



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE
MEETING AGENDA
WEDNESDAY FEBRUARY 20, 2019
9:30 AM
Astoria Transit Center, 900 Marine Drive Astoria, OR**

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE
2. INTRODUCTIONS
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. APPROVAL OF TAC MEETING MINUTES
6. NEW BUSINESS
 - a. MOBILITY MANAGEMENT PRESENTATION
 - b. §5310 APPLICATIONS
 - c. SPECIAL TRANSPORTATION FUND APPLICATIONS
 - d. STIF DISCRETIONARY FUNDS APPLICATION REVIEW
7. OTHER ITEMS



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE
MEETING MINUTES
November 28, 2018**

1. CALL TO ORDER-

2. PLEDGE OF ALLEGIANCE- Followed the election of officers.

3. INTRODUCTIONS/ ROLL CALL:

Present: Jeff Hazen SETD Executive Director, Chris Breitmeyer President Clatsop Community College, Diana Nitto Lower Columbia Hispanic Counsel, Patrick Preston Employment Department's Veterans Representative, Larry Miller Director Astoria Senior Center, Tita Montero Seaside City Counselor, Bryan Kidder Sunset Empire Transportation District Commissioner, Lin Anderson Seaside resident and frequent user of public transportation., Mary Parker, SETD Executive Assistant Marketing and Outreach. .

4. CHANGES TO THE AGENDA- None

5. NEW BUSINESS

a. Election of Chairperson and Vice Chairperson-

Larry Miller nominated Patrick Preston for Chairperson

Chris Breitmeyer seconded the motion

Discussion- None

Motion passed unanimously

Patrick Preston took over the meeting as Committee Chair

Lin Anderson nominated Tita Montero for Vice Chairperson

Larry Miller seconded the motion

Discussion- None

Motion passed unanimously

Executive Director Hazen asked if any additions of changes needed to be made to acronym list provided. Chair Patrick Preston requested that DAV- Disabled American Veterans be added.

b. Transportation Advisory Committee (TAC) Bylaws- Executive Director Hazen said that the Statewide Special Transportation Funding (STIF) requires that TAC has Bylaws, so he took the old Bylaws from the Senior and Disabled Committee and combined them with a template that ODOT provided for the STIF funding. Executive Director Hazen sent the draft Bylaws to ODOT and received their approval.

Tita Montero requested that there be clarification about the number of TAC members, if any, that can live outside of the District service area be placed under Membership on page 4. Tita also requested that there be reference under Membership on page 4, that one of the 9 TAC members will be an SETD Board member who is appointed by the SETD Board.

Tita Montero also asked since the Bylaws state that TAC members are to report a conflict of interest to the Executive Director, when would this conflict of interest be reported to the TAC. Executive Director Hazen said he would add that clarification.

Bryan Kidder asked for definition on page 8 of what "within SETD's area of responsibility" actually means to the membership of this committee. Hazen said he will add clarification for out of area, which are the areas that are not presently being served. Tita Montero commented that Jewell is in the Transportation Plan but is not being served at

this time. Hazen said we used to go to Manzanita to meet the Tillamook County bus, but now they come to Cannon Beach however we do go to Rainier to meet CCRider bus which is out of our service area.

Tita Montero moved to accept the Bylaws as amended and recommend adoption by the SETD Board of Commissioners

Larry Miller seconded the motion

Discussion-None

Motion passed unanimously

Executive Director Hazen added that Barbara Carson will not be serving on the committee and Diana Nitto will be taking her place and be up for appointment at the next SETD Board meeting.

- c. Presentation on Transit Funding-Executive Director Hazen made a PowerPoint presentation that explained in detail how SETD is currently being funded and the strict rules and reporting that is required.
- d. STF Discretionary Grant Proposal-Executive Director Hazen reported that Columbia County Rider has had operational struggles mainly because they are not a Special District. They do not have a tax base and have had their share of downfalls. CC Rider recently made staff cuts and will be making service cuts and route changes in January. Hazen added that Columbia County Rider also is facing problems due to the cancellation of their contract with MTR which provided driver services. MTR recently unionized and immediately terminated their contract with Columbia County. Executive Director Hazen said he would like to see SETD take over the entire Lower Columbia Connector route from Astoria to Portland and will be writing an Intercity Grant to cover the services. Our rider reports show that most riders on this route are going to Portland. Tita Montero asked if this would allow for SETD to provide more service to the Job Corp. Executive Director Hazen said yes, he thought it would. Bryan asked about the results of the study that previously was completed when looking at SETD merging services. Executive Director Hazen said he believes that the information given to us for the study from Columbia County was not correct. Executive Director Hazen said he will work on the Intercity Grant in December and bring it back to TAC in January and then to the Board.

Larry Miller moved to have Executive Director Hazen move forward in applying for the Intercity Grant

Lin Anderson seconded the motion

Motion passed unanimously

6. PUBLIC Comment (3-minute limit)- None

7. OTHER ITEMS- None

Meeting was adjourned at 12:30 PM

Mary Parker, Recording Secretary

Date _____

An audio recording of the Sunset Empire Transportation District's Transportation Advisory Committee Meeting is available at: www.ridethebus.org- SETD Committee Meeting Recordings

Mission Statement

Provide safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

Date: February 15, 2019

To: TAC Members

From: Jeff Hazen

Re: Agenda Item 6.a Mobility Management Presentation

Our Mobility Manager, Jason Jones, will be giving a presentation on Mobility Management so that the committee has an understanding of what Mobility Management is and how it relates to the TAC's work.

Date: February 15, 2019

To: TAC Members

From: Jeff Hazen

Re: Agenda Item 6.b §5310 Project Submissions

On January 7th, a public notice was published in the Daily Astorian announcing the §5310 funding opportunity. The deadline for submission was January 31, 2019. There were no submissions from other agencies within our service area. Attached are the projects that SETD is submitting funding for. Jason Jones will be in attendance to present and explain the projects.

Staff recommends the following motion:

I move that the TAC pass on a recommendation to the SETD Board of Commissioners to approve the SETD projects to be funded by the §5310 program for the 2019-2021 biennium.

Mobility allocation estimate \$ 162,934.00 Total Funds Requested: \$ 162,934.00 \$ -

ITEM	Headline	OBJECTIVE(S)	PHASE 1	PHASE 2	PHASE 3	DURATION	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	FUNDS
							18	19	19	19	19	20	20	20	20	21	21	21	21	REQUESTED
Strategic goals and program objectives																				
1	Start new Transit Engagement Program	Create and maintain a Transit Engagement program that will provide out-reach and education in group settings that will foster encouragement and confidence and lead to further Travel Training opportunities.	Develop communication and contact with local entices such as care facilities, work places and even the Senior Center.	Polish presentation and materials and prep for first engagement.	Complete an engagement and study the results from the engagement survey and schedule future events.	2. hours of Transit Engagement prep and actual.	X	X	X			X			X	X			X	\$ 15,500.00
2	Re-ignite and Improve Travel Training program	Start up and maintain a new Travel Training program that will contain monthly classes held at the Transit Center and focused individualized training opportunities for the community.	Start training as soon as I can.	Become better training through other training courses and continue training.	Assess and study deviancies in program and improve upon them in course.	4 hours once per month for class setting.	X	X	X			X			X				X	\$ 10,375.00
3	Purchase outreach, tabling and educational materials for Transit Engagement and Travel Training courses	Create an educational brochure called "Travel Training 101" and produce professional looking media. Purchase safe flashing lights and other items for tabling events as well as training events in a class room setting.	Research	Purchase.		Budget of 50 hours of work into this project.				X	X		X					X		\$ 11,866.50
4	Build up the RidePal program	Develop and advertise a new volunteer appreciation program that will entice people to volunteer as Ride Pals or Travel Trainers.	Develop a better program of appreciation for the Volunteers.	Develop a clear list of duties and responsibilities through training.	Advertise through the paper, social media or other platforms to get a good sample of applications to pursue. Start training as soon as possible.	Budget of 10hr/week for 3 months then 1 hr week in maintenance.			X	X	X	X			X			X	X	\$ 15,302.00
5	Expand the VETP through more drivers and other transporter relations.	The VETP has the capability to grow but not the capacity. We need to recruit new drivers and put together monthly or quarterly meetings in either an ad-hoc or official capacity.	Advertise through the paper, social media or other platforms for the drivers.	Develop a clear list of duties and responsibilities through training.	Once background checks are done bring in for training with John Carter and Myself.	Budget of 7hr/week for 12 weeks for startup then 390 hours for maintenance and payment to providers			X	X	X	X	X	X	X	X	X	X	X	\$ 27,693.00
6	Develop relationship with local Taxi providers.	Develop relationships through agreements with local taxi or private transportation providers that will become a part of the trip planning ecosystem.	Research what type of agreement and requirements would need to be met to move forward. Develop this document and gain approvals.	Reach out to providers.	Ensure that intake procedures are all checked off and proceed with software training and begin implementing in future trip plans.	For startup then 200 hours for maintenance and further development				X	X	X	X	X	X	X	X	X	X	\$ 17,500.00

7	Utilize bus 90 as a travel training bus (rolling class)	Utilize a backup bus capable of moving safely as a rolling classroom where I could take a group of trainees during a practical training part of the extensive Travel Training program.	Identify bus to be used, build a plan with operations and set details needed and wants.	Obtain hardware to install and ask for Operations to gather time and resources to continue the job.	After testing of the bus with several simulate rides install into the training protocol for group settings for Travel Training.	40 hours staff time				X	X	X			X				X	\$ 14,404.00
8	Design and implement a rider safety campaign.	Develop a suite of safety and outreach materials that are of common design and shared message to facilitate non-human interactive travel training.	Assess where improvements can be made	Work with Operations and with Director as well as Outreach to develop a consistent message and materials.	Strategically place material on the busses and maintain them over time.	Budget of 5hr/week for 12 weeks for startup then 150 hours for maintenance and further development				X	X	X		X		X			X	\$ 17,789.00
9	Develop a 'Trauma Informed Care' customer service training for all staff.	Utilizing online options or in-person crisis intervention training. As a part of the general customer service training that SETD employees already receive it would be beneficial to implement a person-centered trauma informed strategy to prevent difficult behaviors that stem from traumatic events.	Find a program either online or in person and install in our training protocol.	Work with Operations to find a seamless way to get all drivers trained and a hard schedule for all new incoming drivers.	Track and maintain training through Human Resources. Maintain every 2 years.	Budget of 8hr/week for 10 weeks for startup and training then 100 hours for maintenance and further development				X	X	X		X		X		X	\$ 14,660.00	
10	Build up TC information media through technology.	Better more cleaner education and basic notifications are needed to be truly accessible. SETD does a good job at being accessible and moving in a direction that utilizes basic and low-cost technology will take SETD to the next level of Transit Center and bus accessibility.	Provide an overview of plan and general costs and gain approval.	Ask operations staff for assistance with the installation of material and technology.		6 months of startup and then biannual update and maintenance			X	X	X	X		X				X	\$ 12,000.00	
11	Training and Conferences	To gain a better understanding and appreciation for the fine details associated with the complexity of the area of general safety and mobility of our ridership.				3 courses					X			X				X	\$ 5,844.50	

Date: February 15, 2019

To: TAC Members

From: Jeff Hazen

Re: Agenda Item 6.b Special Transportation Fund (STF) Project Submissions

On January 7th, a public notice was published in the Daily Astorian announcing the STF funding opportunity. The deadline for submission was January 31, 2019. There were no submissions from other agencies within our service area. Attached are the projects that SETD is submitting funding for. Jason Jones will be in attendance to present and explain the projects.

Staff recommends the following motion:

I move that the TAC pass on a recommendation to the SETD Board of Commissioners to approve the SETD projects to be funded by the STF program for the 2019-2021 biennium.

STF allocation estimate \$ 187,727.00 Total Funds Requested: \$ 187,727.00

ITEM	Headline	OBJECTIVE(S)	PHASE 1	PHASE 2	PHASE 3	DURATION	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	FUNDS
							18	19	19	19	19	20	20	20	20	21	21	21	21	REQUESTED
Strategic goals and program objectives																				
1	Continue peak service on Route 101	In order to provide better service for our senior and disabled riders to access healthcare and social service appointments, it is crucial to have more frequent service on Route 101	Continue the additional loops that the 101B provides during peak hours.	Utilize STIF funds to add two additional loops at 11:00am and 1:00pm	Utilize STIF funds to add one additional loop at 7:00pm		X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 83,452.00
2	Continue limited service on Route 15 in Warrenton	This route provides service to the major shopping areas in Warrenton. This provides opportunities for senior and disabled riders to have access for their shopping needs.	Continue the current schedule of Route 15.	Utilize STIF funds to add additional loops to Route 15			X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 39,275.00
3	Enhance education and safety training for Mobility and ADA Paratransit eligibility assessment.	Enhance the education and safety training set for Mobility customers as well as Paratransit eligibility assessments through onsite training facilities.	Design and construct a Mobility Lab.	Design a process of training to that will require prospective members of Paratransit or current Mobility Travel Trainees to go through classes and services at this location.	Maintain records and data for future tracking and performance purposes.	6 months of start up and prep. Maintaining of site as well as daily operational costs through out the the biennium.					X	X	X	X	X				X	\$ 55,000.00
4	Enhance securement training through process and technology .	Aquire the tools needed to bring more in line our securment training.	Purchase a training platform and requisit accessories to complete the platform	Train the trainers on how to operate the tool.							X									\$ 10,000.00

Date: February 15, 2019

To: TAC Members

From: Jeff Hazen

Re: Agenda Item 6.d STIF Discretionary Funds Application Review

For the STIF Discretionary Application submissions, the TAC has the opportunity to review each application that is relevant to our area of responsibility. In your packet, there are four applications for your review. Two of the application are from Columbia County Rider, one from SETD, and one from Tillamook County Transportation District on behalf of the Northwest Oregon Transit Alliance. Because the three applications have us mentioned in their applications, you are being given the opportunity to provide a “Fund” or “Don’t Fund” recommendation for each of them to the ODOT selection committee.

If the TAC agrees that each application should be funded, staff recommends the following motion:

I move that the TAC pass on a recommendation to the ODOT selection committee to fund the following discretionary applications:

- Columbia County Rider Longview Kelso Intercity Service
- Columbia County Rider GPS Online Tracker System
- SETD Astoria Portland Intercity Service
- TCTD NWOTA Website Trip Planner

**STIF Discretionary and
Statewide Transit Network Program
Guidance for QE Advisory Committee
Application Review**



Topics

- Statewide priorities
- Selection process
- Project selection criteria
- Schedule



Overview – Two Solicitations

- **Statewide Transportation Improvement Fund (STIF) Discretionary** solicitation (5 % of STIF)
- **Statewide Transit Network Program** discretionary solicitation, funded from two sources:
 - Federal Transit Administration (FTA) Section 5311(f)
 - STIF Intercommunity Fund (4 % of STIF)



3

Statewide Priorities

STIF Discretionary and Statewide Transit Network Program investment priorities are guided by:

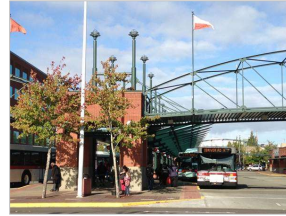
- Oregon Public Transportation Plan
- Oregon Administrative Rule (OAR) Chapter 732, Divisions 40 and 44
- FTA Circular C 9040.1.G



4

OTC Investment Priorities Discretionary and Statewide Transit Network

- Improve transit for vulnerable populations
- Improve coordination between providers
- Fill gaps in the statewide transit network
- Reduce greenhouse gas emissions and improve public health
- Encourage sustainable funding plans
- Maintain fleet condition
- Improve use of active transportation



5

Fund Availability

Funding Sources	Amount
STIF Discretionary Fund (5%)	\$11.2 M
Statewide Transit Network Program	\$10.3 M
STIF Intercommunity Fund (4%)	\$9.0 M
FTA Section 5311(f)	\$1.3 M



6

Project Selection Process

- Applications due Feb. 1, 2019
- ODOT reviews for eligibility and completeness
- Area Commissions on Transportation and STIF Advisory Committees review
- ODOT Project Selection Committee scores and ranks
- Public Transportation Advisory Committee recommends to Oregon Transportation Commission
- OTC reviews and decides which projects will be awarded funds
- ODOT notifies applicants of award decision, August 2019



7

Role of QE Advisory Committees

- Review applications relevant to area of responsibility
- Provide a "Fund" or "Don't Fund" recommendation for each reviewed application
- Option to provide additional comments and a prioritized list of projects for OTC's consideration

The ODOT selection committee will consider Advisory Committee input when ranking projects. Advisory Committee input will be provided to PTAC and OTC.



8

Resources

- Solicitation Materials:
<https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx>
- STIF Web Page:
<https://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

Contacts

- Patrick DePriest, STIF Intercommunity Coordinator, 503-986-3312, Patrick.depriest@odot.state.or.us
- Karyn Criswell, STIF Project Manager, 503-856-6172, Karyn.C.Criswell@odot.state.or.us



STIF Discretionary and Statewide Transit Network Fund Programs QE Advisory Committee Review Guidance

Per the Oregon Administrative Rules, the QE Advisory Committees are to provide a “fund” or “do not fund” recommendation to the Oregon Transportation Commission for each application that the QE receives from ODOT. While not required, each QE Advisory Committee may also recommend a prioritized list of Projects to its QE, which the QE will provide to ODOT. Finally, the QE Advisory Committee may submit additional comments on one or more projects, if desired. The QE Advisory Committee should complete this application review and provide the results to the QE Contact for that individual to enter into a Cognito review form, which the QE Contact will then submit to ODOT.

QE Advisory Committee input on submitted applications is due back to ODOT **no later than April 12, 2019.**

When reviewing a Project proposal for acceptance, rejection or prioritization, an Advisory Committee shall consider the extent to which the Project:

- (a) Supports the Purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
- (b) Meets the criteria established under OAR 732-044-0030(1); and
- (c) Meets any additional criteria established by the Commission.

The review considerations listed in (a)-(c) have been included below. The table provided on page three of this document lists the evaluation criteria approved by the Oregon Transportation Commission and shows how those criteria are weighted differently for the two fund programs.

732-044-0000

Purposes of the Funds

- (1) The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
- (2) The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

732-044-0030

Project Selection

- (1) The Commission shall determine its investment priorities with input from the Public Transportation Advisory Committee prior to Agency public notice of grant solicitation for discretionary STIF moneys. The Commission’s investment priorities are:
 - (a) Improvement of Public Transportation Service to Low-Income Households;
 - (b) Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;

(c) Consistency with Oregon Public Transportation Plan goals, policies, and implementation plans, including:

(A) Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.

(B) Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.

(C) Advancement of State greenhouse gas emission reduction goals.

(D) Support or improvement of a useful and well connected Statewide Transit Network;

(d) Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;

(e) Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and

(f) Other factors as determined by the Commission.

Focus Areas	STIF/STN Evaluation Criteria	Score Weighting	
		STIF Disc.	STN
<p>Equity and Public Transportation Service to Low-income Households</p> <p><i>OPTP goal:</i></p> <ul style="list-style-type: none"> Equity 	<ul style="list-style-type: none"> Improves public transportation service (e.g., service levels, programs, information, and supporting infrastructure) to low-income households. OAR 732-044-0030(1)(a) Improves or expands service to vulnerable or transportation-disadvantaged populations (e.g. seniors, people with disabilities). OAR 732-044-0030(1)(c) 	20%	10%
<p>Coordination of Public Transportation Services</p> <p><i>OPTP goal:</i></p> <ul style="list-style-type: none"> Communication, Collaboration, & Coordination 	<ul style="list-style-type: none"> Improves coordination between public transportation providers and reduces fragmentation of public transportation services. OAR 732-044-0030(1)(b) Provides integrated planning where affected communities will plan or partner to develop public transportation project(s). OAR 732-044-0030(1)(c)(A) 	10%	30%
<p>Statewide Transit Network Connections</p> <p><i>OPTP goals</i></p> <ul style="list-style-type: none"> Mobility & Public Transportation User Experience Accessibility and Connectivity 	<ul style="list-style-type: none"> Improves or maintains service between geographically separated communities. OAR 732-044-0030(1)(c)(D) Implements technological innovations that improve efficiencies and supports a seamless, easy-to-use Statewide Transit Network. OAR 732-044-0030(1)(c)(B) Improves local connections and infrastructure at inter-regional transit hubs or develops service improvements and approaches that can be replicated statewide. OAR 732-044-0030(1)(c) 	10%	30%
<p>Environmental and Public Health</p> <p><i>OPTP goals</i></p> <ul style="list-style-type: none"> Environmental Sustainability Health 	<ul style="list-style-type: none"> Reduces greenhouse gas emissions in or through public transportation systems. OAR 732-044-0030(1)(c)(C) Supports positive health outcomes. OAR 732-044-0030(1)(c) 	15%	10%
<p>Sustainable Funding</p> <p><i>OPTP goal</i></p> <ul style="list-style-type: none"> Funding and Strategic Investment 	<ul style="list-style-type: none"> Does not substantially rely on discretionary state funding beyond a pilot phase (i.e. project is short-term or has reasonable fund sources identified to sustain project-related transit services after discretionary funds expended). OAR 732-044-0030(1)(d) 	20%	10%
<p>Safety, Security, and Community Livability</p> <p><i>OPTP goals</i></p> <ul style="list-style-type: none"> Safety and security Community livability and economic vitality 	<ul style="list-style-type: none"> Protects fleet condition and ensures vehicles are maintained in a state of good repair. OAR 732-044-0030(1)(c) Results in increased use and participation in active transportation, including public transportation. OAR 732-044-0030(1)(c) 	25%	10%

Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Columbia County Rider Longview/Kelso Intercity Service

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 3:05:02 PM (Pacific)

Project Contact
Todd Wood

todd.wood@co.columbia.or.us
Tel: 503-366-0159

Additional Contacts
none entered

Columbia County Rider

1155 Deer Island Rd
St Helens, OR 97051

County Commissioner
Henry Heimuller
henry.heimuller@co.columbia.or.us

Telephone 503-366-0159

Fax 503-366-4720

Web <https://www.nworegontransit.org/agencies/columbia-county-rider/>

EIN 93-6002288

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Columbia County rider is governed by the Columbia County Commission. Columbia County Employs Robin McIntyre as legal counsel to oversee transit operations. The county finance department oversees the finances of the transit division. Columbia County Rider staff include Todd M. Wood who has more than 15 years experience in transit including more than 10 years experience in transit management, John Dreeszen who has more than 30 years accounting and non profit experience including grant compliance, and Angela Garrett who has more than 15 years experience in administrative functions including accounts receivable, payable and cash handling. The Columbia County Rider staff will manage, and report on the project throughout the cycle with oversight from the Columbia County Commissioners.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

Columbia County Rider utilizes a contractor to provide drivers for the service. The current contractor is MTR western. All drivers and MTR western operations manager are located in the same facility as County staff. This allows Columbia County Rider staff to manage, oversee, and correct any issues with the contracted services. The county plans, analyzes and adjusts service on a regular basis with input from the contractor.

For payment the contractor bills the County directly and the County pays the contractor directly. All management of Federal and State monies are handled solely by the County.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

The residents of Northern Columbia County have limited access to services such as doctors, groceries, shopping etc. Columbia County Rider improves that access by running service that connects our downtown portland route, as well as all residents of Northern Columbia County with the Longview/Kelso area of Washington State. Additionally this service allows access to Astoria via Sunset empire and allows residents of Clatsop County to access Longview/Kelso via public transit.

This project continues this operation five days a week twice a day and looks to expand the operation to four trips per day. Four trips per day will make it easier for residents to make short trips to the store, or doctor and gives two more opportunities a day to meet with Amtrak. Additionally, residents of Columbia County will have access to river cities transit opening up more public transportation opportunities.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

Columbia Counties, Coordinated Public Transit - Human Services Transportation Plan Adopted September 6, 2017 Page 33, shows currently existing services, 50-52 discuss needs to expand services to more hours of the day. Pages 61-63 discuss unmet needs and how to improve upon them.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$168,462

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

Rainier, Clatskanie and the surrounding areas are a significant distance from the Portland Metro Area. Longview/Kelso is the closest access for major services. North Columbia County lacks a hospital, train station and many of the basic human services most people need. This service will allow those without personal transportation to continue to access these services and by expanding the service hours give more opportunity for this much needed access. Additionally, the low cost of a ride from Rainier to Longview makes this service more accessible to those on low or fixed incomes who might otherwise be unable to pay for another option.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

This project supports connections between Sunset Empire giving riders the opportunity to travel to Astoria. It also connects to River Cities Transit, TriMet, and Amtrak. Sunset empire has worked with Columbia County to allow a connection at our Rainier Transit facility that allows transfers of passengers going to and coming from Clatsop County. Additionally, River Cities allows Columbia County Rider use of their transit center to allow transfers to and from their system.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

With multiple travel destination opportunities riders are able to access systems from Portland all the way to the coast and into Washington State. This project continues and expands on that access for riders and builds upon the total state system.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

Some of the match for this project will come from STIF dollars. Once the biennium has passed STIF money will help continue to fund the operation of this project. We are anticipating additional dollars from a Washington state MPO and hope to use that to assist in operating expenses.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

This process depends on STIF for matching funds. However, if Matching funds fall through from the STIF we will match using local funds and MPO funds.

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

As the population of Columbia County grows projects like this will expand access to services without the need for a personal auto. This will remove cars from the road which will reduce traffic and pollution.

Safety, Security, and Community Livability

(Score weights: Discretionary = 25%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

This project continues and expands access to Longview, WA for residents of North Columbia County. With more service access, more stores, and more frequency residents will have more opportunity to utilize the system to get where they need to be.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

Additional bus service will equate to fewer car trips over the Longview/Kelso Bridge. This bridge is already fairly well traveled. With less traffic the risk of accidents is diminished.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. N/A

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$	\$	\$	\$	\$	\$ 0
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$ 140,978	\$	\$ 140,978	\$	\$	\$ 281,956
Preventive Maintenance	\$ 49,471	\$	\$ 5,497	\$	\$	\$ 54,968
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 190,449	\$ 0	\$ 146,475	\$ 0	\$ 0	\$336,924

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$ 281,956	50 %	\$ 140,978	\$ 140,978	STIF Text	\$	Yes Yes/No	10/30/2019 xx/xx/xxxx	0 %	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$ 54,968	10 %	\$ 49,471	\$ 5,497	STIF Text	\$	Yes Yes/No	10/30/2019 xx/xx/xxxx	0 %	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Columbia County Rider GPS / Online Tracker System

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 3:58:01 PM (Pacific)

Project Contact

Todd Wood

todd.wood@co.columbia.or.us

Tel: 503-366-0159

Additional Contacts

none entered

Columbia County Rider

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St Helens, OR 97051

County Commissioner

Henry Heimuller

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Telephone 503-366-0159

Fax 503-366-4720

Web <https://www.nworegontransit.org/agencies/columbia-county-rider/>

EIN 93-6002288

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Columbia County rider is governed by the Columbia County Commission. Columbia County Employs Robin McIntyre as legal counsel to oversee transit operations. The county finance department oversees the finances of the transit division. Columbia County Rider staff include Todd M. Wood who has more than 15 years experience in transit including more than 10 years experience in transit management, John Dreeszen who has more than 30 years accounting and non profit experience including grant compliance, and Angela Garrett who has more than 15 years experience in administrative functions including accounts receivable, payable and cash handling. The Columbia County Rider staff will manage, and report on the project throughout the cycle with oversight from the Columbia County Commissioners.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

N/A

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

Currently Columbia County's contractor MTR Western provides GPS and tracking for our buses. Columbia County would like to bring GPS and tracking activities in house. This software will allow integration with an online system that will give members of the public access to see where our buses are and when they will arrive. It will also integrate with our partners in Clatsop, Tillamook and Lincoln Counties allowing them to track our services. This will increase connections and coordination.

Additionally this service will allow the County to track, monitor and adjust service by receiving better run time, route and stop data.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

Columbia Counties, Coordinated Public Transit - Human Services Transportation Plan Adopted September 6, 2017 Page 58 discusses utilizing technology for service efficiencies, mobile access and better customer information.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$34,500

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

This project will allow access to real time mobile and online tracking for riders. Riders will be able to check and see when buses will arrive preventing long waits and keeping them informed on delays and issues. Additionally Dial-a-ride customers who have access to a computer or mobile device will be able to tell when their ride is arriving so that they can be ready for pickup.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

The software and GPS will allow integration between Sunset Empire, Tillamook Transit, and Lincoln County Transit. All four systems will be able to work together on one platform. This will allow better coordination of services between these agencies. Additionally PCC, TriMet, River Cities and other agencies will be able to access the same interface as riders to determine when our buses are reaching destinations which will allow for improved coordination between systems.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

With this service in place an individual will have access to real time data for our buses and service. Riders can better plan trips and determine when the next available bus will be arriving. A rider will be able to board anywhere along the coast and using one app be easily able to map their ride all the way to Portland.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

The match and ongoing maintenance will be met with Local funds from Columbia County. Once the project is in place long term funding for the continued operation of this project will come from local funds and local contracts that contribute to the operation of Columbia County Rider.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

The Increased availability of real-time data will improve the ability of potential riders to plan trips and determine when buses will arrive. With more information riders will have more confidence in the system and are more likely to choose public transit options. More public transit use reduces the number of vehicles on the road and will ultimately reduce population, and greenhouse gas emissions. Additionally real time GPS data allows transit systems to better utilize their assets reducing wasted energy by increasing route efficiencies.

25. Describe how the project increases use and participation in active transportation, including public transportation.

More data online from more systems will increase participation in public transportation. Our system is one of the only systems in our direct area that does not have online public access to real-time data. By adding real-time data more riders will be inclined to utilize the system. Additionally, our staff will be able to better analyze run-time data in order to make the system more efficient which in turn will promote ridership.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

GPS tracking will allow much faster access for law enforcement to access a vehicle if needed. It also allows our dispatchers to make better decisions about bus routing when serious safety issues cause problems on the roadway.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. The capital purchases will include equipping all buses without their own GPS with a GPS and tying that system into the tracking software. This will also include the initial start up costs of the tracking software including any needed hardware and software.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$ 31,050	\$ 0	\$	\$ 3,450	\$	\$ 34,500
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$	\$	\$	\$	\$	\$ 0
Preventive Maintenance	\$	\$	\$	\$	\$	\$ 0
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 31,050	\$ 0	\$ 0	\$ 3,450	\$ 0	\$34,500

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 34,500	10 %	\$ 31,050	\$ 3,450	Columbia County Text	\$	Yes Yes/No	07/01/2019 xx/xx/xxxx	30 %	70 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 6	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Purchase	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$	0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	used vehicle	used vehicle	used vehicle	used vehicle
Vehicle Purchase 7																Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 8																Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 9																Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 10																Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	GPS Tracking Software and Hardware Text	Swiftly	1	\$ 35,000	\$ 35,000	07/01/2019	06/30/2020	CC Rider Facility St Helens			e If Applicable
Row 2	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 3	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 4	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 5	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 6	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 7	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 8	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 9	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 10	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable

Document Upload [top](#)

Documents Requested *	Required?	Attached Documents *
Document 1		Coordinated Plan
Document 2		Advisory
Document 3		Bylaws
Document 4		
Document 5		
Document 6		
Document 7		
Document 8		
Document 9		
Document 10		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134466

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Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Sunset Empire Transportation District Astoria - Portland Inter-community

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 1/31/2019 6:21:06 PM (Pacific)

Project Contact
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Additional Contacts
none entered

Sunset Empire Transportation District

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Web www.nworegontransit.org
EIN 93-1146160

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.Keefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

SETD has the capacity to manage and operate this project. The Executive Director oversees all projects within the District. The Chief Operating Officer is responsible for the day to day operation of all projects. The Finance Officer is responsible for grant management and reporting on all grants. It should be noted that we will be replacing our financial software, QuickBooks, July 1, 2019 with a more robust software package that is better suited for grant management. SETD contracts with a local legal firm for legal counsel.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

N/A

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

This project provides three round trips per day, 362 days per year from the Astoria Transit Center to Union Station in Portland traveling along Highway 30. This project will have limited stops in both Clatsop County and Columbia County. Both Columbia County Rider and Sunset Empire Transportation District (SETD) are partners in the Northwest Oregon Transit Alliance (NWOTA) providing seamless connections from the Portland metro area and the Willamette Valley to the coast and travel from Astoria to Yachats. This route represents the northern route of the NW Connector. It will provide connections to the Amtrak Cascade Route providing service north to Vancouver B.C. and south to Eugene, OR.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

The SETD Long Range Comprehensive Plan adopted on September 22, 2016 by the SETD Board of Commissioners, includes expanding the number of trips per day on the current Lower Columbia Route. It states, "Re-brand service as Route 30 Lower Columbia Connector. Provide a more robust four round trips per day (which enhance service to Svensen/Knappa in addition to Rainier).

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

565000

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

In each community that this route will serve (Astoria, Clatskanie, Rainier, St. Helens, and Scappoose) there are significant low-income households. Astoria has 2,435 HH, Clatskanie has 914, Rainier has 938, St. Helens has 2,110, and Scappoose has 1,187 for a total of 7,584 low-income households.

This route will provide access to a route that will enable them to travel to Portland or Astoria for their recreational, shopping, medical, and educational needs.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

The Northwest Oregon Transit Alliance (NWOTA) was created in 2011 and operates under an Intergovernmental Agreement (IGA) with Columbia County, Sunset Empire Transportation District (SETD), Tillamook County Transportation District, Lincoln County, and Benton County as partners. NWOTA was formed to foster collaboration between the partner transit agencies for the coordination of public transit services, connection of transit service areas, and the provision of cost effective transit services within the territory served by the NWOTA parties. This project serves the northern most route in the NW Connector system.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

The collaborative efforts of NWOTA include promoting public transportation and the Connector system throughout NWOTA service areas; working cooperatively with the other NWOTA Parties to pursue grant funding, coordinate services and generally increase the visibility and viability of public transportation throughout the region through collaborative grant writing and marketing efforts; coordinating equipment and services associated with the interconnection of party service areas; and developing internal expertise, including personnel, to share among the Parties. Previously this route has been operated by both Columbia County and SETD and riders would connect to each transit provider in Rainier. This project will be streamlined to eliminate riders having to transfer. SETD will provide service on the entire route from Astoria to Portland. This project will also enhance the comfort of the ride by utilizing motor coaches on this route. The motor coaches will be equipped with wheelchair lifts and will have sufficient baggage storage areas. These motor coaches will be branded with the NW Connector logo to heighten awareness of the service. In order to provide additional rider convenience, we are including implementation of an E-fare program. We will be the test agency for NWOTA for this E-Fare program.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

For this project, we are proposing a 10% match due to the capital projects we are proposing and for being the operator of the route. By us operating the route on Highway 30, we are serving two counties providing connections to Union Station in Portland. We are keenly aware of the challenging financial constraints that Columbia County has with their transit system. We feel that by us operating the route this biennium will give them the time to focus on their local service and work on long term financial strategies. When they become stable again, we envision working together on this route again, sharing local resources to provide the service. By enhancing this route, it will show our elected leaders how NWOTA is supporting and showcasing the Oregon Public Transportation Plan.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

By reducing the amount of automobiles on Highway 30 and increasing ridership on this route through a more streamlined route with motor coaches, a reduction in greenhouse gas emissions can be significant. Our marketing efforts to encourage bicycle travelers on our route to the coast so they can travel the Oregon Coast Bike Trail will support positive health outcomes.

25. Describe how the project increases use and participation in active transportation, including public transportation.

We will be enhancing marketing efforts targeting bicycle users to come to the coast on this route so they can travel on the Oregon Coast Bike Trail. We will also be doing the same type of marketing in Clatsop County to promote bicycle use in the Portland metro area.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

Reducing the amount of single occupancy vehicles on the highways is a key priority for SETD. As a tourist destination, we recently were part of the Travel Oregon North Coast Tourism Studio. The focus on this Studio was about managing the impact of tourism in our area. Not only is congestion an issue on Highway 30, but safety is another primary concern especially in Clatsop County, is notoriously dangerous. This article, https://www.dailyastorian.com/news/local/dangerous-approach/article_9dfc92f9-3d29-5da0-8fd3-e01312a4f2fe.html, shows that between 2012 and 2016, 298 accidents occurred in the 26 mile stretch of the highway east of Astoria causing 253 injuries and 9 deaths. For the entire route we are proposing, there have been a total of 2047 accidents in the 5 year period. From 2012 to 2016, there was a total crash increase of 37%.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A.

We are proposing to purchase two used motor coaches along with an E-fare system. We will be utilizing the TouchPass system from Delerock. This system is the same one that Rogue Valley Transportation District is using and Central Oregon Intergovernmental Council's Cascades East Transit is also using. We looked at the Hop Fastpass system that Trimet uses but it was cost prohibitive for an agency our size. It was estimated to be between \$387,699 and \$584,978.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$ 170,000	\$	\$	\$	\$	\$ 170,000
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$ 90,000	\$	\$	\$	\$	\$ 90,000
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$ 10,000	\$	\$	\$	\$	\$ 10,000
Operating	\$ 530,000	\$	\$	\$	\$	\$ 530,000
Preventive Maintenance	\$ 20,000	\$	\$	\$	\$	\$ 20,000
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 820,000	\$ 0	\$ 0	\$ 0	\$ 0	\$820,000

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (If Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 820,000	10 %	\$ 738,000	\$ 82,000	Property tax/timber rev. Text	\$	Yes Yes/No	12/1/2019 xx/xx/xxxx	0 %	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	MCI Text	102-DL3 Text	A Select Letter (A-E)	2 #	\$ 85,000	\$ 170,000	57 #	2 #	45 #	D G/D/BD/E/HG/CNG/OF	8/19/2019 xx/xx/xxxx	12/02/2019 xx/xx/xxxx	600,000	12/21/18	Complete	Good
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only
Vehicle	Expansion/Replacement	Only	Text	Text	Select	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only	Only	Only	Only

Purchase 6		answer if replacing vehicle			Letter (A-E)									answer if purchasing used vehicle	answer if purchasing used vehicle	answer if purchasing used vehicle	answer if purchasing used vehicle	
Vehicle Purchase 7	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 8	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 9	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 10	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	E-Fare System Text	TouchPass	1 #	\$ 90,000	\$ 90,000	08/30/2019 xx/xx/xxxx	12/02/2019 xx/xx/xxxx				e If Applicable
Row 2	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 3	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 4	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 5	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 6	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 7	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 8	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 9	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable
Row 10	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				e If Applicable

Document Upload [top](#)

Documents Requested *	Required?	Attached Documents *
Document 1		Advisory Committee Bylaws
Document 2		Long Range Comprehensive Transportation Plan
Document 3		
Document 4		
Document 5		
Document 6		
Document 7		
Document 8		
Document 9		
Document 10		

*ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 134233

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Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

**Tillamook County Transportation District
NWOTA Website Trip Planner Enhancement Project**

Jump to: [Application Questions](#) [Budget and Project Tables](#) [Document Upload](#)

Submitted: 2/1/2019 11:55:38 AM (Pacific)

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Fax 503-815-2834
Web <http://www.nworegontransit.org/agencies/tillamook-county-transportation-district/>
EIN 93-1235175

Application Questions [top](#)

Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

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3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Tillamook County Transportation District (TCTD) was established by the Tillamook County Board of Commissioners under ORS 267.510 in July 1997. TCTD is governed by a 7-member Board of Directors who are elected at large and have the statutory authority to adopt public transportation plans, operational policies, adopt an annual budget, impose taxes and user fees, and execute contracts and intergovernmental agreements.

The TCTD administrative and operations activities are overseen by a general manager (Doug Pilant) who reports to the District's Board of Directors. Mr Pilant's transit career spans almost 30-years as a transportation planner, operations manager and has served as general manager for the past 7-years. An organizational chart has been uploaded for reference.

The Northwest Oregon Transit Alliance (NWOTA) is an intergovernmental agreement between TCTD, Sunset Empire Transportation District, Lincoln County Transportation Service District, Benton County and Columbia County. TCTD serves as the Fiscal Agent on behalf of NWOTA. The Directors of each member agency serves on the Coordinating Committee, which meets monthly. The Coordinating Committee's are governed by an adopted set of bylaws. A copy of the IGA and Bylaws have been uploaded.

NWOTA contracts the Columbia-Pacific Economic Development District to provide administrative and planning support. The District's Executive Director, Mary McArthur works directly with the Coordinating Committee by facilitating meetings and organizing the NWOTA Management Plan's activities.

TCTD's general manager (Doug Pilant) serves as the Coordinating Committee's Chairperson and works directly with the TCTD accounting specialist (Tabatha Welch) to maintain NWOTA's financial budget activities. NWOTA has its own unique fund to track income and expenses.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

TCTD will implement the same project management model that NWOTA used to successfully create its national RTAP award winning NWOTA website.

As mentioned previously, the NWOTA coordinating committee meets monthly. NWOTA's administrator, Mary McArthur will be responsible for assisting in grant management by coordinating the project subcontractors activities and communicating the progress to the Coordinating Committee. Meanwhile, TCTD general manager, Doug Pilant has managed numerous grants throughout his 30-year career and he serves as Chairperson for the NWOTA Coordinating Committee.

Since TCTD is the NWOTA fiscal agent the District's finance manager Tabatha Welch will be responsible for managing and reporting the grants activities to both the Coordinating Committee and ODOT. Ms. Welch is experienced and seasoned in compiling the grant related data and reporting it to ODOT at the end of each quarter.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

A detailed project description of the NWOTA Website Trip Planner Enhancement Project has been uploaded. Below is a brief overview of the project.

Goals:

- 1) Improve the NWConnector.org website trip planner
- 2) Establish a process for government agencies to improve OpenStreetMap
- 3) Provide the software tools and processes developed for other transit agencies to use

Resources:

This project is designed to leverage previously existing software and data standards such as; OpenTripPlanner (OTP), OpenStreetMap (OSM), General Transit Feed Specification (GTFS), and the GTFS-flex technology to incorporate demand responsive transit services.

Process:

The proposed project will consist of the following 8 tasks:

- 1) Review OSM data and perform high-value maintenance activities to identify who maintains OSM data within the region along with determining the frequency and what gaps currently exists. The final determination will be what are the next steps prior to launching of the new trip planner.
- 2) Deploy the OTP and incorporate the GTFS and GTFS-flex data sets that are available.
- 3) Develop a new NW Connector trip planner interface for the NWConnector.org website.
- 4) Conduct a user testing, feedback, and review process of both the current nwconnector.org website and the OTP trip planner interface with public users to give feedback comparing the two trip planners in functionality and style. Updates and enhancements will be made in accordance with user feedback.
- 5) Examine the role OSM data plays in user feedback, and whether map issues are resulting in negative user experiences. After the analysis is completed NWOTA may collaborate with other government agencies, or create an ad hoc committee with the involvement of other agencies and organizations, to ensure the long-term maintenance of the OSM data for the region.
- 6) Launch the new trip planner interface and platform and complete a 2-year implementation period to ensure stability of the resource during outreach to other agencies.
- 7) Once operational begin defining the reasonable usage based on known direct costs to gain clarity on direct and indirect costs of the maintenance of both OTP and OSM. NWOTA will itemize these costs, and calculate how costs would scale with the addition of more GTFS data sets, a larger street network encompassing a wider region, and more API calls from additional agency websites. NWOTA will develop usage limits for small users and partnership dues for agencies and organizations wishing to have expanded access the OTP API, in a way that allows other agencies to incorporate their services at reasonable marginal rates.
- 8) Knowledge sharing and open technical resources to provide public resources on how to utilize the OTP API and OSM data maintenance processes that address map data issues other agencies may expect to find. This will include online guides and links to useful tools, marketed by NWOTA. NWOTA and Trillium will also hold public webinars and if accepted, a presentation at the Oregon Public Transportation Conference explaining the software resources and how they can be accessed.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

The NWOTA Connector Management Plan (Page 27 and 31) was adopted by the Tillamook County Transportation District Board of Directors on November 17, 2016.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$146,500

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary

- ✓ STIF Intercommunity Discretionary
- e FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

The NW Oregon Connector trip planner project will improve transit access to vulnerable populations by allowing people to plan trips that are beyond 60 days, improve the reliability of trip planning data/information, expand the geography of existing trip planning area, and provide demand response transit services information to facilitate the first/last mile leg of trips.

- 1) Currently, the NWOTA trip planner is limited to planning trips 60 days into the future. This is due to Google Transit API limitations. This trip planner project project will allow people who are part of the the vulnerable populations to use the trip planner to plan trips further into the future.
- 2) Using OpenStreetMap as the platform will enable member transit agencies to be positioned to accurately manage trip planning data so that it will become more reliable and up to date when being accessed by the vulnerable populations.
- 3) Establish a process for other transit agencies and local governments to access and use the OpenTripPlanner and OpenStreetMap platforms to expand beyond the NWOTA 5-county geographic services area. For example, NWOTA has been collaborating with the Cascade West Council of Governments Medicaid Brokerage to provide trip planning access to vulnerable populations throughout Linn County. NWOTA would like to reach out to other counties such as Washington, Polk, Marion and Yamhill counties to further the reach of regional trip planning.
- 4) Many travelers need better and more reliable information about local demand response services to complete the first/last miles legs of their trips. NWOTA intends to utilize the OpenTripPlanner platform to integrate the partners' local demand response services into the trip planning decision-making of the vulnerable populations.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

Northwest Oregon Transit Alliance (NWOTA):

NWOTA is an Intergovernmental Agreement (IGA) between TCTD, Sunset Transportation Empire District, Lincoln County Transit District, Benton Rural Services and Columbia County Rider. NWOTA is governed by a Coordinating Committee that consists of each agency's managing director. The Coordinating Committee meets monthly to coordinate, market and brand the 5 counties' collective transit services as a single NW Connector service.

NWOTA shares a website designed to brand the agencies' services as a the NWConnector regional transit service and provides a trip planner. The website also features Trip Ideas and provides local upcoming event information. Each agency's individual website is hosted within the website. The purpose of this grant is to create technology that enables people to schedule trips further out than 60 days.

Regional Non-Emergency Medical Transportation Brokerages:

NWOTA is collaborating with Cascades West Council of Governments (CWCOG) on this project. Cascades West operates a non-emergency medical transportation brokerage that serves Lincoln, Benton and Linn counties. The COG is developing a project that uses technology to improve the identification and communication of travel options to the residents of these 3-counties.

TCTD operates and manages the NW Rides non-emergency medical transportation brokerage that serves Tillamook, Clatsop and Columbia counties 3-county region and is very interested in the NW Rides brokerage adopting the Cascades West technology in the future.

North Coast Tourism Studio Project:

NWOTA has been an active participant in the North Coast Tourism Studio Project that past year. The purpose of this project is to determine how coastal communities can mitigate the impact tourism has on the quality of life of coastal communities. NWOTA has worked with the region's Chamber of Commerce and Visitor Centers and discovered that out-of-area visitors, in particular visitors from other countries must be able to have longer range access to information about public transportation service bus schedules. Therefore, the region's Chamber and Visitor Center Executive Directors endorse this project and believe it along with fare technology should be adopted.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

The NWOTA Website Trip Planner Enhancement Project supports and improves the utility of the statewide transit network by providing more accurate and timely information to improve passenger experience and will develop a technology that can become the foundation of a platform other transit agencies can easily adopt. For example, since the NWOTA geographic area already encompasses transit providers and services in Lincoln and Benton counties, it would be conceivable for the transit providers in Linn County to adopt this technology.

Over the past decade the public has become increasingly reliant upon the internet and mobile device applications to perform their trip planning activities. Meanwhile, the NW Oregon Coast is a major tourism destination for visitors from across North American as well as from international destinations in Asia and Europe.

This past year NWOTA has been participating in the North Coast Tourism Studio Workshops where it was revealed that out-of-area travelers must have access to long-range transit scheduling information. Further developing the OpenStreetMap technology to be used by the NWOTA website trip planner will provide visitors from across the world as well as Oregon access to reliable transit schedule information.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

NWOTA partners will collectively provide the local matching funds for this project. As mentioned previously, TCTD serves as the NWOTA fiscal agent and manages the NWOTA Fund. Once completed the NWOTA partners will collectively provide resources to maintain the project.

When other transit service providers, such as those in Benton and Linn counties choose to participate by adopting this platform they would be expected to contribute to the ongoing maintenance of the data. As this platform expands to incorporate other geographic areas those entities would also contribute to the ongoing maintenance. The project scope contains the definition of a cost structure that would allow other agencies to participate while paying only the marginal costs for adding them to the system, thus benefiting from the initial investments being made by NWOTA.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

Not applicable

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

This proposed project in partnership with the Cascades West and NW Rides non-emergency medical transportation (NEMT) brokerages would bring more transit options to the brokerages trip schedulers. The NEMT brokerage trip schedulers are knowledgeable of the contracted NEMT transportation providers. However, they lack adequate knowledge of other public transit options for the eligible Medicaid clients. By adopting the GTFS-flex technology the brokerage trip schedulers would have access to more transit options for people to get to their medical appointments thus supporting positive health outcomes.

Also, providing potential bus riders with longer range trip planning tools would provide reliable information so that travelers could understand and create trip itinerary. This would encourage more people to use public transportation thus reducing traffic congestion, greenhouse gas emissions and pollution.

NWOTA periodically conducts and analysis of how the partners collective services are reducing greenhouses gases. NWOTA has a calculator to measure outcomes. A 2017 review of greenhouse gas and pollution reductions have been uploaded for review. NWOTA partners anticipate the enhanced website will encourage more people to use public transportation services thus reducing greenhouse gasses and

Safety, Security, and Community Livability

(Score weights: Discretionary = 25%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

The proposed NW Connector Website Trip Planner Website Enhancement Project proposes to incorporate the GTFS-flex technology that will provide passengers relevant information about demand response transit options to complete their first/last mile of their trips.

This project will also promote public transit options to bicyclists traveling to/from the coast and provide those individuals who rely upon bicycles with reliable route and schedule information.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

The NWOTA Website Enhancement Project will improve the safety of passengers in transit vehicles by providing reliable real time information of schedules. Incorporating the GTFS-flex technology will enable passengers to travel their first/last miles by having access to demand response transit information within the communities they are traveling.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. This project will be the property of the NWOTA partners as per the terms of the NWOTA Intergovernmental Agreement (IGA). The NWOTA partners will also share the costs of the project per the NW Connector Management Plan and IGA. A more detailed task description and budget has been uploaded for further review.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$	\$	\$	\$	\$	\$ 0
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$	\$	\$	\$	\$	\$ 0
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$	\$	\$	\$	\$	\$ 0
Project Administration	\$	\$	\$	\$	\$	\$ 0
Operating	\$	\$	\$	\$	\$	\$ 0
Preventive Maintenance	\$	\$	\$	\$	\$	\$ 0
Mobility Management	\$ 149,600	\$	\$	\$ 14,960	\$	\$ 164,560
Total	\$ 149,600	\$ 0	\$ 0	\$ 14,960	\$ 0	\$164,560

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (if Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 149,600	10 %	\$ 134,640	\$ 14,960	Locally generated monies Text	\$	Yes Yes/No	07/01/2019 xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	VIN of vehicle being replaced	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle
Vehicle Purchase	Expansion/Replacement	Only answer if replacing vehicle	Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle	Only answer if purchasing used vehicle

