CHERRIOTS

2019-2021
SPECIAL TRANSPORTATION FUND (STF) GRANT APPLICATION

FOR PROJECTS LOCATED WITHIN MARION AND POLK COUNTIES

DECEMBER 2018

2019-2021 STF Grant Application
for Projects Located Within Marion and Polk Counties

INTRODUCTION

- Read the Cherriots *2019-2021STF Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- DO NOT submit the application for subrecipients on the "Funding Opportunities" section of the ODOT RPTD website. Only submit this application to Salem Area Mass Transit District (SAMTD) following the instructions referenced above.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using the online form and submitted in Adobe .pdf format. 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)

✓ Maintenance Plan (if submitting an application for preventive maintenance)

A. ORGANIZATION INFORMATION

Name of Organization: Salem Area Mass Transit District

Employer Identification Number (EIN): 93-0793128

Contact Person: Trish Bunsen

Contact Person Title: Grants Administrator

Address: 555 Court Street Suite 5230; Salem, OR 97301

Telephone: (503) 361-7504

Email: trisha.bunsen@cherriots.org

Type of Organization (check one)

Government Agency	☐
Private Not-for-Profit	☐
Other	☑

Area of service (check one)

Inside Marion and Polk Counties	☐
Outside Marion and Polk Counties	☐
Both inside and outside Marion and Polk Counties	☑

Organization Days and Hours of Operation

Day	**Hours**
Sunday	
Monday	5:00 AM -11:04 PM
Tuesday	5:00 AM -11:04 PM
Wednesday	5:00 AM -11:04 PM
Thursday	5:00 AM -11:04 PM
Friday	5:00 AM -11:04 PM
Saturday	10:00 AM - 4:00 PM Call Center only
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)	Beginning in September 2019, Cherriots will be expanding service on weeknights and Saturdays.

Total transportation program costs by year

FY18 (historical data, if applicable)	FY19 (projected, if applicable)	FY20 (projected)	FY21 (projected)
$42,468,904.00	$63,305,032.00	$69,635,535	$73,117,311.00

B. PROJECT INFORMATION

Project Title (*will be used for reviewer reference and in public comment process. Example: Mobility Management for City of Utopia Transit Service)*

Operations (Cherriots Regional, LIFT, and Shop and Ride) ,Grant Match, & Administratior

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 City of Woodburn)	Inside the Salem-Keizer Urban Growth Boundary ir

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

Start date
Provide the date of first work that will be charged to the grant.

07/01/19

Project Service Types (check all that apply) *What type of services will be supported with this STF grant?*

A. Open to the general public at all times	☑
B. Open only to seniors and individuals with disabilities	☑
C. Demand response	☑
D. Open to the general public on a space-available basis	☐
E. Limited to defined clientele (i.e., group residential home)	☐
F. Deviated route	☑
G. Other (define): commuter	☑

Project Type (check one) *Select the project type that you wish to include in your application.*

Project Type	Existing Service	New Service
A. Transit Operations	☑	☐
B. Mobility Management	☐	☐
C. Replacement Vehicle(s)	☐	☐
D. Service Expansion and Right-sizing Vehicles	☐	☐
E. Preventive Maintenance	☐	☐
F. Equipment	☐	☐
G. Signs and Other Bus Stop Amenities	☐	☐
H. Passenger Shelters	☐	☐
I. Facilities (Bus Barns and Other Buildings)	☐	☐

Total STF funds requested

$ 1,587,795.00

Total grant funds requested by year

	FY20	FY21
STF project	$ 793,898	$ 793,898.00

Scalable STF Grant Request by Year
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 STF 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 (200 words max.):

Without full STF funding, Cherriots LIFT and Shop and Ride match would need to be funded from our general fund and/or services reduced. Cherriots Regional services would be eliminated without another local source of match identified. The scaled request reduces the operations and match portion supporting Cherriots LIFT. The STF administration fee for an STF agency is not adjusted.

	FY20	FY21	Total
Scaled request:	$ 732,322	$ 732,322	$ 1,464,643

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

Estimated Additional Project Resources	
Source of Funds	**Dollar Amount**
2019-2021 STF Program Request (*Important!)*	$1,583,795.00
Local Resources	$
Federal Resources	$
Other (provide description):	$4,000.00
Project Grand Total	**$** 1,587,795.00

☑ The award of this STF Grant will enable federal funds to be brought to the project.

Coordinated Plan

Is project derived from the *Cherriots Coordinated Public Transit – Human Services Transportation Plan* dated August, 2016? ☑ Yes ☐ No If yes, what page(s)? p. 67

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 STF funding** *(limit 500 words)*. Answer the following questions in your description:

   - Who will you serve?
   - What geographic area will you 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 STF or other funds? Will you provide mileage reimbursement to volunteers using their own vehicles?).
   - How will the service be marketed?

(limit 500 words).

Cherriots is requesting funds for a portion of operating costs to complete the funding for Cherriots Regional, LIFT, and Shop and Ride that are not met with other funding sources. Operating costs include: Call Center, Preventative Maintenance, Purchased Services, Fuel, staff time, marketing, and printing. In addition, funds are requested for federal grants match that serve seniors and individuals with disabilities. These include ODOT FY 19/21 5310 and 5311 formula grants as well as FTA FY 19/21 5310 and 5307 ADA portion formula grants. STF Agency Administration 4,000 cost are included in total.

Cherriots Regional provides fixed routes in Marion, Polk, and a small portion of Linn counties and dial-a-ride services in rural Polk County. The service is operated Monday through Friday from 6:00 AM to 8:00 PM. Riders use Regional to connect with employment, education, medical services, and social or recreational opportunities to and from the surrounding rural communities. Riders call the Cherriots Call Center at least 24 hours in advance to schedule a trip for dial a ride services.

In FY 17/18 Cherriots Regional provided 87,624 trips, 40% of which were for seniors and/or individuals with disabilities traveling 329,023 Revenue Service Miles.

Cherriots LIFT is the complementary ADA paratransit service provided by Cherriots within the urban growth boundaries of Salem and Keizer. Cherriots LIFT is an origin-to-destination service for people who are functionally unable to use Cherriots Local. A three-step application process to determine eligibility is required. Cherriots LIFT is provided Monday through Friday from 5:00 AM through 10:00 PM. Riders can schedule a trip up to two weeks in advance and at least 24 hours in advance by calling the Cherriots Call Center.

In FY 17/18 Cherriots LIFT provided 132,080 trips, 99% of which were seniors and individuals with disabilities traveling 813,397 Revenue Service Miles.

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

The shopper shuttle alternates shopping trips to cover the region. Stores have been selected with criteria for one-stop services such as groceries, pharmacy, household, banks, restaurants, etc. along with rider's requests. Each area or neighborhood is provided approximately 75 minutes at the store in their region before returning home. On the return trip Shop and Ride operators can assist riders with their groceries, although Operators will not enter a rider's home. Not only does this public service provide a necessary trip to the store, it also provides a social outlet to many who have limited means of transportation and are generally at home alone.

In FY 17/18 Cherriots Shop and Ride provided 9,981 trips, 95% of which were for seniors and/or individuals with disabilities traveling 57,777 Revenue Service Miles.

Transportation services are marketed through the web, call center, and mobility management.

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.*

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

Cherriots LIFT coordinates with Cherriots Local and Regional services. There are customers who are able to use Cherriots for some of their trips or a portion of their trips, classified as conditional eligibility, and then transfer to Cherriots LIFT. During inclement weather some riders may only be able to access Cherriots LIFT. Riders who qualify can ride Cherriots Regional from outside of the area, then transfer to Cherriots LIFT while within the urban growth boundary. This coordination ensures that seniors, individuals with disabilities, disadvantaged populations, as well as the general public have access to and are able to utilize public transportation services thereby enhancing their quality of life.

The mobility coordinator attends community meetings in the 16 surrounding rural communities that Cherriots Regional serves as well as urban communities. The attendance of the community meetings is for the purpose of

c.) 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 needs identified in the Coordinated Plan? Limit 400 words.

Outcomes:
1. Cherriots Regional
Provide access and mobility to seniors and individuals with disabilities that live and/or work outside of the Salem-Keizer urban growth boundary. Cherriots Regional fills an unmet need for transportation services for seniors and individuals with disabilities in surrounding areas of Salem and Keizer. Regional transportation is essential in connecting communities and people to work, school, shopping, medical appointments, and other essential life-enhancing services and opportunities.

2. Cherriots LIFT
Provide access and mobility to seniors and individuals with disabilities that qualify for ADA paratransit services by completing a three step application process based on the individual's current functional ability to access fixed routes that may not otherwise have transportation options preventing them from accessing their community. Cherriots LIFT connects riders with shopping, work, and other essential activities. Cherriots collaborates with Marion County to provide Cherriots LIFT services for rehabilitation and work programs for developmentally and emotionally disabled individuals within the community.

3. Cherriots Shop and Ride
Provide mobility to those seniors and individuals with disabilities whom may or may not qualify for Cherriots LIFT. Cherriots Shop and Ride fills an unmet need for transportation for seniors and individuals with disabilities within the Salem-Keizer urbanized area.

Based on FY 18/19 ridership numbers, Cherriots estimates we will provide 504,000 unlinked passenger trips (UPT) over the biennium. This number represents the combined estimate for Cherriots: Regional, LIFT, and Shop and Ride. Of those rides, it is estimated that 350,000 will be seniors and individuals with disability.

2. Project Budget

Enter all costs involved in the **total** cost of the project.

Type	Amount
Labor (payroll)	$
Contracted services	$
Materials and supplies	$
Operations	$
Preventive maintenance	$
Capital equipment	$
Technology	$
Marketing	$
Other (describe) match for federal grants	$ 1,233,795.00
Other (describe) STF agency administration	$ 4,000.00
Other (describe) operating unfunded costs	$ 2,614,646.00

Project Total	$ 3,852,441.00
Amount requested in this grant	$ 1,587,795.00

3. Provide a timeline for the project in the following table:

	Milestone Description	**Completion Date**
1	project start	7/1/19
2	project end	6/30/21
3		
4		
5		
6		

4. Is your application for a replacement vehicle?

☐ Yes (continue to #5) ☑ No (go to Section C)

5. Enter the following information about each vehicle to be replaced:

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							Choose		
Choose							Choose		
Choose							Choose		
Choose							Choose		
Choose							Choose		
Totals:		Grand Total:							

***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.*

5a. Will you use the ODOT/DAS state price agreement contract? (☐ Yes ☑ No).

If No, describe the needs not addressed in state contracts (e.g., no contracts for trolley-style vehicles, no contracts for buses larger than 44 passengers, etc.).

Cherriots is not purchasing any capital equipment.

5b. Vehicles to be purchased (expansion vehicles only):

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							Choose		
Choose							Choose		
Choose							Choose		

C. ORGANIZATIONAL CERTIFICATION

By submitting this document via email to Salem Area Mass Transit District (SAMTD), 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 SAMTD;
- Has the legal, managerial and operational capacity to do the work to be paid for by the STF;
- 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 STF Program;
- Properly uses and accounts for the STF Program's goals; and
- Will operate the project or service in a safe, prudent and timely manner.

Grants Administrator 1/15/19

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 or STF 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: 07/01/19

Certifying Representative

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

Cherriots STF Grant Application
Project: Operations (Cherriots Regional, LIFT, and Shop and Ride) ,Grant Match, & Administration
Answer, Section 1. Project Description, b.):
Cherriots Call Center provides coordination of transportation services inside the Cherriots service area for Cherriots Regional, LIFT, and Shop and Ride. The call center refers customers to other providers and public transportation options outside of the Cherriots service area.

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The mobility coordinator attends community meetings in the 16 surrounding rural communities that Cherriots Regional serves as well as urban communities. The attendance of the community meetings is for the purpose of educating and informing on services and programs that are available, ensuring that duplication does not happen and access and utilization occurs.

Cherriots collaborates with Marion County to provide Cherriots LIFT services for rehabilitation and work programs for developmentally and emotionally disabled individuals within the community.

Answer, Section 1. Project Description, c.):
Outcomes:
1. Cherriots Regional
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Regional, LIFT, and Shop and Ride transportation services allows citizens to shop, access to recreation, jobs, education, medical, and other community services in and around the Salem-Keizer areas. The transportation services promote spending within and around the local community by providing the means for seniors and individuals with disabilities to access these important community resources.