

MINUTES OF THE MEETING
ACCESSIBLE TRANSPORTATION COMMITTEE
Discretionary Grant Subcommittee
October 26, 2016
10:30 am – Noon
Next Stop Center – Eugene Station
1099 Olive Street – Eugene, Oregon

MEMBERS PRESENT:

Pete Barron	Stefan Kwiatkowski
Bill Morganti	April Wick
Ellen Currier	
Jeanne Schapper	

STAFF:

Kris Lyon	John Ahlen
Cosette Rees	

Absent:

Josh Haring

I. Call to Order

Mr. Ahlen called the meeting to order at 10:34 a.m.

II. Introductions, Announcements, Agenda Review

Those present introduced themselves.

Attachments:

- a. Program Guide and Project Proposal Form: Enhanced Mobility for Seniors and Individuals with Disabilities – Transportation Grant Program for Lane County Fiscal Years 2015-16 and 2016-17
- b. Fiscal Years 2015-16 and 2016-17 Grant Project Proposal: Enhanced Mobility for Older Adults and People with Disabilities
- c. Discretionary Grant Proposed Process Schedule

III. Program Discussion

Update from the December 5 Grant Workshop

Process Next Steps

Mr. Ahlen gave an update of the workshop. He said he recommended that program providers contribute a local match. He reminded the committee that every transit agency has been asked to speed up their grant processes.

Ms. Reese commented that the coordination plan was also covered. She shared that there was a conversation of other funding opportunities from LTD, such as low income grants.

Mr. Ahlen said that the next update to the coordinated plan would include feedback. He shared that the committee was being encouraged to submit a 110% budget with the possibility of a mid-biannual funding opportunity. He said that the funds allocated would go towards additional funds and projects or to supplement projects already funded. He also shared the updates made to the Program Guide, with one of the most important updates being the timeline for the discretionary grant process. He said that the deadline for the 5310 and STF applications was February 17. He said as a result, the deadline for program providers to submit their application was 5pm on December 23. He suggested that they cancel the December 21 meeting and review applications via email considering the tight deadline.

Ms. Reese reminded the subcommittee of meetings set for January 4 and January 18 for applicants present their applications. She asked that the committee review all applications before January 4. She said that a 15-minute period would be given before each presentation for the committee to discuss the application.

Mr. Ahlen said that even if an application seemed incomplete, they would acknowledge each presentation. He said that he would also assist program providers through the application process in order to insure that applications were complete.

Ms. Reese commented that applicants were not required to give a presentation and they would schedule presentations according to how many applicants decided to give presentations. She said that they would lengthen meetings when necessary.

Mr. Morganti commented that he did not have a computer to receive the applications.

Mr. Ahlen responded that he would make paper copies available for those who have that preference.

Ms. Schapper suggested that they hold the meeting at 10 am instead of 10:30 am and have a lunch break at noon.

Ms. Reese suggested they begin even earlier at 9 am and commented that they would try to schedule as many presentations as possible for January 4 and allow the January 18 meeting be primarily for debriefing.

Mr. Barron said he would be out of the country for the January 18 meeting, but that he would be available via phone conference.

Ms. Schapper asked if the presentations would occur at the Next Stop Center.

Mr. Ahlen confirmed that the meeting was to be held at the Next Stop Center. He asked the committee to let him know if they had a preference for a type of presentation format.

Mr. Ahlen confirmed that the January 4 meeting would go from 9am-3pm and the January 18 meeting would go from 10am-2pm. He said he would provide the application packets as soon as they were

available. He reminded the committee that there was an ATC meeting between January 4 and January 18.

Ms. Courier asked if the evaluation worksheet would be filled out individually or by the group as a whole.

Mr. Ahlen responded that the evaluation worksheet should be used as a tool to keep track of the applicants, but that the evaluation should not be limited to the worksheet. He offered to make multiple copies of the evaluation worksheet for the meetings.

Mr. Kwiatkowski asked how many applicants were expected.

Mr. Ahlen replied that last year there had been between 10-12 applicants. He said he would make applications available to the committee as he received them.

Ms. Reese commented that they would not be sharing each application with the ATC committee unless they were asked.

Mr. Ahlen said it was likely that they would give a general update of the application process to the ATC committee. He reviewed the application and review criteria.

Mr. Kwiatkowski asked what match was required for operations.

Mr. Ahlen replied that operation requests had a 42.93 match required, and other requests had a 10.27 match required. He said that he shared with applicants that the Discretionary Grant subcommittee could potentially recommend that LTD cover the match amount, but that agencies could offer a competitive application and bridge the budget short fall for the upcoming biennium by applying with a local match. He commented that since 5310 funds were federal, a match had to be from a non-federal source. He said that if LTD was to provide money, they could potentially fund the match if it was STF funding.

Ms. Reese commented that 5311 programs required vehicles, however, that 5311 funds would not pay for the vehicles. She said that in the past they had dedicated portions of STF funds to a reserve account for the vehicles. She continued that they could also apply for other funding opportunities for the vehicles.

Mr. Kwiatkowski asked for clarification between 5310 and 5311.

Mr. Ahlen said that 5311 was a formula fund based on population, which did not require the subcommittee's attention but would go before the LTD board for approval before the application went to the state. He said 5310 and STF required an active application process.

Ms. Lyon asked what percentage of STF funds was required to put aside for out of district purposes.

Mr. Ahlen responded that a minimum of 16% of STF funds was required.

Ms. Reese said for the purpose of facilitating the conversation they could allocate the 16% for the reserve before the application process.

IV. Next Meeting

Mr. Ahlen confirmed that the next meeting was January 4, 9 am-3 pm.

V. Adjournment

Mr. Barron adjourned the ATC Subcommittee meeting at 11:25 a.m.

(Recorded by Hannah Parks)

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