

Salem Area Mass Transit District
**STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
(STIFAC) MEETING**

Wednesday, June 12, 2024 at 1:00 PM

This meeting is open to the public virtually, please see page 2 for Zoom information.

AGENDA

- I. CALL TO ORDER**
 - A. Safety Moment**

- II. PUBLIC COMMENT ***

- III. DISCUSSION**
 - A. Grant Funding Allocation Process**
 - B. Project Presentation(s)**
 - C. Project Priority Ranking**

- IV. ACTION ITEMS**
 - A. Recommendation For Funding to the Board of Directors**

 - B. Approval of Minutes**
 - March 5, 2024 STIFAC Meeting 49

- V. ADJOURNMENT**

Next STIFAC Meeting Date: TBD

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 160 773 4644 | Passcode: 672555
Go to: <https://cherriots-org.zoomgov.com/j/1607734644?pwd=K3pvUnBvZDFqMU8ycjVJQjhQUURPdz09>
- One Tap Mobile: 16692545252,,1607734644#,,,,*672555#
- Landline Phone: +1 669 254 5252 US

***Public Comment:** Designated time for community members to testify before the STIFAC on any items of STIFAC business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov.

Email: publictestimony@cherriots.org **Attn: STIFAC**

Mail: Attn: Cherriots STIFAC, 555 Court St. NE, Suite 5230, Salem, OR 97301

Virtual Meetings: The Statewide Transportation Improvement Fund Advisory Committee meeting is a public meeting; in a place that is ADA- accessible. STIFAC meetings will also be available via ZoomGov. The meeting I.D. and passcode are below the agenda.

Closed Captioning (CC): ZoomGov's live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

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

Electronic Copies of the STIFAC's meeting agenda packet are available on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.

Reuniones virtuales: La reunión del Comité Asesor del Fondo para la Mejora del Transporte en Todo el Estado es una reunión pública; en un lugar accesible para la ADA. Las reuniones de STIFAC también estarán disponibles a través de ZoomGov. La identificación de la reunión y el código de acceso se encuentran debajo de la agenda.

Subtítulos (CC): La plataforma de retransmisión en directo de ZoomGov incluye subtítulos (CC). Se trata de una buena herramienta para facilitar la participación de los espectadores en la reunión. Sin embargo, los subtítulos no siempre se traducen con precisión.

Formatos alternativos: Se trata de una reunión pública en un lugar accesible según la ADA. Con 48 horas de antelación, se dispone de audífonos y servicios auxiliares, así como de formatos alternativos para personas con un dominio limitado del inglés. Las solicitudes se pueden hacer a la Secretaría de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a 17:00 horas.

Copias electrónicas del paquete de la agenda de la reunión de STIFAC están disponibles en el sitio web Cherriots bajo Reuniones Públicas y Avisos en: <https://www.cherriots.org/meetings/>.



2024 SECTION 5310 (FTA) GRANT APPLICATION INSTRUCTIONS

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

"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

APRIL 2024

2024 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Introduction

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

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

This program provides funds to:

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

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

Eligible expenses

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

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

2024 Section 5310(FTA) Grant Application Instructions

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

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

Eligible activities:

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

Recipients must demonstrate:

1. Services provided are not duplications of existing public transportation and the non-profit organization must demonstrate that the investment of grant funds benefits the community's overall transportation program, including meeting needs otherwise not met.
2. A plan for sharing vehicles must be provided with applications for agencies providing transportation services to clients only (service is not open to the public).

Eligible applicants

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

- a. A private non-profit organization; or
- b. State, county, tribal, or local government agency that:
 - Is approved by the State of Oregon to coordinate services for seniors and individuals with disabilities; or
 - Certifies that there are no non-profit organizations readily available in the area to provide the service (C_9070.1G, p. II-1 & II-2).

2024 Section 5310(FTA) Grant Application Instructions

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Special Note for Non-profit Agencies

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

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

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

Coordination Requirements

The Federal Transit Administration's (FTA) 5310 program requires that all projects selected for award address at least one need or strategy identified in the *Cherriots Coordinated Public Transportation – Human Services Transportation Plan* dated March 2024 (“The Coordinated Plan”). A link to this document can be found on the District’s website: [Cherriots.org/grants](https://cherriots.org/grants)

Local Match Requirements

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

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

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

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

The use of a non-cash local match is allowable and can include volunteer transportation program services and physical improvements.

Application Submittal Instructions

1. Application forms are available beginning April 24, 2024.
2. Applications are available for download online at [Cherriots.org/grants](https://cherriots.org/grants). The application is provided as a fillable Adobe pdf document.
3. Completed applications must be received by 5 p.m. on May 24, 2024 in order to be considered eligible for funding:
 - email the Adobe PDF to shofi.azum@cherriots.org
 - paper copies will not be accepted
4. Incomplete and/or late applications will not be eligible for award.
5. Applicants will be notified of project award after the June 27, 2024 Cherriots Board of Directors Meeting.
6. Alternative formats are available upon request.

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

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

2024 Section 5310(FTA) Grant Application Instructions

For Projects Located Within the Salem-Keizer Urban Growth Boundary

Grant Award Process:

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

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

Timeline:

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

Questions? Please submit all questions in writing.

Contact:

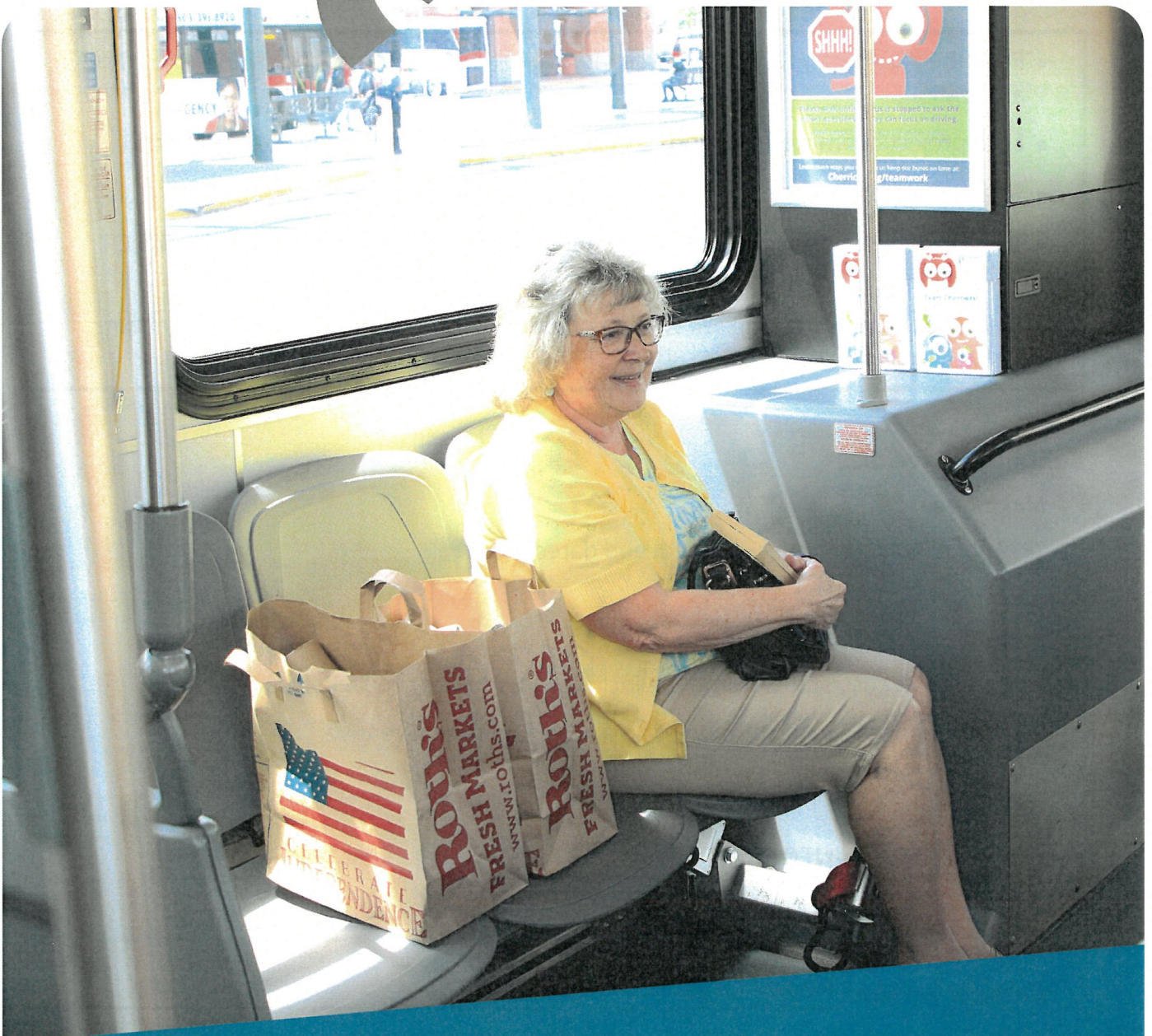
Shofi Ull Azum

Chief Planning and Development Officer

shofi.azum@cherriots.org

(503) 588-2424

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



2024 SECTION 5310 (FTA) GRANT APPLICATION

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"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

APRIL 2024

INTRODUCTION

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

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem Area Mass Transit District (SAMTD)

Contact Person: Peggy Greene

Address: 555 Court Street NE Suite 5230, Salem, OR

Telephone: (503) 361-7530

Email: peggy.greene@cherriots.org

Type of organization (check one)

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

Area of service (check one)

Inside the Salem-Keizer Urban Growth Boundary (UGB)	<input checked="" 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	8:00 AM - 4:00 PM
Monday	6:00 AM - 6:00 PM
Tuesday	6:00 AM - 6:00 PM
Wednesday	6:00 AM - 6:00 PM
Thursday	6:00 AM - 6:00 PM
Friday	6:00 AM - 6:00 PM
Saturday	8:00 AM - 4:00 PM
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)	None

Total transportation program costs by year

FY23 (historical data, if applicable)	FY24 (actual)	FY25 (projected)
\$ 8,297,842.00	\$ 12,507,690.00	\$ 12,730,789.00

B. PROJECT INFORMATION

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

Cherriots Mobility Management Call Center

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)	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

\$206,800.00

Start date

7/1/24

Funding request type (check one)

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

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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:

SAMTD requests the full amount only for the Mobility Management Call Center project. General funds are not available and have not been budgeted to support this project. Matching funds are local, non-federal resources sourced from SAMTD's STIF Formula funds that are designated to support this project. Without full funding from this grant, it would be difficult to provide services.

FY24

Scaled request: \$ 206,800.00

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2024 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 206,800.00
Local Resources	\$
Federal Resources	\$
Other (provide description): STIF formula funds	\$ 51,700.00
Project Grand Total	\$ 258,500.00

Coordinated Plan

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

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

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

1. Project description

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

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

This project will fund a portion of the Cherriots Mobility Management Call Center costs that directly benefit seniors and individuals with disabilities in the Salem-Keizer Urban Growth Boundary (UGB). The project serves residents utilizing the Cherriots LIFT and Cherriots Shop and Ride transportation services. Efforts have been made to ensure that public transportation services in Marion and Polk counties are not duplicated, including services identified in the current adopted Coordinated Public Transit - Human Services Transportation Plan.

The Cherriots Call Center schedules trips for riders on Cherriots LIFT and Cherriots Shop and Ride services. Customer Care Representatives answer callers' questions on transportation services that are available regionally in addition to scheduling trips for seniors and individuals with disabilities. Customer Care Representatives also schedule trips for eligible individuals who are traveling to and from their worksites through a collaboration with Marion County. This collaboration is called DD53 and is included in the Cherriots LIFT calls as LIFT is the transportation service that is utilized to provide the trips.

Currently, there are seven employees in the call center: one Scheduler; one Administrative Assistant, four Customer Care Representatives, and one Call Center Manager. Cherriots Call Center hours are Monday-Friday 6 AM-6 PM and Saturday/Sunday 8 AM-4 PM. Volunteers are not utilized for this service. The call center service is marketed via social media, the Cherriots website, the Cherriots LIFT Eligibility Office, publicly posted and shared informational materials, mobility management outreach presentations, and staff participation in community meetings throughout the region. In calendar year 2023, the call center answered 47,013 total calls.

Performance measures have been created for the partnership and call center project. The Cherriots Call Center manager evaluates performance measures on a quarterly and annual basis. Performance measures are adjusted for quality and cost effectiveness. The Cherriots Call Center meets and exceeds the Federal Transit Administration - FTA/ADA Guidance for Call Center Telephone Hold Times (speed of answer: under 30 seconds; calls abandoned: 0%; call handling time: under 5 minutes).

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*

SAMTD's Mobility Management program involves working with regional partners to coordinate transportation services, which is one of the goals of this project. The Cherriots Call Center plays a key role in avoiding duplication of services when trips are scheduled for riders both inside and outside of the Salem-Keizer Urban Growth Boundary on Cherriots LIFT and Shop and Ride.

The Cherriots Call Center also coordinates services throughout the region by referring callers to other providers and public transportation options outside of the Cherriots transportation services (e.g., SMART out of Wilsonville, Tillamook County Transit transportation services from Salem to the Oregon Coast, Amtrak, and Greyhound). Through presentations and outreach efforts, SAMTD aims to raise awareness of the Cherriots Call Center as a valuable resource for scheduling trips and answering transportation-related questions.

c.) Is your project cost-effective?

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

The average cost per ride can be calculated based on the total project costs (e.g., preventive maintenance, purchase of service, call center, and staff time managing the project) divided by the number of rides provided.

The cost per ride in calendar year 2023 for Shop and Ride was approximately \$55.82 (4,486 unduplicated passenger trips were provided).

The cost per revenue hour is based on the actual contracted transportation services contract. For calendar year 2023, the cost per revenue hour was \$85.05 for Shop and Ride and LIFT combined.

The cost per mile in calendar year 2023 was approximately \$6.71 for Shop and Ride and LIFT combined. The project is cost-effective considering the significant service provided for the community.

d.) Project quality

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

The Cherriots Call Center is a one-stop clearinghouse for riders to call for local and regional transportation services including: Scheduling, inquiring about options, and requesting rides on Cherriots transportation services. The Cherriots Call Center is essential for providing resources to individuals who may have little information about available public transportation in Marion and Polk counties. Without the call center to provide the information and schedule trips, accessing public transportation would be very difficult for many people.

Cherriots Shop and Ride is a vital public transportation service that addresses the otherwise unmet needs of individuals with disabilities and seniors aged 60 and older. This service is especially important for those who may not be eligible for ADA paratransit or may have difficulty accessing fixed-route transportation services. The services provided by Shop and Ride are designed to be accessible for these populations. By offering low fees for service and eliminating the need for an application or assessment for qualification, Shop and Ride reduces the barriers to accessing transportation. All Shop and Ride vehicles are ADA-accessible.

The need for this project was determined based on a summary of stakeholder workshops held in fall 2023 (Coordinated Plan Appendix A). The plan identified needs for improved infrastructure, coordination, and communication, all of which the call center supports. Desired improvements included simplifying to a single call, easier navigation of customer service, and more information/support for non-english speakers. The Cherriots Call Center supports all of these improvements.

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

In FY2025 the call center project will continue to focus on two goals:

1. Goal: Focus on the Customer

Objective: Provide customer-centered efficient transportation

Outcomes: a) opportunities for social and recreational trips; b) dependability of service; c) decreased wait time; d) cost effective service

How Measured: a) evaluate the Shopper Shuttle locations and ridership to the locations, as well as ridership by day of the week; b) increase ridership on the Shopper Shuttle within the budget; c) review customer requests for shopping locations; d) reduce revenue miles through efficiency.

2. Focus on World Class Customer Experience

Objective: Provide World Class Customer Experience

Outcomes: a) communicate information to customers and potential customers; b) conduct customer feedback/surveys.

How Measured: a) number of calls to the call center; b) customer feedback, public contacts, or surveys; c) call center staff completing training on "A Better Cherriots - Delivering World Class Customer Experience" on every interaction; d) training on all enhanced public transportation service changes (Sunday/Holidays) provided by Cherriots Services.

Mobility management is the most effective way to facilitate communication and coordination with customers and partners. Mobility management also builds partnerships between providers by bringing all providers together in the coordination process.

Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Start Service	7/1/24
2	End Service	6/30/25
3		
4		
5		
6		

2. Is your application for a replacement vehicle?

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

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

Vehicle Category* Choose an item.	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type* Choose an item.	Estimated Order Date	Estimated Delivery Date*
E 7			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
Totals:	0	Grand Total:	\$ 0.00						

***Vehicle Category Descriptions:**

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

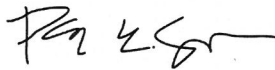
*Fuel Type Options: (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

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

C. ORGANIZATIONAL CERTIFICATION

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

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



Grants Administrator 6/4/24

Signature of Authorized Organization Officer

Title

Date

Private Nonprofit Agency – Corporation Status Inquiry and Certification

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

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

Private Non-profits

Legal Name of Non-profit Applicant: _____

State of Oregon Articles of Incorporation Number: _____

Date of Incorporation: _____

Certifying Representative

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



2024 SECTION 5310 (FTA) GRANT APPLICATION

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

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APRIL 2024

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Submit

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

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Contact Person: Peggy Greene

Address: 555 Court Street NE Suite 5230, Salem, OR

Telephone: (503) 361-7530

Email: peggy.greene@cherriots.org

Type of organization (check one)

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State, county, tribal, or local government agency	<input checked="" type="checkbox"/>

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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)	None

Total transportation program costs by year

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B. PROJECT INFORMATION

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

Cherriots Shop and Ride Preventive Maintenance

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)	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

\$7,804.00

Start date

7/1/24

Funding request type (check one)

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

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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:

SAMTD requests the full amount only for this project. General funds are not available and have not been budgeted to support this project. Matching funds are local, non-federal resources sourced from SAMTD's STIF Formula funds that are designated to support this project. Without full funding from this grant, it would be difficult to provide services.

FY24

Scaled request: \$ 7,804.00

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2024 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 7,804.00
Local Resources	\$
Federal Resources	\$
Other (provide description): STIF Formula funds	\$ 1,951.00
Project Grand Total	\$ 9,755.00

Coordinated Plan

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

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

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

1. Project description

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

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

This project will fund the preventive maintenance (PM) for Cherriots Shop and Ride. The Shop and Ride fleet consists of five vehicles, four are in-service and one is a spare. PM is provided by Cherriots Maintenance staff located at 3170 Del Webb Maintenance facility. Shop and Ride provides Shopper Shuttle and Dial-a-Ride (demand responsive) transportation services to seniors age 60 and older and individuals with disabilities within the Salem-Keizer Urban Growth Boundary (UGB).

Scheduling is by reservation. Riders call the Cherriots Call Center up to two weeks in advance or within 24 hours of their requested trip to make reservations. Shop and Ride is operated by a contractor and Salem Area Mass Transit District (SAMTD) employs two staff to oversee the Shop and Ride program. Volunteers will not be used for this service. Services are available to any senior age 60 or older and individuals with disabilities; no application is required to qualify for services.

The Dial-a-Ride service provides transportation from the rider's home to any location within the Salem-Keizer UGB Monday through Friday 8 AM-5 PM for \$3.20 per ride. Medical appointments have priority when making trip reservations on Dial-a-Ride. The Dial-a-Ride service observes the same holiday closures as Cherriots Local fixed routes. Riders can bring one additional passenger or personal care attendant when using Dial-a-Ride or Shopper Shuttle.

Currently, the Shopper Shuttle service is suspended due to COVID-19 and limited capacity. When the shuttle operates, it provides AM and PM shopping trips to predetermined stores within the Salem-Keizer UGB Tuesday through Friday 8:15 AM-5:15 PM for \$1.25 per ride. This origin-to-destination service offers a schedule for riders to choose from when reserving a trip.

Cherriots Shop and Ride is marketed through social media, the Cherriots website, targeted mailers, advertisements in local newspapers, and in-person promotion of services at informational tables and community presentations. In calendar year 2023, Shop and Ride provided 4,486 unduplicated passenger trips.

Shop and Ride provides transportation for seniors, individuals with disabilities, low-income populations, and senior housing communities, offering vital access to services and serving as a social outlet to many who may have limited means of transportation and are generally at home alone.

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*

SAMTD's mobility management involves working with regional partners to coordinate transportation services, which is one of the goals of this project. The Cherriots Call Center plays a key role in avoiding duplication of services when trips are scheduled for riders both inside and outside of the Salem-Keizer Urban Growth Boundary on Cherriots LIFT and Shop and Ride.

The Cherriots Call Center also coordinates services throughout the region by referring callers to other providers and public transportation options outside of the Cherriots transportation services (e.g., SMART out of Wilsonville, Tillamook County Transit transportation services from Salem to the Oregon Coast, Amtrak, and Greyhound). Through presentations and outreach efforts, SAMTD aims to raise awareness of the Cherriots Call Center as a valuable resource for scheduling trips and answering transportation-related questions.

c.) Is your project cost-effective?

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

Cherriots Shop and Ride buses are owned by SAMTD and preventive maintenance is performed in-house by a full service maintenance department, allowing for cost efficiency and continuity in maintenance repairs and record keeping. The SAMTD Maintenance Shop follows all manufacturer and FTA guidance for preventive maintenance on SAMTD-owned vehicles.

The average cost per ride can be calculated based on the total project costs (e.g., preventive maintenance, purchase of service, call center, and staff time managing the project) divided by the number of rides provided. The cost per ride in 2023 was approximately \$55.82.

The cost per revenue hour is based on the actual contracted transportation services, contract. For calendar year 2023, the cost per revenue hour was \$85.05 for Shop and Ride.

The cost per mile for calendar year 2023 was approximately \$8.05 for Shop and Ride.

The project is cost-effective considering the significant service provided for the community.

d.) Project quality

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

Cherriots Shop and Ride transportation service is an integral component of the complete transit network that specifically provides increased transportation options for seniors and individuals with disabilities.

Cherriots Shop and Ride is a vital public transportation service that addresses the otherwise unmet needs of individuals with disabilities and seniors aged 60 and older. This service is especially important for those who may not be eligible for ADA paratransit or may have difficulty accessing fixed-route transportation services. The services provided by Shop and Ride are designed to be accessible for these populations. By offering low fees for service and eliminating the need for an application or assessment for qualification, Shop and Ride reduces the barriers to accessing transportation. All Shop and Ride vehicles are ADA-accessible.

Riders of Shop and Ride are in need of direct, origin-to-destination trips to locations that have multiple errand opportunities as opposed to accessing fixed-route services. Cherriots Shop and Ride transportation service ensures that seniors 60 and older as well as individuals with disabilities can maintain independence and safely access their communities.

Currently, there is no other transportation service available in the Salem-Keizer area like Cherriots Shop and Ride. This transportation service is an integral component of the complete transit network.

The need for this project was identified in the Cherriots Coordinated Public Transit-Human Services Transportation Plan (2024), both for the service and maintenance of vehicles (Chapter 7), and in the Fleet Maintenance Plan. The Coordinated Plan includes an overview of existing public transportation services; a needs assessment, strategies and priorities for addressing needs.

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

The expected outcome of this project is that seniors and individuals with disabilities will continue to be supported with safe and reliable transportation. The continuation of the Cherriots Shop and Ride transportation services and preventive maintenance of its fleet will ensure seniors and individuals with disabilities have mobility options, resulting in increased access to their communities and vital services throughout the Salem-Keizer Urban Growth Boundary. This will allow seniors and individuals with disabilities to access healthcare, employment, social activities, human services, volunteer opportunities, grocery shopping, and other errands.

Specifically, the service is designed to offer transportation options for individuals who may or may not qualify for paratransit services and those who may not be able to access Cherriots Local fixed route service. In addition, the service offers low fees per ride (\$3.20 for Dial-a-Ride or \$1.25 for Shopper Shuttle) and does not require a qualifying application, ensuring equitable access. As a result, increased ridership is anticipated. Shop and Ride is the best method to address the transportation needs of seniors and people with disabilities because it offers reliable and ADA accessible transportation designed to address their needs.

Shop and Ride outcomes will be measured by annual ridership of seniors and individuals with disabilities.

Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Start Service	7/1/24
2	End Service	6/30/25
3		
4		
5		
6		

2. Is your application for a replacement vehicle?

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

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

Vehicle Category* Choose an item.	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type* Choose an item.	Estimated Order Date	Estimated Delivery Date*
E 7			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
Totals:	0	Grand Total:	\$ 0.00						

***Vehicle Category Descriptions:**

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

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

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

C. ORGANIZATIONAL CERTIFICATION

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

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



Grants Administrator

6/4/24

Signature of Authorized Organization Officer

Title

Date

Private Nonprofit Agency – Corporation Status Inquiry and Certification

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

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

Private Non-profits

Legal Name of Non-profit Applicant: _____

State of Oregon Articles of Incorporation Number: _____

Date of Incorporation: _____

Certifying Representative

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



2024 SECTION 5310 (FTA) GRANT APPLICATION

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

"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

APRIL 2024

INTRODUCTION

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

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem Area Mass Transit District (SAMTD)

Contact Person: Peggy Greene

Address: 555 Court Street NE Suite 5230, Salem, OR

Telephone: (503) 361-7530

Email: peggy.greene@cherriots.org

Type of organization (check one)

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

Area of service (check one)

Inside the Salem-Keizer Urban Growth Boundary (UGB)	<input checked="" 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	8:00 AM - 4:00 PM
Monday	6:00 AM - 6:00 PM
Tuesday	6:00 AM - 6:00 PM
Wednesday	6:00 AM - 6:00 PM
Thursday	6:00 AM - 6:00 PM
Friday	6:00 AM - 6:00 PM
Saturday	8:00 AM - 4:00 PM
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)	None

Total transportation program costs by year

FY23 (historical data, if applicable)	FY24 (actual)	FY25 (projected)
\$ 8,297,842.00	\$ 12,507,690.00	\$ 12,730,789.00

B. PROJECT INFORMATION

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

Cherriots Shop and Ride Operations/Purchase of Service

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)	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

\$175,585.00

Start date

7/1/24

Funding request type (check one)

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

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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:

SAMTD requests the full amount only for this project. General funds are not available and have not been budgeted to support this project. Matching funds are local, non-federal resources sourced from SAMTD's STIF Formula funds that are designated to support this project. Without full funding from this grant, it would be difficult to provide services.

FY24
Scaled request: \$ 175,585.00

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2024 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 175,585.00
Local Resources	\$
Federal Resources	\$
Other (provide description): STIF Formula funds	\$ 43,896.00
Project Grand Total	\$ 219,481.00

Coordinated Plan

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

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

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

1. Project description

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

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

This project will fund the operations for Cherriots Shop and Ride, including purchase of service. Shop and Ride provides Shopper Shuttle and Dial-a-Ride (demand responsive) transportation services to seniors age 60 and older and individuals with disabilities within the Urban Growth Boundary (UGB) of Salem and Keizer.

Scheduling is by reservation. Riders call the Cherriots Call Center up to two weeks in advance or within 24 hours of their requested trip to make reservations. Shop and Ride is operated by a contractor and Salem Area Mass Transit District (SAMTD) employs two staff to oversee the Shop and Ride program. Volunteers will not be used for this service. Services are available to any senior age 60 or older and individuals with disabilities; no application is required to qualify for services and all Shop and Ride vehicles are ADA accessible.

The Dial-a-Ride service provides transportation from the rider's home to any location within the Salem-Keizer UGB Monday through Friday 8 AM-5 PM. The fare is \$3.20 per ride. Medical appointments have priority when making trip reservations on Dial-a-Ride. The Dial-a-Ride service observes the same holiday closures as Cherriots Local fixed routes. Riders can bring one additional passenger or personal care attendant when using Dial-a-Ride or Shopper Shuttle.

Currently, the Shopper Shuttle service is suspended due to COVID-19 and limited capacity. When the shuttle operates, it provides AM and PM shopping trips to predetermined stores within the Salem-Keizer UGB Tuesday through Friday 8:15 AM-5:15 PM for \$1.25 per ride. This origin-to-destination service offers a schedule for riders to choose from when reserving a trip.

In calendar year 2023, Shop and Ride provided service with 4,486 unduplicated passenger trips (UPT). Shop and Ride is marketed through social media, the Cherriots website, targeted mailers, advertisements in local newspapers, and in-person promotion of services at informational tables and community presentations.

Shop and Ride provides transportation for seniors, individuals with disabilities, low-income populations, and senior housing communities, offering vital access to services and serving as a social outlet to many who may have limited means of transportation and are generally at home alone.

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*

SAMTD's mobility management involves working with regional partners to coordinate transportation services, which is one of the goals of this project. The Cherriots Call Center plays a key role in avoiding duplication of services when trips are scheduled for riders both inside and outside of the Salem-Keizer Urban Growth Boundary on Cherriots LIFT and Shop and Ride.

The Cherriots Call Center also coordinates services throughout the region by referring callers to other providers and public transportation options outside of the Cherriots transportation services (e.g., SMART out of Wilsonville, Tillamook County Transit transportation services from Salem to the Oregon Coast, Amtrak, and Greyhound). Through presentations and outreach efforts, SAMTD aims to raise awareness of the Cherriots Call Center as a valuable resource for scheduling trips and answering transportation-related questions.

c.) Is your project cost-effective?

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

The average cost per ride can be calculated based on the total project costs (e.g., preventive maintenance, purchase of service, call center, and staff time managing the project) divided by the number of rides provided. The cost per ride in calendar year 2023 was approximately \$55.82 (4,486 unduplicated passenger trips were provided).

The cost per revenue hour is based on the actual contracted transportation services, contract. For calendar year 2023, the cost per revenue hour was \$85.05 for Shop and Ride.

The cost per mile for calendar year 2023 was approximately \$8.05 for Shop and Ride.

The project is cost-effective considering the significant service provided for the community.

d.) Project quality

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

Cherriots Shop and Ride transportation service is an integral component of the complete transit network that specifically provides increased transportation options for seniors and individuals with disabilities.

Cherriots Shop and Ride is a vital public transportation service that addresses the otherwise unmet needs of individuals with disabilities and seniors aged 60 and older. This service is especially important for those who may not be eligible for ADA paratransit or may have difficulty accessing fixed-route transportation services. The services provided by Shop and Ride are designed to be accessible for these populations. By offering low fees for service and eliminating the need for an application or assessment for qualification, Shop and Ride reduces the barriers to accessing transportation. All Shop and Ride vehicles are ADA-accessible.

Riders of Shop and Ride are in need of direct, origin-to-destination trips to locations that have multiple errand opportunities as opposed to accessing fixed-route services. Cherriots Shop and Ride transportation service ensures that seniors 60 and older as well as individuals with disabilities can maintain independence and safely access their communities.

Currently, there is no other transportation service available in the Salem-Keizer area like Cherriots Shop and Ride. This transportation service is an integral component of the complete transit network.

The need for this project was identified in the Cherriots Coordinated Public Transit-Human Services Transportation Plan (2024), both for the service and maintenance of vehicles (Chapter 7), and in the Fleet Maintenance Plan. The Coordinated Plan includes an overview of existing public transportation services, a needs assessment, strategies and priorities for addressing needs.

e.) Expected outcomes

8

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

The expected outcome of this project is that seniors and individuals with disabilities will continue to be supported with safe and reliable transportation. The continuation of the Cherriots Shop and Ride transportation services will ensure seniors and individuals with disabilities have mobility options, resulting in increased access to their communities and vital services throughout the Salem-Keizer Urban Growth Boundary. This will allow seniors and individuals with disabilities to access healthcare, employment, social activities, human services, volunteer opportunities, grocery shopping, and other errands.

Specifically, the service is designed to offer transportation options for individuals who may or may not qualify for paratransit services and those who may not be able to access Cherriots Local fixed route service. In addition, the service offers low fees per ride (\$3.20 for Dial-a-Ride or \$1.25 for Shopper Shuttle) and does not require a qualifying application, ensuring equitable access. As a result, increased ridership is anticipated. Shop and Ride is the best method to address the transportation needs of seniors and individuals with disabilities because it offers reliable and ADA accessible transportation designed to address their needs.

Shop and Ride outcomes will be measured by annual ridership of seniors and individuals with disabilities.

Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Start Service	7/1/24
2	End Service	6/30/25
3		
4		
5		
6		

2. Is your application for a replacement vehicle?

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

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

Vehicle Category* Choose an item.	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type* Choose an item.	Estimated Order Date	Estimated Delivery Date*
E 7			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
--			\$ 0.00				---		
Totals:	0	Grand Total:	\$ 0.00						

***Vehicle Category Descriptions:**

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


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

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

C. ORGANIZATIONAL CERTIFICATION

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

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



Grants Administrator 6/4/24

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



Salem Area Mass Transit District

STIFAC Meeting Minutes

Tuesday, March 5, 2024 at 12:00 p.m.

Mill Creek Conference Room / Virtual

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

Attendees:

Committee Members: Chair Jim Row, Vice-Chair Marja Byers, Board Liaison Ramiro Navarro Jr., Beth Schmidt, M. Bryant Baird, Dodie Laura Brockamp, Fred Evander, Kimberley Dwyer, Kyle Miller, Stephen Dobrinich, and Steve Anderson

Staff: CPDO Shofi Ull Azum, Service Planning Manager Chris French, Transit Planner Jeremy Jorstad, Jolynn Franke Transit Planner, Project Administrator Ted Stonecliffe, and Executive Assistant Kirra Pressey.

Guest: Kittelson and Associates' Principle Engineer Susie Wright

I. CALL TO ORDER

CPDO Azum called the meeting to order at 12:02 p.m.

A. Safety Moment

CPDO Azum provided the safety moment, highlighting the importance of preventing slips, trips, and falls in the workplace. He discussed ways to identify hazards and mitigate risks.

B. Introductions

Chair Row noted the presence of many new faces on the committee and asked members and staff to introduce themselves.

II. ACTION ITEMS

A. Approval of Minutes

1. December 5, 2023 STIFAC Meeting

Motion:	Approve the Minutes from the December 5, 2023 STIFAC Meeting
Motion By:	Member Fred Evander
Second:	Member Kimberley Dwyer
Vote:	Motion Passed Unanimously

III. DISCUSSION

A. DRAFT Cherriots Coordinated Plan

Kittelson and Associates' Principal Engineer Susie Wright presented the Coordinated Plan update for Marion and Polk Counties. She provided a brief overview of the plan, discussing the steps that led to the updates. She detailed the community engagement aspect, including provider interviews, surveys, and a series of five in-person workshops and one virtual session. She highlighted the needs identified throughout the process and discussed the prioritized needs. Additionally, she outlined the strategies to meet these prioritized needs. Lastly, she addressed the comments received regarding the draft and explained how they plan to address these comments. Susie Wright, along with the staff, was able to address all additional comments and questions provided by the committee.

B. 5310 Program Management Plan

Project Administrator Ted Stonecliffe presented the 5310 Program Management Plan (PMP). He discussed the purpose of the 5310 PMP and highlighted the differences between it and the Coordinated Plan. He provided an outline of the plan and discussed the proposed change to the approval process, specifically the elimination of the Technical Advisory Committee (TAC). Lastly, he discussed the needs and strategies list, which is similar to that of the Coordinated Plan but with slight modifications to account for the funding geography. Lastly, staff addressed all additional comments and questions provided by the committee.

C. Recommendation

1. **Recommend approval of the Cherriots Coordinated Plan and the 5310 Program Management Plan, taking into account the comments discussed with staff, to the Salem Area Mass Transit District Board of Directors.**

Motion:	Approve
Motion By:	Member Fred Evander
Second:	Vice-Chair Marja Byers
Vote:	Motion Passed Unanimously

IV. PUBLIC COMMENT - None

V. ADJOURN

Chair Harding adjourned the meeting at 1:10 p.m.