



SECTION 5310

PROGRAM MANAGEMENT PLAN

Enhanced Mobility for Seniors and People with Disabilities

September 2019



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1. INTRODUCTION

The Program Management Plan (PMP) describes the Salem Area Mass Transit District (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. Cherriots is a designated recipient of FTA Section 5310 funds. Cherriots 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 Rail and Public Transit Division State Management Plan should be consulted for the pass-through ODOT 5310 grant program.

The PMP articulates a vision for Cherriots 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. Cherriots 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. Cherriots 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, Fixing America's Surface Transportation (FAST) Act, continues the changes made by the previous federal legislation bill: Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 legislation brought about many changes to FTA programs when it was signed in July 2012. The FAST Act passed in December 2015 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 – Circular authored by the FTA detailing the Section 5310 program

CFR – Code of Federal Regulations

DBE – Disadvantaged Business Enterprise

DCE – Documented Categorical Exclusion

Direct 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.

DOT – U.S. Department of Transportation

EEO – Equal Employment Opportunity

FMVSS – Federal Motor Vehicle Safety Standards

FTA – Federal Transit Administration

JARC – Job Access and Reverse Commute

MAP-21 – Moving Ahead for Progress in the 21st Century Act

MIS – Management Information System

MWVCOG – Mid-Willamette Valley Council of Governments

NTD – National Transit Database

ODOT – Oregon Department of Transportation

OMB – Office of Management and Budget

PMP – Program Management Plan

POP – Program of Projects

SAFETEA-LU – Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users

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”

STF – Special Transportation Fund

STFAC – Special Transportation Fund Advisory Committee

STF Agency – One of 42 agencies in the State of Oregon designated to receive STF formula funds and responsible for developing its own program policies and procedures to implement the law, and to meet its needs.

TAC – Technical Advisory Committee

TIP – Transportation Improvement Program

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

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). Cherrriots 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 Special Transportation Fund (STF) Formula Program administered by the ODOT Rail and Public Transit Division is can be used for the local match of Section 5310 projects. STF dollars are entitlement funds appropriated by the legislature each biennium based on population, application, and administrative cost allocation. STF funds come from state cigarette, photo ID card, and non-highway gasoline taxes, and are allocated to the agencies based on population.

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. Cherriots is the designated entity for the Salem-Keizer UZA, which has an approximate population of 230,000 according to 2015 estimates of the American Community Survey (U.S. Census Bureau). 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, Cherriots staff manages a competitive selection process and ensures a fair distribution of Section 5310 funds through a fair selection and prioritizing of projects for funding. Cherriots staff also prepares and maintains 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, Cherriots 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

Cherriots as a designated recipient of Section 5310 funds, may allocate apportioned funds to eligible sub-recipients which 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).

Cherriots 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 Cherriots 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 listing all non-profit agencies with current business registrations. Cherriots checks the status of non-profit 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 Subrecipients

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 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 subrecipient 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 Cherriots 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 called the Special Transportation Fund (STF) also provides funding for seniors and individuals with disabilities. As mentioned in the introductory remarks above, many of the processes of administering the Section 5310 Program follow the same process as the STF Program since the goals and objectives of the two programs are very similar, and the Board of Directors has established this process which has proved successful for over 30 years.

Before a project can be awarded funds, the project must be certified by the Cherriots Board of Directors that it is included in a locally developed Coordinated Plan. The Coordinated Plan was significantly updated in 2016 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. Minor updates to the plan were made in March 2019 to account for new services and new Cherriots brand names, but the needs and strategies section of the document was not updated at that time. The Coordinated Plan lists several strategies which 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 2016 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 people with disabilities in the Salem-Keizer UZA.

Unmet Transportation Need	Strategy
<p>Transportation service needs</p> <ul style="list-style-type: none"> ● Restoration of services which had been previously cut ● Increase service availability ● Increase service geographic scope ● Increase service quality ● Increase Dial-A-Ride services ● Door-to-door and door-through-door paratransit service in Polk County outside of the Salem UZA and in southern Marion County ● Underserved groups 	<p>Transportation service strategies</p> <ul style="list-style-type: none"> ● Implement “A Better Cherrlots” plan (addition of weekend, holiday, extended evening service, and a student bus pass program to Cherrlots Local and Cherrlots LIFT buses) ● Identify areas with the greatest need for additional or enhanced transit services ● Increase capacity of existing volunteer programs ● Identify additional locations for service similar to the former West Salem Connector ● Explore options for circulator, feeder route, and flexible route Dial-A-Ride services ● Improve regional connections between modes and service providers ● Explore partnerships with Transportation Network Companies ● Explore opportunities to expand Drive Less Connect

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

Unmet Transportation Need	Strategy
<p>Infrastructure needs</p> <ul style="list-style-type: none"> ● Bus stops ● Pedestrian improvements ● Small transit centers in communities without a transit center or major transit stop with a shelter 	<p>Infrastructure strategies</p> <ul style="list-style-type: none"> ● Prioritize bus stops that need improvements ● Review existing pedestrian plans for opportunities and funding sources to improve sidewalk and pedestrian infrastructure ● Coordinate with local jurisdictions to identify opportunities to improve stop accessibility during roadway construction or development projects ● Advocate for age- and disability-friendly streets ● Create facilities and transit centers that provide services to seniors and people with disabilities

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

Unmet Transportation Need	Strategy
<p>Coordination and organizational needs</p> <ul style="list-style-type: none"> ● Coordinate services that cross jurisdictional and transit provider service area boundaries ● Coordinate 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 ● Central dispatch for transportation services ● Fare sharing services such as the ability to use the Day Pass on both the Cherriots Local and Regional systems ● Apply technological solutions to facilitate coordination efforts 	<p>Coordination and organizational strategies</p> <ul style="list-style-type: none"> ● Regularly review the Coordinated Plan with the STFAC to evaluate progress ● Coordinate with rider groups and destinations to optimize trip scheduling ● Coordinate with public and private sector organizations to identify opportunities for joint scheduling or sharing of vehicles ● Expand awareness of home delivery services ● Monitor Oregon Health Plan funded non-emergency medical transportation for coordination opportunities ● Review the Legacy Silverton Medical Center CareVan program for opportunities to coordinate trips for passengers along route ● Encourage seniors and people with disabilities to utilize online trip planning tools

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

Unmet Transportation Need	Strategy
<p>Marketing, customer service, and outreach needs</p> <ul style="list-style-type: none"> ● Increase accountability, customer service, responsiveness, and human interaction ● Increase the amount of information available in Spanish ● Improve transit service branding to differentiate services (continue brand refresh launched in 2017) ● Improved access to and availability of information, education, and outreach about the range of transportation providers and services is needed in both the urban and rural areas ● Increase frequency and breadth of marketing/advertising ● Increase in the number of volunteer drivers 	<p>Marketing, customer service, and outreach strategies</p> <ul style="list-style-type: none"> ● Develop and distribute information promoting travel options services and provide web-based and application-based information systems ● Improve communication and marketing efforts to increase awareness of transportation options ● Explore a fare assistance program for riders ● Provide more driver training to ensure a positive, consistent customer experience by incorporating feedback from well-regarded drivers ● Expand Travel Training programs ● Enhance and develop Travel Training material ● Conduct outreach to increase the number and geographic locations of volunteer drivers ● Survey riders for feedback to improve drop-off and pick-up locations

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

Unmet Transportation Need	Strategy
<p>Technology needs</p> <ul style="list-style-type: none"> ● Cherriots Regional vehicles need fareboxes identical to Cherriots Local buses for fare integration ● Security cameras on Cherriots Shop and Ride vehicles and some Cherriots LIFT vehicles (cameras are not currently in any Cherriots LIFT MV-1 vehicles) ● Speaking/digital schedules at bus stops ● Electronic signs at transit centers and major bus stops listing the next bus arrival ● Equip buses with Automatic Vehicle Location and/or GPS systems for real-time tracking ● Text alerts on additional transit services ● Expand on the ongoing web-based ride reservation system pilot project with Willamette Valley Community Health and/or the West Salem Connector web-based booking system 	<p>Technology strategies</p> <ul style="list-style-type: none"> ● Develop and test new technology to improve service efficiencies ● Develop or purchase open-source software to enable multiple operators to connect with a single clearinghouse for trip planning and scheduling ● Work towards providing real-time information for scheduled rides and same-day or on-demand scheduling ● Develop a centralized information system that can be accessed by people needing information on applicable transportation resources

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

Unmet Transportation Need	Strategy
<p>Capital and funding needs</p> <ul style="list-style-type: none"> ● Bus and equipment replacements ● High quality buses that meet a range of physical needs for seniors and individuals with disabilities ● Service additions and enhancements ● Fare subsidies 	<p>Capital and funding strategies</p> <ul style="list-style-type: none"> ● Advocate for increased funding and seek out new and innovative funding opportunities ● Seek stable funding that continues the funding stream of HB 2017, which supports ongoing operations and capital expenses ● Review bus inventory against route/rider needs ● Advocate for adequate capital replacements ● Continue to develop and implement vehicle maintenance schedules ● Review funding application process and application materials on a biennial basis

3. ROLES AND RESPONSIBILITIES

Cherriots 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. Cherriots 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 Special Transportation Fund Advisory Committee (STFAC), the Board-appointed committee which acts in an advisory function to the Cherriots Board of Directors, who have the final authority for making funding determinations. The STFAC conducts the screening and selection process for Section 5310 grant applications as well as STF grant applications. If selected by the Cherriots Board of Directors for a grant, the sub-recipient, as defined in Section 5 “Eligible Sub-recipients,” enters into a formal contract with Cherriots ensuring that all state and federal laws and regulations are followed.

The Oregon Department of Transportation (ODOT) administers Oregon’s Special Transportation Fund, which designates the counties, transportation districts, and Indian tribes as STF Agencies to administer STF in their respective jurisdictions. Cherriots is one such designated STF Agency in the state. The STF has a similar mission to the federal 5310 grant program since it was established to support seniors and individuals with disabilities. Therefore, Cherriots has chosen many components of the STF grant selection and award process for the FTA-direct Section 5310 grant process.

3.1 Cherriots roles and responsibilities

The following are the administrative roles and responsibilities of Cherriots 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 three 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 Cherrlots 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 Cherrlots 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;
- Create a Technical Advisory Committee (TAC) to score and select projects for funding;
- 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 STF Advisory Committee;

- Advertise TAC and STFAC meetings on the Cherriots.org website 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 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; and
- Provide demographic data to help sub-recipients 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 Cherriots 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 Cherriots staff to procure capital items; assure the procurement regulations are met;
- Develop and maintain a Maintenance Plan to be held on file with Cherriots;
- Inspect, insure, and maintain all vehicles funded through the program;
- Complete and submit acceptance certifications to Cherriots 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 Cherriots on a quarterly basis;
- Maintain a Title VI program and comply with Federal Title VI requirements;
- Submit to on-site inspections as requested by Cherriots;

- 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 STF allocations. It involves a public input process through the STFAC 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 Cherriots staff, the STF 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 STFAC, which is aware of all funding for projects serving seniors and individuals with disabilities. The STFAC 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 Cherriots on a regular basis: United Way of the Mid-Willamette Valley, the Mid-Willamette Community Action Agency, Northwest Senior and Disability Services, the Garten Foundation, Rockwest Industries, Shangri La Corporation, the tribal governments involved with the Chemawa Indian School, and Catholic Community Services.

In developing the Coordinated Plan, Cherriots 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 the members of the TAC, drivers, dispatchers, passengers, Cherriots staff, and the staff from human services agencies whose services to clients dovetail with transit services. The parent document, known as The Specialized Transportation Plan for Polk and Marion Counties, contains three consistent themes:

1. Improved access to and availability of information, education, and outreach about the range of transportation providers and services is needed in both the urban and rural areas.
2. Enhanced coordination among the existing transit service providers, along with limited participation by human service providers, is required to enhance regional mobility.
3. Transit service improvements are needed in the urban and rural areas, primarily through enhanced frequencies and route timing corrections, but also through some restructuring of current Cherrriots Regional service. Additional funding would be required to increase frequencies of Cherrriots Regional service.

5. PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS

Planning for Section 5310 projects is included in the three-year Marion and Polk Counties Coordinated Public Transit – Human Services Transportation Plan (“The Coordinated Plan”). This planning process is conducted within the framework of the Salem Keizer Area Transportation Study’s (SKATS) 2015-2035 Regional Transportation System Plan, the MWVCOG Unified Planning Work Plan (UPWP), TIP, and the Cherrriots Strategic Plan.

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

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 TAC, composed of members of the public and the Mid-Willamette Valley Council of Governments (MWVCOG), receives the applications and hears presentations given by applicants to make informed recommendations for proposed projects on an annual basis. The TAC recommends a project list to the STFAC, which makes the final recommendation to the Cherriots Board of Directors, who ultimately have 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 e-mail solicitations to known providers, and via Facebook and other social media channels. The application process is used for all projects. The outline that follows provides a step-by-step process used by the Cherriots 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 e-mail 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
- Cherriots staff document date and time applications are received by the published closing date;
- Responses are reviewed for completeness including:
 - Required forms, etc.
 - Listing of references, qualifications, other documents
 - Original copy is identified as the document of record
 - Agency eligibility
 - Project eligibility
- Application review by TAC composed of at least four voting members of the STFAC and three members of the public, including one representative from the MWVCOG

- Copies of applications are provided to each TAC 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 TAC members have;
- Evaluation sheets are scored, recorded, and tabulated for consensus;
- References are checked to verify projects given as samples;
- A recommended Program of Projects (POP) is forwarded to the STFAC from the TAC;
- The STFAC develops the final recommendation for a POP to go to the Cherriots Board of Directors for approval;
- The Cherriots Board of Directors vote on the final project recommendation from the STFAC, 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

Cherriots 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. Cherriots may establish other review criteria as well, such as local priorities, project planning, efficiency, and effectiveness. The Cherriots Board of Directors' review, utilizing the STFAC as a resource, assures that projects are derived from The Coordinated Plan.

The application process will be led by Cherriots 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. Cherriots 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 Cherriots website and through its chosen social media channels such as Facebook and Twitter. Cherriots 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 Cherriots staff of their intention to apply;
3. Completed applications are due to Cherriots 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 Technical Advisory Committee (TAC);
4. The TAC reviews and ranks the eligible projects to determine which projects receive funding; the TAC must ensure that the minimum of 55 percent of the funding is used for traditional 5310 projects; then the TAC makes a recommendation to the STFAC, and the STFAC considers its recommendation at their next meeting; the STFAC then forms a formal recommendation to the SAMTD Board of Directors; the STFAC 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. Cherriots staff prepares a draft Program of Projects (POP) for review by the STFAC;

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;
- 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 Cherriots Board of Directors considers the STFAC’s POP for Section 5310 Program funding;
 7. Upon approval, Cherriots 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

Date	Event Description
<i>Early December</i>	Cherriots issues the notice of funding availability, including posting applications on the Cherriots.org website
<i>Early January</i>	Application deadline
<i>Late January</i>	Applications processed by Cherriots staff and submitted to the TAC The TAC reviews applications and makes recommendation of a POP to the STFAC
<i>Early February</i>	STFAC receives the TAC’s recommended POP and makes their own recommendation to the Cherriots Board of Directors
<i>Late February</i>	Cherriots Board of Directors receives recommendation from the STFAC and makes final ruling on funding
<i>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:

Cherriots
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

Cherriots 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 three years. As stated in FTA Circular 9070.1G, and in accordance with Section 6 above, Cherriots 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 Cherrlots 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 nonprofit 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.

Cherriots has the option to reserve ten percent of the total Section 5310 apportioned to Cherriots to cover administrative costs of the grant. This will cover Cherriots' 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 towards 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 Cherriots website and through its chosen social media channels such as Facebook and Twitter. Cherriots 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 Cherriots Board of Directors, who are elected officials with many contacts in local organizations, and a list of minority-based organizations such as the Latino Business Alliance.

10. CIVIL RIGHTS

Cherriots adopted its current update to its Title VI Program in June 2017 using the most recent federal guidelines. This program details how Cherriots 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 Cherriots 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 Equal Employment Opportunity [EEO] and Disadvantaged Business Enterprise [DBE] requirements), or risk federal funding cancellation and withdrawal. Cherriots holds regular consultations with its sub-recipients and offers technical assistance for complying with these requirements. Each contract signed between Cherriots 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 Cherriots 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 Cherriots project evaluation and selection processes are non-discriminatory;
5. Review all informal complaints received by Cherriots that may be a “civil rights” issue and provide technical assistance to agencies or individuals;
6. Refer information on active lawsuits or complaints to Cherriots Civil Rights Officer;
7. Review Civil Rights compliance during on-site program reviews;
8. Review Title VI compliance during on-site program reviews; and
9. Notify the public of Cherriots commitment to providing non-discriminatory programs, and inform the public how to find more information and file a discrimination complaint.

10.2 Subrecipient 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 procedures;
3. Record and report Title VI investigations, complaints, and lawsuits. Report to Cherriots 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 Cherriots. 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 limited English proficiency;
 - 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; and
 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 Cherrriots 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 nondiscrimination under Title VI of the Civil Rights 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.”

Cherriots responsibilities

Provide technical assistance to help subrecipients 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, Cherriots 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 Cherriots to practice nondiscrimination and to create a level playing field on which DBEs can compete fairly for contracts. The DBE program affects all of Cherriots federally funded projects. Regulations are found at 49 CFR, Parts 23 and 26.

Cherriots roles and responsibilities

1. Assure that provisions of the DBE Program are adhered to by Cherriots, 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

Cherriots 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. Cherriots has an EEO plan covering its employees.

In addition, Cherriots 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. Cherrriots 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.

Cherriots 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. Cherriots 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. Cherriots staff must be knowledgeable and in agreement with how roles and responsibilities are defined.

12. PROGRAM MEASURES

Cherriots 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 STFAC meetings. If any questions arise, they can be handled promptly and with the least amount of disturbance to the services provided. Cherriots 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 Cherriots staff to the National Transit Database (NTD) every quarter.

12.1 Quarterly reports

- Quarterly reports are due to Cherriots ten 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 Cherriots 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

Cherriots 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. Cherriots 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 Cherriots with information necessary for Cherriots 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 Cherriots to determine what is necessary. NTD information is due to Cherriots by March 15 annually.

Cherriots will use these reports to monitor sub-recipient fiscal and operational management and to satisfy federal reporting requirements. Cherriots 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, Cherriots 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 Cherriots 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 Cherriots and the FTA.

13. PROGRAM MANAGEMENT

Cherriots 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. A few of the relevant references are:

- 2 CFR 200;
- 49 USC Chapter 53: <https://www.transit.dot.gov/regulations-and-guidance/legislation/chapter-53-amended-fast-act>
- FTA grant circulars: <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-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 Cherriots finance policies and administrative manuals. Furthermore, Cherriots 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 Cherriots 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. Cherriots 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 Cherriots Finance Department to include project-related information in Cherriots 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

Cherriots 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 Cherriots staff for compliance in all of the above-mentioned areas. The following describes Cherriots 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”:

The first are activities and projects which 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.

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.

The FTA determines whether projects meet the requirements for a categorical exclusion.

Cherriots 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 Rail & Public Transit 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/about/regional->

[offices/region-10/fta-region-10-categorical-exclusion-and-documented-categorical](#)

and submit the form with appropriate attachments to Cherrlots 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 Cherrlots, and that the signed grant agreement with Cherrlots 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. Cherrlots 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.

Cherriots 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 Cherriots.
Documentation must be received by Cherriots prior to final payment to the sub-recipient.
 - c. Contact Cherriots 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.

Cherriots 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 Cherriots conducts a lobbying activity, complete Standard Form-LLL found at: <https://www.gsa.gov/forms-library/disclosure-lobbying-activities> -- (Oregon state law prohibits use of state funds for lobbying. Cherriots does not participate in lobbying activity. Cherriots 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 Cherriots, 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 Cherriots; 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 Cherriots 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."

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

Cherriots 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 Cherriots 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 that 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.

Cherriots 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 Cherriots upon request; and
5. Submit MIS data for the previous year (Jan. 1 to Dec. 31) by the deadline specified by Cherriots 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: Cherriots 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 two public meetings, a Technical Advisory Committee (TAC) will review and rank applications for 5310 dollars, and the Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the TAC and STFAC meetings. Full details of the process including applications, instructions, and dates/times of the public meetings will be available at 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 Cherriots “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 Cherriots 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 Ted Stonecliffe, SAMTD, 555 Court St NE, Suite 5230, Salem, OR 97301, phone 503-588-2424, e-mail ted.stonecliffe@cherriots.org for details. Applications must be received by 12:00 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

Cherriots 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. Cherriots 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 Cherriots will be reviewed for value to the Salem-Keizer urbanized area.

Further Details:

Public testimony about projects will be accepted at the Cherriots STF Advisory Committee meetings. Applicants can contact Ted Stonecliffe, Cherriots Transit Planner II, at 503-588-2424 or ted.stonecliffe@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 Cherriots Administration Office, 555 Court St NE, Suite 5230, Salem, OR 97301. New applicants are encouraged to attend.

The application deadline is 12 p.m. Monday, March 19, 2018. Applications will be reviewed and ranked by the Cherriots 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 Cherriots 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](#)

**2018 Section 5310(FTA)
Grant Application
for Projects Located Within the
Salem-Keizer Urban Growth Boundary**



INTRODUCTION

- Read the *2018 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 Microsoft Word and submitted as a Word or Adobe .pdf document. Paper applications will NOT be accepted.
- 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)
- ✓ Ethnic and Racial Impact Statement
- ✓ 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

FFY17 (historical data, if applicable)	FFY18 (projected, if applicable)	FFY19
\$	\$	\$

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:

	FFY19
Scaled request:	\$

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2018 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 August, 2016? 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?

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

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

2. Provide the timeline of the project in the following table

	Step Description	Completion Date
1		
2		
3		
4		
5		
6		

3. Is your application for a replacement vehicle?

- Yes (continue to #4) No (continue to Section C)

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

Vehicle Category*	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type*	Estimated Order Date	Estimated Delivery Date*
Choose an item.							Choose an item.		
Choose an item.							Choose an item.		
Choose an item.							Choose an item.		
Choose an item.							Choose an item.		
Choose an item.							Choose an item.		
Totals:	0	Grand Total:	0						

***Vehicle Category Descriptions:** <http://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-usefullife-standards.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

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

2018 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”***



2017 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.

Cherriots is the designated recipient for the Salem-Keizer urbanized area and will receive \$232,898 (estimated) in Section FFY2019 5310 funds for projects to be funded beginning July 1, 2018. 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 (Cherriots LIFT); and
- (4) Projects that are alternatives to public transportation.

A discretionary selection process will be followed as outlined in the *SAMTD Program Management Plan for the Salem-Keizer Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Please see this link for the document: http://cherriots.org/sites/default/files/5310%20PMPapproved_1.pdf

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.

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

2017 Section 5310(FTA) Grant Application Instructions for Projects Located Within the Salem-Keizer Urban Growth Boundary

- 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 (*refer to the Program Management Plan for a complete list of eligible projects*):

- 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)

Eligible Applicants

Section 5310 funds are limited to the following eligible subrecipients:

- 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).

The eligible subrecipients within the Salem-Keizer UGB for traditional Section 5310 projects are:

- State, County, tribal, or local government authorities who are approved by Cherriots 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:

2017 Section 5310(FTA) Grant Application Instructions for Projects Located Within the Salem-Keizer Urban Growth Boundary

- Services provided are not duplications of existing public transportation and the non-profit organization must demonstrate that the investment of grant funds benefits the community's overall transportation program, including meeting needs otherwise not met.
- Non-profit agency applicants must submit documentation of non-profit status when submitting an application for funding. The Oregon Secretary of State maintains a website listing all non-profit agencies with current business registrations. Cherriots checks the status of non-profit 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).

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 (see Appendix for more 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 August, 2016 ("The Coordinated Plan"). A link to this document can be found on the District's website: <http://www.cherriots.org/en/grants>

2017 Section 5310(FTA) Grant Application Instructions for Projects Located Within the Salem-Keizer Urban Growth Boundary

Local Match Requirements

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

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

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

Application Submittal Instructions

1. Application forms are available beginning January 23, 2018.
2. Applications are available for download online at <http://www.cherriots.org/en/grants>. The application is provided as a fillable Adobe pdf document.
3. Completed applications must be received by 12:00 pm on March 19, 2018 in order to be considered eligible for funding:
 - email the Word document or Adobe pdf to ted.stonecliffe@cherriots.org
 - paper copies will not be accepted
4. Incomplete and/or late applications will not be eligible for award.
5. Applicants will be notified of project award after the April 26, 2018 Cherriots Board of Directors Meeting. Alternative formats are available upon request.

2017 Section 5310(FTA) Grant Application Instructions for Projects Located Within the Salem-Keizer Urban Growth Boundary

Further details regarding other contracting matters are contained in the Program Management Plan:

- Eligible Project Activities, p. 2
- Project Selection Criteria, p. 18
- Civil Rights Responsibilities, p. 23
- Section 504 and ADA Reporting, p. 26
- Program Measures (Quarterly Reporting Requirements), p. 27
- Other Provisions, p. 31

Grant Award Process:

Cherriots administers the grant process for these funds, selects the projects, and sends copies of the agreements to FTA for their records. A Technical Advisory Committee (TAC) made up of STF Advisory Committee (STFAC) members, two members of the public, and one representative of the Mid-Willamette Valley Council of Governments (MWVCOG) will convene at a meeting two weeks after the application deadline (Apr. 3, 2018). Applicants are required to present their project ideas to the TAC in order for funding recommendations to be made to the STFAC. The STFAC will review the TAC's recommendation and make project recommendations to the Cherriots Board.

Once the funding recommendation is approved by the Cherriots Board of Directors, Cherriots staff drafts agreements with recipients and sends a copy to FTA. Grant awards are eligible for reimbursement through June 30, 2019.

Timeline:

- March 19, 2018 – All applications due at Cherriots by 12:00 pm
- March 19, 2018 – Applications mailed and emailed to Technical Advisory Committee (TAC) members
- April 3, 2018 (2:00 – 3:00 p.m.) – TAC meets to hear applicant presentations and determines priorities to recommend to STF Advisory Committee (STFAC)
- April 3, 2018 (3:00 – 4:30 p.m.) – STFAC meets to recommend a prioritization ranking of projects to Cherriots Board
- April 26, 2018 – Cherriots Board approval of STFAC recommendations
- July 1, 2018 – 5310 grant agreements executed

Questions? Contact:

Ted Stonecliffe, Long-Range Planning Analyst, Cherriots
(503) 588-2424, ted.stonecliffe@cherriots.org
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 subrecipients (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 subrecipient 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 subrecipient 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 low-income individuals;
 - 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/subrecipient 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 STF request).

Appendix F – Cherriots Board of Directors’ Guiding Principles

F.1 Cherriots objectives and guiding principles

The seven-member Board of Directors of Cherriots 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 guiding principles to assist staff in translating Cherriots 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 Cherriots mission. Table F-1 presents each element along with a brief synopsis of the board’s directions on each topic.

Table F-1. Cherriots Board of Directors’ guiding principles

Strategic Topic	Overview
<i>Service levels</i>	<ul style="list-style-type: none"> ● Grow the service level significantly, but on a measured and reasonable basis ● Coordinate growth with local jurisdictions’ land use and transportation plans

Table F-1 (continued). Cherriots Board of Directors’ guiding principles

<p><i>Productivity and coverage</i></p>	<ul style="list-style-type: none"> ● Provide service in all areas where there is sufficient demand ● Dedicate new resources, 75% to improve productivity of service (ridership), and 25% to improve coverage throughout the community without consideration for expected boardings per revenue hour
<p><i>Funding options</i></p>	<ul style="list-style-type: none"> ● Seek to diversify transit’s funding base ● Work with partners to leverage and coordinate transit funding
<p><i>Land use / transportation infrastructure</i></p>	<ul style="list-style-type: none"> ● Focus service improvements in areas that support transit friendly development ● Promote the importance of the interconnections of land use and transit planning
<p><i>Efficiency</i></p>	<ul style="list-style-type: none"> ● Make efficiency a key organizational value ● Identify internal efforts to manage costs and promote innovative solutions
<p><i>Fare policies</i></p>	<ul style="list-style-type: none"> ● Review fares every two years, and link them to an expected rate of farebox return ● Keep fare increases as small as possible, linked to an inflationary index ● Maintain discounted bus passes
<p><i>Regional development</i></p>	<ul style="list-style-type: none"> ● Take a leadership role in facilitating development of regional public transit services ● Seek opportunities to expand services cooperatively to outlying areas ● Support and encourage local jurisdictions in developing transit services
<p><i>Technology</i></p>	<ul style="list-style-type: none"> ● Distinguish between organization technologies and enhancement technologies, and establish appropriate priorities

F.2 Policies and action statements

Based on the Board’s mission and guiding principles, the seven “action statements” below establish the backbone of the PMP. Although not specifically stated in each policy and action statement below, these pertain directly to transportation services for seniors and individuals with disabilities funded through the Section 5310 grant, as well as the general customer riding transit.

F.2.1. Build transit’s capacity

Policy statement

Cherriots will seek to:

- Plan, develop, and phase implementation of a route structure focused on the Core Network, centers, neighborhood shuttles, and corridors
- Provide a range of services designed to meet the public’s needs (e.g. bus, carpool, and services to seniors, the disabled, and low-income persons)
- Provide a minimum of 30-minute headways during all hours of weekday service on the Core Network, with a goal of 15-minute headways during peak hours on the Core Network
- Ensure that major investments in public transit respond to customer needs and maximize customer value
- Develop transit’s maintenance and supportive infrastructure to enable growth in fleet, routes, and services

Building capacity means more service and a greater range of services, accessible to more people, over a greater span of time. In this context, capacity can be added in several ways, including greater frequency of service, larger buses to accommodate more riders, longer hours in the service day, greater variety of service, or more days of service, specifically Saturdays, Sundays, and holidays.

F.2.2. Increase service convenience

Policy statement

Cherriots will seek to:

- Promote and continue to increase bus pass usage, through pass programs and discounts on passes
- Promote services and programs which will make transit travel times more competitive with the automobile
- Ensure that Cherriots LIFT services offer comparable access, quality, and service convenience as offered by fixed route services
- Advocate for one-quarter mile walking access to infrequent routes from all major residential areas that will not be served directly by local bus service; one-half mile walking distance is the standard for frequent bus service running every 15 minutes or less
- Preserve and strengthen the core network as defined by the Core Network policy (Board policy #118)
- Provide service quality and facilities that will attract new riders
- Ensure that major investments in public transit are customer-driven
- Increase availability and timeliness of scheduled route information

The local bus service provided within the Salem-Keizer urban growth boundary is named Cherriots Local. About 70 percent of Cherriots Local riders are people who do not have other transportation options available to them. The other 30% have an option—perhaps it is driving, biking, or walking—but they choose to use the bus. If public transit is to succeed at carrying more people and accomplishing the goals of relieving traffic congestion, it needs to attract more people who are currently in cars. To do this, public transit’s image needs to improve in the eyes of the public. Cherriots Local needs to provide the capacity to carry more riders, but also provide the incentives that will retain current customers and enhance the attractiveness of the system to a broader range of users.

Often overlooked in the efforts to upgrade public transit are the service needs of the community's disabled transit customers who utilize the Cherriots LIFT system. Many of these people have few transportation options available, and any transit plans being undertaken must provide for improved paratransit capacity and convenience measures that mirror the efforts being taken to improve local bus service.

F.2.3. Enhance mobility

Policy statement

Cherriots will seek to:

- Provide weekend/holiday and later evening service
- Provide a service level that enables most residents inside the urban growth boundary to fully access their community and the basic activities and opportunities it offers, without the necessity of using an automobile
- Provide increased mobility options to seniors and individuals with disabilities
- Establish transit service in areas which are currently unserved, subject to objective performance standards and expectations
- Consider the costs and benefits to a demand response service for low-density neighborhoods similar to the West Salem Connector

Mobility is the product that public transit provides to the community. It is the mix of services that enable people to get from where they are to where they want to go, at the times they need to go, and at a cost they can afford.

F.2.4. Lead transit's development

Policy statement

Cherriots will seek to:

- Take the lead role in defining transit policy and advocate for the development of public transportation in the Salem-Keizer urbanized area
- Participate actively in the transportation planning processes carried on by local jurisdictions and official advisory bodies
- Support and coordinate with the City of Salem, City of Keizer, and Marion and Polk counties (unincorporated areas within the urban growth boundary) in the development and implementation of transit-supportive transportation and land use decisions
- Develop and maintain a skilled, well-trained workforce that has the resources and leadership to accomplish Cherriots' goals

Oregon State Statutes provide Cherriots the responsibility and authority to develop public transit services in the Salem-Keizer UZA. Today more than ever, the future success of transit services depends upon the coordinated actions of many other participants in the public policy realm. It is up to Cherriots—board and staff—to take a leadership role in educating the community about transit's benefits, pledging and delivering transit's support in cooperatively addressing transportation challenges, and being accountable to our partners and the public in the services we provide.

F.2.5. Increase efficiency

Policy statement

Cherriots will seek to:

- Target transit investments to areas in the community where land uses, zoning, and transportation policies are supportive of public transit
- Base service decisions on Cherriots Service Guidelines for bus service
- Acquire transit vehicles that are suited to the varying service patterns of the operation
- Invest in system improvements that convey travel time advantages to transit
- Where appropriate, contract out and out-source functions and services

Funding for public services in Oregon is tight and competitive, and the public expects a high level of organizational and operational efficiency for its tax dollar. One of the primary areas of emphasis in this management plan is in increasing the efficiency and effectiveness of the service provided to the Salem-Keizer area.

The plan also calls for a system of measuring and evaluating progress, and reviewing Cherriots performance over time, and in comparison with the job being done by other comparable Northwest transit agencies. Quarterly and annual evaluations of service will help Cherriots make practical and timely decisions about the services it provides.

F.2.6. Enhance revenues

Policy statement

Cherriots will seek to:

- Diversify and expand transit's funding base
- Adopt fare policies which ensure that transit users pay an equitable share of the system's operating costs
- Coordinate with local jurisdictions to optimize the allocation of tax resources
- Actively pursue grant opportunities for all eligible Cherriots programs

Only two significant sources of local revenue are subject to Cherriots control: property taxes and passenger fares. Other major sources include State funding (including the statewide payroll tax instituted by HB 2017), federal funds, and revenues. Federal funding has shown reasonable increases over the years, but is at the discretion of governmental budgeting policy. State funding has been reasonably consistent and has grown, but it too is at the discretion of the governor and legislature.

F.2.7. Ensure safety and security

Policy statement

Cherriots will seek to:

- Ensure safe and secure transit facilities
- Continuously monitor and evaluate the safety of transit customers
- Provide appropriate safety training to all Cherriots staff

The safety of passengers in Cherriots buses and facilities is as fundamental a concern for Cherriots as providing mobility. The public has indicated that security is a major issue. Any sub-recipient receiving Section 5310 grant funds would also be expected to provide similar levels of security.