

Oregon Department of Transportation



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

Applicant Information

Agency Legal Name

Yamhill County

Agency Legal Address

535 NE 5th Street, McMinnville, Oregon 97128

Application Contact Name

Cynthia Thompson

Application Contact Title

Transit Manager

Application Contact Email Address

thompsonc@co.yamhill.or.us

Application Contact Phone Number

(503) 995-7965

Name of Person Signing Agreement

Ken Huffer

Title of Person Signing Agreement

Chief Administrative Officer

Email Address of Person Signing Agreement

hufferk@co.yamhill.or.us

Phone Number of Person Signing Agreement

(503) 474-6270

Agency Information

1. Transit Agency Type

County

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?

No

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?

Combined

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.)

Yamhill County is an administrative department of the state with full legal authority to conduct its affairs. Transit in Yamhill County is run by a Transit Manager who relies on a vendor to provide all aspects of transit operations and maintenance. The same vendor would operate the proposed Hwy 99W pilot. Operating expenses include dispatch, demand response services, local and commuter route services throughout Yamhill County and maintenance for 30+ vehicles.

Yamhill County Transit operates Intercity routes on four corridors providing limited stops with focus on connecting cities and their residents to transit hubs in Hillsboro, Tigard, Salem, and Grand Ronde; Local fixed routes provide circulation within McMinnville and Newberg. Demand response service provides shared rides without a set schedule and includes ADA paratransit door to door service in Newberg and McMinnville and general public Dial-A-Ride curb to curb service within Yamhill County, primarily in McMinnville and Newberg.

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.

The contracted service provider for the proposed Hwy 99W pilot transit service would be First Group. They are the same contracted service provider that Yamhill County Transit uses to cover its entire service area. The relationship between First Group with Yamhill County has been constructive, which has assisted with contractor oversight. Contractor oversight has also been maintained by Yamhill County Transit by participating in periodic reviews by ODOT PTD.

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

Hwy 99W Transit Corridor Pilot

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.

This project proposes to meet a need for public transit along the 99W corridor from McMinnville to Junction City that has been assessed as part of an ongoing Hwy 99W Transit Corridor Study managed by Oregon Cascades West Council of Governments with funding from the STIF Discretionary program. The consensus among participants in the the study, which includes representatives from Lane Transit District, Lane Council of Governments, Benton Area Transit, Salem Area Mass Transit and Yamhill County, thought that sufficient demand for transit exists on the corridor to launch pilot transit service. Two of the participants in the study, Yamhill County and Benton County, have agreed to a partnership to operate the pilot transit service.

For background, the City of Monroe is completely unserved by transit, and many areas along Hwy 99W are only accessible by private automobile. An overview map is included in Attachment 2, and additional information on the project scope and schedule are included in Attachment 3.

Currently, Lane Transit District operates service from Eugene to Junction City; Benton County serves the segment between Corvallis and Adair Village; Cherriots serves from Monmouth to Salem; and, Yamhill County Transit serves from Salem to McMinnville, and north to the Tigard Transit Center.

The project has been broken into three phases; Demand Analysis, Implementation Plan, and Operations. The Demand Analysis phase is nearly complete, with transit provider interviews, stakeholder surveys of existing and potential riders, and input from connecting transit service providers informing the decision to proceed with the next phases of the project. The second phase will refine route details , determine vehicle

type, and create a brand and marketing strategy. The final phase will involve operating the service for up to two years from the initial start date.

It's estimate that vehicle acquisition would take 9-12 months. This would allow the service to start in the summer 2022 while Yamhill County and Benton County assess and implement a sustainable funding strategy, which likely would initially have to rely on STIF Formula funding from the respective Qualified Entities. Traditional metrics for evaluating transit, including per revenue hour of operation, passenger boardings, and route on time percentage. The project phases have been further outlined in Attachment 3.

Yamhill County Transit and Benton Area Transit are well positioned to implement and manage the proposed transit service on Hwy 99W. Benton County extends south to the City of Monroe, which is approximately seven miles from Junction City and McMinnville is where Yamhill County Transit is located. The geographic location of the project partners will allow them to either split the service into northern and southern segments, or run the entire 70 plus mile route length while keeping dead heads to a minimum via scheduling.

The initial pilot transit service will involve four round trips per day (two by each partner), five days a week. The project partners would each have to acquire a primary and a backup bus (four total) to implement the pilot transit service. The scope of the proposal covers almost all of the rural communities on Hwy 99W, including the communities of Monroe, Corvallis, and Adair Village, Monmouth, Rickreal and Amity. The proposed pilot transit service would connect with Lane Transit District in Junction City, with four transit services in Corvallis, with Cherriots in Monmouth, with Tillamook County Transportation Service District in Rickreal and with Yamhill County Transit in Amity and McMinnville.

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

This project is either directly supported or mentioned in five local, regional or state plans including:

Oregon Public Transportation Plan, Salem-Keizer Long Range Regional Transit Plan, Central Willamette Valley Regional Coordinated Care Plan, Benton County Transportation System Plan, and Corvallis Transportation System Plan.

While identification of the project in local plans is not required if it fills a gap in the STN, the integration of it in local plans further emphasizes the need for pilot transit service along Hwy 99W.

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

A summary of each plan, the location, and appropriate page numbers is included in Attachment 4. Furthermore, the project fills a gap in the Statewide Transit Network, as identified in Attachment 2, and Attachment 5.

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

\$527,360.00

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?

If the project is not funded, small cities along Highway 99W, such as Monroe, Adair Villiage, Monmouth, Rickreal and Amity, will continue to be unserved or underserved by transit; this will likely require travelers to use the only transportation option available to them, automobiles.

The need for the proposed pilot transit service has been validated by a transit corridor study in which over half of ~500 survey respondents strongly supported it and by enthusiastic support from staff participants from transit partners like LTD, Cherriots and Lane in a recent Hwy 99W transit corridor study Technical Advisory Committee meeting.

The Hwy 99W transit service pilot will not only provide a valuable transportation option to low income households in communities like Junction City, Monroe, Monmouth, Rickreal and Amity, it will serve as an important north/south connection for existng transit services operating between the Oregon Coast and the Willamette Valley. Pilot transit service along Hwy 99W would also connect three university campuses (Linfield University in McMinnville, Western Oregon University in Monmouth and Oregon State University in Corvallis), which would allow students at each university to visit friends or travel home by bus. The momentum gained by conducting a transit corridor study for Hwy 99W would be lost if a transit service pilot is delayed.

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.

Attachment 6 is a map of the communities along the 99W Corridor this project would connect with larger metropolitan areas. All cities have a higher or nearly equal percentage of low income residents compared with the State of Oregon. Additionally, Monroe, which is currently unserved by any transit, has over twice the state average for people with disabilities. Collectively, the small communities along Hwy 99W represent 75,000 additional riders that would have access to transit and amenities located in the three largest metropolitan areas in the state.

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.

The proposed Hwy 99W transit service pilot touches four Oregon counties, where seven public transit

providers currently operate. The Hwy 99W corridor study is a regional collaboration. Indeed, the minutes of a recent Hwy 99W transit corridor study Technical Advisory Committee meeting demonstrates widespread support among western Willamette Valley transit providers. That meeting also yielded the partnership between Benton Area Transit and Yamhill County Transit, which is an important collaboration for future contributions to the STN.

Benton County, which has the project identified in their transportation system plan, currently operates service between Corvallis and Adair Village. Yamhill County currently operates service between McMinnville and Amity. The project partners plan to coordinate the four buses used for the proposed route, with each operating half of the service through independent purchased service contracts.

The proposed pilot transit service along Hwy 99W will serve as an important north/south connection for existing transit services operating between the Oregon Coast and the Willamette Valley. The new north/south connection would alleviate the need to travel all the way to the I-5 corridor to go north or south by bus through the Willamette Valley. This could significantly improve the rider experience for people wishing to transfer from connecting transit services coming from the Oregon Coast, as it eliminates out of direction travel. The proposed pilot would also connect three university campuses (Linfield University in McMinnville, Western Oregon University in Monmouth and Oregon State University in Corvallis), which would allow students at each university to visit friends or travel home by bus.

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.

Rural communities along Highway 99W, such as Monroe, Adair Villiage, Monmouth, Rickreal and Amity, have limited, or no access to public transit, which requires most travelers along the corridor to use the only transportation option available to them, automobiles.

Through the expansion of transit service to communities previously unserved or underserved, the proposed transit service pilot will provide a method of travel other than single passenger vehicles to more of the Oregon population. By improving transit access, positive health outcomes are supported by offering active transportation options.

Safety, Security, and Community Livability

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

As mentioned earlier, this project would indirectly connect nearly 75,000 people to the three largest metropolitan areas in the state. Providing access to these residents would encourage the use of public transportation for commuting, trips to the store, and potentially recreational trips on the weekend.

The proposed pilot transit service along Hwy 99W will also serve as an important north/south connection for existing transit services operating between the Oregon Coast and the Willamette Valley. The new north/south connection would alleviate the need to travel all the way to the I-5 corridor to travel north or south by bus through the Willamette Valley. This will greatly improve the rider experience for riders wishing to transfer from connecting transit services coming from the Oregon Coast, as it eliminates out of direction travel. Furthermore, the proposed pilot would also connect three university campuses (Linfield University in McMinnville, Western Oregon University in Monmouth and Oregon State University in Corvallis), which would allow students at each university to visit friends or travel home by bus.

Attachment 7 demonstrates the critical regional link this service would provide.

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

and safety of other roadway users.

The 99W corridor, outside of city centers, is perceptibly safe for public transportation and the addition of a route through the rural areas provides for risk reduction across all travel modes. While this route serves some of the larger cities along the 99W corridor, it covers a primarily rural geography. Public transportation options are generally limited in rural communities, leaving people to take other modes of transportation for work, recreation, and personal use.

By providing pilot transit service that serves job centers, public and private recreation options along Hwy 99W, and shopping and medical providers, passengers will be able to access their needs without opting for a single-occupancy vehicle trip, or biking or walking in a potentially unsafe environment (45 mph +, with sporadic sidewalks and bike lanes).

Other roadway users may benefit from this service by increased ridership lessening traffic and limiting the number of other users on the road and thereby reducing possible accidents at conflicts points.

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.

If the project is fully funded, four Category C buses (two each for Yamhill County Transit and Benton Area Transit) will be required to serve anticipated demand along the 99W corridor. A procurement will be necessary to acquire the buses, so exact numbers aren't currently available on the cost of the buses. However, Category C buses typically cost about \$175,000 each and \$700,000 has therefore been budgeted for bus acquisitions.

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.

The anticipated match requirement for the Hwy 99W transit service pilot will be satisfied through Yamhill County's and Benton County's STIF Formula funds (the project is identified in the Yamhill County TDP and the Benton County TSP), since the pilot will predominantly serve rural areas; the match would therefore be 10%. If the STIF Formula funding requests are unsuccessful, partner transit agencies in the region will be approached to share the cost of match. Long term funding strategies will be explored by the project partners in collaboration with other transit providers, and state and federal agencies.

The proposed pilot transit service along Hwy 99W will also serve as an important north/south connection for existing transit services operating between the Oregon Coast and the Willamette Valley. The new north/south connection would alleviate the need to travel all the way to the I-5 corridor to travel north or south by bus through the Willamette Valley. This will greatly improve the rider experience for riders wishing to transfer from connecting transit services coming from the Oregon Coast, as it eliminates out of direction travel. Furthermore, the proposed pilot would also connect three university campuses (Linfield University in McMinnville, Western Oregon University in Monmouth and Oregon State University in Corvallis), which would allow students at each university to visit friends or travel home by bus.

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.

Long term funding for the Hwy 99W transit service pilot, should it prove useful, will come from Yamhill County's and Benton County's STIF Formula funds. The project partners have agreed to include transit service along Hwy 99W in their respective STIF Plans for the '23 - '25 biennium should the pilot prove that transit service along the corridor can be productive. Matching funds are not required for projects listed in a

local QE's STIF Plan.

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.

The anticipated 10% match for the Hwy 99W transit service pilot will come from Yamhill County's and Benton County's STIF Formula funds for the '21 - '23 biennium.

33. Capital Asset Purchases

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

Two Category C buses at \$175,000 each.

Two sets of signs and shelters for stops in Rickreal and Monmouth.

Project Details

Task Category

- Vehicle Purchase
- Signs/Shelters Purchase
- Planning
- Project Administration
- Operating

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 station s deploy ed	# of seats with ADA	Fuel System	Est. Order Date	Est. D elivery Date
11.12.04 Bus < 30 FT	E450	2	\$175,000.0 0	\$350,000.0 0	1,602	18	Gas (G)	7/15/20 21	5/16/2 022

Total:
2

**Grand
Total:**
\$350,000.0
0

Total Project Cost (Grant Amount + Match Amount)
\$350,000.00

Are matching funds available if the project is awarded?
Yes

Percent of funds to be used for fixed route transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
\$280,000.00

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
\$70,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)
\$315,000.00

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)
\$35,000.00

Signs/Shelters Purchase

Signs/Shelters Request

Item Description	Quantity	Cost Each (Project Cost)	Total Cost	Est. Order Date	Est. Delivery Date
Shelters/Signs/Schedule Graphics	2	\$25,000.00	50,000.00	9/15/2021	3/15/2022

Total: 2

**Grand Total:
50,000.00**

Total Task Cost (Grant Amount + Match Amount)
\$50,000.00

Are matching funds available if the project is awarded?
Yes

Percent of funds used for fixed route transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
\$40,000.00

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
\$10,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)
\$45,000.00

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)
\$5,000.00

Planning

Total Task Cost (Grant Amount + Match Amount)
\$20,000.00

Are matching funds available if the project is awarded?
Yes

Percent of funds used for fixed route transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity/5311f (80% State/Fed Share)
\$16,000.00

Match Amount - STIF Discretionary/STIF Intercommunity/5311f (20% Local Share)
\$4,000.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount - STIF Discretionary/STIF Intercommunity (90% State Share)
\$18,000.00

Match Amount - STIF Discretionary/STIF Intercommunity (10% Local Share)
\$2,000.00

Project Administration

Total Task Cost (Grant Amount + Match Amount)
\$90,000.00

Are matching funds if the project is awarded?
Yes

Percent of funds used for fixed route transportation
100%

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity/5311f (80% State/Fed Share)**
\$72,000.00

**Match Amount - STIF Discretionary/STIF
Intercommunity/5311f (20% Local Share)**
\$18,000.00

10% Match Rate Calculations (For Qualified Applicants)

**Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)**
\$81,000.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)**
\$9,000.00

Operating

Total Task Cost (Grant Amount + Match Amount)
\$270,400.00

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

**Percent of funds used for fixed route
transportation**
100%

Project Task and Match Amounts

20% Match Rate Calculations

**Grant Amount - STIF Discretionary/STIF
Intercommunity (80% State Share)**
\$216,320.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (20% Local Share)**
\$54,080.00

10% Match Rate Calculations (For Qualified Applicants)

**Grant Amount - STIF Discretionary/STIF
Intercommunity (90% State Share)**
\$243,360.00

**Match Amount - STIF Discretionary/STIF
Intercommunity (10% Local Share)**
\$27,040.00

Application Totals

Match Sources

Match Sources	Amount
State	\$78,040.00

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
\$624,320.00

Match Amount
\$156,080.00

10% Match Rate Calculations (For Qualified Applicants)

Grant Amount
\$702,360.00

Match Amount
\$78,040.00

Document Upload (Optional)

YamhillCounty_Hwy99W_Pilot_ApplicationAttachments_final.pdf