Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

SMART of Wilsonville
SMART Intelligent Transportation System

Submitted: 1/29/2019 2:26:09 PM (Pacific)
Project Contact
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Application Questions

Provider Information
1. Transit Agency Type
   ✔ City
   ✗ County
   ✔ Mass Transit District
   ✗ Transportation District
   ✗ Special District
   ✗ Intergovernmental Entity
   ✔ Municipal/Public Corporation or other political subdivision
   ✗ Indian Tribe
   ✗ Non-Profit
   ✗ Private For-Profit

2. What is the main type of service that will be supported by this grant?
   ✔ Fixed Route
   ✗ Demand Response
   ✔ Deviated Fixed Route

Risk Assessment Information
This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew.S.OKeefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?
   ✗ Yes
   ✔ No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?
   ✔ Yes
   ✗ No

5. What type of accounting system does your agency use?
   ✗ Manual
   ✔ Automated
   ✔ Combined

6. Does your agency have a system in place that will account for 100% of each employee’s time?
   ✔ Yes
   ✗ No

7. Did your staff members attend required training and meetings during prior grant awards?
   ✔ Yes
   ✗ No

8. Was your agency audited by the Federal government in the past 2 years?
   ✔ Yes
   ✗ No

9. If yes, did the audit result in one or more audit findings?
   ✔ Yes
   ✗ No

10. Did your agency stay on budget in the past two years?
    ✔ Yes
    ✗ No
Applicant Qualifications

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

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload." SMART directly employs 30 bus operators, 7 maintenance personnel, 3 supervisors, 2 dispatchers, and 6 administrative staff, including an award winning Transit Director and Fleet Manager. An Operations Manager, Grants & Programs Manager, and Transit Management Analyst round out the core leadership team. SMART’s professional transit management staff is supported by the City of Wilsonville’s Finance, Legal, Community Development and Project Management staff. These City Departments work together with SMART to ensure the transit system has the necessary technical, financial, and legal capacity to manage, administer, and successfully implement major projects and meet federal and state grant obligations.

SMART and the City of Wilsonville have no outstanding legal, technical or financial issues that would put this project at risk. It should be noted that the City undergoes an independent annual financial audit, and has received an “unqualified opinion” from the auditor. Since 1997, the City’s Finance Department has been recognized annually by the Governmental Finance Officers Association (GFOA) for producing award-level comprehensive annual financial reports. The department has also received the annual award for outstanding budget documents every year since 1998. The City of Wilsonville has an ‘AA’ bond rating as issued by both Moody’s and Standard & Poor’s.

Operations Manager Eric Loomis has maintained oversight of SMART’s current GPS fleet tracking vendor, ETA Transit, for going on five years. Grants and Programs Manager Ellin Work has over 20 years experience in grant oversight and project evaluation. Finally, Transit Management Analyst Nicole Hendrix is well-versed on automated technology data collecting, especially as it relates to National Transit Database (NTD) reporting.

12. Capacity to Maintain Compliance
✔ By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable, federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?
✔ Yes
■ No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

ITS will be acquired through a 3rd party vendor. A contractor/vendor will be selected after a stringent procurement process to provide on-vehicle technology to enhance SMART’s ability to monitor operational performance, provide timely rider information, and improve data collection for planning, reporting, and scheduling. The 3rd party vendor will provide a cloud-based suite of state-of-the-art technologies, from automatic passenger counting (APC) to a web-based announcement system, that will bring SMART into the 21st Century.

Oversight will be provided by Operations Manager Eric Loomis with ongoing support from SMART’s core administrative and managerial team.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

This grant opportunity comes on the eve of the end of SMART’s contract with the current vendor – ETA Transit – supplying limited automated transit technology. When these services were first implemented, SMART was not a full NTD reporter. As a full NTD reporter for the past year, SMART has found the current system woefully inadequate and the upgrade financially daunting. The past five years, however, has allowed SMART staff to learn, grow, and come to understand what works and – perhaps most importantly – what does not work for the transit agency. Being dedicated to smart and responsible oversight of public funds, SMART will insist on a vendor that can produce customized deliverables, be flexible in meeting demands, and be on time, every time.

This project harnesses a suite of new technology worthy of being termed state of the art Intelligent Transportation System.

Timeline: FY20-21
RFP released: 10/15/2019
Contract awarded: 11/25/2019

Grant deliverables completed:
Deliverables: SMART will implement the following automated transit technology to include:
Tracking and Live Dispatch – tracks on-time performance and allows dispatchers to respond quickly and solve problems.
Automatic Passenger Counting (APC) – tracks where and when people are riding, providing critical information for making service changes, establishing budgets, securing funding, and responding to changing ridership patterns.
Real-Time Passenger Information – pushes into SMART’s website, mobile site, mobile application, IVR system, SMS messages, and signs.
Reporting and Analytics – provides reports that include on-time performance, route, run, and block performance, passenger data, NTD reporting, vehicle health monitoring, and public usage statistics.
WiFi – provide free WiFi on all SMART fixed route buses

 Partners: Our ongoing partners in this project include other City departments and the 3rd party vendor selected to provide ITS.

Other benefits: ITS increases the ability of all people to travel by public transportation quickly, reliably, and comfortably to their desired destination.

16. What Local Plans include this project and elements of the project?
See guidance for exemptions to this requirement.
1. Local plan name: 2018 Regional Transportation Plan
   Governing body that adopted the plan: Metro Council
   Plan adoption date: December 7, 2018
   Plan web site address: oregonmetro.gov
   Page number: Chapter 3, page 30

2. Local plan name: Transit Master Plan
   Governing body that adopted the plan: City of Wilsonville City Council
   Plan adoption date: June 19, 2017
   Plan web site address: www.ridesmart.com
   Page number: 62

3. Local plan name: Transit Master Plan Amendment
   Governing body that adopted the plan: City of Wilsonville City Council
   Plan adoption date: October 15, 2018
   Plan web site address: www.ridesmart.com
   Page number: 15

17. What is the minimum award amount that will still allow your project to proceed?
Enter an amount in dollars.
$349,000 This amount would allow for the full implementation of ITS minus the WiFi amenity for passengers. Although this would be an unfortunate omission, it is preferred over not acquiring any ITS.

18. Select the fund source(s) that you think best aligns with your application.
Check all that apply
✔ STIF Discretionary
✔ STIF Intercommunity Discretionary
■ FTA Section 5311 (f) Intercity Discretionary
Equipment and Public Transportation Service to Low Income Households
(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

ITS improves access to public transportation for vulnerable populations by removing barriers such as inaccurate information or a lack of information entirely. ITS improves access through real-time updates and rider alerts; increases rider awareness by utilizing annunciators and LED signage; reduces wait times; and improves amenities by providing free WiFi for the comfort and enjoyment of all passengers.

ITS also positively impacts route planning through data collection, ultimately informing the decisions that benefit vulnerable groups such as students, seniors, and low-income households.

Coordination of Public Transportation Services
(Score weights: Discretionary = 10%, STN = 30%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

This project is being collaborated between different departments within the City of Wilsonville, including Information Systems, Fleet, Finance, and Legal. Implementing ITS will be accomplished through a collaborative process between City staff and the contractor with oversight provided by SMART.

SMART is ready and fully capable of implementing this project and will be able to assist other transit agencies in Oregon when they are ready to acquire ITS.

Statewide Transit Network
(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for a statewide transit network improvements.

Deploying ITS facilitates a more interconnected system that enables economic growth and development. This project improves the passenger experience by providing real-time bus information, rider alerts, clearly enunciated stop call-outs, LED signage, and WiFi. These technology improvements make the most of short and long-term transit funds that support ridership, reliability, economic growth, and environmental stewardship.

As ridership dips nationwide due to the relatively low cost of owning a vehicle, state of the art rider amenities, such as free WiFi, can attract and keep passengers on public transit. In SMART’s 2018 Annual Ridership Survey, in answering, “What is your reason for riding the SMART bus?” the top three answers were:

1. I don’t own a vehicle
2. Saves money
3. It’s convenient

The 2018 survey highlights are attached.

SMART, using ITS and surveys, can make informed decisions and continue to attract and keep a more savvy ridership.

Funding and Strategic Investment
(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

The initial transition would be covered by the grant. Ongoing costs would be covered by Section 5307 formula funding (as it is now for ETA Transit). Ongoing monthly maintenance and licensing is estimated to cost between $2,500 to $3,000 per month.

As a small urban transit agency, SMART has hit numerous milestones in its 30-year history: Building a transit facility without federal funds, implementing a Dial-a-Ride service made up of four programs, and securing funding for numerous CNG cutaways and electric buses – just to name a few.

SMART has long served as a model small urban transit agency, not only for the south metro area but for all of Oregon. SMART has been happy to help guide and assist rural transit agencies as they continue to grow and evolve. This project is one of many that SMART is ready to implement and will be able to assist others in when they too are ready to acquire ITS.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health
(Score weights: Discretionary = 10%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

SMART is dedicated to implementing green projects. SMART is installing digital, real-time bus schedules at the Transit Center, lighting bus stops with solar panels, expanding CNG capabilities, and putting electric buses into service. SMART has set the goal to convert its fleet to zero emissions by 2028. SMART is a recent full NTD reporter and, as such, has learned that APCs are not just a nice to have addition but rather a desperately needed tool; a tool that will be key in gathering data, informing decisions, and – ultimately – saving staff time and taxpayer money.

This project promotes transportation solutions that enhance and protect the natural environment by increasing public transportation ridership and active transportation options and decreasing single occupancy vehicles (SOV) and air pollution. ITS can greatly reduce travel time and distance, effectively reducing greenhouse gasses.

Safety, Security, and Community Livability
(Score weights: Discretionary = 20%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

WiFi improves access to public transportation for vulnerable populations by being a handy device in the hands of students, seniors, and low-income households. WiFi also significantly increases the use of public transportation for several reasons, including the convenience of being able to do things while waiting for the bus, the ability to stay connected with friends and family, and the comfort of knowing that you will have a place to work or study while you are waiting.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

ITS supports safety by reducing traffic congestion and vehicle accidents through a reduction in SOV. ITS also promotes safety by providing a safe and secure transportation system, ready to respond to emergencies and natural disasters.

Capital Assets

Capital assets are items that cost at least $5,000 and have a useful life of at least 3 years.

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A.

ITS hardware includes:

- CAD/AVL base system $120,000
- MDT hardware, installation & software license
- Annunciator $105,000
- Hardware, installation & software license
- APCs $105,000
- Vehicle Network Gateway (4G WiFi) $60,000

(The remaining costs are for signage integration and project management)
### Project Category and Fund Source

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<th>Project Category</th>
<th>Project Cost</th>
<th>Other Fund Source (Federal)</th>
<th>Other Fund Source (State)</th>
<th>Other Fund Source (Local)</th>
<th>Other Fund Source (Other)</th>
<th>Project Category Totals</th>
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<td>$</td>
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<td>$424,000</td>
<td>$106,000</td>
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### Project Totals and Match Rate

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<tr>
<th>Fund Source</th>
<th>Total Project Amount (Grant Amount + Match Amount)</th>
<th>Match Rate</th>
<th>Match Amount</th>
<th>Match Sources</th>
<th>Overmatch Amount (if Any)</th>
<th>Match Funding is available if project is awarded?</th>
<th>Date Match available</th>
<th>% of Funds used for Demand Response Transportation</th>
<th>% of Funds used for Fixed Route Transportation</th>
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<tbody>
<tr>
<td>STIF Discretionary - All Project Categories (20% Match)</td>
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<td>20%</td>
<td>$424,000</td>
<td>106,000</td>
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<td>xx/xx/xxxx</td>
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<tr>
<td>STIF Discretionary - All Project Categories, Qualified Projects (10% Match)</td>
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<td>%</td>
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<td>0</td>
<td>Text</td>
<td>Yes/No</td>
<td>xx/xx/xxxx</td>
<td>%</td>
<td>100 %</td>
</tr>
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<td>STIF Intercommunity Discretionary - All Project Categories (20% Match)</td>
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<td>20%</td>
<td>$424,000</td>
<td>106,000</td>
<td>$0</td>
<td>Text</td>
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<td>02/01/2019</td>
<td>xx/xx/xxxx</td>
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<tr>
<td>STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)</td>
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<td>%</td>
<td>0</td>
<td>0</td>
<td>Text</td>
<td>Yes/No</td>
<td>xx/xx/xxxx</td>
<td>%</td>
<td>100 %</td>
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<td>%</td>
<td>100 %</td>
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<tr>
<td>5311 (I) Interility - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)</td>
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<td>%</td>
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<td>0</td>
<td>Text</td>
<td>Yes/No</td>
<td>xx/xx/xxxx</td>
<td>%</td>
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### Vehicle Purchase

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<tr>
<th>Vehicle Purchase</th>
<th>Vehicle Purchase Type</th>
<th>VIN of vehicle being replaced</th>
<th>Make Model</th>
<th>Vehicle Category</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Seats</th>
<th>Seats w/ADA Stations Deployed</th>
<th>Fuel Type</th>
<th>Estimated Order Date</th>
<th>Estimated Delivery Date</th>
<th>Mileage</th>
<th>Date of Reading</th>
<th>Seller</th>
<th>Vehicle Condition</th>
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<tbody>
<tr>
<td>Vehicle Purchase 1</td>
<td>Expansion/Replacement</td>
<td>Only answer if replacing vehicle</td>
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<td>Select Letter (A-E)</td>
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<td>#</td>
<td>G/D/E/H/G/CNG/OF</td>
<td>xx/xx/xxxx</td>
<td>xx/xx/xxxx</td>
<td>Only answer if purchasing used vehicle</td>
<td>Only answer if purchasing used vehicle</td>
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<td>#</td>
<td>$</td>
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<td>#</td>
<td>G/D/E/H/G/CNG/OF</td>
<td>xx/xx/xxxx</td>
<td>xx/xx/xxxx</td>
<td>Only answer if purchasing used vehicle</td>
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<td>$</td>
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<td>#</td>
<td>#</td>
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<td>#</td>
<td>$</td>
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<td>#</td>
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<td>#</td>
<td>#</td>
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### Vehicle Replacement Information

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<th>Vehicle Category</th>
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<th>Seats</th>
<th>ADA Stations</th>
<th>Seats with ADA Stations Deployed</th>
<th>Fuel Type</th>
<th>Vehicle Mileage</th>
<th>Disposal Type</th>
<th>Vehicle Condition</th>
<th>Vehicle Maintenance History</th>
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<tbody>
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<td>Vehicle Replaced 1</td>
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<td>Select 17 Letter (A-E) digits</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>G/D/E/H/G/CNG/OF</td>
<td>#</td>
<td>Sale/Donate/Salvage</td>
<td>Good/Adequate/Marginal/Poor</td>
<td>Also include Right-sizing justification if applicable.</td>
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<tr>
<td>Vehicle Replaced 2</td>
<td>xxxx Text Text</td>
<td>Select 17 Letter (A-E) digits</td>
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<td>#</td>
<td>#</td>
<td>G/D/E/H/G/CNG/OF</td>
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<td>G/D/E/H/G/CNG/OF</td>
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<td>G/D/E/H/G/CNG/OF</td>
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<td>Sale/Donate/Salvage</td>
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<td>Also include Right-sizing justification if applicable.</td>
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### Equipment, Bus Stop Amenities, and Other Assets

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<tr>
<th>Equipment, Signs, Shelters, Facilities, Land</th>
<th>Item Description</th>
<th>Model Number</th>
<th>Quantity</th>
<th>Estimated Unit Cost</th>
<th>Total Cost</th>
<th>Expected Order Date</th>
<th>Expected Delivery Date</th>
<th>Item Location</th>
<th>Lot Size</th>
<th>Square Footage</th>
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### Document Upload

#### Documents Requested *

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<tr>
<th>Document</th>
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<th>Attached Documents **</th>
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<td>Document 1</td>
<td>Required?</td>
<td>2018 Rider Survey Infographic</td>
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