

**Special Transportation Fund Advisory Committee (STFAC)**  
**Friday, February 19<sup>th</sup>, 9:00am-12:00pm**  
**City of Portland Bldg. 1120 SW 5th Ave. 2nd Floor-Room C**

## AGENDA

TIME	SUBJECT	Item No.	TOPICS	Lead
9:00	Welcome and Agenda Overview	1	<ul style="list-style-type: none"> <li>• Work to date</li> <li>• Meeting outcomes</li> </ul>	Jan Campbell, <i>STFAC Chair</i> Susan Wright, <i>Kittelson and Associates</i>
9:15	Chapter 2: Summary of Existing Services	2 3 4	<ul style="list-style-type: none"> <li>• Chapter 2 text update</li> <li>• Continuum of Transportation Services (Update of Existing CTP Figure 2-1)</li> <li>• Service Definitions</li> <li>• Service Availability by Location (Update of existing CTP Figure 3-2)</li> </ul>	Anais Mathez, <i>Cogan Owens Greene</i> Susan Wright
10:15	<i>Break</i>			
10:30	Chapter 3: Service Guidelines	5	<ul style="list-style-type: none"> <li>• Service Guidelines and Standards (Figure 3-1)</li> </ul>	Susan Wright
11:15	Demographic Overview	6	<ul style="list-style-type: none"> <li>• Trends and key findings</li> </ul>	Zachary Horowitz, <i>Kittelson and Associates</i>
11:45	Next Steps		<ul style="list-style-type: none"> <li>• March 4<sup>th</sup> Needs Workshop Overview (format and invitation list)</li> </ul>	Susan Wright
12:00	Adjourn			Jan Campbell

# COORDINATED TRANSPORTATION PLAN FOR ELDERLY AND PEOPLE WITH DISABILITIES

## Updated Chapter 2: Existing Transportation Services

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*The following provides updated draft text for Chapter 2: Existing Transportation Services in TriMet's CTP for Elderly and People with Disabilities, as well as a draft update to the Continuum of Transportation Services matrix (the original matrix is also included for comparative purposes). The text and matrix reflects the information gleaned from transit service provider surveys, social service organization surveys, online information and additional stakeholder outreach. Additional information about transit service providers regarding population served and level of service has been collected through surveys but will be tabulated separately from the matrix, to include in either Chapter 2 or Chapter 3.*

## TRANSIT SERVICE PROVIDERS

### TriMet

#### **TriMet's Advisory Committee**

The Committee on Accessible Transportation (CAT) was formed in 1985 to advise the TriMet Board of Directors and staff on plans, policies and programs for seniors and people with disabilities. CAT has 15 community members: eight seniors and/or people with disabilities who use TriMet, six representatives of seniors and/or people with disabilities and one member of the TriMet Board of Directors. The remaining members are consumers of TriMet transportation services or representatives of consumers. All CAT members are appointed by the TriMet Board president for a two-year term. The CAT has a business meeting every two months, an executive committee, and ad-hoc committees to address special issues as needed. Together with TriMet staff, CAT develops an annual work plan to identify major issues and prioritize the year's activities.

#### **TriMet Fixed Route**

TriMet operates a fixed-route network consisting of 89 bus lines, a 60-mile, 97-station MAX light rail system and a 14.7 mile commuter rail service. By 2017, all fixed-route buses will have

low floors, allowing people to conveniently board the bus without climbing stairs or using a lift.

In the TriMet district, 92% of people 65 years and older live within one-half mile and 75% live within one-quarter mile of fixed-route bus or MAX service. 13.5% of weekday rides are taken by seniors and people with disabilities (approx 40,000 trips/day). Elders and people with disabilities board TriMet bus and MAX 10.7 million times a year out of a total of 99.3 million boardings (FY13).

Trips by people with disabilities under age 65 have increased 6.6% per year on average since 1999. Trips by all elders and people with disabilities increased 3.3% annually during the same period, an average of 296,000 more boardings every year (based on Fall '09 survey).

TriMet's cost to provide each fixed route originating ride is \$3.97.

TriMet is committed to continually improving the total transit system with enhanced customer information, access to transit, amenities at bus and rail stops, frequency, reliability, passenger comfort, enforced priority seating, safety and security. Building the total transit system is the top goal of TriMet's Transit Investment Plan.

## **New Service**

On September 12, 2015, the Orange Line opened providing 7.3 miles of light rail service from Portland to Milwaukie between Portland State University in downtown Portland and Oak Grove in north Clackamas County. The Orange Line includes a total of 10 new stations. Two new stations are west of the Willamette River and eight are located on the east side of the river. East side stations are located in inner Southeast Portland, Milwaukie and north Clackamas County. The line crosses the river via a new bridge named Tilikum Crossing – Bridge of the People. The bridge spans the river from OHSU's future South Waterfront campus on the west side to OMSI on the east side. Along with light rail trains, the bridge also serves pedestrians, bicyclists, emergency vehicles, buses and Portland Streetcar.

## **TriMet Complementary Paratransit**

TriMet LIFT Paratransit Service provides door-to-door ADA (Americans with Disabilities Act) paratransit service for people with disabilities who are unable to ride regular buses or trains.

- 253 LIFT buses
- 15 LIFT vans

The LIFT paratransit service area and hours of operation match nearby bus/MAX service. There are six LIFT paratransit service boundaries: weekdays, weekday evenings, Saturdays, Saturday evenings, Sundays, and Sunday evenings. As allowed under the ADA, LIFT trips are only provided if there is nearby fixed-route bus or rail service in operation during that time. Rides must be reserved by 5PM the day before and can be reserved up to seven days in advance. There are 1.1million annual boardings on TriMet LIFT service. The cost to TriMet is about \$33 per one-way trip, net of fares. Growth has increased 0.3 percent over past five fiscal years (FY06-FY11), decreased 1.8 percent over the past three fiscal years (FY08-FY11) and decreased 0.8 percent this past (FY11) fiscal year.

### **TriMet Operator Training**

TriMet operators and supervisors receive ADA information and updates through Training Bulletins and as part of the yearly Bus Operator Recertification Training program. New operators receive nearly 20 hours of ADA and disability awareness as part of their initial training. Much of this training focuses on procedural issues, but also includes experiential exercises.

Disability awareness and ADA training is given to new operators during their 6-month probation. Over 4,300 operators, supervisors, managers and others have attended since 2012. It includes procedural and experiential exercises. Riding Together also uses a panel of people with disabilities. Panel members provide information about the nature of their disability and the challenges they face in riding public transit. One of TriMet's challenges in providing this training has been to secure panel members who are consistently willing to attend the training and including updated mobility devices to be used for training purposes.

### **Pedestrian Network Analysis Project**

Through the Pedestrian Network Analysis Project, TriMet partnered with cities and counties to identify areas around the region where pedestrian improvements will provide safer and more comfortable access to transit. In particular, we looked at areas where sidewalks are missing, traffic volumes are high, speed limits are high and pedestrian crashes have occurred in the past. This work continues to guide TriMet and our partners for continued investment in access to transit. This study included a focus of maintaining independence, and included objectives such as addressing the needs of seniors, people with disabilities, the economically disadvantaged, and school children; and making existing transit customers walking trips safer, more direct, and comfortable.

## **TriMet Bike Plan**

On a similar note, TriMet is currently creating the TriMet Bike Plan — a roadmap that will help guide future investments in biking infrastructure and amenities. This includes improving bike access to transit stops, expanding parking options, and accommodating bikes onboard buses and trains. The goal of the plan is to make bike + transit trips easier, safer and more convenient for more people. The plan is currently underway, and is expected to wrap up this summer of 2016.

## **TriMet Funding**

We receive most of our funding from an employer payroll tax. Passenger fares are another significant revenue source, making up 24% of our total funding. To meet the demand for more service, we're increasing the employer payroll and self-employment tax by 1/10th of one percent, phased-in over 10 years, beginning Jan. 1, 2016.

The additional payroll tax revenue will be dedicated to new and expanded bus, rail and innovative community and job-connector services that are outlined in our comprehensive and strategic Future of Transit plans. With the 10-year increase in revenue, we'll be able to implement up to a third of the 20-year visions for the future of transit that were developed over four years of meetings with stakeholders, businesses, residents and riders.

## **The Future of Transit**

### *HOP Fastpass*

Arriving in 2017, Hop Fastpass is a new electronic fare system that will make it faster, easier and more convenient to ride the bus or train. Hop will work with a fare card, smartphone or your credit/debit card. It will work with C-TRAN and Portland Streetcar, too — just tap on! [myhopcard.com](http://myhopcard.com)

### *Southwest Corridor Plan*

Light rail and Bus Rapid Transit are two options being considered to improve the transportation system in the corridor that runs north-south from Downtown Portland to Tualatin and east-west from Lake Oswego to Beaverton. [swcorridorplan.org](http://swcorridorplan.org)

## The Powell-Division Transit and Development project

Bus Rapid Transit (BRT) has been chosen as the transit solution in the busy corridor that stretches from PSU and OHSU on the westside to Mt. Hood Community College on the eastside. [oregonmetro.gov/powelldivision](http://oregonmetro.gov/powelldivision)

### **Service Enhancement Plans**

Between 2011 and 2016, TriMet engaged Portland area communities in a process to envision a 20-year expansion of TriMet's bus service. The process divided the region into five subareas – Eastside, Westside, Southeast, Southwest, and North/Central – and developed Service Enhancement Plans for each area. The process relied on significant stakeholder outreach including current riders, neighborhood associations, business organizations and large companies, social service providers, institutions like schools, colleges, and hospitals, and jurisdictions. In addition, TriMet staff looked at demographic and trip pattern data for the region. Finally, individual jurisdictions provided short and long-term growth and redevelopment plans. The Service Enhancement Plans identified gaps in the system – both geographic and service related. The following are brief summaries of the service needs in each sub-area of the region.

**Westside**, consisting of Beaverton, Hillsboro, Cornelius, Forest Grove, and unincorporated Washington County:

- More north/south service to serve the intra-county travel between residents in the south and employment opportunities in the north.
- Last mile connections to reach many jobs located just beyond a reasonable walking distance from transit.
- Improved frequency as development on the Westside becomes denser and urban amenities are provided, the opportunity to serve more people with more frequent bus service increases.

**Southwest**, consisting of SW Portland, Tigard, Tualatin, Sherwood, King City, Durham, Lake Oswego, and West Linn:

- Route reconfiguration that serve growing job centers areas other than Downtown Portland. This is especially true for east/west service.
- Increased service levels where existing bus service significantly lacks frequency and service only runs during commuter hours.

- Community Shuttles for some communities where traditional fixed route service is difficult to offer, yet demand for bus service still exists.

**North/Central** area, consisting of the majority of the land area within the City of Portland (I-205 to the east, the Multnomah County/Washington County border to the west, Division Street to the south on the east side of the Willamette River, and I-405/US 26 to the south on the west side of the Willamette River):

- New routes and more coverage on existing routes for the neighborhoods not served as comprehensively as others.
- More frequency and hours of service on existing routes to help relieve overcrowding and to add more service at the beginning and ends of the day.
- Community Shuttles for some communities where traditional fixed route service is difficult to offer, yet demand for bus service still exists.

**Eastside** area, consisting of East Portland (east of I-205), Gresham, Troutdale, Fairview, and Wood Village:

- More north/south service that improve regional connections to jobs, education, health care, affordable housing, and essential services.
- Improving service on existing routes to provide more frequency, longer hours of service, and better schedule adjustments.
- Community Shuttles for some communities where traditional fixed route service is difficult to offer, yet demand for bus service still exists.

**Southeast**, consisting of Southeast Portland (South of SE Division), Estacada, Gladstone, Happy Valley, Milwaukie, Oregon City, and Clackamas County:

- More east/west service to provide new access for growing communities and employment centers
- Community Shuttles for some communities where traditional fixed route service is difficult to offer, yet demand for bus service still exists.
- Improving service on existing routes to provide more frequency, longer hours of service, and better schedule adjustments.

## **Sandy Area Metro (SAM)**

### **Sandy's Advisory Committee**

A Transit Advisory Committee (TAC), comprised of individuals from the greater Sandy area, advises the City of Sandy. TAC members represent the business community, students and youth, seniors, disabled citizens, minorities, and Sandy City Council members. Quarterly meetings are advertised and open to the public. The Committee forwards transit service recommendations to the Sandy City Council, where final decisions are made in a public forum.

### **Sandy Service**

The City of Sandy provides one fixed route within Sandy along the commercial corridor with commuter routes to Estacada and Gresham on its SAM system. Also available is STAR, a general dial-a-ride service. STAR is primarily used for trips within Sandy but will extend up to 3-miles outside of the city limits subject to availability. Because Sandy is a small city, STAR is used to provide local curb-to-curb dial-a-ride service for the general public as well as for older adults.

STAR acts as a paratransit feeder service to the three fixed routes operating between Sandy and Gresham, Estacada and the villages of Mt. Hood. Elders and people with disabilities comprise 64% of the STAR ridership which is the highest percentage recorded to date. A trip to and from the greater Portland Metro region is provided to non-Medicaid-eligible frail elders and people with disabilities for medical appointments.

### **Sandy Funding**

Sandy Transit receives operating revenue from several resources. Locally, the City collects a payroll and self-employment tax and as of October of 2013 Sandy charges a fare on all system services. Other sources include State Special Transportation Funds, capitalized preventative maintenance funds from the federal 5310 program federal, 5311 non-urbanized formula funds and Federal Highway Access Program Funds.

## **SMART (South Metro Area Regional Transit)**

### **SMART Advisory Committee**

SMART is advised on services through a citizen/stakeholder Task Force, as well as public input, City Council. SMART also actively solicits input from elders and people with disabilities through



the Wilsonville Community Center. SMART also works directly with Clackamas Community Health (formerly Clackamas Mental Health) to coordinate transportation services.

### **SMART Service**

SMART, operated by the City of Wilsonville, has nine fixed routes, including one late night service, as well as door-to-door dial-a-ride service, with priority given to ADA-eligible customers. Pre-scheduled service is provided to the Wilsonville Community Center. Transportation to Portland area medical appointments for elders and people with disabilities is provided with STF funds,

### **SMART Funding**

Business and self-employment tax provides 62% of SMART's operating revenues. Federal grants provide 12% and STF and other operating grants represent 22% of SMART's budget. Fares make up 3% of SMART's current budget and miscellaneous revenue is 1%.

## **CAT (Canby Area Transit)**

### **CAT Advisory Committee**

A seven member Transit Advisory Committee (TAC) advises Canby Area Transit Staff and the Canby City Council. The TAC meets monthly and is made up of elders, people with disabilities, Canby residents, CAT customers and members of the business community.

### **CAT Service**

Canby Area Transit (CAT) operates commuter service along Highway 99E to both Oregon City and Woodburn. The service known as the Route 99 also provides local fixed-route services along the Highway 99E corridor between Canby Market Center (Fred Meyer) and Canby Square (Safeway).

The CAT Dial-A-Ride program provides a variety of services. These services require either advance registration or eligibility approval. The following provides a brief overview of these services.

1. Complementary Paratransit service (for eligible elders and people with disabilities) is provided within  $\frac{3}{4}$  mile of the local Canby Fixed-Route and extends to all locations within the Canby Urban Growth Boundary.

2. CAT's Premium Dial-A-Ride service is available to customers who are eligible for complementary paratransit services. This service transports individuals to and from destinations within the Oregon City city limits. It is limited by trip purpose to medical, education, employment, legal services and social service appointments.
3. In 2011, a General Public Dial-A-Ride service was implemented. The General Public service provides morning and afternoon shopping shuttles and local demand responsive rides to the general public. This service is open to anyone traveling in Canby and is provided on a space available basis (first-come first-served).

## **CAT Funding**

Canby Area Transit receives operating revenue from local resources including payroll tax, the state's Special Transportation Fund (STF), federal 5311 Non-urbanized area formula program, the federal 5316 Job Access Reverse Commute (JARC) program and capitalized preventive maintenance funding from the federal 5310 program.

## **SCTD (South Clackamas Transit District)**

### **SCTD Advisory Committee**

The SCTD Board of Directors consists of seven members elected from the District. The District is a free-standing Transportation District organized under Chapter 267 of the Oregon Revised Statutes (ORS). Elders and people with disabilities are serving on the board. SCTD also has an advisory committee that is called on as needed.

### **SCTD Service**

SCTD was established and began providing transit services in Molalla in 1989. SCTD currently offers three fixed routes:

1. Molalla route provides local city services;
2. Molalla – Canby route connects Molalla to the Canby Area Transit System and Wilsonville SMART at the Canby Transit Center
3. Molalla – Clackamas Community College route connects Molalla to TriMet at Clackamas Community College in Oregon City.

All routes offer deviated-fixed route service for older adults and people with disabilities. Advance reservations are required.

## **SCTD Funding**

SCTD is funded with a payroll and self-employment tax, passenger revenue, federal 5311 Non-urbanized area federal assistance, state Special Transportation funds, interest and other sources.

## **Mount Hood Express**

### **Mount Hood Express Advisory Committee**

The Mount Hood Express service has been managed by Clackamas County's Social Services Division for over eight years. The service is governed by the Board of County Commissioners for Clackamas County but also has an informal advisory board (Mt Hood Transportation Advisory Group) that includes public and private partners.

### **Mt Hood Express Service**

The Mount Hood Express is a general public transit service operating on Mt Hood. This service in its former incarnation, the Mountain Express, provided only point-deviated fixed route services to residents between Sandy and the "Villages at Mt Hood" (Brightwood, Welches, Wemme, Zig Zag and Rhododendron) for access to work, school, medical and other needs. In 2014, after an extensive planning process, the service expanded to include commuter service going to destinations such as Government Camp and Timberline Lodge. Approximately 40% of the riders are commuters, of which the vast majority works entry-level positions. All vehicles are lift equipped and operators announce stops. The service offers flag stops and ADA eligible deviations on the Villages shuttle routes only.

### **Mount Hood Express Funding**

The service is currently funded with a public-private partnership model and includes grant funds through the FLAP, 5311, and 5310 programs, as well as STF funds, along with county funds and funding provided by large employers at Mt Hood.

## **COMMUNITY-BASED TRANSIT OPERATORS**

### **Ride Connection**

## **Advisory Committee**

Ride Connection's fifteen-member board of directors oversees and directs the organization's activities. Board members represent a cross section of the region and those that are served by Ride Connection and have the skill set needed to ensure proper oversight is maintained.

Advisory committees (e.g., Audit and Finance Committee, Program and Provider Services Committee, RideWise Committee) report to the board and monitor business practices, service delivery methods, fund development activities and core accountabilities to ensure the stability and longevity of the organization and its network.

## **Background**

Ride Connection is a private non-profit organization, located in Portland, Oregon, that coordinates transportation operations with small community-based providers of elderly and disabled transportation. In coordination with 30+ community partners, Ride Connection provides customer-focused, safe, reliable transportation options for individuals in Clackamas, Multnomah, and Washington counties.

Ride Connection and its service partner network have evolved from a limited provider of volunteer transportation service options, to a major provider in the provision of transportation services to primarily older adults and people with disabilities. Over the years, the Ride Connection network has grown from providing just over 11,700 rides in 1986 as a TriMet project, to providing 500,000 rides in the 2014-15 fiscal year. In 2015, the Ride Connection network boasted nearly 700 drivers; two-thirds of them are volunteers, through which 49,000 hours of service were contributed. In addition, Ride Connection's RideWise travel training program supported over 2,000 individuals with training and access to public transportation last year.

Ride Connection coordinates and ensures the support of a reliable community transportation network by supporting its partners with:

- Centralized call center services and scheduling support
- Driver Training
- Contract compliance, risk management, and safety assistance
- Accessible fleet acquisition, management and maintenance
- Technical assistance and support
- Data management and reporting support
- Web-based tools for daily operations

- Outreach and joint marketing of regional transportation services;
- Advocacy for special transportation needs
- Volunteer recruitment assistance
- Service Planning

**Transportation Services:** With a service area of 3,027 square miles, Ride Connection works with its network of service partners to create mobility options throughout the region. These programs consist of door-to-door services, public transit access service and last mile services.

**Door-to-Door Services:** Depending upon location, Ride Connection links the customer to a service partner or one of its direct service outlets. They are picked up at their door and taken to their destination.

- **Rides Upon Request** – Rides are provided at no cost for older adults (age 60+), people with disabilities and veterans who need a lift to places like the grocery store, medical appointments and social activities.
- **Non-Medical OHP** – As of January 1<sup>st</sup>, Ride Connection will be the provider for non-medical transportation for Oregon Health Plan members (as authorized by Medicaid long-term case managers). To be eligible, the customer must be on the Oregon Health Plan (OHP). These services provide access to destinations beyond medical appointments, such as community services, activities and supportive services that are specified in the customer’s OHP service plan.
- **Shared and Retired Vehicle Program** – Organizations that need a vehicle occasionally can borrow Ride Connection’s accessible vehicles without having the expense of owning a vehicle. Ride Connection provides driver screening and training and they or one of its partners provides the vehicle. The borrowing organization provides the fuel and driver. Through the Retired Vehicle Program, Ride Connection places retired vehicles with community organizations throughout Clackamas, Multnomah and Washington counties. Nonprofit organizations as well as government entities and jurisdictions serving people with disabilities and/or individuals over the age of 60 are eligible to apply to receive a retired vehicle. All vehicles are wheelchair accessible and applications are accepted year-round.
- **Ride Together** – As Ride Connection’s newest program, riders recruit their own driver and once the driver is approved, Ride Connection provides mileage reimbursement for

rides given. This program is intended to empower riders to ask for rides from a loved one or neighbor without feeling like they have nothing to offer in return.

- **RideAbout (Community Shuttles)** – A number of shuttles were designed for specific communities where many customers request similar trips (i.e. grocery stores). By implementing fixed route services (that can deviate with advance notice) that make stops at popular destinations, Ride Connection decreases the cost per ride.
- **Dahlia: Dialysis Transportation** – In 2013, Ride Connection received a grant from the Administration for Community Living to further investigate the needs of individuals who regularly receive dialysis treatments. Ride Connection is working with one dialysis clinic and with a cadre of customers and volunteers to provide rides for individuals to and from treatment. A new processes has been instituted in order to address wait times and overall customer comfort and have developed a one-of-a-kind training program specifically for drivers who provide rides to and from dialysis.
- **Veteran Transportation Services** – designed to meet the needs of Veterans through the use of volunteer drivers who are veterans as well.
- **Job Access** – Available to low income job seekers and wage earners, the Urban Job Access program provides transportation for anyone who meets the income requirements and needs employment-related rides in Tigard and Forest Grove. For transportation needed to a location outside these regions, service is provided to the nearest public transit stop.

**Providing Access to Public Transit:** Ride Connection collaborates and acts as a liaison between public transit agencies and service partners to develop community based transportation services and programs that offer solutions for customer needs, leverage community resources, and expand the capacity of the regional transportation system.

- **Fare Relief** – In partnership with TriMet, Ride Connection provides matching funds to nonprofit organizations to supplement funding used to purchase transit fare for Older Adults and People with Disabilities. As a new program, it was created to encourage human service agencies and community non-profit partners to include transportation for older adults and people with disabilities in their program planning, funding applications and program operational budgets.

- **RideWise Travel Training** – Promotes independent travel of older adults and people with disabilities by providing free access to information, one-on-one training and support. The RideWise program is designed to provide mobility support ranging from trip planning assistance to intensive one-on-one travel training and is based solely on an individual's need and ability level.
- **Information and referral (Travel Options Counseling)** – Ride Connection’s Travel Coach provides a personalized mobility planning system that is easy to access and addresses the individual mobility needs of each customer. This personalized service provides customers with information and services that best meet their mobility needs.
- **Rider’s Clubs** – Group trips are designed to encourage comfort in using the public transit system by creating fun adventures that include riding fixed route to and from. Volunteers called “Ride Ambassadors” lead these trips.
- **WorkLink** – serving low income job seekers and wage earners through group and individual instruction in English and Spanish on how to fully understand and utilize all alternative transportation options within their community.
- **Transit Boards** – Ride Connection works with community organizations, senior/community centers, and apartment complexes to promote transportation options near each site. Each transit board is customized to each site to include a map of the closest bus stops, a list of local destinations that can be reached without making a transfer, information on the RideWise program and brochures and information about local bus lines and community transportation services.

**Last-Mile Services** provide deviated, fixed-route transportation services for general public in areas underserved with transit.

- **GroveLink** is a bus service implemented serving Forest Grove beyond TriMet’s bus line 57. The service is fare-free and open to the general public.
- **North Hillsboro Link** is a fare-free bus service that provides access to employment centers in North Hillsboro from Orenco Station.
- **Tualatin Shuttle** mainly serves individuals commuting to work, connecting them with the Tualatin WES Rail Station and other TriMet bus lines. The shuttle is free and open to the public.

- **Washington County Community Bus** connects the general public with the cities of Banks, North Plains, Forest Grove, and the Hillsboro Transit Center. This bus also connects to Tillamook’s WAVE bus and GroveLink.

## **Ride Connection Funding**

Ride Connection programs are funded with JARC, New Freedom, TriMet, 5311 federal rural assistance, State Special Transportation Funds, Aging and Disability Services, fare donations, fund raising, interest income, private, Business Energy Tax Credit and charitable contributions.

## **Clackamas County**

### ***Clackamas County Social Services Division***

Clackamas County Social Services Division is the county’s Area Agency on Aging, Community Action Agency, Development Disabilities Program and the Veteran’s Service office. In addition to the Mt. Hood Express public transit service, Clackamas County Social Services Division also offers two internal transportation services for seniors and persons with disabilities:

1. Catch-a-Ride (CAR): This program is provided with paid drivers, and also has a small job access program for individuals with disabilities.
2. Transportation Reaching People (TRP): This program is provided with a combination of paid drivers and volunteer drivers who receive mileage reimbursement.

The Social Services Division provides rides throughout Clackamas County, including with volunteers who are dispatched out of their local senior centers. Rides are provided for a variety of needs but medical and life-sustaining medical (including dialysis) rides are prioritized. The Division also works with volunteers for the Vets Driving Vets and Ride Together programs. Medicaid Waivered Non-medical Rides for the county are provided as well.

In addition to the two internal transportation programs, Clackamas Social Services is the lead organization in the Clackamas County Transportation Consortium, a partnership of senior and community centers that provide community-based services to seniors and persons with disabilities. The county’s senior and community centers provide a variety of services to help individuals age in place, including home delivered meals and other essential supports. Centers currently providing transportation services include Pioneer (Oregon City), Milwaukie,



Gladstone, Lake Oswego, Canby, Estacada, Molalla, Hoodland and Sandy. Most of the rides provided by center vehicles are for nutrition or local services. However, most centers dispatch TRP volunteers or their own volunteers to provide expanded medical ride services, including over significant distances such as to OHSU.

### ***Clackamas Community College***

Clackamas Community College (CCC) provides an express service, the CCC Xpress Shuttle, between CCC's Oregon City and Harmony campuses and the Green Line MAX at the Clackamas Town Center.

As CCC community includes students, staff, and faculty who are elderly and/or people with a disability, the CCC Xpress Shuttle provides a valuable transit service for them. Additionally, the CCC Xpress Shuttle is free and open to the general public. Elderly riders and people with disabilities using TriMet or the South Clackamas Transportation District rural service can transfer at the Oregon City campus to the CCC Xpress for direct service to the Harmony campus and Clackamas Town Center.

## **Washington County**

### ***Washington County Disability, Aging and Veteran Services***

Washington County Disability, Aging and Veteran Services (WCDAVS) provide services through the Older Americans Act to individuals over 60 years of age. Services are designed to keep individuals independent and living in their home in the local community. Transportation needs for WCDAVS clients range from medical appointments, grocery shopping, socialization, and entertainment or service appointments with other social service agencies. WCDAVS has contracts with Ride Connection to cover the full range of transportation needs for its clients.

**Figure 2-1. Continuum of Transportation Services (Existing)**

County	Existing Transportation Services									
	Service Areas		Regularly Scheduled Fixed Route	Deviated-Fixed Route	Shuttle Service	Paratransit Service				Community Based Transportation (includes RideWise)
						ADA Paratransit	Medicaid	Employment	Nutrition & Groceries	
Washington	Urban Areas	King City	TriMet Bus/MAX		King City RideAbout	LIFT	DMAP Broker		RC Network	RC Network
		Tigard	TriMet Bus/MAX			LIFT	DMAP Broker	RC Job Access	RC Network	RC Network
		Beaverton	TriMet Bus/MAX		Beaverton RideAbout	LIFT	DMAP Broker		RC Network	RC Network
		Rest of UGB	TriMet Bus/MAX			LIFT	DMAP Broker			RC Network
	Small Community	Banks North Plains Forest Grove Cornelius			DMAP Broker			RC Network RC Job Access		
	Rural Areas				RC U-Ride		DMAP Broker	RC U-Ride		RC Network
Multnomah	Urban Areas	N/NE Portland	TriMet Bus/MAX		N/NE RideAbout	LIFT	DMAP Broker		RC Network	RC Network
		East Portland	TriMet Bus/MAX		Gateway Shuttle Cherry Blossom Shuttle <sup>3</sup>	LIFT	DMAP Broker		RC Network	RC Network
		Mid-County	TriMet Bus/Max		Mid-County RideAbout	LIFT	DMAP Broker		RC Network	RC Network
		Rest of UGB	TriMet Bus/MAX Portland Streetcar		Downtown RideAbout	LIFT	DMAP Broker		RC Network	RC Network

County	Existing Transportation Services									
	Service Areas		Regularly Scheduled Fixed Route	Deviated-Fixed Route	Shuttle Service	Paratransit Service				Community Based Transportation (includes RideWise)
						ADA Paratransit	Medicaid	Employment	Nutrition & Groceries	
	Rural Areas						DMAP Broker			RC Network
Clackamas	Urban Areas	Wilsonville	SMART			SMART	DMAP Broker		SMART	SMART RC Network
		Rest of UGB	TriMet Bus/MAX			LIFT	DMAP Broker		RC Network	RC Network
		Happy Valley/ Damascus					DMAP Broker		RC Network	RC Network
	Large Community	Canby	CAT			CAT	DMAP Broker		RC Network	RC Network
		Molalla		SCTD			DMAP Broker		RC Network	RC Network
		Sandy	SAM			STAR <sup>1,2</sup>	DMAP Broker		RC Network	RC Network
		Hoodland		Mountain Express by Clackamas Co			DMAP Broker		RC Network	RC Network
	Small Community	Estacada	TriMet Bus/MAX SAM			LIFT	DMAP Broker		RC Network	RC Network
		Rural Areas					DMAP Broker		RC Network	RC Network

**Key:** **ADA:** Americans with Disabilities Act    **UGB:** Urban Growth Boundary    **MAX:** light rail    **OMAP:** Oregon Medical Assistance Program (Medicaid)  
**RC:** Ride Connection

**Figure 2-1. Continuum of Transportation Services (UPDATED) \*Highlighted cells indicate changes**

Service Areas			Existing Transportation Services								
			Regularly Scheduled Fixed Route	Deviated-Fixed Route	Shuttle Service	Paratransit Service					
						ADA Paratransit	Medicaid	Employment	Nutrition & Groceries	Community Based Transportation (includes RideWise)	
Washington County	Urban Areas	King City	TriMet			King City RideAbout	LIFT	DMAP Broker	RC Network	RC Network	
		Hillsboro		Yamhill City Transit Columbia County Rider	North Hillsboro Link						
		Tigard		Yamhill City Transit							
		Tualatin		SMART	Tualatin Shuttle						
		Beaverton			Beaverton RideAbout						
		Forest Grove			GroveLink						
		Other									
	Rural Areas	Banks	Tillamook WAVE			Washington County Community Bus			RC Network RC Job Access		
		North Plains				DMAP Broker					
		Cornelius				RC U-Ride	DMAP Broker	RC U-Ride		RC Network	
Other											
Multnomah	Urban Areas	N/NE Portland	TriMet	Columbia County Rider		N/NE RideAbout	LIFT	DMAP Broker	RC Network	RC Network	
		East Portland		SMART		Gateway Shuttle					
		Mid-County				Cherry Blossom Shuttle <sup>3</sup>					
		Other		Portland Streetcar		Mid-County RideAbout Downtown RideAbout					
	Rural Areas	Other					DMAP Broker				
Clackamas County	Urban Areas	Wilsonville	SMART				SMART	DMAP Broker	SMART	SMART RC Network	
		Lake Oswego	TriMet				LIFT				
		West Linn									
		Estacada		SAM							
		Happy Valley/Damascus									
		Molalla			SCTD		SCTD			RC Network	RC Network
		Sandy	SAM				STAR				
		Hoodland	Mount Hood Express		Mount Hood Express						
	Other	TriMet				CCC Xpress Shuttle	LIFT				
	Rural Areas	Canby	CAT				CAT	DMAP Broker	RC Network	RC Network	
Other											

**KEY:**      **ADA:** Americans with Disabilities Act      **UGB:** Urban Growth Boundary      **OMAP:** Oregon Medical Assistance Program (Medicaid)  
**RC:** Ride Connection

# COORDINATED TRANSPORTATION PLAN FOR ELDERLY AND PEOPLE WITH DISABILITIES

## Service Guidelines: Definitions

### Service Type Classification

This plan has retained the categories of service available for people with varying degrees of ability to use fixed-route transit. The guidelines address the following categories:

#### 1. Fixed Route—No to Some Difficulty

- This category refers to days and hours of service available to elders and people with disabilities who have moderate or no difficulty using fixed route transit. Outside the TriMet Service District, this service may be provided by fixed route or paratransit service.

#### 2. Paratransit

- **No Difficulties (Public Dial-A-Ride):** This category refers to days and hours of paratransit service available to elders and people with disabilities in large, small and rural communities outside the TriMet Service District who have no difficulty using fixed route service, but where fixed route service may not be available.
- **Non-ADA with some difficulty (Curb-to-Curb):** This category refers to days and hours of paratransit service available to elders and people with disabilities who are not ADA-eligible but who have some difficulty riding fixed route service.
- **ADA eligible (Door-to-Door):** This category refers to days and hours of complementary paratransit service available to ADA-eligible customers, which must coincide with the days and hours that fixed route transit is available in the area.
- **Needs Assistance (Door-Through-Door):** This category refers to days and hours of paratransit service for those who need assistance, defined as *“customers who are elders and people with disabilities who are unable to utilize fixed route service and cannot use demand response services without enhanced assistance, such as an escort or travel assistant, door through door assistance or similar specialized services.”*

### Service Area Classification

#### 1. TriMet Service Area

- MAX (Metropolitan Area Express) Light Rail connects Portland City Center with Beaverton, Clackamas, Gresham, Hillsboro, Milwaukie, North/Northeast Portland and the Portland International Airport.

- With almost 80 lines, buses serve much of the Portland metro area. Many bus lines connect with MAX Light Rail, WES Commuter Rail, Portland Streetcar and the Portland Aerial Tram.
- Frequent Service bus lines and MAX Light Rail run every 15 minutes or better most of the day, every day, connecting the regional hubs where many riders live and work. 58% of all TriMet bus trips are on Frequent Service lines. In addition to providing more frequency most of the day on weekdays, some lines have a number of features designed to make trips easier, faster and more comfortable:
  - new shelters and sign poles with service information and Stop ID numbers
  - ADA-compliant landings and curb ramps
  - bus stop re-spacing and curb extensions
  - better pedestrian access
  - traffic signal priority
  - bus-only lanes
- WES (Westside Express Service) is a commuter rail line serving Beaverton, Tigard, Tualatin and Wilsonville. WES runs every 30 minutes during the weekday morning and afternoon rush hour.
- Elders and people with disabilities who are unable to use fixed route, or who have moderate or major difficulty riding the fixed route system may be eligible for TriMet's LIFT paratransit service, a shared-ride public transportation service for people who are unable to use regular buses or trains due to a disability or disabling health condition. The LIFT service area boundary is three-fourths of a mile beyond the outermost portions of TriMet's bus and MAX lines. LIFT does not serve locations outside the TriMet District, the legal boundary for TriMet. LIFT service operates during the same hours as bus and MAX services, generally 4:30 a.m.–2:30 a.m., seven days a week.

## 2. Outside the TriMet Service Area

- **Large Communities:** The following guidelines apply to communities with a population greater than 2,500 outside the TriMet service area.
  - Elders and people with disabilities with major, moderate, or no difficulty using the fixed route system will receive fixed-route, curb-to-curb, or door-to-door services 10-15 hours a day, six days a week.
  - Needs Assistance passengers will receive services 8-10 hours a day, five days a week.

- **Small Communities:** The following guidelines apply to communities with a population between 250-2,499 and that are outside the TriMet service area.
  - Elders and people with disabilities with major, moderate or no difficulty using the fixed-route system will receive regularly scheduled, deviated fixed-route, curb-to-curb or door-to-door services 8-10 hours a day, five days a week, which may include a Saturday or Sunday.
  - Needs Assistance passengers will receive services 6-8 hours a day, five days a week for medical, work and nutrition trips, and 2-3 days a week for all other trips. This level of service exceeds that required for complementary paratransit under the ADA.
- **Rural Areas:** The following guidelines apply to rural areas, which do not form a contiguous community with a population of 250.
  - Generally, these areas are not communities but rather small developments surrounded by large tracts of farmland or forests. Because of the sparse population, neither fixed routes nor complementary ADA-paratransit are anticipated under these guidelines.
  - Elders and people with disabilities living in rural areas, including Needs Assistance passengers, will receive demand response service a minimum of 6-8 hours a day, five days a week for medical, work and nutritional trips, and 2-3 days a week for all other trips. The service may include a Saturday or Sunday.

**Figure 3-2 Conformance to Service Guidelines**

Place	Classification	FIXED ROUTE	ON DEMAND			
			No Difficulty (Public DAR)	Non ADA Eligible (Curb-to-Curb)	ADA Eligible (Door-to-Door)	Needs Assistance (Door-through-Door) <sup>1</sup>
Beaverton	TriMet Service Area (Frequent and Standard)	+	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
Clackamas	TriMet Service Area (Standard)	Short 4 hrs. Sundays	N/A	Short 2 hrs. weekdays & Noweekend service	+	Short 2 hrs. weekdays & No Sat. service
Cornelius	TriMet Service Area (Frequent and Standard)	+	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 weekdays & No Sat. service
Durham	TriMet Service Area (Standard)	Short 5 hrs. Sundays	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
Fairview	TriMet Service Area (Standard)	+	N/A	Short 2 hrs. weekdays & No weekend service	+	Short 2 hrs. weekday & No Sat. service
Forest Grove	TriMet Service Area (Frequent and Standard)	+	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
Gladstone	TriMet Service Area (Frequent and Standard)	+	N/A	Short 4 hrs weekdays service and No M/Sat/Sun service	+	Short 4 hrs weekdays service and No M/Sat service
Gresham	TriMet Service Area (Frequent and Standard)	+	N/A	Short 12 hrs. weekdays & No weekend service	+	Short 2 hrs. weekday & No Sat. service



Place	Classification	FIXED ROUTE	ON DEMAND			
			No Difficulty (Public DAR)	Non ADA Eligible (Curb-to-Curb)	ADA Eligible (Door-to-Door)	Needs Assistance (Door-through-Door) <sup>1</sup>
<i>Happy Valley</i>	<i>TriMet Service Area (Standard)</i>	<i>Short 3 hrs. service M-Sa, No service Sundays</i>	<i>N/A</i>	<i>Short 2 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 2 hrs. weekday &amp; No Sat. service</i>
<i>Hillsboro</i>	<i>TriMet Service Area (Frequent and Standard)</i>	<i>+</i>	<i>N/A</i>	<i>Short 2.5 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 2.5 hrs. weekday &amp; No Sat. service</i>
<i>Johnson City</i>	<i>TriMet Service Area (Standard)</i>	<i>Short 1.5 hrs. service weekdays, No service weekends</i>	<i>N/A</i>	<i>No Service</i>	<i>+</i>	<i>No Service</i>
<i>King City</i>	<i>TriMet Service Area (Frequent and Standard)</i>	<i>Shuttle short 13 hrs weekdays &amp; No service weekends</i>	<i>N/A</i>	<i>Short 2.5 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 2.5 hrs. weekday &amp; No Sat. service</i>
<i>Lake Oswego</i>	<i>TriMet Service Area (Standard)</i>	<i>Short 5 hrs. weekends</i>	<i>N/A</i>	<i>Short 0.5 plus hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>No Sat. service</i>
<i>Milwaukie</i>	<i>TriMet Service Area (Frequent and Standard)</i>	<i>+</i>	<i>N/A</i>	<i>Short 2 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 2 hrs. weekday &amp; No Sat. service</i>
<i>Oregon City</i>	<i>TriMet Service Area (Frequent and Standard)</i>	<i>+</i>	<i>N/A</i>	<i>Short 3 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 3 hrs. weekday &amp; No Sat. service</i>
<i>Portland</i>	<i>TriMet Service Area (Frequent and Standard)</i>	<i>+</i>	<i>N/A</i>	<i>Short 2 hrs. weekdays &amp; No weekend service</i>	<i>+</i>	<i>Short 2 hrs. weekday &amp; No Sat. service</i>

Place	Classification	FIXED ROUTE	ON DEMAND			
			No Difficulty (Public DAR)	Non ADA Eligible (Curb-to-Curb)	ADA Eligible (Door-to-Door)	Needs Assistance (Door-through-Door) <sup>1</sup>
Rivergrove	TriMet Service Area (Standard)	Short 3 hrs. service weekdays, No service weekends	N/A	No Service	+	No Service
Sherwood	TriMet Service Area (Standard)	+ Along Hwy 99	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
Tigard	TriMet Service Area (Standard)	+	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
Troutdale	TriMet Service Area (Standard)	+	N/A	Short 2 hrs. weekdays & No weekend service	+	Short 2 hrs. weekday & No Sat. service
Tualatin	TriMet Service Area (Standard)	Short 5 hrs. Sundays	N/A	Short 2.5 hrs. weekdays & No weekend service	+	Short 2.5 hrs. weekday & No Sat. service
West Linn	TriMet Service Area (Standard)	Short 5 hrs. weekends	N/A	Short 4.75 hrs. weekdays & No weekend service	+	Short 4.75 hrs. weekday & No Sat. service
Wood Village	TriMet Service Area (Standard)	+	N/A	Short 2 hrs. weekdays & No weekend service	+	Short 2 hrs. weekday & No Sat. service

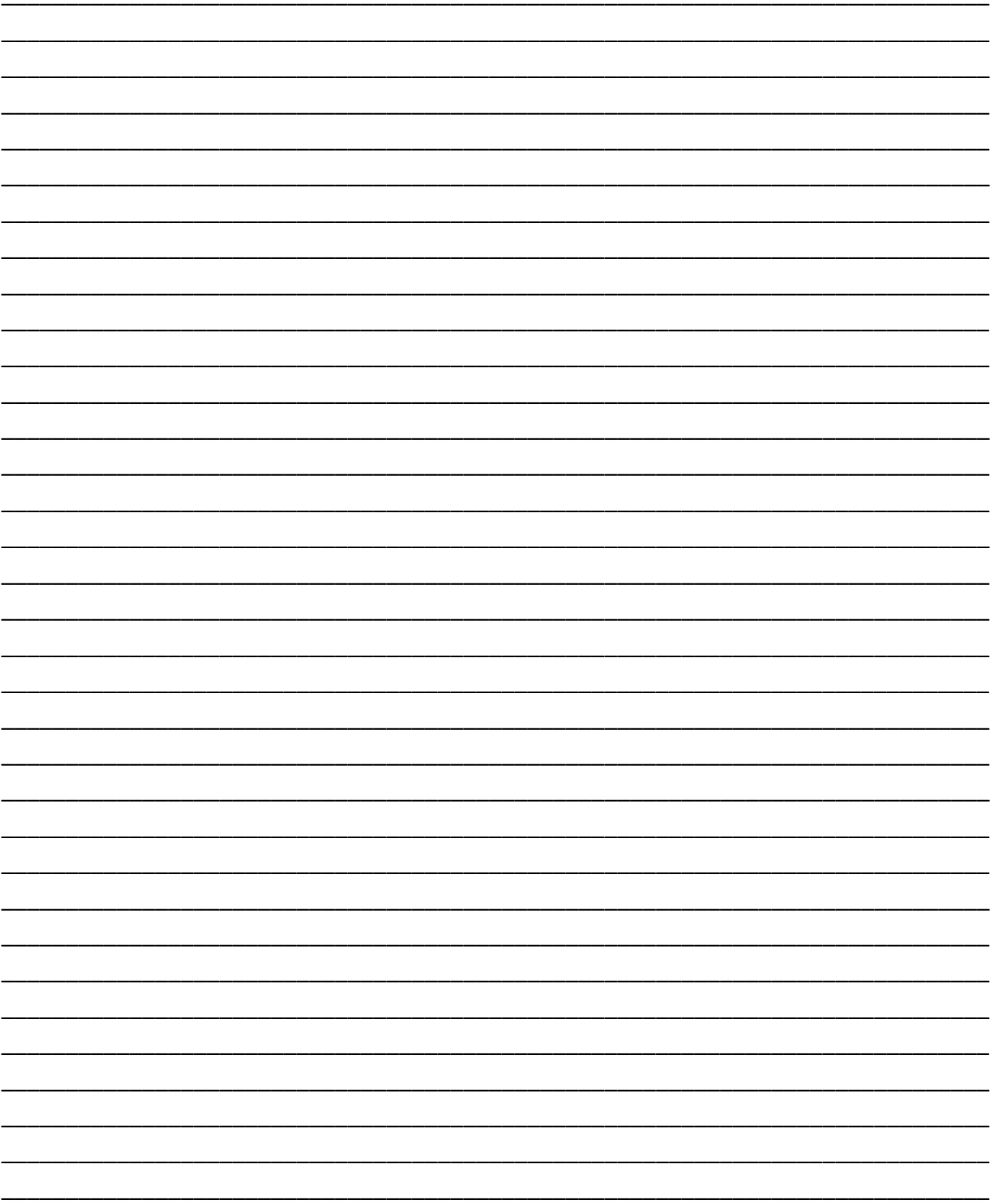
Place	Classification	FIXED ROUTE	ON DEMAND			
			No Difficulty (Public DAR)	Non ADA Eligible (Curb-to-Curb)	ADA Eligible (Door-to-Door)	Needs Assistance (Door-through-Door) <sup>1</sup>
Wilsonville	Large Communities	No Sun Service	N/A			
Canby		No Weekend Service				
Molalla		No Sun Service Sat Service for Molalla-CCC route only				
Mount Hood Villages (Shuttle)		No Weekend Service	N/A	No Weekend Service	No Weekend Service	N/A
Sandy		+	+	+	+	Short 3 hrs. service weekdays
Estacada	Small Communities	+	Short 3.5-6 hrs. weekdays, only volunteer service 1 weekday	Short 3.5-6 hrs. weekdays, only volunteer service 1 weekday	+	Short 1.5-4 hrs. weekdays, only volunteer service 1 weekday
Banks		+	+	+	+	+
North Plains		+	+	+	+	+
Gaston	Rural Areas	N/A	+	+	No Service	+
Rural Clackamas Co		N/A	Based on volunteer driver and vehicle availability		No Service	See non-ADA service note
Rural Multnomah Co		N/A	+	+	No Service	+
Rural Washington Co		N/A	+	+	No Service	+

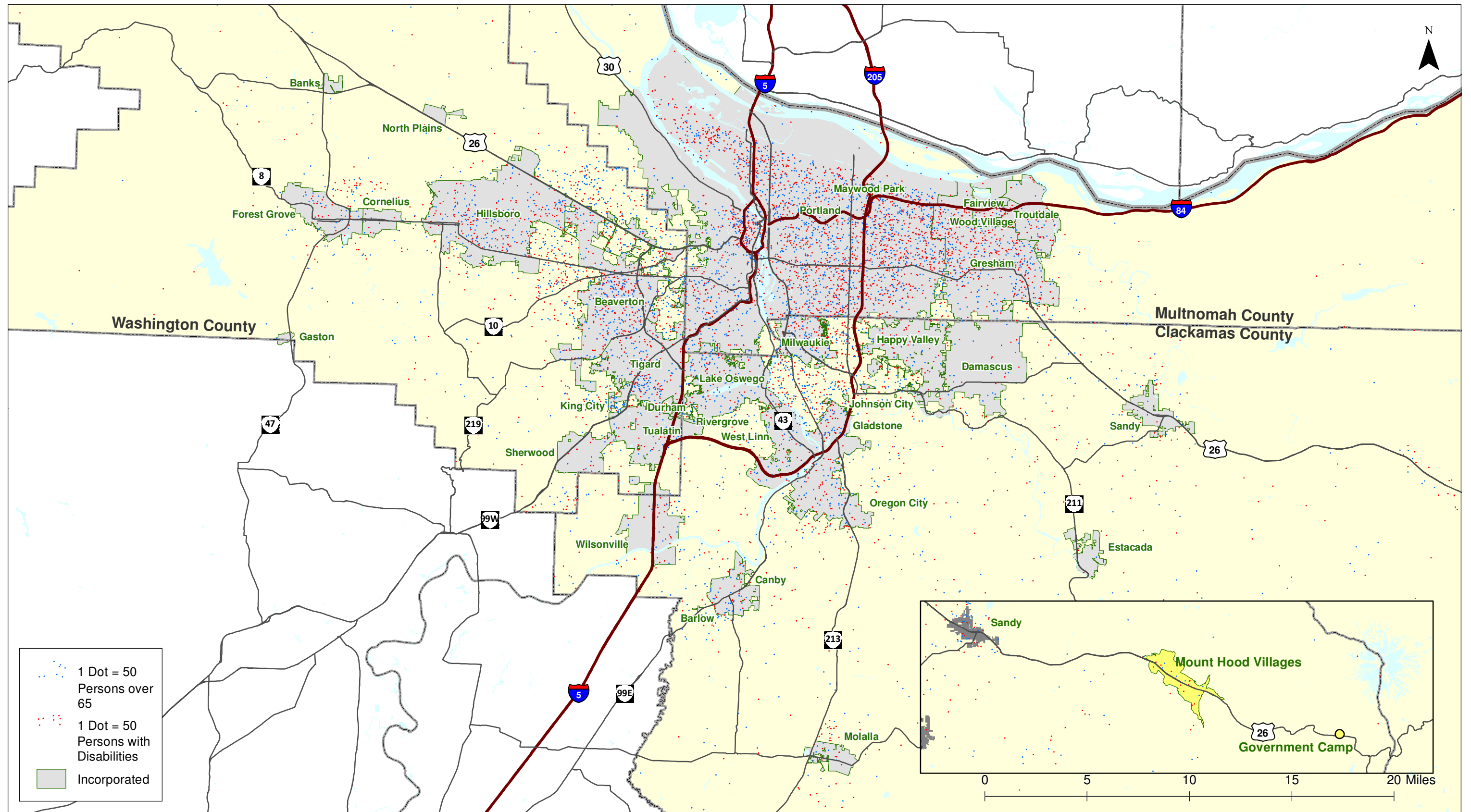
Notes: <sup>1</sup> Ride Connection Network service provides door-through-door assistance in some circumstances

**Figure 3-1 Service Guidelines Summary**

	FIXED ROUTE	PARATRANSIT			
	No to Some Difficulty	E&D No Difficulty	Non ADA Eligible (some difficulty)	ADA Eligible	Needs Assistance
TriMet Service District Frequent Service	14-22 hrs/7 days	N/A	Localized curb-to-curb 10-15 hrs weekdays; 8-10 hrs weekends	Same as fixed route	10-15 hrs weekdays; 8-10 hrs weekends
TriMet Service District Standard Service	7-22 hrs/5-7 days	N/A	Localized curb-to-curb 10-15 hrs weekdays; 8-10 hrs weekends	22 hrs/7 days	10-15 hrs weekdays; 8-10 hrs weekends
TriMet Service District Rush Hour Service					
TriMet Service District Rush Hour Service	6 hrs/5 days				
Large Community	10-15 hrs/6 days	10-15 hrs/6 days	10-15 hrs/6 days	10-15 hrs/6 days	8-10 hrs/5 days
Small Community	8-10 hrs/5 days	8-10 hrs/5 days	8-10 hrs/5 days	8-10 hrs/5 days	6-8 hrs/5 days for medical, work and nutrition; 2-3 days for other trips
Rural	N/A	6-8 hrs/5 days for medical, work and nutrition; 2-3 days for other trips	6-8 hrs/5 days for medical, work and nutrition; 2-3 days for other trips	6-8 hrs/5 days for medical, work and nutrition; 2-3 days for other trips	6-8 hrs/5 days for medical, work and nutrition; 2-3 days for other trips

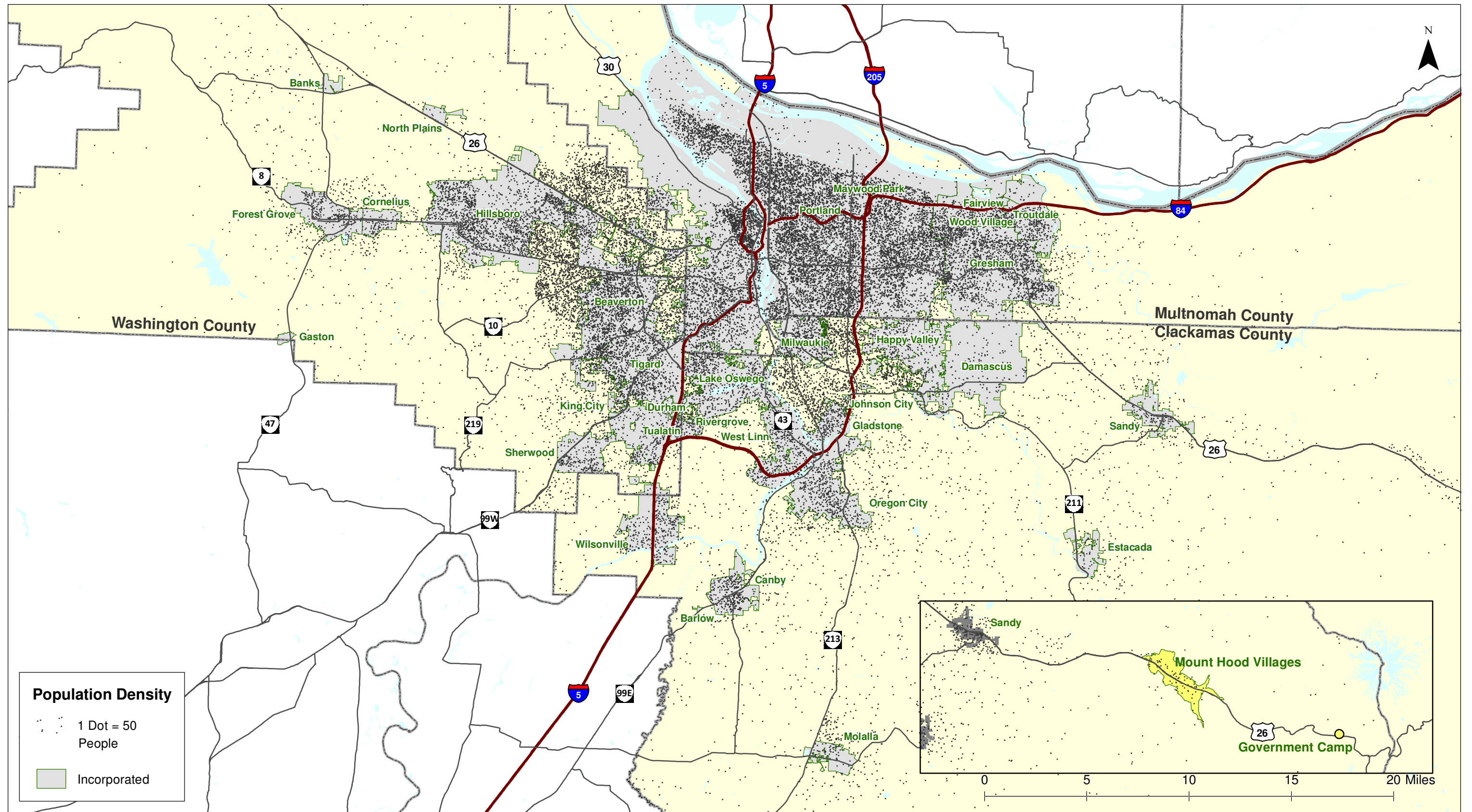






**DRAFT - Seniors and Persons with Disabilities  
Clackamas, Multnomah, and Washington Counties, Oregon**

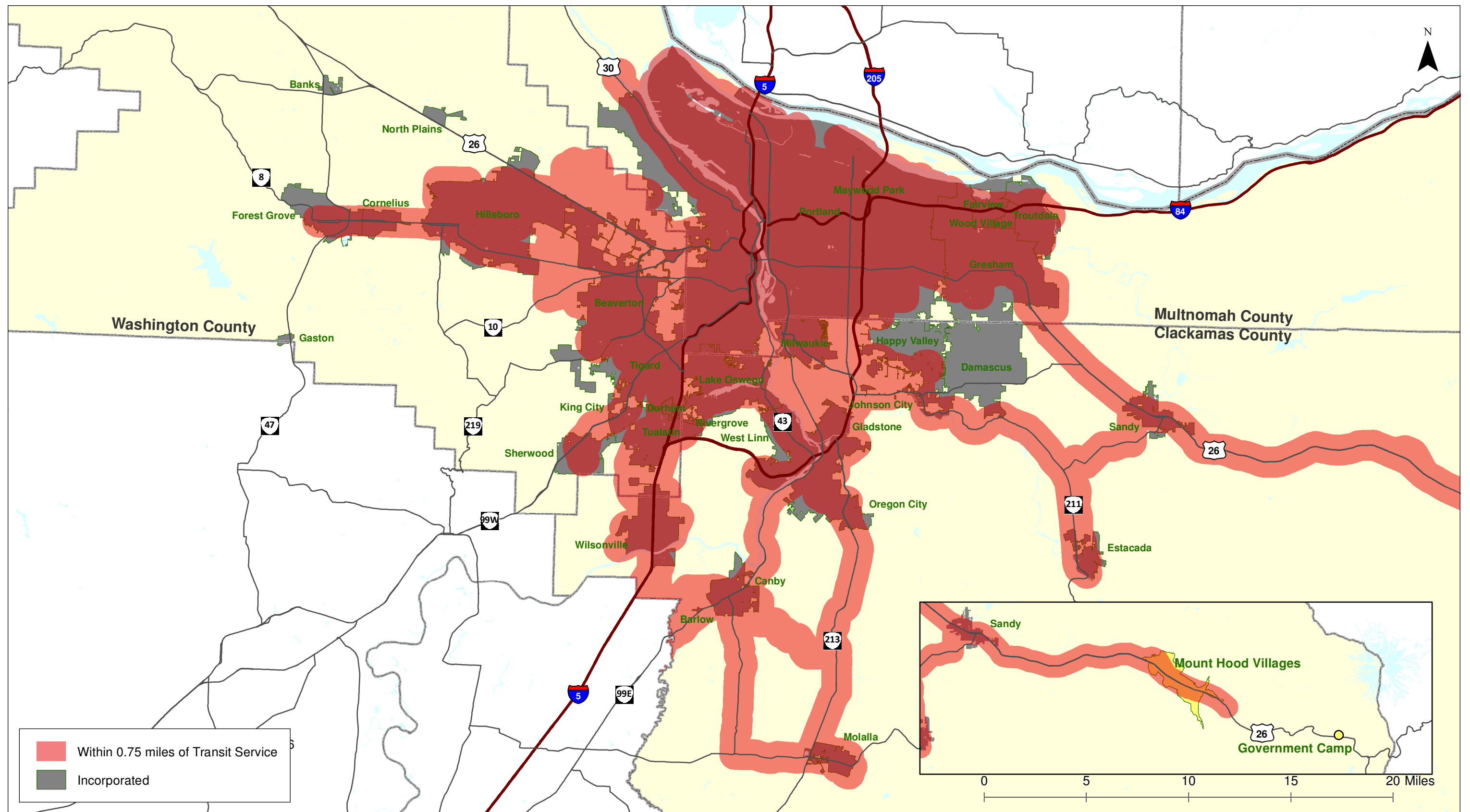
**Figure  
3**



**DRAFT - Population Density  
Clackamas, Multnomah, and Washington Counties, Oregon**

**Figure  
2**





**DRAFT - Existing Transit Service Footprint  
Clackamas, Multnomah, and Washington Counties, Oregon**

**Figure  
1**

**STFAC Recommendation to TriMet Board:  
Application to ODOT for 2016 Discretionary Funds**

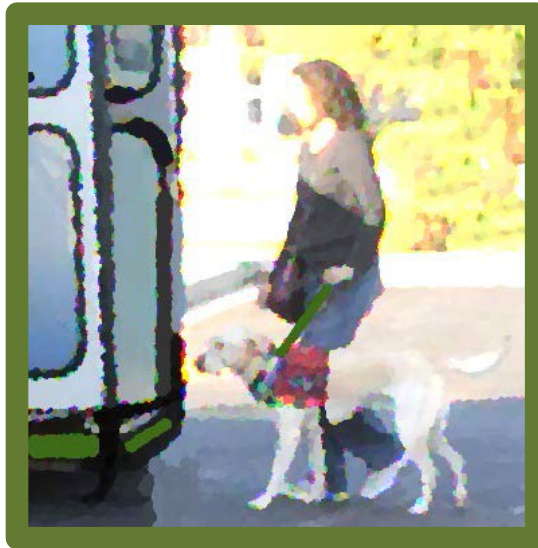
<b>Rank</b>	<b>Provider</b>	<b>Program, Project or Service</b>	<b>Total for FY17, FY18 &amp; FY19</b>	<b>Notes</b>
1	Ride Connection	Inclusive Planning for Delivery of Dialysis Transportation in a Statewide Setting	\$166,986	Recommended for Statewide Significance
2	South Clackamas Transportation District	SCTD Transit & Operations Center	\$350,000	Recommended for Statewide Significance
3	Ride Connection	Vehicle Match	\$127,000	
4	TriMet LIFT	LIFT Revenue Vehicles	\$255,991	
5	City of Canby	CAT Vehicle Match	\$60,762	
6	Ride Connection	Mid Multnomah County Funding Parity	\$234,723	
7	TriMet LIFT	LIFT Automated Customer Information	\$100,000	
8	City of Canby	CAT Security Cameras	\$40,307	
9	Metropolitan Family Services (RC Partner Application)	Metropolitan Family Services Project Linkage	\$217,154	
10	Ride Connection	Hands Free Fleet Retrofit	\$130,265	
11	City of Sandy	Deviated Route, "Sandy Shuttle"	\$271,099	
12	Ride Connection	Server Virtualization	\$214,764	
13	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Dialysis Transportation	\$193,553	
14	South Clackamas Transportation District	3 - 20 Passenger Vehicles	\$200,000	
15	Mary's Woods @ Marylhurst (Clackamas County Application)	LO Medical Rides Enhancement	\$15,900	
16	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Medical Transportation	\$176,679	
17	Ride Connection	New Partner Development	\$197,168	
18	City of Canby	CAT Wilsonville Midday	\$89,148	Recommended for Statewide Significance
19	Ride Connection	Addressing Unmet Need	\$2,225,580	
20	Wilsonville SMART	Medical Transportation for E&D operations	\$252,388	
21	Clackamas County	Villages Shuttle Restoration/Expansion	\$82,580	Recommended for Statewide Significance
22	Ride Connection	Mileage Reimbursement Rate Unification	\$290,215	
23	Impact NW (RC Partner Application)	Transportation Services	\$76,135	
24	City of Canby	CAT Southern Canby Connector	\$233,988	

**Total: \$6,202,385**



***Rail and Public Transit Division***

# **Special Transportation Fund Discretionary Program**



## **2016 GRANT APPLICATION INSTRUCTIONS**

For a version of this document with increased font size or in other formats, contact the Rail and Public Transit Division, 555 13th Street NE, Salem OR 97301. Office (503) 986- 3300 or Fax (503) 986-4189

For other assistance, contact your Rail and Public Transit Division Regional Transit Coordinator (RTC). Please see References list at the end of this document for more information.

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***Please read all information and instructions before completing the application.***

## **General Information**

Applications are now being accepted for the 2016 Special Transportation Fund (STF) Discretionary Program. **The DEADLINE FOR APPLICATIONS to be received by ODOT is Friday, March 11, 2016.**

The STF Discretionary Program is offered to provide a flexible, coordinated, reliable and continuing source of revenue in support of transportation services for people who are senior and people with disabilities of any age.

If you have technical; problems using the form, call Liz Rickles at 503-986-3394. For answers to programmatic or process questions call David Schwert at 503-986-4305 or contact your Regional Coordinator.

## **STF Discretionary Program Qualification Requirements**

Only the 42 designated STF Agencies are eligible to submit an application for STF discretionary funds. STF Agencies in good standing may apply for discretionary projects. These projects can be those that other local agencies will partner with them to implement. Please note that this program will be highly competitive as there are 42 STF Agencies that could apply.

See the References list at the end of this document to access the STF Discretionary Program Advance Guidance document for more details regarding this program. You will also find the STF Program Guidebook in the reference section. This guidebook provides more information about all program requirements for STF agencies as well as best practice examples to improve the quality of the STF program.

## Project Timeline

Announcement	December 2, 2015
Application available	December 15, 2015
Applications due	March 11, 2016
Evaluations	March 21 - May 6, 2016
PTAC	May 9, 2016
Public Comment Period	May 10, 2016 - June 10, 2016
OTC	July 2016
Grant Agreements Implemented	July 2016

## Application Deadline Extensions

Regional Transit Coordinators (RTCs) may, upon request, review and grant time extensions for application submission on a case-by-case basis. Applicants should notify the RTCs of an extension request no later than two weeks before the published deadline. Please include enough details to provide adequate information for your RTC to justify the extension including a clear description of any extenuating circumstances.

RPTD reserves the right to make minor adjustments in funding as required.

The final list of recommended projects will be brought to the PTAC as an agenda item at the May 9, 2016 meeting. A request will be made to the PTAC for their endorsement of recommended projects and that a recommendation be sent to the July 2016 Oregon Transportation Commission (OTC) to approve the listed recommended projects for funding.

## Project Qualifications

In the *project* evaluation process, STF Agencies should, at a minimum, determine that:

1. Project design is for, or benefits, older adults and/or people with disabilities.
2. Project design is appropriate to purpose and type of project.
3. The project is derived from the adopted Coordinated Plan or has an explanation as to why it is not derived from the Coordinated Plan.
4. Service is accessible to people with disabilities in conformance to ADA.
5. Vehicles are appropriate for type of service.
6. Service is efficient and effective for the type of service.
7. Applicant has adequate revenue to maintain services (in addition to STF request).

# Application Form Instructions

## Application Format and Use:

Many instructions for completing the STF application appear on the form itself, and most of the fields are self-explanatory. Additional information where further explanation or clarification may be helpful is provided below.

### A. Application Information

Complete all contact information in items 1 – 5. Drop down boxes are available in boxes 1 and 2.

### B. Project Information

Provide a project title in the box provided for #6. The title should be descriptive to aid reviewers to differentiate the project and serve as a Project Title for the public comment process.

Based on your answer to #7 an additional question will appear. If yes, add the page number of the coordinated plan in the box provided.

If no, explain what other plan the project was derived from or why it is not in any planning document in the space provided.

Use the two drop down boxes for #8. Enter your Agency project rank in the 1<sup>st</sup> box. In the 2<sup>nd</sup> box enter only the number of applications submitted to ODOT (not the total of projects submitted or reviewed by your agency). Use the hyperlink provided to see the number of applications your STF Agency is allowed to submit.

### C. Project Quality

Answer the questions #9 - #11 by entering text in the boxes provided for each question.

### D. Estimated Project Budget

Fill in the table for #12. For each cost type the project has (Labor, Contracted service, Materials, Operations etc.), enter the appropriate estimated project cost amount in the box to the right of the cost type. Note this should be project cost data, not grant request amounts. The Project Total box will auto populate and total the estimated costs entered.

Identify the funding sources by entering the amount of each source of funds listed in the table for #13. Enter the amount of this grant request in the 1<sup>st</sup> box of this table. The project grand total box will auto populate.

Check the box provided if the award of this grant will match Federal funds that could be available if the STF Discretionary funds are awarded including match for vehicles that will be requested in the Capital Discretionary Program.

## **E. Vehicle Information**

Projects that are match for vehicle replacement/rightsizing under the Transit Capital Discretionary Program available in January will have priority over vehicle purchases that are not match.

Different entry tables will appear based on the button selected for question # 10. If you select the 1<sup>st</sup> button no table will appear and you may move on to section F. If you select button #2 and/or button #3 different tables will appear. Complete the appropriate table that appears. Complete 1 line item for each vehicle.

A definition of vehicles category types can be found here:

<http://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf>

## **F. Project Milestones**

Milestones are significant activities needed to complete the project. Complete the table for each project milestone activity you can identify. Enter a descriptive project milestone and projected completion date for each milestone you identified.

## **G. Project Impact on Four Goals of Transit**

Answer the four questions (16 thru 19) in this section by entering text in the boxes provided for each question. These questions are directly related to the evaluation/scoring criteria for this discretionary program. Definitions of these criteria can be found on the application form and in the advanced guidance for this program found in the reference section of this document.

## **H. Statewide Impact**

This section is not required. Complete this section if you want your project to compete in the pool of projects of statewide significance. Not all projects will have statewide significance. If you believe your project has statewide impact describe that impact in the text box provided. In your answer include information that will aid reviewers in evaluating how this project meets the criteria for a project of statewide



significance. As a reminder these criteria have been provided in the advance guidance for this program found in the reference section of this document.

Check the box indicating if you wish to have your project considered for statewide significance funding.

## **I. Application Attachments**

Complete the table in section I to provide an inventory of your attachments.

## **Application Submittal**

When your application is complete, save a copy to your computer.

To submit an application, send an email to: [PTDApplications@odot.state.or.us](mailto:PTDApplications@odot.state.or.us). Be sure to attach a PDF version of your saved application and any other documents you wish to include. No paper applications will be accepted.

RPTD will send an automated email response after receiving your application.

## REFERENCES

### ***Application-related documents***

#### **STF Discretionary Program Advanced Guidance**

<http://www.oregon.gov/ODOT/PT/PROGRAMS/enhanced-mobility/2016STFDiscretionaryProgramAdvancedGuidance.pdf>

#### **STF Guidebook**

<http://www.oregon.gov/ODOT/PT/docs/STF/stf-guidebook4.17.2015pdf.pdf>

#### ***Regional Transit Coordinator contact information:***

*RPTD contact information:* <http://www.oregon.gov/ODOT/PT/Pages/contact.aspx>