



LANE TRANSIT DISTRICT BOARD OF DIRECTORS SPECIAL TRANSPORTATION FUND COMMITTEE

Thursday, January 24, 2019

12:00 p.m.

NextStop Center 1099 Olive Street, Eugene (at the Eugene Station)

AGENDA

Table with 3 columns: TIME, ITEM, PAGE. Contains agenda items from 12:00 p.m. to 2:00 p.m., including Call to Order, Roll Call, Comments for the Chair, Agenda and Materials Review, Audience Participation, Biennial Grant Interviews, Next Meeting, and Adjournment.

**LTD 2019-2020 and 2020-2021 Discretionary Grant Applications  
5310/STF Funding Recommendations**

Agency	Project	Application Totals			Project Cost Adjustments		5310/STF Funding Allocation						
		FY 20&21 Grant Request	Non-LTD Match Provided	Project Cost	Committee Changes	Adjusted Project Cost	5310 (State)	5310 (LTD)	STF	STF Out	LTD General Fund	Total Funds	
Lane Transit District	Vehicle Replacement	\$878,053		\$878,053		\$0	\$878,053	\$0	\$731,711	\$146,342		\$878,053	
LTD Paratransit and Rural Fleet	Vehicle Preventive Maintenance	\$733,200	\$0	\$733,200		\$0	\$733,200	\$657,900		\$75,300		\$733,200	
Medical Transportation Management	RideSource ADA & Shopper	\$4,965,517	\$280,000	\$5,245,517		\$0	\$4,965,517	\$194,038		\$1,034,452	\$3,737,027	\$5,245,517	
LCOG Sr. and Disability Services	Volunteer Escort Mileage Reimbursement	\$247,321	\$108,623	\$355,944		\$0	\$247,321	\$247,321		\$0		\$355,944	
White Bird Clinic	Mental Health Transportation	\$231,064	\$0	\$231,064		\$0	\$231,064	\$207,334		\$23,730		\$231,064	
Lane Transit District	Veterans & Crucial Connections	\$40,000	\$0	\$40,000		\$0	\$40,000	\$35,892		\$4,108		\$40,000	
Pearl Buck Center, Inc.	Preschool Transportation	\$177,116	\$118,077	\$295,193		\$0	\$177,116	\$177,116		\$0		\$295,193	
South Lane Wheels / City of Cottage Grove	South Lane Operations	\$186,750	\$10,600	\$197,350		\$0	\$186,750	\$0		\$186,750		\$197,350	
Alternative Work Concepts	Travel Training & Transit Host	\$308,076	\$0	\$308,076		\$0	\$308,076	\$276,437		\$31,639		\$308,076	
LCOG Sr. and Disability Services	Mobility Management - Transportation Assessments	\$220,704	\$434,467	\$655,171		\$0	\$220,704	\$220,704		\$0		\$655,171	
River Cities Taxi	Florence Services	\$101,950	\$249,062	\$351,012		\$0	\$101,950	\$0		\$0	\$101,950	\$351,012	
Pacific Crest Bus Lines	Oakridge Services	\$153,706	\$252,170	\$405,876		\$0	\$153,706	\$0		\$0	\$153,706	\$405,876	
<b>SUBTOTAL</b>		<b>\$8,243,457</b>	<b>\$1,452,999</b>	<b>\$9,696,456</b>		<b>\$0</b>	<b>\$8,243,457</b>	<b>\$2,016,742</b>	<b>\$731,711</b>	<b>\$1,502,321</b>	<b>\$255,656</b>	<b>\$3,737,027</b>	<b>\$9,696,456</b>

Difference in General Fund contribution from FY 18 & 19

SPECIAL TRANSPORTATION FUND COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, January 8, 2019

Pursuant to notice given to *The Register-Guard* for publication on January 4, 2019 and distributed to persons on the mailing list of the District, the Special Transportation Fund Committee of the Lane Transit District held a meeting on Tuesday, January 8, 2019, beginning at 1:00 p.m., at the Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present:       Pete Barron, Vice Chair  
                  Alan Baas  
                  Hoover Chambliss  
                  Ed Necker  
                  Lise Schellman

**CALL TO ORDER/ROLL CALL** — Accessible Services Specialist John Ahlen convened the meeting of the Special Transportation Fund (STF) Committee and called the roll. Those present introduced themselves.

**COMMENTS FROM THE CHAIR** — There were no comments.

**AGENDA REVIEW** — There were no changes to the agenda.

**AUDIENCE PARTICIPATION** — There was no one wishing to speak.

**MINUTES** — Minutes from the last meeting were not addressed,

**LANE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN** — Ms. Lyon reviewed the Lane Coordinated Public Transit-Human Services Transportation Plan (the Plan), which established guidelines for STF Committee recommendations.

Mr. Ahlen encouraged committee members to familiarize themselves with the needs assessment, coordination practices and projects in the Plan prior to its review of 5310 and STF applications. All project proposals recommended by the committee should be reflected in the plan. Mr. Ahlen said historically a top priority was to continue to fund existing projects and programs. The next priority was to find innovative ways to expand existing or provide new programs. He said the 5310 Project Management Plan was a separate document that also provided guidance on funding recommendations. He said staff would be updating both plans.

Mr. Lyon worked on updating the Plan over the past couple months. She reviewed the proposed changes during the first half of the meeting -- the proposed draft was enclosed within the agenda packet given to committee members

Ms. Lyon explained some specific changes. Information for veterans and military families was combined into Section 3, Needs Assessment. Mr. Ahlen suggested starting with a clean copy at the next meeting to ensure the changes were headed in the right direction.

Mr. Baas arrived at 1:05 p.m.

Ms. Lyon updated data within the plan, such as average gas prices and unemployment rates, to ensure relevancy. Mr. Ahlen added that staff would include information on unmet service needs within community in the general summary. Ms. Lyon pointed out unmet needs were becoming more of a focus in Eugene, particularly with the State Transportation Improvement Fund (STIF); it was important to identify work with the populations.

Other revisions included updated State and Federal Revenue information and adding of the December 2018 Fixing America's Surface Transportation Act (FAST Act).

Mr. Necker asked if 2019 FAST Act should be included. Ms. Lyon responded 2018 was the most recent data available. Ms. Lyon explained the FAST Act was reauthorization of transportation funding through Fiscal Year 2020. She added a section on Oregon Legislative HB2017, which included the employee payroll tax. HB2017 would assist in enhancing services within the district, but not in sustainability of services. LTD had been considering mobility on demand (MOD) and low-income fares, among other things.

Mr. Necker asked if STIF solely funded fare. Ms. Lyon replied the funds were for program and service enhancements, or capital and operations. Although other plans were currently in development, she only addressed already adopted plans; she would reference LTD's STIF plan once finalized. She preferred referring to another plan if information was already written there.

Ms. Lyon addressed changes to the document regarding health care reform in Oregon. The upcoming Coordinated Care Organizations (CCO) 2.0 list would be attached to the plan.

Mr. Ahlen thought main changes would be geographic; however, Lane County boundaries were not affected. Ms. Lyon said Mr. Ahlen was correct. Currently, most areas assigned CCO based on zip codes. CCO2.0 would return to county boundaries except in certain rural areas that made sense (i.e. possibly Harrisburg). She was unsure how places such as Reedsport and Monroe would be reconfigured.

Mr. Necker asked when the changes would go into effect. Ms. Lyon said contract requests would be sent beginning in 2020. A sample Request for Proposals (RFP) had been released, calling for increased transparency in CCO services.

Ms. Lyon pointed to Page 11 of the Plan, which discussed new programs. Highlighted were changes to RideSource services, and to the designs of half fare and honored rider cards; the Florence-Yachats Connector pilot program; and the Paws Program.

Mr. Necker asked about the Paws Program. Mr. Ahlen said it was most officially known as the Service Animal Pilot Project, in which those riding with an animal received a paw print on their fare card.

Mr. Chabliss saw a survey that indicated users of the Paws Program were more likely than other riders to be unsatisfied with service. Ms. Lyon said people were liking the program so far.

Mr. Ahlen added the program was a part of the new fare card roll out. To date, approximately 6,000 new cards were allocated. Mr. Ahlen generally had a meeting with a rider who wanted to bring a service animal on board. The meeting allowed him to reinforce expectations and share different LTD offerings.

Mr. Chambliss asked if an attendant could ride along. He was told yes, attendants could ride free with their client.

Ms. Lyon continued and said the original Section 2 Transportation for Military Families and Veterans was removed. At that point, she wasn't sure the population needed to be called out specifically, so the section was moved to Assessment and Local Planning.

In response to Mr. Chambliss, Ms. Lyon reiterated LTD would keep the section as a service and needs assessment. Mr. Ahlen explained LTD saw an increase in funding toward programs for low income populations. They were looking to continue or expand current programs that were already well established.

Mr. Barron asked about golf carts used for the population. Ms. Lyon explained the Veterans' Administration (VA) ran golf carts between its clinic, the LTD bus stop, and the parking lot. The service provided assistance to veterans, while preserving their freedom to ride the bus.

Mr. Necker clarified Section 2 was combined with Section 3, and sections were renamed accordingly. Ms. Lyon said yes, about 1 ½ pages of text were moved.

Ms. Lyon added some information on local planning efforts around the 2020 Lane County Health Assessment, which would result in the next iteration of the public health improvement plan. LTD was big player in its development, as health care agencies saw transportation being extremely important in helping patients go to medical appointments.

Under LTD planning efforts, Ms. Lyon added information on Transit Tomorrow, the comprehensive operational analysis. The assessment could result in changes to RideSource. She also discussed MovingAhead, a collaborative project with the City of Eugene. Finally, Ms. Lyon added a paragraph on the MOD Pilot project in Cottage Grove.

Mr. Ahlen explained MOD as a concept. The pilot program was managed by South Lane Wheels and would eliminate LTD's current route within the City of Cottage Grove. Community members would have the ability to request a rideshare via a mobile application. The rideshare would still connect riders to the main bus system.

Mr. Necker clarified whether MOD eliminated the current bus service in Cottage Grove. Mr. Ahlen said yes, LTD would stop service during the pilot, otherwise, there would be redundancy.

Mr. Necker asked if people could access the MOD without a smart phone. Mr. Ahlen responded yes, people could call dispatch or go online.

Mr. Barron asked if there were ADA accessible vans. Mr. Ahlen said all vans were accessible.

Mr. Chabliss asked for the long-term vision. Mr. Ahlen said LTD would evaluate MOD after the pilot period. It was a new idea for LTD. If MOD was successful, there was potential to expand in other communities.

Mr. Baas wondered if LTD considered providing service beyond Cottage Grove city limits. Many people lived just slightly outside of city limits, so he was concerned about access. Mr. Ahlen believed MOD was restricted to city limits and would remain consistent with the current loop route, at least during the pilot period.

Mr. Baas confirmed that the data points collected would provide researchers with enough information to conduct sufficient analysis. Mr. Ahlen said yes. He added there were other services to meet those needs of people living outside city limits.

Mr. Baas suggested LTD provide training on the mobile application for MOD, once it was in place. Many people weren't comfortable with certain technologies. Mr. Ahlen agreed, and said staff didn't want any users to be frustrated. They would work closely with the community. He thought virtually everyone would need guidance their first time using the application.

Mr. Chabliss asked if there were any areas growing that could benefit from MOD over the next two years. Mr. Ahlen said LTD wanted to ensure MOD was the right type of technology to use before expanding further, but he thought east Springfield, Santa Clara, and north Eugene were possible areas. Mr. Chabliss noted LTD needed to implement the option that worked best for the individual communities, with the resources available.

Mr. Chabliss asked if MOD was designed to bring folks into Eugene. Mr. Ahlen said MOD was only in Cottage Grove area but the service did connect riders to LTD so they could easily travel to Eugene.

Ms. Lyon introduced Section 4, Coordination Practices. Within the section, she added a bullet list about on how LTD supported the external transportation network as coordination. LTD wanted to continue to enhance and support the network, to help provide the best service possible.

Mr. Necker wondered if Eugene had wheelchair accessible taxi services besides Budget Taxis. Ms. Lyon said Deluxe Taxi had two wheelchair vans but she was unsure if they were open to the public; they were used for RideSource services. More wheelchair accessible vans were desperately needed in the community.

Mr. Ahlen thought an application for three new minivans was accepted. The vans would replace old RideSource cut-always and were smaller so drivers could go to more drop off points.

Mr. Necker asked about the minivans' capacities. Mr. Ahlen said they were for one wheelchair user. He reminded the committee it was a multi-year long process between identifying funding and obtaining a vehicle. LTD was only just starting to receive the vehicles ordered a while back. Ms. Lyon said the next change was on Page 26, under the Eligibility Assessment Program. She changed the name of Senior and Disabled Services to the correct name of Senior and Disability Services (SDS), and added LTD's third partner, White Bird Clinic. There were also some word changes on Page 29 around underserved populations and unconventional services. On Page 31, Ms. Lyon added information about ongoing service support costs for updated technology. Finally, there was one unclear sentence in Section 5 that she would revisit.

Mr. Ahlen said a portion of STF funds should be allocated to out of district programs. In the past, LTD used 5311F funds to support Diamond Express. He explained any federally funded portion would need to be matched with STF dollars.

On Page 33, Ms. Lyon added a section dedicated to the STIF fund, utilizing language from ODOT's webpage. Next, Ms. Lyon updated the accessible services budget and added a medical fund.

Mr. Ahlen explained they wanted to ensure committee members saw the updates made since its last review. He concluded staff would provide a clean version for the next meeting's review to discuss any additional changes.

Ms. Lyon thought the document would be mostly complete by the end of the month. Mr. Ahlen reiterated the document needed to be implemented by July 1, 2019.

**BIENNIAL GRANT INTERVIEWS** — Mr. Ahlen transitioned into Part II. Part of the meeting's intention was to provide folks opportunity to gain a better understanding of some "bigger picture" ideas involved with STF, prior to program provider presentations and grant interviews.

Mr. Ahlen explained there could be a few applicants seeking supplementary funding that were not dependent on STF funds; however, most program decisions made by the committee would be around organizations that relied on STF funding to even operate.

Mr. Ahlen explained the application and review processes. Applications for STF and STIF were being reviewed concurrently and some programs would fall in front of both committees. During review, Mr. Ahlen would note those applicants in particular.

Mr. Ahlen would look for comprehensive recommendations from the group at the end of program presentations. Committee members would have scoring sheets to assist them in review. From there, Mr. Ahlen would develop application narratives for the board to review.

Mr. Ahlen shared some of the programs that would apply. He said LTD's Vehicle Replacement Program was the only one applying for Federal Transportation Administration (FTA) Direct Disbursement 5310 dollars. Mr. Ahlen explained the Direct Disbursement Funds differed from general FTA monies. FTA awards typically had a 10% match rate and were used toward projects that enhanced transportation options for older adults and individuals who identified as having a disability. ODOT funneled the money to LTD. The 5310 Direct Disbursement portion was a smaller pot of money given directly to LTD by the FTA and was typically used for fleet replacement and vehicle preventative maintenance.

Mr. Ahlen said LTD hadn't been able to stay on track with its vehicle replacement plan, due to inconsistent funding sources. Using 5310 dollars would provide more stability so busses could be replaced on a more regular basis.

Mr. Ahlen explained the cost estimates on vehicle preventative maintenance applied to the entire paratransit fleet.

Mr. Ahlen was unsure of the expected FY19 allocation due to the recent government shut down. Staff would provide an estimate, with the expectation that if funding projections changed, the board had the authority to move STF funds as needed.

Mr. Necker clarified one paratransit vehicle costed \$500,000. Mr. Ahlen responded no, about \$100,000 per vehicle cutaway. The 5310 money would allow LTD to purchase four to five vehicles over a two-year period.

Mr. Ahlen said 78 vehicles required preventative maintenance funds, based on LTD's current fleet. He would return to the group with cost projections to ensure the committee thought funds were being used appropriately. He added staff typically added \$200 per vehicle per year to their projections, due to inflation. They estimated a total of \$4,600 per a vehicle for FY20 and \$4,800

for FY21, totaling \$733,000 per a year, though some vehicles would cost more and some less each year.

Mr. Ahlen addressed RideSource, ADA, and Chopper projections. He explained it was mandatory to provide those services, so staff did its best to estimate costs to provide trips over the next two years. It was important to note that anything not grant funded needed to be back filled by general fund dollars. One figure looked at toward end of process would look at amount of total general fund that needed to go toward all programs, and what was the change from the previous biennium. Currently, the trend looked fairly flat but last biennium there was a significant change, and LTD added almost an extra \$1 million in general fund because of 5310 shortages.

Mr. Ahlen shared information on other programs applying for funding.

LCOG SDS managed a volunteer escort mileage reimbursement program for folks living outside of the metro area. Volunteers completed trips for riders and were reimbursed for mileage at a fairly low rate (i.e. 50 cents per mile).

White Bird Clinic's Mental Health Transportation Program for Specialized Services would apply. The program was for folks receiving care due to behavioral health issues, or who were experiencing mental health crises. It differed from CAHOOTS, although the same organization ran the program.

The Pearl Buck Center's Preschool Transportation program was for children who identified as individuals with disabilities.

The City of Cottage Grove applied for its own 5311 funding to support the South Lane Wheels Program and looked to LTD for a match.

Mr. Necker wondered if LTD provided \$134,000 to fund the Pearl Buck Preschool Transportation Program. Mr. Ahlen responded no, the Pearl Buck Center provided LTD with \$134,000 to supplement the service. Ideally, each would provide 50%, as LTD looked to have true partnerships. There was a column on the spreadsheet indicating non-LTD match dollars.

Mr. Ahlen moved on to explain LTD's partnership with Alternative Work Concepts. LTD contracted with the company to provide travel training services and help those with developmental disabilities. The service often allowed people to be more independent, and utilize the bus rather than RideSource, saving LTD quite a bit of money.

LCOG also provided Mobility Management and Transportation Assessments, which was a mandatory service. If someone called and wanted a RideSource trip, LTD had to determine their eligibility. The program was collaborative and worked with Seniors and Disability Services (SDS), Alternative Work Concepts, and White Bird Clinic.

Mr. Ahlen also included rural services, including the Rhody Express. LTD ended up applying for 5311 funds and needed a match portion to support transit services in Florence. For every dollar of federal funding, LTD needed 43.92% in local funds. Typically, LTD used STF funds to do so.

Mr. Ahlen explained that the Oregon Statute on use of STF funds stated 16% of the monies had to be directed toward out of district services. Historically, LTD used STF to match services in Florence and Oakridge to meet the criteria.



Ms. Schellman clarified that LTD did both a match and grant. Mr. Ahlen said yes, but the district was not allowed to match federal funds with other federal funds, which was one reason to use STF rather than 5310. For example, the entire ask from South Lane Wheels fell under STF as they received their own 5311 funds, which couldn't be matched with 5310.

Mr. Ahlen explained the 5310 allotment was based on a ridership formula; Florence would receive \$176,062 for the upcoming biennium and LTD would be asked to match that by 43.92%. The committee would be asked to provide consensus later in the process.

Ms. Schellman asked if non-LTD match and local match could be the same numbers. Mr. Ahlen said yes; 5310 funds needed a match, while STF dollars did not. LTD didn't necessarily need to provide that match, though there were some individual nuances for each program.

Ms. Schellman pointed to the heading "STF Allocations." Some areas were not funded by allocations, so the section was confusing to her. As an example, Mr. Ahlen explained LTD's current contract with Pearl Buck Center. The center provided \$134,000 to LTD every two years, and LTD billed the organization quarterly. Those funds were used to match other grant funds. Since other funds were used, no STF funds were directed toward Pearl Buck Center.

Mr. Ahlen returned to rural services. In order to provide River Cities Taxi in Florence, LTD received a contribution from the City of Florence to supplement STF funds and Rhody Express farebox revenue.

To provide Diamond Express service in Oakridge and the associated dial a ride service, LTD applied for transit network program funds. Mr. Ahlen planned to apply for \$187,723 and a 15% max rate. It was a competitive part of the STIF process and differed from the Rhody Express formula funds. The funds would be used to maintain existing programs. Although the transit network program funds were part of a competitive process, LTD had been awarded the funds in the past. Staff believed LTD would receive similar funding levels as past years.

Mr. Ahlen explained LTD received a contribution from the City of Oakridge to supplement service, as well. Separately from supporting the core services, LTD hoped to grow the River Cities Taxi, Rhody Express and Diamond Express through the STIF process. LTD would look to replace and expand fleet while increasing frequency, hopefully by 2020.

Mr. Ahlen wondered if there were questions.

Mr. Necker asked whether Oakridge Diamond Express would require another vehicle if LTD expanded service. Mr. Ahlen said yes. Diamond Express currently utilized a loaner and were long overdue for a rehabilitated bus. The service was able to run on one vehicle since it had frequencies over one-hour frequency. Vehicle replacement should be completed by end of 2019.

Mr. Necker asked if the refurbished bus purchase came out of STF money. Mr. Ahlen said it was already paid for; what was reflected in that day's spreadsheet were future expenses.

Mr. Higham left at 2:26 p.m.

Mr. Ahlen moved onto Veterans' Programs and Crucial Connections, which were two separate programs. Over the course of a biennium, the programs were awarded \$30,000 to share. LTD hoped to increase funding to \$40,000 per year and alleviate capacity constraints. Mr. Ahlen

explained \$30,000 per year only included the cost of doing service; other costs, such as administrative, were not calculated in prior applications.

Mr. Ahlen continued that staff wanted to understand true costs. To do so, staff added \$10,000 into the program. The program acted as a gap service connector, while Crucial Connections was for trips that didn't fall under any other program. Crucial Connections attempted to serve emergency level trips (i.e. a veteran couldn't afford the Greyhound to a medical appointment in Portland).

Mr. Higham left at 2:32 p.m.

Mr. Ahlen added that over the last year, LTD spent about \$13,500 on trips and about \$4,500 in administrative costs for Crucial Connections; the rest was used for RideSource. The entire allotment was used in a short period of time, so he thought they would likely go over.

Mr. Necker clarified that amount was spent in one year. Mr. Ahlen replied about one year and five months. LTD tended to use less Crucial Connections funds and more of the Veterans fund but they did have flexibility if needed.

In response to Mr. Necker, Mr. Ahlen stated the City of Roseburg was served.

Mr. Necker asked if federal dollars were utilized. Mr. Ahlen said it was a combination of federal and state funding. About 93% of funds were 5310 funding, and LTD used a little more than 10% as local match. STF could be used as a match.

Mr. Ahlen directed committee members to a sample scoring sheet on the last page of their agenda packet. The outline was provided as a way for members to track their preferred spending on individual programs per biennium.

Ms. Schellman asked about Page 24, Proposal Criteria, and wondered if the STF Committee would consider the criteria. Mr. Ahlen said the section was directed toward the applicant. Every organization that applied was eligible for STF funds. Ms. Schellman wondered if there were any new applicants that year. Mr. Ahlen said no, but the board would want to ask if programs were scalable.

In response to Mr. Necker, Mr. Ahlen explained that LTD needed to develop paratransit evaluation criteria. A total of \$655,000 was dedicated to establishing eligibility assessments.

Ms. Schellman wondered if the remaining \$4 million was approximated. Mr. Ahlen said Older Americans Act (OAA) money came from LCOG and supported volunteer services. Medicaid funding helped provide support eligibility assessments.

Ms. Schellman asked the next step for her as a committee member. Mr. Ahlen would send STF applications to members for their review.

Mr. Ahlen commented that there was a lot of information to absorb, but members would become more familiar with it as they continued meeting.

Mr. Ahlen would consider altering meeting times to ensure there was the biggest number of people present for application presentations. He would possibly frontload presentations if needed. They were somewhat limited by the board's due date.

**NEXT MEETINGS:** Thursday, January 24 from 12:00 p.m.-2:00 p.m. and Friday, January 25 from 2:00 p.m.-4:00 p.m.

**ADJOURNMENT** – Mr. Barron adjourned the meeting at 2:50 p.m.

*(Recorded by Marina Brassfield)*



**Fiscal Years 20 (2019-2020) and 21 (2020-2021)  
Grant Project Proposal  
Enhanced Mobility for Older Adults and People with Disabilities**

**GENERAL INFORMATION – PART 1**

Agency Name: Medical Transportation Management, Inc. (MTM)

Agency Name (dba): N/A

Mailing Address (Street or PO Box, City, State, Zip): 240 Garfield Street, Eugene, OR 97402

Federal Tax ID#: 43-1719762

Agency Website: [www.mtm-inc.net](http://www.mtm-inc.net)

Contact Name and Title: Resha Oylear, Program Director Email: [Resha.oylear@ltd.org](mailto:Resha.oylear@ltd.org)

Telephone Number: 541-682-5566 Fax #: 541-345-2769

Type of Agency / Business:  Private Non-Profit 501(c)3  
 Private For-Profit Public Transportation Provider  
 Government (City/County/State/Other)

Legal Name of Partner Agency (for multi-agency applications; add more pages, if needed)

Contact Name and Title: Email:

Telephone Number: Fax:

By my signature below, I certify that the attached proposal, budget, and information is complete and accurate to the best of my knowledge, and that I have been authorized to submit this proposal on behalf of the organization.

Print Name and Title: Resha Oylear, Program Director



Lane Transit District  
Discretionary Grant Program – December 2018

Does the proposing agency provide transportation services to older adults and/or people with disabilities as a primary or secondary mission of the agency?

Primary – providing transportation is part of the agency’s mission

Secondary – agency provides other services and transportation is one part

Neither – agency provides other services that supports transportation for older adults and/or people with disabilities.

Describe main mission of agency: \_\_\_\_\_

Describe the proposed project (maximum 500 words). For vehicle replacements, include year, make model, and current mileage:

This project supports the operation of RideSource ADA complementary paratransit services, including the RideSource Shopper. RideSource ADA complementary paratransit service is a curb-to-curb service for people who are unable, because of a disability, to use Lane Transit District’s (LTD) fixed route services. RideSource Shopper, part of ADA complementary paratransit service, is a once-a-week neighborhood shopping shuttle that operates within the Eugene-Springfield metropolitan area.

The ADA complementary paratransit service is in compliance with ADA regulations, including the requirement to operate without service capacity constraints. MTM provides service in all areas of the District within three-quarters of a mile of fixed routes and during the same operating days and times as LTD’s fixed route services. Lane County Senior and Disabled Services and Alternative Work Concepts, a nonprofit agency, provide ADA eligibility determination. MTM accepts trip requests from 14 days in advance up to the evening before the day of service.

A fleet of ADA-compliant small buses and minivans provides the services, with Shopper services delivered in a bus that is equipped to safely store groceries while in transit. MTM maintains vehicles and equipment carefully according to a written Preventative Maintenance Plan based on vehicle manufacturer recommendations. MTM’s experienced staff mechanics provide all maintenance and the majority of repair work on RideSource vehicles. Some specialized repairs, such as body work, are conducted by qualified vendors.

MTM trains and supervises its operators to ensure that RideSource provides safe, customer-focused service that is sensitive to passengers’ needs and disabilities. In addition to instruction on the operation of vehicles and equipment, operators receive defensive driving, first aid/CPR, passenger service and safety, and passenger sensitivity training. The RideSource program is overseen by a corporate leadership team that has implemented and managed public transit programs similar to this project for major transit agencies across the United States.

**Vehicle Replacements**

MTM made recommendations to replace the following ten vehicles in order of priority, and LTD will be replacing the first five vehicles on the list in January of 2019. The mileages were recorded on December 27, 2018.

Lane Transit District  
Discretionary Grant Program – December 2018

1. Vehicle 136, 2009 Ford Eldorado, 215,080 miles
2. Vehicle 121, 2006 Ford Eldorado, 265,029 miles
3. Vehicle 123, 2006 Ford Eldorado, 260,879 miles
4. Vehicle 124, 2006 Ford Eldorado, 313,464 miles
5. Vehicle 127, 2006 Ford Eldorado, 298,892 miles
6. Vehicle 120, 2006 Ford Eldorado, 292,596 miles
7. Vehicle 122, 2006 Ford Eldorado, 299,697 miles
8. Vehicle 126, 2006 Ford Eldorado, 304,901 miles
9. Vehicle 128, 2006 Ford Eldorado, 334,059 miles
10. Vehicle 130, 2006 Ford Eldorado, 293,088 miles

What is the population to be served by the proposed project?

- General Public (service open to anyone in the community or defined service area including older adults and people with disabilities).
- Older adults and people with disabilities (designated service only for seniors and people with disabilities).
- Agency Clientele (serves a specific clientele determined by program, housing, or activity, such as a senior center or work program). Please specify type of clientele: \_\_\_\_\_
- Other: (specify) \_\_\_\_\_

What geographic area within Lane County is covered by the proposed project?

- Lane County (county-wide project)
- Metro - Refer to LTD Program Guide, Appendix B, Central Lane Metropolitan Area Map
- Rural (outside of metro area, please specify): \_\_\_\_\_

Describe how this project is derived from and supports the Lane Coordinated Plan. (Include page references in the Lane Plan that are relevant to the Project. (The Lane Coordinated Plan can be found on the LTD Website at [https://www.ltd.org/file\\_viewer.php?id=2158](https://www.ltd.org/file_viewer.php?id=2158). List all agencies that will be involved in and are central to the project.

The Lane Coordinated Public Transit—Human Services Transportation Plan (Lane Coordinated Plan) provides an assessment of existing services and identifies a range of unmet needs. The Lane Coordinated Plan includes findings of the Senior and Disabled Services Needs Assessment’s key findings. Findings include that “Older adults who live alone have a greater need for accessible/specialized transportation services,” “Seven percent of survey respondents reported being unable to shop for groceries, and out of this group, 71 percent live by themselves,” and “Non-medical transport continues to be an issue.” (2013 Plan Update, page 12).

## Lane Transit District Discretionary Grant Program – December 2018

The Lane Coordinated Plan identified strategies for meeting community transportation needs. The 2013 Plan Update matches current identified needs with strategies and projects that meet those needs. RideSource ADA complementary paratransit is included as a project that meets the need for ADA complementary paratransit service with the following strategies (2013 Plan Update, page 20):

- One Call Center with multiple transportation providers
- Ride sharing
- One Call Center with a variety of transportation services
- Personalized evaluation of transportation needs and capabilities
- Interagency partnerships

In addition, the RideSource Shopper is included as a project that meets the following needs (2013 Plan Update, page 21):

- Unconventional services-riders need assistance with packages
- Affordability
- Manage costs

The 2013 Plan Update (page 21) reports that the RideSource Shopper meets needs using the following strategies:

- Ride sharing
- Once Call Center with a variety of transportation services
- Personalized evaluation of transportation needs and capabilities
- Interagency partnerships

The Lane Coordinated Plan established priorities for project funding, and ranked as first priority as maintaining sustainable service levels of current operations to “ensure transportation services and connections remain at a sustainable level for people who depend on public transportation services in Lane County (2013 Plan Update, page 18). Because the RideSource ADA complementary paratransit and RideSource Shopper projects helps maintain the established transportation network and meet previously identified needs in an integrated service approach, they meets the requirements for first priority funding.

The coordinating agencies are and will be involved in and central to the project include:

Lane Transit District: Contract oversight and management

Senior and Disabled Services: mobility assessment services and ADA eligibility determination

Alternative Work Concepts: mobility assessment services and ADA eligibility determination

Estimate the number of older adults and/or people with disabilities who will be supported by this project for the grant period and describe how you arrived at this figure.

Fiscal Year 20 (2019 – 2020): Older adults 1,367                      People with disabilities 581

Fiscal Year 21 (2020 – 2021): Older adults 1,359                      People with disabilities 576



Lane Transit District  
Discretionary Grant Program – December 2018

Describe how you arrived at these figures:

In making this projection, we defined “older adults” as riders 65 years old or older at the date of service. We defined “people with disabilities” as riders with mental or physical disabilities that were not 65 years old or older on the date of service. To arrive at the projection, we looked at historical unduplicated passenger data for RideSource ADA and Shopper operations for the past five years. Based on this data, an average percentage change was established and applied to the base year, FY 2018-19, to project a total of unduplicated passengers for each of the project years.

Lane Transit District  
Discretionary Grant Program – December 2018

Estimate the number of one-way rides (or other units of service) that the project proposes to provide for the grant period and describe how you arrived at this figure.

Fiscal Year 20 (2019 – 2020): One-way rides / Other units of service: 95,274

Fiscal Year 21 (2020 – 2021): One-way rides / Other units of service 95,061

Describe how you arrived at these figures:

In making this projection, we looked at historical one-way ride data for RideSource ADA operations for the past five years. Based on this data, an average percentage change was established and applied to the base year, FY2018-19, to project a total of one-way rides for each of the project years

If you used other units of service, please identify those units

**Project Budget – Part 4**

Project Title and Agency: RideSource ADA/Shopper Operations, Medical Transportation Management

**PROJECT BUDGET** For the specific project being proposed, complete a line item cost summary along with a full list of other resources that will be used to support the proposed project. If the request is for a project that is currently being funded, include the current year’s budget as well as that for FY20 and FY21. In addition to this Project Cost Summary, a reconciliation of FY18 Agency revenue and expenses and an approved Agency budget for FY19 must be submitted with the application.

<b>EXPENSE (By Line Item)</b> Description	<b>Current Year</b> <b>Revised</b> <b>Fy19</b>	<b>Grant Year 1</b> <b>Budget</b> <b>FY20</b>	<b>Grant Year 2</b> <b>Budget</b> <b>FY21</b>	<b>TOTAL</b> <b>FY20 &amp;</b> <b>21</b>
Payroll (Wages, Benefits, Taxes)	\$1,971,107	\$1,986,314	\$2,045,904	\$4,032,218
Vehicle Fuel	\$207,289	\$202,860	\$208,946	\$411,806
Repairs & Maintenance; Other Vehicle Expenses	\$100,876	\$113,778	\$117,191	\$230,969
Insurance Expense	\$114,145	\$111,992	\$113,672	\$225,663
Facility and Other Expenses	\$19,782	\$17,679	\$17,944	\$35,622
Administration	\$153,742	\$153,468	\$155,770	\$309,238
<b>TOTAL PROJECT COST</b>	\$2,566,941	\$2,586,091	\$2,659,426	\$5,245,517

<b>Resources</b>	<b>Current Year</b>	<b>Grant Year 1</b>	<b>Grant Year 2</b>
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Lane Transit District  
 Discretionary Grant Program – December 2018

	<b>Revised Fy19</b>	<b>Budget FY20</b>	<b>Budget FY21</b>	<b>TOTAL FY20 &amp; 21</b>
<b>Grant Request</b>	\$1,439,541	\$1,450,280	\$1,491,406	\$2,941,686
Other resource:				\$0
Other resource:				\$0
LTD match request	\$1,127,401	\$1,135,811	\$1,168,020	\$2,303,831
Local agency match resource:				\$0
<b>TOTAL PROJECT RESOURCES</b>	\$2,566,941	\$2,586,091	\$2,659,426	\$5,245,517

	<b>Current Year Revised Fy19</b>	<b>Grant Year 1 Budget FY20</b>	<b>Grant Year 2 Budget FY21</b>	<b>TOTAL FY20 &amp; 21</b>
<b>SUMMARY</b>				
Grant funding request (89.73% of funding request)	\$1,439,541	\$1,450,280	\$1,491,406	\$2,941,686
Required match Amount (43.92% of funding for operations requests, 10.27% of funding for other requests)	\$1,127,401	\$1,135,811	\$1,168,020	\$2,303,831
Additional Local Funds Contributing to the Project (local money in addition to any match contributions)				
<b>Total Project Cost</b>	\$2,566,941	\$2,586,091	\$2,659,426	\$5,245,517

Please list any additional considerations for the Grant Review Committee:

Checklist of attachments:

- 2018 Federal Certifications and Assurances
- Fiscal Year 20 (2019-2020) Reconciled Agency Revenue and Expense Budget
- Fiscal Year 21 (2020-2021) Approved Agency Budget

Lane Transit District  
 Discretionary Grant Program – December 2018

Insert Budget Pages

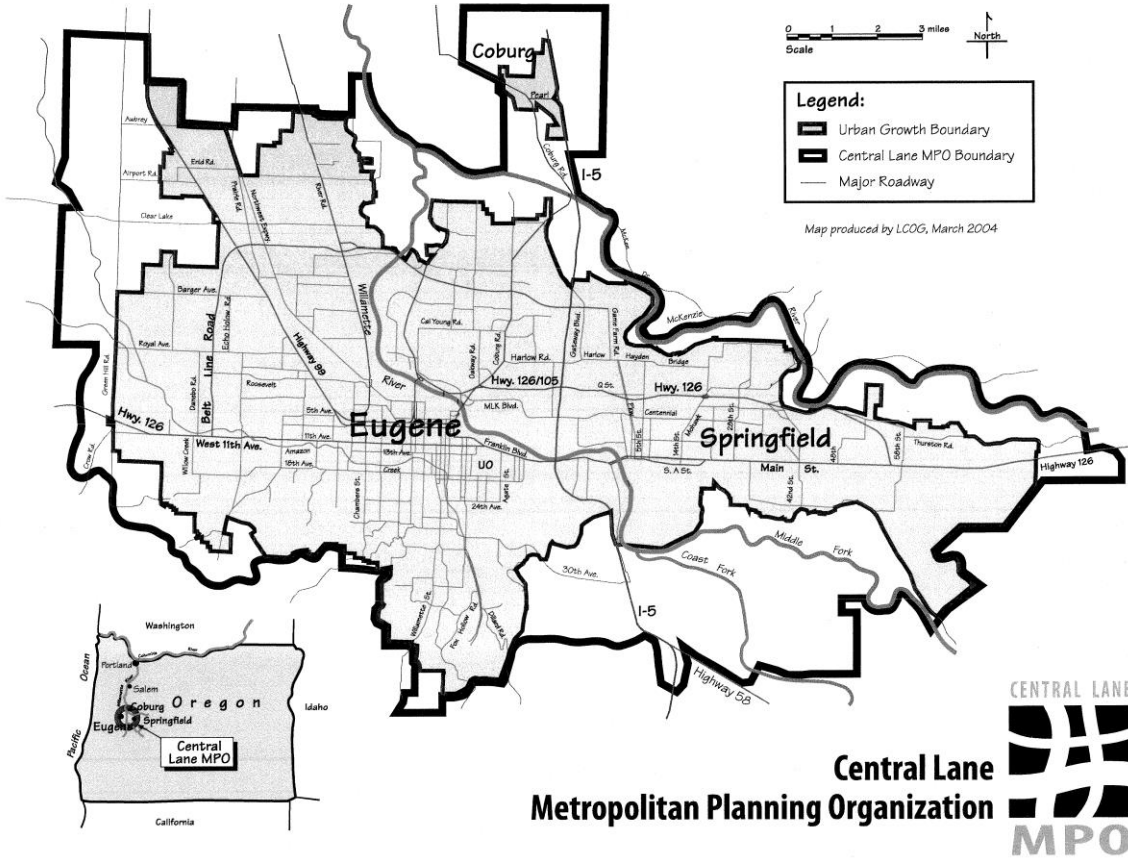
MTM has estimated the total project expenditures for fiscal years 2020 and 2021 as shown in the chart below.

Budget	Fiscal Year 2020 (2019-2020)	Fiscal Year 2021 (2020-2021)
Fare Revenue		
Contract Revenue		
Medicaid		
LTD-Provider Pass Through		
State of Washington Pass Through		
Other Revenue		
Total Revenues*		
Payroll	4,729,320	4,871,200
Vehicle Expense	753,900	776,517
Insurance	266,647	270,647
Pass through Transportation	8,095,635	8,217,070
Other Expenses	42,062	42,693
Administration	597,258	606,217
Total Expenditures	14,484,822	14,784,343

\* MTM does not have access to the revenue break down for Fiscal Years 2020 and 2021.

Lane Transit District  
Discretionary Grant Program – December 2018

Appendix B: Central Lane Metropolitan Area Map



Appendix C: Federal Certifications and Assurances

**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT  
ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

**Name of Applicant:** Medical Transportation Management, Inc.

**The Applicant agrees to comply with applicable provisions of Categories 01 – 23. X**  
**OR**

**The Applicant agrees to comply with  
applicable provisions of the Categories it has  
selected:**

<b>Category</b>	<b>Description</b>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Rolling Stock Reviews and Bus Testing.	_____
05.	Demand Responsive Service.	_____
06.	Intelligent Transportation Systems.	_____
07.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
08.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
09.	Alcohol and Controlled Substances Testing.	_____
10.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
11.	State of Good Repair Program.	_____
12.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
13.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
14.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
15.	Rural Areas and Appalachian Development Programs.	_____
16.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
17.	State Safety Oversight Grant Program.	_____
18.	Public Transportation Emergency Relief Program.	_____
19.	Expedited Project Delivery Pilot Program.	_____
20.	Infrastructure Finance Programs.	_____
21.	Construction Hiring Preferences.	_____

Lane Transit District  
Discretionary Grant Program – December 2018

**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: **Medical Transportation Management, Inc.**

Name and Relationship of the Authorized Representative: **Alaina Maciá, President and CEO**

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.


Signature  Date: 1/4/2019  
Name: **Alaina Maciá**  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): **Medical Transportation Management, Inc.**

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 1/4/2019  
Name: **Don Tiemeyer**  
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

South Lane Wheels	STF Grant Budgets		
REVENUE	2018-19	2019-20	2020-21
DESCRIPTION	Mobility ON Demand (50%)	Mobility ON Demand (50%)	MOD Pilot Continues?
<b>Grants</b>			
5311 Formula Grants for Rural Areas	\$130,489	\$123,965	\$123,965
Preventative Maintenance	\$44,000	\$46,000	\$48,000
5410 In District	\$89,945	\$94,200	\$92,550
STIP grant	\$29,000	\$71,000	\$0
<b>Local Revenue</b>			
Fares	\$25,000	\$30,000	\$30,000
Ticket Books	\$4,000	\$6,000	\$6,500
Service Agreements	\$7,500	\$6,000	\$6,000
State Medical	\$35,000	\$35,000	\$35,000
City of Cottage Grove	\$5,000	\$5,000	\$5,000
Mobility On Demand	\$60,000	\$90,000	\$60,000
<b>Other Income</b>			
Tenant Leases	\$18,842	\$19,784	\$20,773
Misc. income	\$3,200	\$3,000	\$3,000
<b>Total Income</b>	<b>\$451,976</b>	<b>\$529,949</b>	<b>\$430,788</b>
<b>EXPENSES</b>			
<b>Employee</b>			
Payroll	\$250,270	\$262,784	\$240,000
Employee Expense	\$4,600	\$4,830	\$5,072
<b>Vehicle</b>			
Fuel	\$30,000	\$30,000	\$30,000
Lease Payment	\$50	\$50	\$50
Maintenance & Repairs	\$44,000	\$46,000	\$48,000
Vehicle Insurance	\$30,000	\$31,000	\$30,000
Registration	\$800	\$800	\$800
<b>Facility</b>			
Commercial Property Insurance	\$5,193	\$5,250	\$5,300
Utilities & Janitorial	\$14,000	\$14,300	\$14,300
Property Tax	\$2,100	\$2,200	\$2,200
Maintenance Projects	\$3,000	\$3,000	\$300
<b>Program</b>			
Advertising	\$3,500	\$3,675	\$3,859
Office Supplies	\$1,000	\$1,050	\$1,103
<b>Communications</b>			
Radio	\$1,750	\$1,838	\$1,929
Telephone and Internet services	\$3,240	\$3,402	\$3,572
Cellular Phones	\$750	\$788	\$827
Dues & Subscriptions	\$1,000	\$1,050	\$1,103
Directors Ins	\$1,081	\$1,135	\$1,192
General Liability	\$2,559	\$2,687	\$2,821
Volunteer Appreciation	\$50	\$53	\$55
Operational Expense	\$150	\$158	\$165
Copier usage	\$650	\$683	\$717
Postage	\$275	\$289	\$303
<b>Professional Fees</b>			
Audit, CPA, Legal, IT, State Fees	\$31,900	\$32,100	\$32,500
TDP project, consultants	\$20,000	\$80,000	\$0
<b>Total Expenses</b>	<b>\$451,917</b>	<b>\$449,118</b>	<b>\$426,167</b>
<b>Total Income</b>	<b>\$451,976</b>	<b>\$529,949</b>	<b>\$430,788</b>
<b>Carry Over</b>	<b>\$59</b>	<b>\$80,831</b>	<b>\$4,622</b>





**Fiscal Years 20 (2019-2020) and 21 (2020-2021)  
Grant Project Proposal  
Enhanced Mobility for Older Adults and People with Disabilities**

**GENERAL INFORMATION – PART 1**

Agency Name: City of Cottage Grove

Agency Name (dba):

Mailing Address (Street or PO Box, City, State, Zip): 400 Main Street, Cottage Grove, OR  
97424

Federal Tax ID#: 93-6002146

Agency Website: [www.cottagegrove.org](http://www.cottagegrove.org)

Contact Name and Title: Amanda Ferguson

Email: [planner@cottagegrove.org](mailto:planner@cottagegrove.org)

Telephone Number: (541) 942-3340

Fax #: (541) 942-1267

Type of Agency / Business:  Private Non-Profit 501(c)3  
 Private For-Profit Public Transportation Provider  
 Government (City/County/State/Other)

Legal Name of Partner Agency (for multi-agency applications; add more pages, if needed)  
South Lane Wheels, Inc.

Contact Name and Title: Ruth Linoz, Executive Director Email: [rlinoz@southlanetransit.com](mailto:rlinoz@southlanetransit.com)

Telephone Number: (541) 942-0456 x3

Fax: (541) 942-9691

By my signature below, I certify that the attached proposal, budget, and information is complete and accurate to the best of my knowledge, and that I have been authorized to submit this proposal on behalf of the organization.

Print Name and Title: Amanda Ferguson, City Planner

Signature:  
Date: January 8, 2019

## PROJECT TYPE – PART 2

### Capital Projects

- Replacement Vehicles (must replace existing vehicle that has been in service)
- New Vehicles (expansion to add capacity to existing fleet or introduce new service)
- Vehicle Preventive Maintenance (oil changes, tune-ups, tires, & routine service)
- Vehicle Component Rehabilitation (replacement / rebuild of engine, transmission)
- Equipment
- Signs and Other Amenities
- Passenger Shelters
- Other (identify) \_\_\_\_\_

### Operations Projects

- Operating:  Maintain Service  Expand Service  New Service
- Waivered Non-Medical Match
- Mobility Management:  Maintain Service  Expand Service  New Service
- Mobility Manager
- One-Stop Referral Center
- Trip / Itinerary Planning
- Travel / Mobility Training
- Internet-based Information System
- Information Materials / Marketing
- Coordinated System Planning

## Agency, Project, and Coordination Information – Part 3

Lane Transit District  
Discretionary Grant Program – December 2018

Does the proposing agency provide transportation services to older adults and/or people with disabilities as a primary or secondary mission of the agency?

- Primary – providing transportation is part of the agency's mission
- Secondary – agency provides other services and transportation is one part
- Neither – agency provides other services that supports transportation for older adults and/or people with disabilities.

Describe main mission of agency: City governmental and public work services

Describe the proposed project (maximum 500 words). For vehicle replacements, include year, make model, and current mileage:

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. Services include a demand-response service operating weekdays from 7:30 am to 5:30 pm, Demand-response service one-way fares start at \$3.00 and increase depending on distance. LTD Connector service will have a \$1.00 and all LTD passes are allowed: free, reduced fare and group passes. Group trips are provided according to FTA charter guidelines.

SLW may donate shuttle service for some nonprofit and community events.

As part of the Lane Coordinated Plan, our accessible vehicles provide access to transportation at a

highly subsidized rate to approximately 35,000 rural residents.

This grant will help the agency to maintain its current level of low-cost service and to have the resources to support

the LTD Connector pilot project.

The continuing minimum wage and sick leave labor laws increased personnel costs and will continue to

increase in order to make wage adjustments until reaching the required \$13.50 hourly minimum wage rate by 2022. In addition, the agency's operational costs reflect the required number of staff trainings, management of a drug and alcohol testing program, vehicle preventive maintenance, personnel costs, and low-cost marketing strategies that are designed to attract and sustain qualified staff and maximize usage of our services by our target audiences. Plus, more staff time is needed to comply with the new, operational program, Transit Asset Management, that requires each agency to enter all annual data into the National Transit Database Website.

What is the population to be served by the proposed project?

- General Public (service open to anyone in the community or defined service area including older adults and people with disabilities.
- Older adults and people with disabilities (designated service only for seniors and people with disabilities.
- Agency Clientele (serves a specific clientele determined by program, housing, or activity, such as a senior center or work program). Please specify type of clientele: \_\_\_\_\_
- Other: (specify) \_\_\_\_\_

Lane Transit District  
Discretionary Grant Program – December 2018

What geographic area within Lane County is covered by the proposed project?

- Lane County (county-wide project)
- Metro - Refer to LTD Program Guide, Appendix B, Central Lane Metropolitan Area Map
- Rural (outside of metro area, please specify): \_\_\_\_\_

Describe how this project is derived from and supports the Lane Coordinated Plan. (Include page references in the Lane Plan that are relevant to the Project. (The Lane Coordinated Plan can be found on the LTD Website at [https://www.ltd.org/file\\_viewer.php?id=2158](https://www.ltd.org/file_viewer.php?id=2158). List all agencies that will be involved in and are central to the project.

The three priorities listed on page 24 of the 2018 Updated Lane Coordinated Plan are the reasons why South Lane Wheels (SLW) is dedicated to providing high quality, reliable, and accessible public transportation. These grant funds help us to comply with our federal and state grant requirements and contracts with Lane Transit District (LTD) and the RideSource Call Center Brokerage (p. 26-27) as we maintain our levels of service with the current fleet capacity and prepare for responses to growth or emerging community needs in unserved and underserved areas of South Lane County (p. 28).

In order to meet many grant compliance requirements, each driver and dispatcher must complete annual drug and alcohol training, participate in defensive driving refresher courses, remain up-to-date on CPR, CDL medical cards, and first aid procedures, and be informed of any changes to ADA or customer service best practices appropriate for their level of responsibility within the organization.

We believe that because of the accessible public transportation that our agency offers, we strengthen the connectivity between underserved rural areas through a ride sharing strategy which helps to lower costs and allows people to age in place. We have interagency agreements with Mentor Oregon, Full Access, South Lane School District, and several care facilities that simplifies ride scheduling and payment for rides which helps them secure reliable transportation for their clients and reduces their internal processes.

Our eight leased vehicles and preventive maintenance funding and program are part of the consolidated fleet management and programs under LTD oversight to ensure that we operate a fleet of properly maintained and safe vehicles (p. 25).

Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. That is why South Lane Wheels continues to be an integral part of the Lane Coordinated Plan 2018 draft (p. 28).

Estimate the number of older adults and/or people with disabilities who will be supported by this project for the grant period and describe how you arrived at this figure.

Fiscal Year 20 (2019 – 2020):	Older adults 320	People with disabilities 250
Fiscal Year 21 (2020 – 2021):	Older adults 344	People with disabilities 300

Lane Transit District  
Discretionary Grant Program – December 2018

Describe how you arrived at these figures: Our annual older adults and people with disabilities ridership counts are recorded in RouteMatch software for scheduled rides because we can assign these labels to a specific rider, but our current report only provides a count of the number of rides performed for these categories, not a count of unduplicated riders is represented in a period of time that this grant application requests. Therefore, historic unduplicated count reports were taken to produce an estimated number of people who will ride in 2019-21 grant period. A percentage of older adults and people with disabilities rides was determined compared to total number of rides provided in historic fiscal periods. That percentage (25% older adult, 64% people with disabilities) was then multiplied by the unduplicated count total to get an estimated number of riders served for each grant year in each category.

Lane Transit District  
Discretionary Grant Program – December 2018

Estimate the number of one-way rides (or other units of service) that the project proposes to provide for the grant period and describe how you arrived at this figure.

Fiscal Year 20 (2019 – 2020): One-way rides / Other units of service 13017

Fiscal Year 21 (2020 – 2021): One-way rides / Other units of service 13200

Describe how you arrived at these figures: This project proposes that ridership will increase more than normal because of the LTD Connector pilot project from 2019-early 2020 will introduce a longer span of daily service to encourage more trips within a single day or enable more riders to complete their trip needs using public transportation. This microtransit service within the Cottage Grove city limits will introduce many residents and LTD riders to our door-to-door service if the app-based ridesharing program doesn't fit their needs. The LTD Connector fare will be \$1 one-way or LTD passes. With this combination of new service and continuing our door-to-door service, we believe more rides will the first year and potentially more in the second year if the microtransit service continues.

If you used other units of service, please identify those units N/A

### Project Budget – Part 4

Project Title and Agency: Maintain Operations at South Lane Wheels, Inc.

PROJECT BUDGET For the specific project being proposed, complete a line item cost summary along with a full list of other resources that will be used to support the proposed project. If the request is for a project that is currently being funded, include the current year's budget as well as that for FY20 and FY21. In addition to this Project Cost Summary, a reconciliation of FY18 Agency revenue and expenses and an approved Agency budget for FY19 must be submitted with the application.

EXPENSE (By Line Item) Description	Current Year	Grant Year 1	Grant Year 2	TOTAL FY20 & 21
	Revised Fy19	Budget FY20	Budget FY21	
Fuel	28,000	32000	30000	62000
Vehicle and general liability insurance	37752	36000	36000	72,000
Annual Audit services	11150	12000	12100	24100
Marketing & Communications	9500	11000	11000	22000
Staff trainings & testing	1750	2000	2000	4000
RouteMatch dispatch & scheduling software and monthly IT tech support	6000	6500	6750	13250
<b>TOTAL PROJECT COST</b>	<b>94152</b>	<b>99500</b>	<b>97850</b>	<b>197350</b>

Resources	Current Year	Grant Year 1	Grant Year 2
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Lane Transit District  
Discretionary Grant Program – December 2018

	<b>Revised Fy19</b>	<b>Budget FY20</b>	<b>Budget FY21</b>	<b>TOTAL FY20 &amp; 21</b>
<b>Grant Request</b>	89945	94200	92550	186750
Other resource: Donations	400	300	300	600
Other resource: City of Cottage Grove	5000	5000	5000	10000
LTD match request				
Local agency match resource:				
<b>TOTAL PROJECT RESOURCES</b>	<b>95345</b>	<b>99500</b>	<b>97850</b>	<b>197350</b>

	<b>Current Year Revised Fy19</b>	<b>Grant Year 1 Budget FY20</b>	<b>Grant Year 2 Budget FY21</b>	<b>TOTAL FY20 &amp; 21</b>
<b>SUMMARY</b>				
Grant funding request (89.73% of funding request)	89945	94200	92550	186750
Required match Amount (43.92% of funding for operations requests, 10.27% of funding for other requests)	45677	41,373	40648	82021
Additional Local Funds Contributing to the Project (local money in addition to any match contributions)	0	0	0	0
<b>Total Project Cost</b>	<b>94152</b>	<b>99500</b>	<b>97850</b>	<b>197350</b>

Please list any additional considerations for the Grant Review Committee:

LTD has contracted with the City of Cottage Grove to offer a Mobility On Demand pilot project from January 14, 2019-February 3, 2020. South Lane Wheels will be the operator of the service. It is unknown how much ridership demand will change in response to this new service, yet it will broaden the demographic of riders, especially students if LTD's student pass program is implemented Fall 2019. It is our goal to have the vehicles, drivers and admin support at a level that will enable us to respond to demand in a timely manner to enable this pilot project to exercise its full potential in a rural community.

Lane Transit District  
Discretionary Grant Program – December 2018

Checklist of attachments:

- 2018 Federal Certifications and Assurances
- Fiscal Year 20 (2019-2020) Reconciled Agency Revenue and Expense Budget
- Fiscal Year 21 (2020-2021) Approved Agency Budget

Thank you!



Lane Transit District  
 Discretionary Grant Program – December 2018

2:17 PM  
 01/08/19  
 Accrual Basis

South Lane Wheels  
**Profit & Loss**  
 July 2017 through June 2018

	Jul '17 - Jun 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5300 - Federal	
5311 - 5311	130,488.00
5340 - Preventative Maintenance	42,500.01
<b>Total 5300 - Federal</b>	<b>172,988.01</b>
5400 - State STF	
5410 - In-District	89,945.00
<b>Total 5400 - State STF</b>	<b>89,945.00</b>
5500 - Local Revenue	
5520 - Fees for Service	
5521 - Fares	19,239.28
5522 - Ticket Books	3,015.00
5523 - Service Agreements	6,883.00
5524 - State Medical	63,165.27
5525 - Non-Medical	206.00
<b>Total 5520 - Fees for Service</b>	<b>92,508.53</b>
5530 - Other Income	
5538 - Miscellaneous	
5538DIV - SAIF Dividend	2,901.00
5538 - Miscellaneous - Other	7.50
<b>Total 5538 - Miscellaneous</b>	<b>2,908.50</b>
5552 - Cottage Grove, City of	5,000.00
<b>Total 5530 - Other Income</b>	<b>7,908.50</b>
5540 - Contributions	
5545 - United Way / CFC & Dedicated	781.79
5547 - Private donations	1,512.00
<b>Total 5540 - Contributions</b>	<b>2,273.79</b>
5580 - Center Income	
5581 - Tenant Leases	14,374.45
5582 - Tenant Services	2,809.54
5580 - Center Income - Other	730.11
<b>Total 5580 - Center Income</b>	<b>17,914.10</b>
<b>Total 5500 - Local Revenue</b>	<b>120,604.92</b>
<b>Total Income</b>	<b>383,537.93</b>
<b>Gross Profit</b>	<b>383,537.93</b>
<b>Expense</b>	
6100 - Employees	
6111 - Salaries/Wages	
6131 - Federal Tax	16,953.98