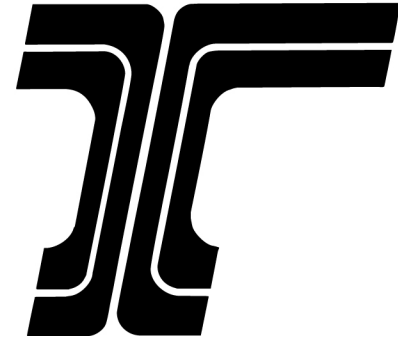


Oregon Department of Transportation



STIF Discretionary and Statewide Transit Network Application: FY 2021-23

Applicant Information

Agency Legal Name
City of Cottage Grove

Agency Legal Address
400 E. Main Street, Cottage Grove, Oregon 97424

Application Contact Name
Richard Meyers

Application Contact Title
City Manager

Application Contact Email Address
citymanager@cottagegrove.org

Application Contact Phone Number
(541) 942-5501

Name of Person Signing Agreement
Richard Meyers

Title of Person Signing Agreement
City Manager

Email Address of Person Signing Agreement
citymanager@cottagegrove.org

Phone Number of Person Signing Agreement
(541) 942-5501

Agency Information

1. Transit Agency Type
City

1.A Does the agency have any existing grant agreements with ODOT?
Yes

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

3. Would this award support ongoing operations of an existing service?
Yes

3.B Brief history of current project/service. What, if any, elements of the proposed project differ

from existing efforts and services?

A pilot route, Lane-Douglas Connector, was developed with Rural Veterans Healthcare Transportation (RVHT) funding to enable veterans to schedule medical appointments at the Eugene VA clinic or Roseburg VA hospital and to provide a direct connection between Drain and Eugene for the general public. This service is scheduled to begin in November 2020, offering two round trips twice a week and working with North Douglas Betterment (NDB) to serve a high percentage of veterans and rural communities with minimal transit options. This grant application is to continue the service with reliable funding (uncertainty of RVHT funds when the pilot ends June 30, 2021) that will be used to increase the Lane-Douglas service to five days per week and to purchase a larger, accessible vehicle for increased capacity during COVID restrictions to better support this two county transit network.

Risk Assessment Information

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

No

5. 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

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

Manual

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

Yes

8. Did your staff members attend required training and meetings during the previous biennium?

Yes

9. Was your agency audited by the federal government in the past two years?

No

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

Yes

Agency Qualifications

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

The City of Cottage Grove (CG) has extensive experience applying for and managing different ODOT grants and other funding sources. The finance department handles financial tasks, payroll, human resources in-house with qualified staff. An accounting tech manages all of the grants that are passthroughs to the contractor which simplifies the process and ensures proper documentation for grant reimbursements. The city planning department has an experienced grant writer and project managers that work with project similar to this application

Many vehicles are purchased, maintained and disposed of through the public works department, so staff is experienced with vehicle procurement and maintenance procedures.

12. Certification of Compliance

By checking this box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement 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.

Yes

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

Yes

13.A 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.

South Lane Wheels, Inc.

The City of Cottage Grove has performed all of the oversight requirements when subcontracting programs to this contractor since 2010. There is a city staff member, Amanda Ferguson, assigned to this oversight role. She regularly attends board meetings in an advisory role, collaborates on grant applications, monitors fiscal and performance reports requirements and attends required ODOT trainings. She regularly reports activities to the city manager and city council.

14. If you seek the 10 percent match reduction, does the project meet one or more of the four factors identified in OAR 732-044-0005(4)(a)? Select each factor that you believe is exemplified by the proposed project.

Predominantly serves or provides access to and from rural communities

Serves an area outside of the applicant's geographic jurisdiction

Fills a significant gap in the Statewide Transit Network

Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

15. Will federal funds be used to complete this project?

No

Project Information

16.A Project Title

Enhance Lane-Douglas Connector Service

16.B Describe the project to be funded. Clearly describe what the requested fund award would be used to accomplish, detailing the specific tasks and deliverables. Where relevant, identify the origin and destination of the proposed service as well as each municipality visited along the route. Please see page 22 of program guidance for additional guidance on writing a project description.

The City of Cottage Grove wants to increase the number of trips available each week to veterans and rural residents by increasing the number of days that the Lane-Douglas Connector (LDC) fixed route transit service operates after the pilot period ends June 2021. This project concept needs a more stable funding source like STIF that is easier to apply for (no STF Agency requirement) and easier to manage by all parties. The project deliverables will be a daily service Monday through Friday with at least two round trips between the Eugene VA Clinic and Roseburg VA Hospital. This will provide more transit options and potentially connect more rural communities to healthcare and other destination to improve quality of life. With more service hours and funding, the route with stops in Cottage Grove (Walmart and PeaceHealth Cottage Grove Community Medical Center) and Drain may be modified to add visits to the municipalities of Oakland and Sutherlin and provide a transfer option to UPTD routes at the Roseburg main transit station. Purchasing a new, larger accessible bus will improve the reliability of service and increase bus capacity so more people may be served per trip. If possible, this service will be offered for free or at a nominal price and continue to use GPS and tablets in the bus for drivers to access rider information and collect trip data.

Service History: The initial Lane-Douglas Connector service design is a blend of using a fixed route timetable of arrival and departure times at specific destinations and demand response reservation scheduling that allows for route modification to avoid empty loads. To schedule a ride, a call is made to the Umpqua Public Transit District dispatcher a few days or so in advance to schedule legs of their trip like a demand response operation. This is necessary because of a need to manage vehicle capacity limits (maximum 5 riders) in coordination with a lower capacity when transferring between SLW and North Douglas Betterment (NDB) vehicles in Drain.

This timetable will enable transit users to schedule their ride according to bus travel time between stops that best fits their trip time or arrival time needs. The dispatcher relays the trip information to the South Lane Wheels dispatcher who will review the trip request and communicate with North Douglas Betterment if a connection is required. If both parties can fulfil the trip as requested, a positive response is communicated to UPTD to confirm the information with the rider. The initial service tentatively scheduled to start mid-November will operate two days a week (Tuesdays and Thursdays) on non-holidays to compliment the NDB services. The cost per trip will be free during a trial period to encourage use and the SLW vehicles and NDB coronavirus bus capacity limits require each leg of the trip to be carefully coordinated between the two services to avoid stranding anyone at a stop. NOTE: If no trip is scheduled to a destination along the route, the vehicle doesn't travel there because no unscheduled pickups or drop offs will be allowed as a tool to control capacity limits. SLW intends to request a backup vehicle using Section 5339 grant funds.

After seven months of facilitating the pilot service, the contractor, South Lane Wheels (SLW), will have ridership data and rider feedback that will provide valuable details about the transit needs and travel patterns of residents living in the North Douglas County cities of Yoncalla, Elkton, Drain & Sutherlin. Another resource currently evaluating regional transportation needs in the Cottage Grove and North Douglas areas is the Cottage Grove Area Transit Development Plan (TDP) that the LDC serves. The TDP Advisory Committee members are representatives of regional stakeholders who provide input about local transit needs and barriers; This input has been combined with community surveys and other outreach efforts to inform the TDP effort. Recommendations and priority tasks and projects that relate to the operations of the LDC will be strongly considered when making changes to increase the level of service. A shared website portal between SLW's and Umpqua Public Transit District's existing RouteMatch software to facilitate coordinated scheduling and dispatching of rides would be among the resources directly supporting LDC operations. Dispatchers will see the progress of the bus because it is equipped with two-way digital radio system, onboard cellphones (as backup), and RouteMatch compatible tablets with GPS tracking and data collection functions. An additional dispatcher may be required to help handle the multiple steps required to communicate ride details, schedule the ride and monitor the service during operations.

17. What Local Plans include this project or elements of the project? Be specific in the citation of the Local Plans.

See Local Plan and Policy for STIF attachment Table 1 on page one that lists all of the local, regional and state plans that this project may find applicable and reinforcing. Cottage Grove Area TDP will be completed by the time the STIF Discretionary/STN agreements are in effect (July 1, 2021).

The items that DO NOT apply or are reinforcing are highlighted in yellow.

18. Please provide specific page(s) of the Local Plan(s) where project or funding need is listed.

Specific pages are listed per plan in Plan and Policy Review document for CG TDP attachment.

19. What is the minimum grant amount that will still allow your project to proceed?

\$286,367.00

20. Select the fund source(s) for which you would like to compete and that you believe your project is eligible to receive. Check all that apply.

STIF Discretionary

STIF Intercommunity Discretionary

21. Rank the fund sources in the order of preference with 1 being first choice and 3 being the last choice.

STIF Discretionary

2

STIF Intercommunity Discretionary

1

FTA Section 5311(f) Intercity

No Preference

22. Why is this an important project? What are the consequences of this project not receiving funding?

The need to continue the Lane-Douglas Connector (LDC) is relatively high, as veterans represent approximately 10% of Douglas County's residents and current low-income and elderly riders on the North Douglas Betterment (NDB) service can't afford to pay a fare for trips to larger communities. Moreover, continuation of this pilot project will enable NDB to direct its limited resources to serve more of the smaller communities to provide more feeder transfers with LDC service in Drain. The proposed increase in days that the route operates and increased bus capacity would more than quadruple the availability of transit service to North Douglas County and fill a gap in the Statewide Transit Network between the two major cities of Eugene and Roseburg, while potentially serving 2,476 veterans residing in five census tracts. Moreover, the route would nearly triple the opportunities for area veterans and underserved residents to access shopping in Roseburg and Cottage Grove or visit the Roseburg VA hospital, which adds flexibility to NDB's and prospective riders' schedules.

23. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

No

Oregon Transportation Commission Investment Priorities

Equity and Public Transportation Service to Low-Income Households

24. Describe how this project would support and improve access for vulnerable populations and/or historically marginalized communities.

This project will continue the Lane-Douglas Connector route and increase the days of service to North Douglas County rural communities of Drain with the possibility of adding pick up locations in Yoncalla and Sutherlin. This region has been identified as having a large population of veterans and low-income residents that is currently being served by the volunteer NDB program. However, service is limited by availability of volunteer NDB drivers, level of funding and vehicle capacity to offer enough service frequency and service type (like a shopper) to meet the needs of north Douglas County residents.

Coordination of Public Transportation Services

25. Describe how this project would improve the passenger experience, benefit multiple transit providers, or involve consolidation, coordination, or resource sharing between agencies, including use of transportation data and technology.

This project is a coordination of transit services between Umpqua Public Transportation District (UPTD), North Douglas Betterment (NDB) and the City of Cottage Grove contracted service through South Lane

Wheels (SLW) to improve the transit options for North Douglas County residents and veterans seeking access to healthcare and quality of life destinations in Lane or Douglas County. The LDC operated by South Lane Wheels will utilize a shared cloud-based software platform with UPTD so that dispatchers at both agencies can quickly communicate ride requests for scheduling the ride according to service guidelines agreed upon by SLW and NDB. Then the ride confirmation is communicated to the rider by UPTD dispatcher. A tablet on the bus and GPS feature will collect the service data and share it with appropriate agencies. There will no longer be a need for a partnership with UPTD if this grant application is awarded.

Environmental and Public Health

26. Describe how this project would go beyond providing an alternative to personal car use to reduce greenhouse gas emissions, reduce pollution, and/or support positive health outcomes.

This project will provide increased service options five days a week that will significantly encourage use of the Lane-Douglas Connector route instead of personal cars, reducing pollution and greenhouse gas emissions. The Lane-Douglas Connector will serve the Eugene VA Clinic, PeaceHealth Cottage Grove Community Medical Center, Walmart Pharmacy, and Roseburg VA Hospital to provide transportation options to those seeking medical and healthcare services and improve personal health outcomes. The purchase of a new, larger capacity vehicle would enhance service reliability, reduce operating cost, and reliably connect rural residents with health services to better support their medical needs, leading to positive health outcomes.

Safety, Security, and Community Livability

27. Describe how the project would increase use and participation in active transportation, including public transportation.

If awarded, these grant funds would increase LDC route frequency and enhance the partnership between SLW and NDB by leveraging demand responsive and fixed route public transit services to provide transportation options to a highly rural population. Expanding on marketing efforts to further the success of the pilot will inform many residents in south Lane County and north Douglas County rural communities that new public transit services are available. Information about the new service will stimulate ridership as the traveling public realize it is frequent and reliable. The bus bike rack and accessibility to mobility devices or small carts will encourage a more diverse ridership. The reputation of this new service will hopefully further trust in public transportation as a meaningful way to travel in the region, thereby enticing new riders to public transportation to serve some of their transportation needs. The cost of the service will be very nominal to encourage frequent use of the route.

28. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.

The LDC service was initiated to serve a large veteran population residing in north Douglas County. These veterans are aging and have debilitating conditions like combat injuries, substance abuse issues and Post Traumatic Stress Disorder (PTSD). Using a personal vehicle may not be an option for them due to medical conditions or difficulty re-assimilating after combat tours overseas. Also, the LDC route will travel along major highway and roads to rural communities that are often unsafe for personal vehicles during snow storms, rainy or icy conditions. A bus would be the safest way to travel under these conditions.

Statewide Transit Network Connections

29. Describe how this project would support and improve the utility and connectivity of the Statewide Transit Network and/or create a foundation for future Statewide Transit Network improvements.

This project will support and improve the utility and connectivity of the Statewide Transit Network by continuing to finance a new service, Lane-Douglas Connector, that serves two or more rural communities

in two counties. It will dynamically improve this service by expanding the number of days of service and opportunities for travel. Providing public transit service five days a week will create a foundation route that connects with other feeder transit agencies to offer lifeline or better transit service to small rural communities. The success of this service will hopefully stimulate regional transit network improvements that enhance the Statewide Transit Network.

Funding and Strategic Investment

30. Describe how the project match requirements will be met or exceeded. Describe why investment in this project makes sense from both the perspective of current need and long term Oregon transit needs.

South Lane Wheels is contracted to operate a service for Lane Transit District so that annual income will be sufficiently robust to provide the required match for this grant. This project meets several of the Oregon Transportation Commission Investment Priorities and will strengthen a Statewide Transit Network connection to meet the transportation needs of a handful of rural communities along the I-5 and Hwy 99 corridors between Eugene and Roseburg.

31. If this project will last beyond the 2021-23 biennium, describe the plan for ongoing funding including match. If not applicable, type N/A.

We are confident that there will be STIF Formula or other grant sources available through the Lane Transit District Qualified Entity (QE) or the Umpqua Public Transportation District (QE) to continue operating the LDC as the main public transit connection between Lane and Douglas Counties. Matching funds will be secured through local or state grant sources.

32. Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.

N/A

33. Capital Asset Purchases

Describe proposed capital purchases. If no capital assets are included in your application, type N/A.

A new Category C bus is part of this grant application.

Project Details

Task Category

Vehicle Purchase

Preventive Maintenance

Vehicle Purchase

Is this a vehicle expansion, vehicle replacement, or both?

Vehicle Expansion

Vehicle Expansion

Will you use the Oregon state price agreement contract?

Yes

Will this grant award support purchase of a used vehicle?

No

Vehicles to be purchased

Vehicle ALI	Make/ Model	Quantity	Cost Each	Total	# of seats / # ADA stations	# of seats with ADA deployed	Fuel System	Est. Order Date	Est. D elivery Date
11.12.04 Bus < 30 FT	Ford/Al Istar	1	\$103,000.0 0	\$103,000.0 0	1,802	20	Gas (G)	7/30/20 21	5/31/2 021

Total:
1

**Grand
Total:**
**\$103,000.0
0**

**Total Project Cost (Grant Amount + Match
Amount)**
\$103,000.00

**Are matching funds available if the project is
awarded?**
Yes

**What percent of funds will be used for demand
response transportation?**
10%

**Percent of funds to be used for fixed route
transportation**
90%

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)**
\$82,400.00

**Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)**
\$20,600.00

10% Match Rate Calculations (For Qualified Applicants)

**Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)**
\$92,700.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)**
\$10,300.00

Preventive Maintenance

Total Task Cost (Grant Amount + Match Amount)
\$4,000.00

**Are matching funds available if the project is
awarded?**
Yes

**What percent of funds will be used for demand
response transportation?**
10%

**Percent of funds used for fixed route
transportation**
90%

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)**
\$3,200.00

**Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)**
\$800.00

10% Match Rate Calculations (For Qualified Applicants)

**Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)**
\$3,600.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)**
\$400.00

Application Totals

Match Sources

Match Sources	Amount
Local	\$10,700.00

Note on Application Totals: If applying for 5311(f) Operating, a 50% match rate is applied to identified Operating costs. However, the application form automatically applies a 20% match rate to the full Project Cost, including Operating costs. Therefore, Section 5311(f) applicants should ensure the accuracy of the Total Task Cost for each Task Category, as the 20% match rate will only apply to non-Operating costs in a 5311(f) grant award. The form is unable to calculate an accurate application total using two different match rates.

20% Match Rate Calculations

Grant Amount
\$85,600.00

Match Amount
\$21,400.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount
\$96,300.00

Match Amount
\$10,700.00

Document Upload (Optional)

City of Cottage Grove letter of support.pdf

NDB's Letter of Support.pdf

20201027_20 Pass 2 WC Starcraft Allstar (CAT D).pdf

Idc route and timetable.pdf