks)</li> <li>○ Provide covered bus shelters, lights, and trash receptacles</li> <li>○ Enhance signage for bus stops and shelters</li> </ul> </li> <li>• Improved pedestrian accessibility               <ul style="list-style-type: none"> <li>○ Enhance crosswalks near bus stops</li> <li>○ Complete gaps in sidewalk network</li> <li>○ Locate stops where pedestrian access is available/ comfortable</li> </ul> </li> <li>• Improved bicycle accessibility</li> <li>• Consider nearby activity centers, such as senior centers, medical centers, and schools where accessibility needs may vary stop and access needs</li> <li>• Small transit centers in established communities without a transit center or major transit stop with a shelter</li> </ul> | <p><i>Infrastructure strategies</i></p> <ul style="list-style-type: none"> <li>• Review existing pedestrian plans in Marion and Polk counties for opportunities and funding sources to improve sidewalk and pedestrian infrastructure and shared use mobility options that provide first-and-last-mile connectivity to transit destinations</li> <li>• Prioritize bus stop locations needing improvements</li> <li>• Coordinate with local jurisdictions to identify opportunities to improve stop accessibility during roadway construction or development projects</li> <li>• Advocate for age and disability-friendly streets and roads</li> <li>• Develop strategies (e.g., incentives, mutual planning requirements) to influence the siting of facilities that provide services to seniors and/or individuals with disabilities</li> <li>• Create a safer transit environment by following design principles that promote visibility and comfort on new or upgraded transit facilities</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>   | <b>Strategy</b>   |
|--|---|
| <p><i>Coordination and organizational needs</i></p> <ul style="list-style-type: none"> <li>• Coordinated services that cross jurisdictional and transit provider service area boundaries               <ul style="list-style-type: none"> <li>○ Reduced duplication of services</li> <li>○ Maintained and enhanced service connectivity among local operators</li> </ul> </li> <li>• Coordinated services among social service agencies, senior centers, medical facilities, employers, and other organizations to share information about local transportation options, training opportunities, and other information               <ul style="list-style-type: none"> <li>○ Salem Health, Kaiser Permanente, Legacy Silverton Medical Center, Garten Services, etc.</li> </ul> </li> </ul> | <p><i>Coordination and organizational strategies</i></p> <ul style="list-style-type: none"> <li>• Develop a calendar in line with state and federal requirements for staff to periodically review the Coordinated Plan and to bring an assessment to the STIFAC to evaluate progress and make updates as needed. At the time of this writing, the Coordinated Plan is expected to be updated every four or five years.</li> <li>• Coordinate with medical facilities, seniors and/or individuals with disabilities transportation consumers, and their representatives to optimize trip scheduling (e.g., Legacy Silverton Medical Center program, Salem Health)</li> <li>• Coordinate with public and private sector organizations to identify opportunities for joint scheduling or sharing of vehicles (e.g., senior centers)</li> <li>• Expand awareness of home delivery services (e.g. grocery shopping, library services) to people who stay at home to assist with “aging in place” and providing independence for people with disabilities (review the existing Age in Place program in Woodburn as a successful example)</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>   | <b>Strategy</b>   |
|--|---|
| <p><i>Marketing, customer service, and outreach needs</i></p> <ul style="list-style-type: none"> <li>• Increased accountability, customer service, responsiveness, and human interaction</li> <li>• Increased availability of information in Spanish and other languages commonly spoken in local communities. Where significant Limited English Proficiency (LEP) populations exist, materials could be translated into specific languages other than Spanish upon request.</li> <li>• Utilization of Service Integration Teams (SIT) to share information about existing services to regional social service providers</li> <li>• Outreach events performed at senior centers, city advisory committees, community centers, schools, and other organizations that have high concentrations of seniors and individuals with disabilities who may not know about what services are currently available to them</li> <li>• Travel training group sessions held for seniors and individuals with disabilities through local senior centers, community centers, or other organizations that have groups interested in learning about how to use transit to get to places they want to go</li> </ul> | <p><i>Marketing, customer service, and outreach strategies</i></p> <ul style="list-style-type: none"> <li>• Develop and distribute information promoting travel options, counseling services, travel training, and web application-based information systems</li> <li>• Coordinate with medical, social, senior center, employers, and other organizations to share information about local transportation options and training opportunities</li> <li>• Increase communication and marketing efforts to make members of the public and policymakers aware of transportation options</li> <li>• Encourage seniors and individuals with disabilities to use online trip planning tools</li> <li>• Explore a fare assistance program for people whose primary barrier to using public transit is financially based</li> <li>• Provide more driver training to ensure a positive, consistent customer experience by incorporating feedback from well-regarded drivers</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>  | <b>Strategy</b>  |
|---|--|
| <p><i>Marketing, customer service, and outreach needs (continued)</i></p> <ul style="list-style-type: none"> <li>• Improved access to and availability of information, education, and outreach about the range of transportation providers and services in both the urban and rural areas</li> <li>• Increased service advertising:               <ul style="list-style-type: none"> <li>○ Improved information about the availability of different transit services (e.g. Cherriots Regional and Cherriots Local) and how they work together</li> <li>○ Advertisements through traditional media such as radio, local publications, bus shelters, 211 service, kiosks, and brochures</li> <li>○ Advertisements through new media opportunities such as Instagram, Facebook, Twitter (now "X")</li> <li>○ Targeted advertising/outreach to specific groups (e.g. churches, social service agencies, senior centers, visually impaired communities), and at destinations such as hospitals</li> <li>○ Increased advertising for travel training information and services</li> </ul> </li> <li>• Increased number of volunteer drivers</li> </ul> | <p><i>Marketing, customer service, and outreach strategies (continued)</i></p> <ul style="list-style-type: none"> <li>• Expand travel training programs that cover topics such as how to use the dial-a-ride system, make transfers between transit systems and destinations, and use online tools and applications, including the electronic fare payment system</li> <li>• Enhance and develop travel training materials such as videos, educational brochures, translated materials, and provide on-location presentations by customer service representatives and travel trainers</li> <li>• Conduct outreach to increase the number and geographic area of volunteer drivers</li> <li>• Survey riders for feedback to improve drop-off and pick-up locations</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>  | <b>Strategy</b>  |
|---|--|
| <p><i>Technology needs</i></p> <ul style="list-style-type: none"> <li>• On-demand service pilots</li> <li>• Security cameras on vehicle fleets</li> <li>• Speaking/digital schedules at bus stops</li> <li>• Electronic signs at transit centers and major bus stops listing the next bus arrival</li> <li>• Automatic Vehicle Location (AVL) and/or GPS systems for real-time tracking on buses and other fleet vehicles</li> <li>• Text alerts on additional transit services</li> <li>• Scheduling and dispatch support to medical providers</li> <li>• Innovative opportunities to continue enhancing the electronic fare system and making it more accessible to populations that are less proficient in technology</li> </ul> | <p><i>Technology strategies</i></p> <ul style="list-style-type: none"> <li>• Develop and test new technologies to improve service efficiencies</li> <li>• Develop or purchase open-source software to enable multiple operators to connect with a single clearinghouse for trip planning and scheduling</li> <li>• Explore implementation of new technologies at bus stops such as speaking/digital schedules and electronic signs to enhance accessibility</li> <li>• Work toward providing real-time information for scheduled rides and same day or on-demand scheduling</li> <li>• Develop a centralized information system that can be accessed by people needing information on applicable transportation resources</li> </ul> |

**Table 2-1 (continued).** List of potential projects or service improvements intended to mitigate the gaps or unmet needs of seniors and individuals with disabilities in the Salem-Keizer UZA.

| <b>Unmet Transportation Need</b>  | <b>Strategy</b>  |
|---|--|
| <p><i>Capital and funding needs</i></p> <ul style="list-style-type: none"> <li>• Well-maintained bus fleet</li> <li>• Funding to maintain and enhance the existing and potential expansion vehicles in the fleet and available transit service</li> <li>• Maintenance of affordability of fares for populations that need it; maintain a single fare system across Cherriots Local and Cherriots Regional services in order to make it affordable to those who use both systems</li> <li>• Maintenance of the free youth fare on all Cherriots services in order to promote travel by transit and build the next generation of public transit riders</li> </ul> | <p><i>Capital and funding strategies</i></p> <ul style="list-style-type: none"> <li>• Advocate for increased funding and seek out new and innovative funding opportunities</li> <li>• Review bus inventory against route/rider needs. Seek grants that would enable “right sizing” of vehicles, that balances ridership and capacity with maneuverability and fuel efficiency</li> <li>• Advocate for adequate capital replacements</li> <li>• Continue to develop and implement vehicle maintenance schedules</li> <li>• Review the funding application process and application materials on a biennial basis; revise to match the grant funding sources as changes are adopted by funding agencies.</li> </ul> |

## **3. ROLES AND RESPONSIBILITIES**

SAMTD, as the designated recipient of 5310 funds, conducts a selection process to determine the use of the funds, and to certify that projects were derived from the Coordinated Plan. SAMTD separates the selection process for FTA-direct Section 5310 dollars with the process for selecting ODOT pass-through Section 5310 dollars, but the procedures for selecting projects for the two programs are the same. These procedures involve the State Transportation Improvement Fund Advisory Committee (STIFAC), the Board-appointed committee that acts in an advisory function to the SAMTD Board of Directors, which has the final authority for making funding determinations.

The STIFAC conducts the screening and selection process for Section 5310 grant applications as well as STIF grant applications. If selected by the SAMTD Board of Directors for a grant, the sub-recipient, as defined in Section 5 “Eligible Sub-recipients,” enters into a formal contract with SAMTD ensuring that all state and federal laws and regulations are followed.

### **3.1 SAMTD roles and responsibilities**

The following are the administrative roles and responsibilities of SAMTD as it provides Section 5310 funds to its sub-recipients:

- Develop and revise the “Public Transit – Human Services Transportation Coordinated Plan for Marion and Polk Counties” at least every four to five years in partnership with ODOT;
- Notify eligible sub-recipients of application cycles and distribute project application materials;
- Determine sub-recipient and project eligibility with staff first pre-approving applicants based on Section 1.4 “Eligible Sub-recipients,” and pre-approving projects based on Section 1.5 “Eligible Activities,” before forwarding qualified applications to the Technical Advisory Committee for consideration;
- Maintain a list of eligible sub-recipients;

- Provide technical assistance to eligible sub-recipients;
- Work with sub-recipients to procure capital items and ensure compliance with all applicable state and federal requirements;
- Develop, execute, manage, and amend grant agreements with sub-recipients;
- Apply for federal funds on behalf of eligible sub-recipients as identified by SAMTD and manage the program's federal grants;
- Complete program grant reporting to the FTA on a quarterly and annual basis;
- Process payments, draw down federal funds, complete financial audits, and complete grant closeouts;
- Collect and maintain financial reports, operating statistics, and vehicle data from sub-recipients;
- Monitor sub-recipient compliance with federal requirements (Title VI, Section 504, ADA, etc.);
- Conduct on-site inspections of sub-recipient projects;
- Amend the SAMTD Title VI Program, Equal Employment Opportunity (EEO) Plan, Disadvantaged Business Enterprise (DBE) Goals, and other applicable documents to include the FTA-Direct Section 5310 Program;
- Review sub-recipients' Title VI, EEO, and DBE programs;
- Investigate and address Title VI, EEO, and DBE complaints;
- Monitor sub-recipients' adherence to maintenance plans and safety standards;
- Develop and revise the program's Program Management Plan (PMP);
- Develop and approve the annual Program of Projects (POP), and program the formula fund projects into the regional Transportation Improvement Program (TIP), maintained by the Mid-Willamette Valley Council of Governments (MWVCOG);

Develop and conduct the project selection process, which includes:

- Develop the application form to distribute to eligible sub-recipients;
- Release a solicitation for project applications to eligible sub-recipients;
- Develop project selection criteria;
- Receive and review project applications from sub-recipients;

- Present project funding recommendations to the STIF Advisory Committee;
- Advertise the STIFAC meetings through publication of a public notice in a local newspaper with a large circulation and via the Cherriots.org website and social media channels to provide the public and private transportation providers with notice and an opportunity to comment on projects selected for funding;
- Notify successful sub-recipients of their award amounts and reporting requirements;
- Once the funding recommendation is approved by the SAMTD Board of Directors, SAMTD staff submits the approved applications to the FTA for final approval. Once approved, SAMTD staff will draft agreements with recipients and post a copy on Cherriots.org and the FTA's Transit Award Management System (TrAMS). The Coordinated Plan is a living document and updates shall be made continuously. Coordination of projects to ensure compliance shall be an annual review and solicitation of projects to ensure at least 55 percent is used for traditional Section 5310 projects as defined in the FTA Circular 9070.1G (Section 5310 - Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions); and
- Provide demographic data to sub-recipients to help them comply with Title VI requirements.

## 3.2 Sub-recipient roles and responsibilities

The following are the roles and responsibilities of sub-recipients as they receive Section 5310 funds:

- Inform SAMTD staff of their intention to apply for Section 5310 Program funds, complete and submit application(s), provide project description(s) and funding information, provide follow-up information, and participate in interviews and/or on-site visits if conducted;
- Work with SAMTD staff to procure capital items; assure the procurement regulations are met;
- Develop and maintain a Maintenance Plan to be held on file with SAMTD;
- Inspect, insure, and maintain all vehicles funded through the program;
- Complete and submit acceptance certifications to SAMTD upon vehicle delivery;
- Deliver the project as described in the grant project application, including local management and administration;

- Provide financial management of the project, including provision of matching funds and assurance that Section 5310 funds are used for the project identified in the project application;
- Submit financial reports, operating statistics, and vehicle data to SAMTD on a quarterly basis;
- Maintain a Title VI program and comply with Federal Title VI requirements;
- Submit to on-site inspections as requested by SAMTD;
- Comply with private sector participation requirements in Section 10 of this document; and
- Comply with all applicable state and federal requirements.

## **4. COORDINATION**

Coordination is an ongoing process that parallels the process for STIF allocations. It involves a public input process through the STIFAC and the development of the Transportation Improvement Program (TIP) by the MWVCOG, and eventually the Board of Directors comprised of elected officials make final funding decisions based on input from SAMTD staff, the STIF Advisory Committee, and the general public.

### **4.1 Public participation process**

Coordination with MWVCOG staff ensures that all Section 5310 projects are listed in the TIP, which lists all federally funded transportation projects in the region. For public transportation projects, the public participation process for the TIP satisfies the public participation process and timing for the POP. All projects considered for funding must be reviewed by the STIFAC, which is aware of all funding for projects serving seniors and individuals with disabilities. The STIFAC uses the Coordinated Plan as a guide for the coordination of projects. This prevents the duplication of services to any target group.

The following non-profit organizations work with SAMTD on a regular basis: United Way of the Mid-Willamette Valley, the Mid-Willamette Community Action Agency, Northwest Senior and Disability Services, Garten Services, Inc., and the tribal governments involved with the Chemawa Indian School.

In developing the Coordinated Plan, SAMTD integrated information from local and regional demographics and residential/employment growth trends, ridership and productivity of existing services, intra-county and inter-county commute data, land use patterns with data gathered from stakeholders through interviews, surveys, and focus groups. Stakeholder groups included Senior Center members and staff in three communities, senior-oriented programs in Marion and Polk counties, SAMTD staff, and the staff from human services agencies whose services to clients dovetail with transit services.

The goals and objectives align with relevant state and previous District plans to ensure that the 5310 Program Management Plan aligns with long-term public transit goals. These plans support the development of strategies to enhance public transit in Marion and Polk counties, with a focus on the needs of seniors and people with disabilities. The following sections present relevant goals, objectives, and performance measures of relevant plans and policies, including:

- Oregon Public Transportation Plan (2018)
- Salem Area Mass Transit District Coordinated Transportation Human Services Plan (Coordinated Plan, 2024)
- Salem Area Mass Transit District Long Range Transit Plan (LRTP) (2022)
- Salem Area Mass Transit District Strategic Plan (FY 2024)

The Salem Area Mass Transit District (SAMTD) Strategic Plan for Fiscal Year (FY) 2024 establishes four success outcomes:

- Community Value
- Customer Satisfaction
- Culture of Ownership
- Financial Sustainability

Subsequently, each success outcome has one to four organizational work plan tactics that are measurable items reported to the Board every quarter:

#### 1. Community Value

- Initiate Development of a Climate Action Plan
  - Integration of Battery Electric Buses / Zero-Emission Awareness
  - Access
  - Community Value Surveys
2. Customer Satisfaction
    - Customer Satisfaction Survey
    - E-fare Implementation
    - Cherrlots Intelligent Transportation System (CITS)
    - Clean and Safe Passenger Amenities
  3. Culture of Ownership
    - Merit-based Performance Management System
    - Management and Resource Tracking Instrument (MARTI)
    - Diversity, Equity, and Inclusion (DEI)
    - Employee Engagement Survey
  4. Financial Sustainability
    - The Finance Story

## **5. PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS**

Planning for Section 5310 projects is included in the Coordinated Plan, which is updated every four to five years. This planning process is conducted within the framework of the Salem Keizer Area Transportation Study's (SKATS) 2023-2050 Metropolitan Transportation Plan, the MWCOG Unified Planning Work Plan (UPWP), TIP, and the SAMTD Strategic Plan.

Annual program funding will use a competitive process as outlined below. SAMTD will solicit project applications from eligible sub-recipients based on a timeline that is established each year by SAMTD staff.

There are four major criteria used to select and distribute Section 5310 dollars:

1. An assessment of current transportation services

2. An assessment of transportation needs
3. Identification of strategies, activities, and/or projects to address the identified transportation needs (as well as ways to improve efficiencies)
4. Implementation of priorities based on funding, feasibility, time, etc.

Projects funded through the Section 5310 program are derived from The Coordinated Plan and meet the intent of the program. Proposed projects are brought forward through the SAMTD STIFAC.

Projects selected using the four criteria defined above reflect an evaluation of program needs and the potential to match the need with projected funding, the number of constituents to be served, staffing resources, and potential coordination with other community services. The STIFAC receives the applications and hears presentations given by applicants to make informed recommendations for proposed projects on an annual basis. The STIFAC makes the recommendation to the SAMTD Board of Directors, which ultimately has final authority for deciding which projects will be funded.

Applications are solicited on the Cherriots.org website, by publishing a public notice in the Statesman Journal newspaper at least 30-days before the application deadline. The public notice is also distributed by sending email solicitations to known providers, and via social media channels. The application process is used for all projects. The outline that follows provides a step-by-step process used by the SAMTD planner who coordinates the solicitation process:

- Advertisements for applications are placed on the Cherriots.org website, by publishing a public notice in the Statesman Journal newspaper, and by sending email solicitations to known providers;
- A list of every provider receiving the application solicitation is maintained;
- Should addenda be required, copies are issued to all receiving the applications
- SAMTD staff date and time stamp applications to ensure documents are received by the published closing date;
- Responses are reviewed for completeness including:
  - Required forms

- Listing of references, qualifications, other documents
- Original copy is identified as the document of record
- Agency eligibility
- Project eligibility
- Application review by STIFAC
  - Copies of applications are provided to each STIFAC member, along with evaluation sheets;
  - One evaluation meeting is conducted where applicants are requested to give a short oral presentation on their proposed project and answer any questions that STIFAC members have;
  - Evaluation sheets are scored, recorded, and tabulated for consensus;
  - References are checked to verify projects given as samples;
  - The STIFAC develops the final recommendation for a POP to go to the SAMTD Board of Directors for approval;
- The SAMTD Board of Directors vote on the final project recommendation from the STIFAC, and the approved list is funded.
- Follow-up to provider selection:
  - Notification letter is mailed to all responders indicating approved projects;
  - Response is made to protests, should any arise, along with documented findings;
  - Board action request is written for approval of contract writing;
- Contract with approved provider is developed;
  - Signed contract is mailed with request for insurance certificates;
  - Receipt of contract with all necessary attachments;
  - Notification is mailed to proceed with timeline of contract activities.

## **6. ANNUAL PROGRAM OF PROJECTS**

### **DEVELOPMENT AND APPROVAL PROCESS**

SAMTD is responsible for conducting a local public process to solicit, review, and prioritize projects for funding. The review includes evaluation of applicant eligibility, project type and justification, merit, coordination efforts, public involvement, and environmental justice. SAMTD may establish other review criteria as well, such as local priorities, project planning, efficiency, and effectiveness. The SAMTD Board of Directors' review, utilizing the STIFAC as a resource, assures that projects are derived from The Coordinated Plan.

The application process will be led by SAMTD staff. Each application cycle will have guidance, application forms, and specific tasks, deadlines, and meeting dates that will be identified in the materials that are distributed to eligible sub-recipients as appropriate.

1. SAMTD staff informs eligible sub-recipients of the upcoming application cycle. Along with a public notice published in the local newspaper (the Statesman Journal), the notice of availability is posted on the SAMTD website and through its chosen social media channels such as Facebook and X (formerly Twitter). SAMTD's non-profit organization contacts such as the United Way, Catholic Community Services, and Garten Services are also notified of the available funds when the notice is published in order to maximize feasible participation by private providers of public transportation.
2. Eligible sub-recipients notify SAMTD staff of their intention to apply.
3. Completed applications are due to SAMTD staff; staff will review applications for project eligibility, completeness, compliance with requirements, whether the project would be considered as a traditional 5310 or non-traditional 5310 project, and applicant qualifications prior to sending to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC).
4. The STIFAC reviews and ranks the eligible projects to determine which projects receive funding; the committee must ensure that the minimum of 55 percent of the funding is used for traditional 5310 projects; then the committee makes a recommendation to the SAMTD Board of Directors; the STIFAC may recommend that a project receive only part of the funding requested in an application due to limited Section 5310 Program funding available. This may result in a reduced federal share for a project, or only part of the project being implemented.
5. SAMTD staff prepares a draft Program of Projects (POP) for review by the STIFAC.

The requirements for the POP include:

- The total number of sub-recipients;
- Identification of each sub-recipient, including whether they are governmental authorities, private non-profit agencies, or Indian tribal governments or tribal transit agencies;
- A description of each project;
- The total project cost and the federal share; and
- Whether each project is a capital or an operating expense; and whether or not it meets the requirements for a "traditional Section 5310 capital"

- project.
6. The SAMTD Board of Directors considers the STIFAC’s POP for Section 5310 Program funding.
  7. Upon approval, SAMTD staff notifies applicants of the Board’s approval of projects for Section 5310 Program funding.
    - a. Grants Administrator requests a STIP amendment from the Mid-Willamette Valley Council of Governments (MWVCOG), as needed
    - b. Grants Administrator submits application to FTA
    - c. FTA approves application
  8. Grants Administrator writes sub-recipient agreements and timeline, and provides technical assistance as needed for procurement of capital assets such as new vehicles.

A chronological summary of the application schedule process is shown in Table VI-1 below:

**Table VI-1.** Typical annual application process schedule

| <b>Date</b>           | <b>Event Description</b>  |
|-----------------------|---|
| <i>Early February</i> | SAMTD issues the notice of funding availability, including posting applications on the Cherriots.org website. |
| <i>Early March</i>    | Application deadline.   |
| <i>Late March</i>     | Applications are processed by SAMTD staff and submitted to the STIFAC.  |
| <i>Early April</i>    | The STIFAC reviews applications and makes recommendation of a POP to the SAMTD Board of Directors.            |
| <i>Late April</i>     | SAMTD Board of Directors receives recommendation from the STIFAC and makes a final ruling on funding.         |
| <i>End of April</i>   | Applications submitted in TrAMS.  |

## 6.1 Appeals of project selection process

Should an applicant feel that the project selection process was unfair or inappropriate, they can submit a formal appeal of the process to the Section 5310 Program Manager at the following address:

SAMTD  
c/o Section 5310 Program Manager  
555 Court Street NE, Suite 5230  
Salem, OR 97301

A review of the process will be completed within two weeks of the receipt of the appeal, and the applicant will be contacted with the results of the appeal.

## **7. ADMINISTRATION, PLANNING, AND TECHNICAL ASSISTANCE**

SAMTD documents the procedures for administering the FTA-direct Section 5310 grant in this Program Management Plan. Future transportation needs will be identified through the updating process of The Coordinated Plan, which shall be updated every four to five years. As stated in FTA Circular 9070.1G, and in accordance with Section 6 above, SAMTD will:

1. Develop project selection criteria consistent with the coordinated planning process;
2. Notify eligible local entities of funding availability;
3. Solicit applications from potential sub-recipients;
4. Determine applicant and project eligibility;
5. Certify that allocations of funds to sub-recipients are made on a fair and

equitable basis;

6. Submit an annual POP and grant application to FTA;
7. Ensure sub-recipients comply with federal requirements;
8. Certify that all projects are included in the SAMTD Coordinated Public Transit-Human Services Transportation Plan developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human service providers, and other members of the public;
9. Certify that to the maximum extent feasible, services funded under Section 5310 are coordinated with transportation services assisted by other federal departments and agencies;
10. Ensure that at least 55 percent of the area's apportionment is used for traditional Section 5310 projects carried out by the eligible sub-recipients as described Section 1.5 "Eligible Activities";
11. Ensure that a maximum of 45 percent of the area's apportionment is used for other projects carried out by the eligible sub-recipients as described in Section 1.5 "Eligible Activities"; and
12. Oversee project audit and closeout.

SAMTD has the option to reserve 10 percent of the total Section 5310 apportioned to SAMTD to cover administrative costs of the grant. This will cover SAMTD's internal costs for administering the grant. Technical assistance is provided to sub-recipients of Section 5310 grants to ensure compliance with federal and state regulations, including Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), and Title VI provisions.

## **8. TRANSFER OF FUNDS**

In accordance with FTA Circular 9070.1G, page III-6, #10a and 10b, funds apportioned to large urbanized areas may not be transferred to other FTA programs or to other areas of the state.

## **9. PRIVATE SECTOR PARTICIPATION**

In order to meet the 55 percent traditional projects goal, private non-profits must be solicited for participation in the program. The other 45 percent of the program is geared toward the for-profit private sector. Along with a public notice published in the local newspaper (the Statesman Journal), the notice of availability is posted on the SAMTD website and through its chosen social media channels such as Instagram and X, formerly known as Twitter. SAMTD's non-profit organization contacts such as the United Way, Catholic Community Services, and Garten Services are also notified of the available funds when the notice is published in order to maximize feasible participation by private providers of public transportation.

Contacts at the Salem and Keizer Chambers of Commerce also post notices of funding availability. Two other channels for outreach are the SAMTD Board of Directors, whose governor-appointed members have many contacts in local organizations, and a list of minority-based organizations such as Mano a Mano and the Micronesian Islander Community – MIC Oregon.

## **10. CIVIL RIGHTS**

SAMTD adopted its current update to its Title VI Program in June 2023, using the most recent federal guidelines. This program details how SAMTD meets federal civil rights requirements and includes the policies that prevent discrimination against populations of racial minorities, people of other national origins, and people of color. The adopted Program includes clauses that require SAMTD to monitor its sub-recipients of Section 5310 funds for Title VI compliance.

All sub-recipients must comply with Title VI regulations (as well as EEO and DBE requirements), or risk federal funding cancellation and withdrawal. SAMTD holds regular consultations with its sub-recipients and offers technical assistance for complying with these requirements. Each contract signed between SAMTD and its sub-recipients includes provisions for compliance with the Title VI, EEO, and DBE federal laws. The details of procedures and methods for monitoring the sub-recipients are as follows:

## 10.1 SAMTD responsibilities

1. Obtain a signed certification of compliance from all sub-recipients each year.
2. Include non-discrimination clauses in all grant agreements.
3. Maintain a list of all 5310 funding applications and ensure those projects serving minority populations have equal opportunity for funding.
4. Ensure SAMTD's project evaluation and selection processes are non-discriminatory.
5. Review all informal complaints received by SAMTD that may be a "civil rights" issue and provide technical assistance to agencies or individuals.
6. Refer information on active lawsuits or complaints to SAMTD's Civil Rights Officer.
7. Review Civil Rights compliance during on-site program reviews.
8. Review Title VI compliance during on-site program reviews.
9. Notify the public of SAMTD's commitment to providing non-discriminatory programs, and inform the public how to find more information and file a discrimination complaint.

## 10.2 Sub-recipient responsibilities

1. Provide annual Title VI assurances. First-time applicants, in addition to assurances, shall provide information regarding their Title VI compliance history if they have previously received funding from another federal agency.
2. Develop a Title VI complaint form and associated procedures.
3. Record and report Title VI investigations, complaints, and lawsuits. Report to SAMTD a concise description of active lawsuits or complaints alleging discrimination in service delivery in the past three years. The report must disclose the status or outcome of lawsuits or complaints,

and summarize all Civil Rights compliance review activities conducted during the three-year period.

4. Provide meaningful access to Limited English Proficiency (LEP) Persons.
5. Provide information to the public. Post information on the website, buses, brochures, etc.
6. Provide additional information upon request.
7. Prepare and submit a Title VI Program/Report to SAMTD. Submit general information to determine compliance with Title VI. Submission shall include:
  - a. A summary of public outreach and involvement activities and the steps taken to ensure minority and low-income people had meaningful access to these activities;
  - b. A copy of the agency's plan for providing language assistance for persons with LEP;
  - c. A copy of the agency's procedures for tracking and investigating Title VI complaints;
  - d. A list of Title VI investigations, complaints, or lawsuits filed with the agency since the last submission. The list should include only those that pertain to public transportation; and
  - e. A copy of the agency's notice to the public that it complies with Title VI and instructions to the public on how to file a complaint.
8. Integrate environmental justice analysis.
9. Seek out and consider viewpoints of minority, low-income, and LEP populations.

Civil Rights assurances are submitted to FTA with every application of Section 5310 funds. Civil Rights assurances extend to the sub-recipient's entire facility and services. Sub-recipients are required to keep a record of all complaints and are required to report to SAMTD any formal (written) complaints of discrimination in the provision of transportation-related services or benefits.

## 10.3 Environmental justice

Agencies receiving federal grant funds are required to assure non-discrimination under Title VI of the Civil Rights Act and other related laws. Environmental justice specifically addresses minority and low-income populations: a 1994 Presidential Executive Order directed every federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income populations.” Sub-recipients support Title VI and environmental justice when they:

1. Assure new investments and changes in transit facilities, services, maintenance, and vehicle replacement deliver equitable levels of service and benefits to minority and low-income populations.
2. Avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations.
3. Assure that public involvement activities identify and involve minority and low-income populations when making transportation decisions.
4. Engage in planning related to development of transit services and capital purchases, they are expected to include consideration of “environmental justice.”

### ***SAMTD responsibilities***

Provide technical assistance to help sub-recipients with outreach to minority and low-income populations.

### ***Sub-recipient responsibilities***

Consider transportation needs of minority and low-income populations, as well as others, in all planning processes, including mobility issues, access to jobs and services, level of service and service equity.

## 10.4 Disadvantaged Business Enterprise program

As a recipient of FTA funds, SAMTD is required to implement a program that provides the maximum opportunity for Disadvantaged Business Enterprises

(DBEs) to compete for contracts financed by federal funds. It is the policy and intent of SAMTD to practice nondiscrimination and to create a level playing field on which DBEs can compete fairly for contracts. The DBE program affects all of SAMTD federally funded projects. Regulations are found at 49 CFR, Parts 23 and 26.

### ***SAMTD roles and responsibilities***

1. Assure that provisions of the DBE Program are adhered to by SAMTD, FTA grant sub-recipients and contractors; and initiate and maintain efforts to increase DBE Program participation by disadvantaged businesses;
2. Include DBE requirements in all grant agreements;
3. Assist sub-recipients to obtain information on DBE businesses in their geographic areas; and
4. Require sub-recipients to submit semiannual DBE reports on capital, materials and supplies, and professional services expenses and quarterly ARRA DBE reports on the same.

## **10.5 Equal Employment Opportunity**

SAMTD is responsible both for its own compliance and for ensuring that local sub-recipients are in compliance with the Equal Employment Opportunity Act (EEO). The threshold for compliance is receipt in the previous fiscal year of \$1 million or more in FTA assistance, and 50 or more mass transit-related employees. SAMTD has an EEO plan covering its employees.

In addition, SAMTD may require documentation from any sub-recipient as it deems necessary to assure that there is no discrimination on the basis of race, color, creed, national origin, sex, age, or disability. Reference is found at FTA C 9070.1.G. SAMTD will post EEO information in a place readily accessible by employees, will include an EEO statement in all job advertisements, and will review EEO practices by sub-recipients during on-site reviews.

## **11. SECTION 504 AND ADA REPORTING**

Section 504 of the Rehabilitation Act of 1973 preceded the Americans with Disabilities Act (ADA). Section 504 prohibits discrimination on the basis of handicap by recipients of federal financial assistance. US DOT's Section 504 regulations remain in effect. The USDOT issued regulations to implement the ADA effective January 26, 1992.

The ADA is a Civil Rights law enacted by the U.S. Congress in 1990. The FTA enacted regulations in support of the ADA that define the delivery of transportation services. The regulations require specific actions on the part of transit providers. The FTA regulations are found in the U.S. Department of Transportation 49 CFR Parts 27, 37 and 38: Transportation for Individuals with Disabilities; Final Rule, Friday September 6, 1991. These regulations apply to all providers of public or private transportation services whether or not they receive state or federal funding assistance. These rules are available on the Federal Transit Administration's website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/civil-rightsada>

As a condition for receiving grant funding, sub-recipients must demonstrate compliance with the ADA and the FTA's implementing regulations. Agencies will demonstrate compliance through their day-to-day operating procedures, their planning and management of transit services, public involvement and information, vehicle procurement, and other activities.

Each transit agency will have written policies and procedures designed to meet the requirements. For example, the vehicle maintenance policy will include maintenance of the ADA-accessible features (the lift, etc.); the employee-training plan will include ADA topics. If the agency contracts out any or all of the service, the agency must be knowledgeable about how the contractor maintains compliance. ADA compliance is not a one-time effort and compliance must be consistently maintained by the agency over time. New employees or changing services are not an excuse for lack of compliance.

SAMTD staff will routinely evaluate each sub-recipient program for compliance to the ADA. Oversight will include site reviews, desk audits, review of policies and procedures, information from substantive complaints, and other means. SAMTD will also provide technical assistance upon request.

## 11.1 Summary of ADA requirements

The regulation is divided into compliance areas primarily associated with the following terms: public, private, fixed-route, and demand-responsive. There are other related terms. Review the definitions at 49 CFR Part 37 subpart A §37.3.

1. Public means any state or local government, and any department, agency, special purpose district, or other instrumentality of one or more state or local governments;
2. Private means any entity other than a public entity;
3. Fixed-route system means a system of transporting individuals on which a vehicle is operated along a prescribed route according to a fixed schedule;
4. Demand-responsive system means a system of transporting individuals that is not a fixed route.

Compliance to the ADA requires that sub-recipients comply with “stand-in-the-shoes” relationships. Generally, stand-in-the-shoes means that the sub-recipient must follow the same regulations as the contracting agency. For example, if a private entity is operating under contract to a public entity, then a stand-in-the-shoes relationship exists and the contracted service must conform to those required of a public entity.

There are instances where a public entity receives funds on behalf of a private non-profit entity. When the public entity on its own would not operate the transit service, and the service design, implementation, and management is entirely the responsibility of the other entity, then the relationship between the two is defined as “pass-through” and the stand-in-the shoes definition does not apply. SAMTD staff must be knowledgeable and in agreement with how roles and responsibilities are defined.

## **12. PROGRAM MEASURES**

SAMTD requires its sub-recipients to collect and report data described in Chapters II and VI of FTA Circular C\_9070.1G. Reports are submitted quarterly with their claims for reimbursement and staff provides copies at the STIFAC meetings. If any questions arise, they can be handled promptly and with the least amount of disturbance to the services provided. SAMTD staff reports sub-recipients' data such as ridership and mileage to the FTA on a quarterly basis in accordance to the FTA's reporting requirements. Typically, sub-recipient ridership and mileage data is reported by SAMTD staff to the National Transit Database (NTD) every quarter.

### **12.1 Quarterly reports**

Quarterly reports are due to SAMTD 10 business days following the end of each quarterly period: Jan. 1 through March 31, April 1 through June 30, July 1 through Sept. 30, and Oct. 1 through Dec. 31. Data requested could include the following items, but would be listed on the report form. These reports must be submitted to SAMTD on a quarterly basis for each vehicle, transportation program, or other service funded through the Salem-Keizer Urbanized Area's Section 5310 Program:

- A narrative describing accomplishments and/or problems and changes to milestones and budgets;
- A copy of all recorded Civil Rights or Title VI complaints;
- The actual or estimated number of one-way unlinked passenger trips (if applicable), and the categorical purpose of each trip (if known, optional);
- The actual or estimated statistics related to delivering mobility management, local bus service orientation, client eligibility, or similar services; such as contacts through call centers, website visits, and training sessions;
- Physical improvements completed (such as sidewalks, transportation facilities, or technology);
- Quarterly revenues and sources of revenue for the project;
- Quarterly capital and operating costs (separated);
- Quarterly actual or estimated vehicle revenue miles (required) and hours (if known);
- Fleet summary including year, mileage, make/model, and relevant features; and
- Inventory of related facilities.

## 12.2 Annual reports

SAMTD will submit required annual Section 5310 reports to the FTA by Oct. 31 of each year, covering a 12-month period ending on Sept. 30. SAMTD will be responsible for consolidating this data from monthly reports and may request additional information from sub-recipients.

## 12.3 National Transit Database (NTD) reporting

Sub-recipients must provide SAMTD with information necessary for SAMTD to file annual NTD reports, if and when applicable. The necessary information, which commonly includes vehicle miles and hours, passenger trips, and financial information, will vary depending on the project and sub-recipients must coordinate with SAMTD to determine what is necessary. NTD information is due to SAMTD by March 15 annually.

SAMTD will use these reports to monitor sub-recipient fiscal and operational management and to satisfy federal reporting requirements. SAMTD will schedule on-site visits with sub-recipients on an annual cycle to review operations and maintenance records. In addition, to improve sub-recipient monitoring procedures, SAMTD staff may request and review supporting documentation, including local match documentation, for one sub-recipient's reimbursement request per quarter. Selection of the reimbursement request will be based on either a risk assessment or random selection.

## 12.4 Performance measures

Consistent with federal guidelines and as incorporated in the sub-recipient agreement, sub-recipients will be asked to show (as applicable) all increased activity due to the grant funded project, such as:

- Actual annual number of rides (as measured by one-way trips) as a result of the implementation of 5310 program; and
- Annual increases or enhancements related to geographic coverage, service quality and/or service times that impact the availability of transportation services for individuals with disabilities.

The sub-recipients will also work jointly with SAMTD to establish other performance indicators that are more specific to their projects to measure

relevant outputs, service levels, and outcomes. Sub-recipients will be required to report these performance measures on a quarterly basis as required by SAMTD and the FTA.

## **13. PROGRAM MANAGEMENT**

SAMTD complies with the Federal Office of Management of Budget (OMB) regulations for the management and oversight of federal grant funds. These requirements are defined by the various OMB circulars. The requirements for the FTA further define the requirements as defined by 49 USC 53, and are detailed by the program circulars. A complete list of program references and requirements is found in each of the FTA circulars. Relevant references include:

- 2 CFR 200
- 49 USC Chapter 53: <https://www.transit.dot.gov/regulations-and-guidance/legislation/chapter-53-amended-iija>
- FTA grant circulars: <https://www.transit.dot.gov/regulations-and-programs/fta-circulars/circulars>
- FTA circular 5010.1D (grant management): <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/grant-management-requirements>
- FTA C 4220.1F (procurement): <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance>

Program management responsibilities, processes, and procedures, including procurement, financial management, property management, vehicle use, maintenance and disposition, accounting systems, audit, and closeout are documented in SAMTD finance policies and administrative manuals.

Furthermore, SAMTD follows and complies with the ODOT State Management Plan on all of the aforementioned topics. Procedures for management of financial reviews and project monitoring can also be found in the SAMTD finance policies and administrative manuals.

### **13.1 Management of sub-recipients**

The activities described below are part of the oversight and project management activities necessary to ensure that projects funded with 5310

funds are implemented in accordance to FTA 5310 Program guidelines and funding agreements. SAMTD responsibilities are outlined below:

### ***13.1.1 Monitoring and reporting***

- Monitor expenses and reimbursements to sub-recipients to ensure compliance with the federal grant award and the sub-recipient agreement;
- Work with the SAMTD Finance Division to include project-related information in SAMTD's financial system, such as project grant number, amount, and funding sources. This information is needed for accounting and monitoring of project funding and expenses.
- Review sub-recipient invoices for accuracy, ensure that the required documentation is on file and payments are made as approved;

### ***13.1.2 Procurements including debarment and suspension***

- Compile and distribute FTA procurement guidelines to all sub-recipients;
- Work with all sub-recipients to analyze, evaluate, and answer any particular procurement questions they may have relevant to their project(s);

### ***13.1.3 Financial management including FTA electronic grant management system***

- Prepare quarterly status progress reports and financial reports and report to the FTA's Transit Award Management System (TrAMS);
- Analyze monthly or quarterly project expenses and reimbursements from the FTA and reconcile with the FTA's TrAMS system for accuracy;

### ***13.1.4 Property management and vehicle use***

- Monitor, through yearly site visits, project implementation activities and ensure compliance with federal and contractual requirements;
- Analyze project activities and determine if any changes to the budget, scope, or schedule are required;

### ***13.1.5 Agreements, accounting system, closeout, and audits***

- Accordingly, initiate and prepare any needed grant and sub-recipient agreement amendments prior to requesting FTA's approval to grant revisions;
- Prepare and file grant budget revisions;
- Evaluate, prepare, and file grant and sub-recipient agreement closeout documents; and
- Work with sub-recipients to set performance measures throughout the life of the project to track its effectiveness and progress, as described in the Performance Measures section below and in the sub-recipient agreement.

As part of the oversight and project management activities, each project will be assigned an agreement number that will be linked to the FTA grant funding the project.

## **14. OTHER PROVISIONS**

SAMTD complies with other federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition of exclusive school bus transportation, and drug and alcohol testing, including the state's procedures for monitoring compliance by sub-recipients. Moreover, sub-recipients of Section 5310 funds will be monitored by SAMTD staff for compliance in all of the above-mentioned areas. The following describes SAMTD's and sub-recipients' responsibilities for complying with each provision:

### **14.1 Environmental protection**

The FTA's environmental protection process is based on compliance with the National Environmental Policy Act (NEPA) and rules adopted by the FTA to comply with NEPA in transportation-related projects. The FTA's regulation requires different levels of analysis and documentation for the various types of funding.

Most projects funded with federal funding are excluded from FTA environmental regulations because they fall into the "categorical exclusion" definition. The FTA

classifies two groups of projects which are “categorically excluded”:

1. The first are activities and projects that have very limited or no environmental effects, such as planning, design, administration and operation of transit programs, and vehicle purchases. For these activities, no environmental documentation is required and sub-recipients do not have to fill out a Documented Categorical Worksheet (DCE) form.
2. The second group includes construction projects with potential for environmental impacts: passenger shelters, bus yard, new construction or expansion of transit service facilities, offices, and parking facilities.
3. The FTA determines whether projects meet the requirements for a categorical exclusion.

### ***SAMTD responsibilities***

1. Review projects to determine those that must have DCE approval, ensure the required documents are provided, and submit the DCE packet to the FTA on behalf of the sub-recipient;
2. Provide technical assistance as needed to help sub-recipients prepare the required DCE information for the FTA; and
3. Assure a DCE approval for a project has been obtained from the FTA prior to finalizing a grant agreement.

### ***Sub-recipient responsibilities for categorical exclusions***

When a sub-recipient’s project requires FTA approval, in category ‘b’ above, these are the steps required to obtain a DCE for the project:

1. Review the “ODOT Public Transportation Shelters and Facilities Projects: Required Documentation for Federally Funded Facilities Grants (Structures)” found at:  
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/shelter-facility-projects.pdf>
2. Fill out a Documented Categorical Exclusion form. Access the DCE worksheet from FTA Region 10’s website at:

<https://www.transit.dot.gov/regulations-and-programs/environmental-programs/preparing-environmental-documents>

and submit the form with appropriate attachments to SAMTD for processing; and

3. Do not start work on a construction project until approval of the DCE for the project has been obtained from the FTA. Ensure a copy is forwarded to SAMTD, and that the signed grant agreement with SAMTD has been received.

## **14.2 Buy America provisions, pre-award/post-delivery certifications, and new model bus testing**

Buy America provisions are federal “domestic content” regulations. Buy America affects vehicle and equipment purchases and construction contracts valued at \$100,000 or more. It provides, with exceptions, that federal funds may not be obligated for transportation projects unless the steel and manufactured products used in them are produced in the United States. The FTA makes exceptions to the Buy America requirement in four situations (see references: 49 CFR Part 661; 49 CFR Part 663).

The FTA reviews requests for waiver of the Buy America requirements on a case-by-case basis. If a waiver is required, the appropriate time for a sub-recipient to seek FTA approval is after bids have been accepted, but before the bid has been awarded. SAMTD will receive requests for Buy America waivers and forward them to the FTA.

Requirements in effect as of October 24, 1991, assure that all vehicles meet the Buy America requirements, Federal Motor Vehicle Safety Standards (FMVSS) and the sub-recipient's specifications.

### ***Pre-award and post-delivery certifications***

Procurements for vehicles must be in accordance with “Pre-Award and Post-Delivery Audits of Rolling Stock Purchases” (49 CFR Part 633; Federal Register March 31, 1992). The rule requires that any sub-recipient who purchases rolling stock certify to the FTA that it has conducted a pre-award and post-delivery audit to assure compliance with its bid

specifications, Buy America requirements, and Federal Motor Vehicle Safety Standards. Visual inspection and road testing are required when purchasing unmodified vans, cars, or 20 or fewer buses. Resident inspection is required when purchasing more than 20 buses or modified vans from a single manufacturer.

### ***14.2.1 New model bus testing***

New bus models must be tested at the FTA-sponsored test facility in Altoona, PA, before FTA funds can be expended to purchase them. The FTA rule exempts certain vehicles from testing (usually sedans and vans). The primary purpose of the testing program is to determine the strengths and weaknesses inherent in the particular model for typical operating conditions. Ideally, sub-recipients use the bus-testing report as one of the criteria used to select the vehicle for purchase.

Sub-recipients purchasing equipment with federal funds are currently required to receive the Altoona/STURAA bus test report for each vehicle model purchased and include it in procurement files when the test is required. The report should be provided by the vendor prior to sub-recipients signing off on post-delivery certification forms and acceptance of the vehicle(s) from the vendor.

### ***SAMTD responsibilities***

1. Include Buy America, pre-award and post-delivery certifications, and New Model Testing requirements in applicable grant agreements;
2. Review requests for waivers to Buy America requirements and forward them to the FTA;
3. Review agency procedures regarding Buy America, pre-and post-delivery certifications, and bus testing requirements during on-site program reviews; and
4. Review and approve all documentation and certifications provided by the sub-recipients prior to making reimbursements on grant agreements.

### ***Sub-recipient responsibilities***

1. Review the manufacturer's Buy America certification and supporting

documentation before a contract is awarded to purchase vehicles (pre-award audit). The documentation review should include vehicle sub-components (place of origin, cost, and place of final assembly). Sub-recipients must determine to their own satisfaction that the manufacturer can meet the Buy America requirements.

- a. Perform a post-delivery audit after vehicles have been delivered. This post-delivery audit assures that the manufacturer complied with Buy America, the Federal Motor Vehicle Safety Standards, and the sub-recipient's specifications. Sub-recipients must complete the post-delivery audits before they accept the vehicles and pay the vendor.
- b. Submit all documentation and certifications to SAMTD. Documentation must be received by SAMTD prior to final payment to the sub-recipient.
- c. Contact SAMTD for technical assistance if needed.

### **14.3 Lobbying**

Recipients and sub-recipients of federal grants from any source exceeding \$100,000 annually must certify that they have not and will not use federally appropriated funds for lobbying. State agencies administering federal programs certify to the FTA; sub-recipients certify to the state. State agencies and sub-recipients must impose lobbying restrictions on their third-party contractors and must obtain certifications. The regulations are found in 31 U.S.C. 1352 and 49 CFR Part 20.

Contracts, grants, and cooperative agreements are actions covered by the restrictions on lobbying. For example, activities such as submitting grant applications, status inquiries, and professional and technical services are not lobbying and do not need to be disclosed. Efforts to influence federal officials about specific grants and contracts or to ask congressional representatives for support of a particular application must be disclosed. Lobbying restrictions do not apply to activities that might influence policy issues.

#### ***SAMTD responsibilities***

1. Assure that sub-recipients have signed current year annual

- certification and assurances and have documentation on file pertaining to lobbying activities as required by 49 CFR Part 20;
2. For each quarter that SAMTD conducts a lobbying activity, complete Standard Form-LLL found at:  
<https://www.gsa.gov/reference/forms/disclosure-of-lobbying-activities> -- (Oregon state law prohibits use of state funds for lobbying. SAMTD does not participate in lobbying activity. SAMTD would submit Standard Form-LLL if for some reason this activity became part of approved work.);
  3. Obtain Standard Form-LLL from any sub-recipient and/or its subcontractor(s) who used non-federal funds to support lobbying;
  4. Send forms within 30 days of the calendar quarter in which the activities were conducted to ODOT Governmental Affairs office, who prepares the quarterly reports to the FTA; and
  5. Assure ODOT Governmental Affairs submits Standard Form-LLL to the FTA, as required.

### ***Sub-recipient responsibilities***

1. Sign annual certification of compliance pertaining to lobbying activities;
2. Where third party contractors are involved, sub-recipients must obtain a signed certification of compliance from the contractor;
3. For each calendar quarter that non-federal funds have been used to support lobbying activities in connection with a grant from SAMTD, and the sub-recipient receives federal grants exceeding \$100,000, fill out a Standard Form-LLL and submit the form within 30 days of the end of the quarter to SAMTD; and
4. If contractors received more than \$100,000 in federal funds and used non-federal funds to support lobbying, sub-recipients must obtain the completed Standard Form-LLL from the contractor and submit it to SAMTD within 30 days of the quarter in which the lobbying activity was conducted.

## **14.4 Prohibition of exclusive school transportation**

Section 5310 sub-recipients are prohibited from providing exclusive school bus

service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities may never be used to provide exclusive school bus service. Head Start transportation is considered human service transportation and not school bus service. Regulations are found in 49 CFR Part 605; 49 USC 5323 (f).

Sub-recipients are encouraged to identify ways to coordinate with schools. Sub-recipients may carry children to school as part of a public transportation program, including services provided before and after school, if provided as part of regularly scheduled service open to the general public and when the service is identified in the published schedule. Such services are commonly called "Tripper Services."

SAMTD does not allow subscription programs for carrying school children on general public systems, if by doing so the general public is excluded.

### ***SAMTD responsibilities***

1. Obtain certifications of compliance from all sub-recipients;
2. Review service descriptions in applications for funding;
3. Review service delivery during on-site reviews to assess compliance; and
4. Provide technical assistance as needed to sub-recipients.

### ***Sub-recipient responsibilities***

1. Sign a certification of compliance pertaining to School Bus regulations;
2. Report on "tripper services" as requested by SAMTD staff;
3. Redesign service if required to meet the definition of "tripper service;" and
4. Read and understand the School Bus regulations if exploring opportunities to share vehicles and resources in local communities.

## **14.5 Drug and alcohol testing regulations**

In accordance to FTA Circular C\_9070.1G, sub-recipients who receive only

Section 5310 program assistance are not subject to FTA's drug and alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for all employees who hold commercial driver's licenses (49 CFR part 382). Section 5310 recipients and sub-recipients that also receive funding under one of the covered FTA programs (Section 5307, 5309, or 5311) should include any employees funded under Section 5310 projects in their testing program.

"Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655, revised by the FTA August, 2002, implement the omnibus USDOT drug and alcohol testing act. This part and 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" describes policy development and testing procedures required of any agency in receipt of FTA funds.

Sub-recipients affected by this requirement are expected to establish and manage an ongoing drug and alcohol testing program in compliance with the regulations. They must submit a current drug and alcohol policy and any changes or updates to the policy. They must also submit Management Information System (MIS) forms annually to FTA.

### ***SAMTD responsibilities***

1. Conduct review of program policies and procedures periodically, including during site reviews;
2. Provide regular drug and alcohol testing training for sub-recipients and others who have a role in implementing the program; and
3. Provide MIS reporting information to sub-recipients as necessary; assure sub-recipients submit annual MIS reporting data as required.

### ***Sub-recipient responsibilities***

1. Develop an anti-drug use and alcohol abuse policy statement and program in accordance with FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655, and require sub-recipients to develop a program;
2. Assure that agreements include the requirement as appropriate to the purpose of the work;

3. Sign a certification of compliance to drug and alcohol programs, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655, and testing for the year of funding;
4. Send policy to SAMTD upon request; and
5. Submit MIS data for the previous year (Jan. 1 to Dec. 31) by the deadline specified by SAMTD each year. This is typically at the end of February.

## **APPENDICES**

**Appendix A: Sample Public Notice**

**Appendix B: Sample Web Article**

**Appendix C: Sample Grant Application: 5310(FTA)**

**Appendix D: Sample Application Instructions: 5310(FTA)**

**Appendix E: Eligible Activities Including Those That Meet the 55 Percent Requirement**

**Appendix F: SAMTD Board of Directors' Guiding Principles**

## Appendix A: Sample Public Notice

### **[SAMPLE] PUBLIC NOTICE**

#### FUNDS AVAILABLE FOR TRANSPORTATION PROJECTS SERVING SENIORS AND INDIVIDUALS WITH DISABILITIES

The Federal Transit Administration will be announcing the availability of federal fiscal year 2018 Section 5310 Formula funds (estimated at \$232,898) this year. 5310 funds can be used for public transportation projects serving seniors and individuals with disabilities (Section 5310) within the Salem-Keizer urban growth boundary. Matching local funds are required for this grant. The match ratio is dependent on the type of project proposed.

Salem Area Mass Transit District (SAMTD) is a designated recipient of federal Section 5310 funds for the Salem-Keizer urban area, and is responsible for soliciting for projects on an annual basis. During a public meeting, the Cherriots Statewide Transportation Improvement Fund Advisory Committee (STIFAC) will review and rank applications for 5310 grant funds, and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the STIFAC meeting. Full details of the process including applications, instructions, and dates/times of the public meeting will be available at [cherriots.org/grants](http://cherriots.org/grants) beginning January 23, 2018.

Grant awards for these projects are eligible for reimbursement through June 30, 2019. One eligibility requirement is that projects must be listed in the SAMTD "Coordinated Public Transit – Human Services Transportation Plan" dated August, 2016. Please refer to the corresponding grant application instructions for all of the eligibility requirements for organizations and projects.

A grant training session will be held to assist in the application process on Monday, February 5, 2018, 3:00-4:30pm at the SAMTD Administration Office, 555 Court St NE, Suite 5230, Salem, OR 97301. New applicants are encouraged to attend.

Any organization interested in submitting a proposal should contact Shofi Ull Azum, SAMTD, 555 Court St NE, Suite 5230, Salem, OR 97301, phone 503-588-2424, email [shofi.azum@cherriots.org](mailto:shofi.azum@cherriots.org) for details. Applications must be received by noon, March 19, 2018 to be considered.

Si desea una copia de este aviso público en español, por favor visite el sitio web a partir del 23 de enero 2018 (<http://cherriots.org/grants>) o por teléfono: 503-588-2424.

## Appendix B: Sample Web Article

# Now Accepting Applications to Fund Projects that Serve Older Adults and People with Disabilities

SAMTD is now accepting applications for **transportation projects that are open to the public, and serve older adults and people with disabilities** within the Salem-Keizer urban growth boundary. Funding comes from the federal Section 5310 grant program. SAMTD is a designated recipient of these funds and is also the agency which distributes the funds.

Eligible applicants include:

- Private non-profits with managerial and financial capabilities to provide transportation services
- A state, county, tribal, or local government agency that:
  - Is approved by the State of Oregon to coordinate services for seniors and individuals with disabilities; or
  - Certifies that there are no non-profit organizations readily available in the area to provide the service (C\_9070.1G, p. II-1 & II-2).

Eligible projects include:

- Capital expenses for transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities
- Projects that will improve mobility for seniors and people with disabilities, including:
  - Rides for wellness and access to travel information
  - Capital purchases, such as vehicles, passenger shelters and equipment
  - Operational and administrative costs
  - Vehicle and facility preventative maintenance
  - Mobility management
  - Travel information
  - Planning
- New systems for improving access to transportation (for example, travel training, marketing, centralized call centers)
- All projects must be listed in the Coordinated Public Transit – Human Services Transportation Plan (“The Coordinated Plan”) dated August, 2016.

#### Project Selection Criteria:

- Priority is given to projects that match the goals and objectives listed in The Coordinated Plan.
- Projects must be cost effective and coordinate services between transportation providers to avoid providing duplicate service.
- Each project submitted to SAMTD will be reviewed for value to the Salem-Keizer urbanized area.

#### Further Details:

Public testimony about projects will be accepted at the SAMTD STIF Advisory Committee meetings. Applicants can contact Shofi Ull Azum, Chief Planning and Development Officer, at 503-588-2424 or [shofi.azum@cherriots.org](mailto:shofi.azum@cherriots.org) for application assistance.

Funds are limited, and a local match may be required to qualify for funding. Please see the individual grant application instructions for timelines of the grant funding.

A grant training session will be held to assist in the application process on February 6, 2018, 3:00 to 4:30 p.m. at the SAMTD Administration Office, 555 Court St NE, Suite 5230, Salem, OR 97301. New applicants are encouraged to attend.

The application deadline is noon, Monday, March 19, 2018. Applications will be reviewed and ranked by the SAMTD Technical Advisory Committee on Tuesday, April 3, 2018. This meeting is open to the public and will be held at 555 Court St NE, Suite 5230, Mill Creek Conference Room, Salem OR 97301. This committee will provide final recommendations to the SAMTD Board of Directors. The final decision will be made at the Thursday, April 26, 2018 board meeting.

Funding for these projects comes from the federal Section 5310 grant program.

[Download 5310\(FTA\) Grant Application](#)

[Download 5310 \(FTA\) Grant Application Instructions](#)



## 2024 SECTION 5310 (FTA) GRANT APPLICATION

SECTION 5310 (FTA) GRANT PROGRAM FOR PROJECTS LOCATED WITHIN THE SALEM-KEIZER URBAN GROWTH BOUNDARY :

*"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"*

APRIL 2024

## INTRODUCTION

- Read the *2024 Section 5310(FTA) Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using the Adobe PDF form. Paper applications will NOT be accepted.
- Unless documents are signed with an official electronic signature service, signature pages should be scanned and attached as separate pages to each application.

### Submittal Checklist

#### ***Make sure***

- ✓ Application is complete, signed, and dated

#### ***Submit***

- ✓ Proof of agency status (template included in application packet)
- ✓ Maintenance Plan (if submitting an application for preventive maintenance)

### A. ORGANIZATION INFORMATION

**Name of Organization:**

**Contact Person:**

**Address:**

**Telephone:**

**Email:**

**Type of organization (check one)**

|   |                          |
|---|--------------------------|
| Private non-profit                                | <input type="checkbox"/> |
| State, county, tribal, or local government agency | <input type="checkbox"/> |

**Area of service (check one)**

|   |                          |
|---|--------------------------|
| Inside the Salem-Keizer Urban Growth Boundary (UGB) | <input type="checkbox"/> |
| Outside the Salem-Keizer UGB                        | <input type="checkbox"/> |
| Both inside and outside the Salem-Keizer UGB        | <input type="checkbox"/> |

**Organization days and hours of operation**

| Day   | Hours |
|---|-------|
| Sunday  |       |
| Monday  |       |
| Tuesday   |       |
| Wednesday   |       |
| Thursday  |       |
| Friday  |       |
| Saturday  |       |
| Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day) |       |

**Total transportation program costs by year**

| FY23<br>(actuals) | FY24<br>(projected) | FY25<br>(projected) |
|-------------------|---------------------|---------------------|
| \$                | \$                  | \$                  |

**B. PROJECT INFORMATION**

**Project title** (will be used for reviewer reference and in public comment process. Example: *Mobility Management for XYZ volunteer driver program*)

|  |  |
|--|--|
|  |  |
|  |  |

**Project service area to be served** (indicate the geographic features that define your service area such as streets, rivers, or jurisdictional boundaries)

|   |  |
|---|--|
| North boundary  |  |
| West boundary   |  |
| South boundary  |  |
| East boundary   |  |
| Other general geographic area (i.e., within the Salem-Keizer UGB) |  |

*Optional:* please provide a map of your service area as a separate single page 8.5"x11" attachment.

**Total Section 5310(FTA) funds requested**

|    |  |
|----|--|
| \$ |  |
|----|--|

**Start date**

|  |
|--|
|  |
|--|

**Funding request type (check one)**

|   |                          |
|---|--------------------------|
| Continuation of existing service at same level of service | <input type="checkbox"/> |
| Expansion of existing service                             | <input type="checkbox"/> |
| New service   | <input type="checkbox"/> |
| Capital request   | <input type="checkbox"/> |
| Other:  | <input type="checkbox"/> |

|  |
|--|
|  |
|--|

### Scalable Section 5310(FTA) Grant Request

You are strongly encouraged to request the full amount of funding that is needed for each project, including funding for new projects; however, funding is limited. Describe the scalability of your 5310(FTA) funding request, how you scaled down your request and what aspects of the program would not be funded under this funding scenario below. Then enter your scaled down request amounts.

#### Scalability Description:

|                    |
|--------------------|
| <b>FY24</b>        |
| Scaled request: \$ |

Identify the project's additional sources of funding in the table below

| Estimated Additional Project Resources                     |               |
|--|---------------|
| Source of Funds  | Dollar Amount |
| 2024 Section 5310(FTA) Grant Request ( <i>Important!</i> ) | \$            |
| Local Resources  | \$            |
| Federal Resources  | \$            |
| Other (provide description):                               | \$            |
| Project Grand Total  | \$            |

#### Coordinated Plan

Is project derived from the Cherriots *Coordinated Public Transit – Human Services Transportation Plan* dated March 2024?      Yes      No      If yes, what page?

If no, explain why the project is not part of the Coordinated Plan.

For example: *Is the project part of another plan (please name)? Is the plan still being finalized?*

## 1. Project description

### a.) Describe services or capital investment to be provided by Section 5310(FTA) funding. Include a description of the following:

- Who you will serve? What geographic area you will serve?
- What level of service will be provided to customers?
- Operational activities; how will customers request and receive rides, including scheduling and dispatching?
- Describe if volunteers will be utilized to provide service and how this will occur (will the volunteer program be supported with 5310(FTA) or other funds? Will you provide mileage reimbursement to volunteers using their own vehicles?).
- **How will the service be marketed?** (500 word limit)

**b.) Will you coordinate between providers to avoid duplication?** *Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words*

**c.) Is your project cost-effective?**

*Describe average cost per ride, cost per mile and cost per hour, limit 200 words*

**d.) Project quality**

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. limit: 400 words*

**e.) Expected outcomes**

8

*Describe the expected outcomes of this project on seniors and people with disabilities. Why is this project the best method to address the previously described need? Max 2,500 characters/approx. limit: 400 words*

**Provide the timeline of the project in the following table**

|          | <b>Step Description</b> | <b>Completion Date</b> |
|----------|-------------------------|------------------------|
| <b>1</b> |                         |                        |
| <b>2</b> |                         |                        |
| <b>3</b> |                         |                        |
| <b>4</b> |                         |                        |
| <b>5</b> |                         |                        |
| <b>6</b> |                         |                        |

**2. Is your application for a replacement vehicle?**

Yes (continue to #3)    No (continue to Section C)

**3. Enter the following information about each vehicle to be replaced if the total cost of the vehicle is being requested:**

| <b>Vehicle Category*</b><br>Choose an item. | <b>Qty (#)</b> | <b>Cost Each (\$)</b> | <b>Total (\$)</b> | <b>No. Seats w/ADA Deployed</b> | <b>No. of ADA Stations</b> | <b>Total Capacity</b> | <b>Fuel Type*</b><br>Choose an item. | <b>Estimated Order Date</b> | <b>Estimated Delivery Date*</b> |
|---|----------------|-----------------------|-------------------|---------------------------------|----------------------------|-----------------------|--------------------------------------|-----------------------------|---------------------------------|
|   |                |                       |                   |                                 |                            |                       |                                      |                             |                                 |
|   |                |                       |                   |                                 |                            |                       |                                      |                             |                                 |
|   |                |                       |                   |                                 |                            |                       |                                      |                             |                                 |
|   |                |                       |                   |                                 |                            |                       |                                      |                             |                                 |
|   |                |                       |                   |                                 |                            |                       |                                      |                             |                                 |
| <b>Totals:</b>                              |                | <b>Grand Total:</b>   |                   |                                 |                            |                       |                                      |                             |                                 |

**\*Vehicle Category Descriptions:**

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

\*Fuel Type Options: (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

\***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

### C. ORGANIZATIONAL CERTIFICATION

By submitting this document via email to Cherriots, I certify that the submitted materials and data included are complete, true and correct. Also, I certify that my organization is:

- Eligible to enter into agreements with Cherriots;
- Has the legal, managerial, and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state, and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent, and timely manner.

---

Signature of Authorized Organization Officer

Title

Date

**Private Nonprofit Agency – Corporation Status Inquiry and Certification**

If your agency or organization is claiming eligibility as a Section 5310(FTA) Program applicant based on its status as a private nonprofit organization, you must obtain verification of its incorporation number and current legal standing from the Oregon Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your agency or organization in obtaining this information, use one of these two methods:

To obtain Corporate Records Information over the Internet, go to:  
<http://sos.oregon.gov/business/Pages/find.aspx> Enter the name of your agency or organization. If its status is active, print the page and submit it as proof.

**Private Non-profits**

Legal Name of Non-profit Applicant:

State of Oregon Articles of Incorporation Number:

Date of Incorporation:

**Certifying Representative**

|                |      |
|----------------|------|
| Name (print):  |      |
| Title (print): |      |
| Signature:     | Date |



## 2024 SECTION 5310 (FTA) GRANT APPLICATION INSTRUCTIONS

*SECTION 5310 (FTA) GRANT PROGRAM FOR PROJECTS LOCATED WITHIN THE SALEM-KEIZER URBAN GROWTH BOUNDARY :*

*"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"*

*APRIL 2024*

# 2024 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

## 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.

Salem Area Mass Transit District (Cherriots) is the designated recipient for the Salem-Keizer urbanized area and will receive \$390,189 in FY24 Section 5310 funds for projects. These funds may only be used for projects within the Salem-Keizer Urban Growth Boundary (UGB).

This program provides funds to:

- (1) Serve the special needs of populations who do not have access to a personal vehicle beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable;
- (2) Projects that exceed the requirements of the Americans with Disabilities Act (ADA);
- (3) Projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- (4) Projects that are alternatives to public transportation.

A discretionary selection process will be followed as outlined in the Cherriots *Section 5310 Program Management Plan* for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. Please see this link for the document: [Cherriots.org/grants](https://cherriots.org/grants)

## Eligible expenses

Section 5310 funding requires at least 55 percent of the funding apportionment must be:

- Used for capital expenses for public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities (i.e. traditional Section 5310 capital projects).
- Projects must directly serve and have a specific benefit to seniors and individuals with disabilities.
- Mobility management expenses, previously eligible under Section 5317, are eligible and qualify for this traditional Section 5310 project requirement.

## **2024 Section 5310(FTA) Grant Application Instructions**

For Projects Located Within the Salem-Keizer Urban Growth Boundary

The remaining 45 percent of the funds may be used for operating or capital expenses associated with:

- Public transportation projects (capital and operating) that exceed the requirements of the ADA
- Public transportation projects that improve access to fixed route transit service and decrease reliance by individuals with disabilities on complementary paratransit (Cherriots LIFT service)
- Alternatives to public transportation that assist seniors and individuals with disabilities

### **Eligible activities:**

A complete list of eligible activities can be found starting on p. 14-15 of the 5310 Program Management Plan, both dated March 2024. These documents are available at [Cherriots.org/grants](https://cherriots.org/grants).

### **Recipients must demonstrate:**

1. 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.
2. 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).

### **Eligible applicants**

Section 5310 funds are limited to the following eligible sub recipients:

- a. A private non-profit organization; or
- b. State, county, tribal, or local government agency that:
  - Is approved by the State of Oregon to coordinate services for seniors and individuals with disabilities; or
  - Certifies that there are no non-profit organizations readily available in the area to provide the service (C\_9070.1G, p. II-1 & II-2).

## 2024 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

### Special Note for Non-profit Agencies

If your agency is a private non-profit organization that has not applied for a recent Section 5310 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.

### Coordination Requirements

The Federal Transit Administration's (FTA) 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 March 2024 (“The Coordinated Plan”). A link to this document can be found on the District’s website: [Cherriots.org/grants](https://cherriots.org/grants)

### Local Match Requirements

Capital projects require a 20 percent local match. Operating projects require a 50 percent local match.

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

## 2024 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

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 and physical improvements.

### Application Submittal Instructions

1. Application forms are available beginning April 24, 2024.
2. Applications are available for download online at [Cherriots.org/grants](https://cherriots.org/grants). The application is provided as a fillable Adobe pdf document.
3. Completed applications must be received by 5 p.m. on May 24, 2024 in order to be considered eligible for funding:
  - email the Adobe PDF to [shofi.azum@cherriots.org](mailto:shofi.azum@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 June 27, 2024 Cherriots Board of Directors Meeting.
6. Alternative formats are available upon request.

Further details such as a full list of eligible projects and contracting matters, please refer to the 5310 Program Management Plan:

- Eligible Project Activities, 5310 PMP starting on p. 14
- Project Selection Criteria, 5310 PMP starting on p. 30
- Civil Rights Responsibilities, 5310 PMP starting on p. 37
- Section 504 and ADA Reporting, 5310 PMP starting on p. 42
- Program Measures (Quarterly Reporting Requirements), 5310 PMP starting on p. 44
- Other Provisions, 5310 PMP starting on p. 48

## **2024 Section 5310(FTA) Grant Application Instructions**

For Projects Located Within the Salem-Keizer Urban Growth Boundary

### **Grant Award Process:**

Cherriots administers the grant process for these funds, reviews applications and forwards eligible applications to committee, and makes application to FTA. The SAMTD STIF Advisory Committee (STIFAC) will convene at a meeting after the application deadline. Applicants are required to present their project ideas to the STIFAC in order for funding recommendations to be made to the SAMTD Board.

Once the funding recommendation is approved by the SAMTD Board of Directors, Cherriots staff will draft agreements with recipients and send a copy to FTA.

### **Timeline:**

- April 24, 2024 - Public notice published
- April 24, 2024 - Applications available
- May 24, 2024 – All applications due at Cherriots by 5 p.m.
- June 12, 2024, 1:00 p.m. in the Senator Hearing Room, first floor of Courthouse Square building located at 555 Court St NE, Salem, OR 97301 – STIFAC meets to recommend a priority ranking of projects to the SAMTD Board of Directors
- June 27, 2024 – SAMTD Board of Directors approval of STIFAC recommendations

Questions? Please submit all questions in writing.

Contact:

Shofi Ull Azum

Chief Planning and Development Officer

shofi.azum@cherriots.org

(503) 588-2424

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

## Appendix E: Eligible Activities Including Those That Meet the 55 Percent Requirement

13. ELIGIBLE ACTIVITIES. Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects – those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling – recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of any rural, small urbanized area, or large urbanized area's annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible sub-recipients (see section 5, above) and these projects are included in the area's coordinated plan.

In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that:

- a. Exceed the ADA minimum requirements,

- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

Recipients must clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts must be included within the new grant application.

14. ELIGIBLE CAPITAL EXPENSES THAT MEET THE 55 PERCENT REQUIREMENT. Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or sub-recipient as described in section 5 of this chapter above, include, but are not limited to:

- a. Rolling stock and related activities for Section 5310-funded vehicles
  - 1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
  - 2) Vehicle rehabilitation or overhaul;
  - 3) Preventive maintenance;
  - 4) Radios and communication equipment; and

- 5) Vehicle wheelchair lifts, ramps, and securement devices.
- b. Passenger facilities related to Section 5310-funded vehicles
    - 1) Purchase and installation of benches, shelters, and other passenger amenities.
  - c. Support facilities and equipment for Section 5310-funded vehicles
    - 1) Extended warranties that do not exceed the industry standard;
    - 2) Computer hardware and software;
    - 3) Transit-related intelligent transportation systems (ITS);
    - 4) Dispatch systems; and
    - 5) Fare collection systems.
  - d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
  - e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or sub-recipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
  - f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and

other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- 1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and individuals with low-income;
  - 2) Support for short-term management activities to plan and implement coordinated services;
  - 3) The support of state and local coordination policy bodies and councils;
  - 4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - 5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - 6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - 7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
- g Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/sub-recipient as defined in section 5, above,

and is included in the coordinated plan.

Two key components to evaluate during the selection process are the qualifications of the applicant organization and the qualifications of the proposed project.

### **Applicant Qualifications**

In the *applicant* evaluation process, SAMTD will determine that:

- Applicant has a positive history of past grants, accurate and timely reporting, etc.;
- (If a non-profit agency) Applicant is current in incorporation, registration, and annual report submissions to state and federal governments;
- Applicant is fiscally responsible and capable of managing grant funds;
- Applicant has a budget which includes all sources and uses of funds, and the budget is adopted, managed, and revised as necessary by the governing board;
- Applicant has adequate staff and resources to manage the project;
- Applicant staff has basic knowledge of transportation and receives training as required;
- Applicant has a current Dun and Bradstreet (DUNS) Number;
- Services currently operated by applicant have no pattern of complaints, accidents, or service disruptions;
- Vehicles are maintained in a state of good repair; and
- Applicant has a current Title VI plan or is able to adopt a Title VI plan prior to award.

### **Project Qualifications**

In the *project* evaluation process, SAMTD will determine that:

- Project design is for, or benefits, seniors and/or individuals with disabilities;
- Project design is appropriate to the purpose and type of project;
- Project is derived from the adopted Coordinated Plan;
- Service is accessible to individuals with disabilities in conformance to ADA;
- Vehicles are appropriate for the type of service;
- Service is efficient and effective for the type of service; and
- Applicant has adequate revenue to maintain services (in addition to the STIF request).

## **Appendix F – SAMTD Board of Directors’ Success Outcomes and 2024 Organizational Work Plan Tactics**

### **F.1 SAMTD Success Outcomes and 2024 Organizational Work Plan Tactics**

The seven-member Board of Directors of SAMTD is appointed by the State of Oregon governor for four-year terms. Each member represents a certain geographic area within the Salem-Keizer urban growth boundary.

The board has identified a set of success outcomes along with organizational work plan tactics in the 2024 Cherriots Strategic Plan to assist staff in translating SAMTD mission statement into specific actions and policies. They target strategic topics of system operation and help define the steps that need to be taken to progress toward SAMTD’s mission. Table F-1 presents each element along with a brief synopsis of the board’s directions on each topic.

**Table F-1.** SAMTD Board of Directors’ success outcomes and 2024 Organizational Work Plan Tactics

| <b>Success Outcome</b>          | <b>Organizational Work Plan Tactics</b>  |
|---------------------------------|--|
| <i>Community Value</i>          | <ul style="list-style-type: none"> <li>• Initiate Development of a Climate Action</li> <li>• Integration of Battery Electric Buses / Zero-Emission Awareness</li> <li>• Access</li> <li>• Community Value Surveys</li> </ul>                         |
| <i>Customer Satisfaction</i>    | <ul style="list-style-type: none"> <li>• Customer Satisfaction Survey</li> <li>• E-fare Implementation</li> <li>• Cherriots Intelligent Transportation System (CITS)</li> <li>• Clean and Safe Passenger Amenities</li> </ul>                        |
| <i>Culture of Ownership</i>     | <ul style="list-style-type: none"> <li>• Merit-based Performance Management System</li> <li>• Management and Resource Tracking Instrument (MARTI)</li> <li>• Diversity, Equity, and Inclusion (DEI)</li> <li>• Employee Engagement Survey</li> </ul> |
| <i>Financial Sustainability</i> | <ul style="list-style-type: none"> <li>• The Finance Story</li> </ul>  |