TGM 2019 Grant Application
Transportation and Growth Management Program grant application for the year 2019.

Be sure to download and review the 2019 application packet before filling out this grant application. Additional resources and examples of successful applications can be found on the TGM planning grants page.

You can save your progress by clicking the "Save" button at the bottom of the form.

Type of grant: Category 2: Integrated Land Use & Transportation Planning
ODOT region (1-5): 2

Primary applicant jurisdiction:
Yamhill County

Project title:
Yamhill County Transit Area (YCTA): Mobility, Accessibility, and Connectivity Planning

Mailing address:
535 NE Fifth Street, McMinnville, Oregon 97128

Contact person name:
Ken Huffer

Contact person title:
Yamhill County Administrator

Contact phone:
(503) 434-7501

Contact email:
Hufferk@co.yamhill.or.us

List other local jurisdictions providing match:
Yamhill County Transit Area (YCTA)

Summary description of project:
The Yamhill County Transportation Area (YCTA) finalized the district's first TDP in 2018, in preparation for new funding made available through HB2017. These new funds will allow YCTA to grow at a faster and more predictable pace than was previously possible through local funding alone. The STIF will facilitate a rapid expansion of new and enhanced services to meet the needs of the district’s cities and rural communities. YCTA is seeking funds to develop a Facilities Master Plan that will augment the TDP, and provide a comprehensive guide to meeting mobility, accessibility, and connectivity goals county-wide. YCTA currently operates a single transit center, with additional connections offered throughout the county via curbside, shelter, and commercial partner stops. The Master Plan will evaluate and propose sites for administration/maintenance facilities, stations and stops, and provide guidelines for transit connection implementation that support state and local system goals.

Project cost table
TGM funds requested

Consultant: $ Consultant 150,000

Local reimbursement: $ Local Reimbursement
Total TGM funds requested  
50,000  

Total TGM Funds Requested  
$200,000  

Local match  
12% minimum (calculated)  
$27,273  

Match to be provided  

Labor, supplies and services during project:  
$27,273  

Payment when Intergovernmental Agreement is signed:  
$0  

Certifications  
This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions.  

Consultant name (if applicable):  

Untitled  

By checking this box, I certify that my organization listed above supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation and Growth Management funds. I further certify that matching funds are available or will be available for the proposed project. I understand that all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project.  

Date  
6/6/2019  

Eligibility requirements  

The following three eligibility requirements are reviewed on a pass/fail basis. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.  

1. Clear transportation relationship  

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.
1. Clear Transportation Relationship
YCTA is seeking funds to develop a Facilities Master Plan to augment the 2018 TDP “Capital Plan” with a comprehensive guide to meeting mobility, accessibility, and connectivity goals county-wide. YCTA currently operates a single transit center in McMinnville, with additional county connections offered via curbside, shelter, and commercial partner stops. The Master Plan will evaluate and propose sites for administration/maintenance facilities, stations and hubs, and provide guidelines for transit connection implementation that support state and local system goals. The master planning process will deliver a researched, stakeholder-informed plan for transit growth in Yamhill County. Staff will work alongside selected consultants to explore and evaluate capital elements essential to the YCTA system. These elements will include bus stop amenities (signs, seating, shelters, bike racks, etc.), and major capital facilities such as transit centers and vehicle maintenance and storage facilities.

2. Adoption of products to meet project objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

2. Adoption of Products to Meet Project Objectives
The proposed Facilities Master Plan will augment the “Capital Plan” from the 2018 YCTA Transportation Development Plan (TDP). This Plan, when complete, will be adopted by the Yamhill County Transit Advisory Committee (YCTAC) and the Yamhill County Board of Commissioners as an official amendment to the TDP. The grant-funded Plan will consist of specific recommendations for essential county-wide capital elements, based on research and analysis, public outreach, and partner participation, and prioritized to meet short-and-long-term system goals. The County will also encourage its partners, municipalities, and other transit stakeholders to adopt the Plan in their respective jurisdictional plans.

3. Support of local officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

Upload your resolution, minutes or authorized letter from governing body of applying jurisdiction(s) here:
Yamhill County Board of Commissioners BO 19-169.pdf

Award criteria

Applications will be scored on the following criteria. Instructions for responding to these criteria can be found in the application packet.

TGM may award up to 10 bonus points for innovation.
1. Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

1. Proposed project addresses a need and supports TGM objectives (up to 40 points)
YCTA is seeking funds to develop a Facilities Master Plan to augment the 2018 TDP “Capital Plan” with a comprehensive guide to meeting mobility, accessibility, and connectivity goals county-wide. This project directly and/or indirectly meets many TGM-designated objectives and allows a framework to be built around meeting the unique needs of Yamhill County. The overarching goal of the Facilities Master Plan is to provide the most efficient and effective path to developing transit facilities and amenities, within and around Yamhill County, to assist in decreasing reliance on personal automobiles and increase accessibility to area services. The grant-funded Plan will consist of specific recommendations for essential county-wide capital elements, based on research and analysis, public outreach, and partner participation, and prioritized to meet short-and-long-term system goals.

The capital elements of any comprehensive transit system include vehicles, bus stop amenities (e.g., signs, seating, shelters, bike racks, etc.), secondary hubs, and major capital facilities (transit centers and facilities to maintain and store buses). Buses are typically purchased on a rolling basis to replace old equipment and support expansion of operations, while major facilities require advance planning to secure land and funding. The proposed project will assist YCTA in developing comprehensive transit facilities to meet the needs of urban and rural communities throughout the county. The Facilities Master Plan will satisfy a gap in the TDP’s “Capital Plan,” (chapter 7) as there is currently no existing plan for the future development of capital elements to support the achievement of transit goals in Yamhill County. Coordination with local jurisdictions and outreach to the public will be an integral part of the Facility Master Plan process.

The YCTAC Transit Advisory Committee will serve as the Technical Advisory Committee (TAC) and the committee includes representatives from all local jurisdictions and key stakeholders. The Plan will provide an opportunity for each city to examine YCTA services in their area, providing user feedback that will inform the development and prioritization of future facilities projects. This will be accomplished through open house meetings in each of the county’s jurisdictions and will seek to include various users representing diverse and/or under-served populations such as: individuals experiencing a disability, older adults, special target populations, student groups, health representatives, and limited-English proficiency populations. The goal of the meetings will be to allow the public to inform the development of the plan and the development of future interconnected and multi-modal transportation choices. Meetings will be accessible to all and translation services will be provided. The Master Plan will prioritize best and safest use of lands and resources and ensure that users of all mobility levels are served. Follow-up meetings will occur with key stakeholders during the final stages of the plan as well, to ensure each jurisdiction can establish a pathway to adopt the Master Plan into their respective TSPs.

The proposed Facilities Master Plan will result in a comprehensive guide to transforming the current transit system into one which will support diversity, equity, and inclusion, as well as provide many diverse benefits to, and support the growth of, surrounding communities. The Plan will evaluate and propose integrated guidelines for developing multi-level transit facilities and amenities for local communities that address the TGM objectives of expanding county transportation choices, creating community, and supporting regional and local economic vitality.

TGM Objective #1: Provide Transportation Choices
• Mobility tools and technologies to increase accessibility. The 2018 TDP addresses the need to utilize emerging mobility tools and technologies to help YCTA enhance mobility choices and accessibility for Yamhill County residents, employees, and visitors. The Master Plan will consider the infrastructure needs to enable integration of mobility tools and technologies such as shared mobility services (cars, bikes, scooters, etc.), ride-hailing services such as Uber and Lyft (also known as Transportation Network Companies or TNCs), on-demand dispatch technology to enable transit vehicles to serve requests for pickups in near real-time.

• Connect communities to vital healthcare services. The Master Plan will explore one-way circulation options to improve safety at locations such as Willamette Valley Medical Center, Providence Newberg Medical Center, Virginia Garcia Clinic, as well as other healthcare centers and practitioner locations.

• Connect communities to schools. The Plan will consider improvements at the Chemeketa Community College McMinnville campus, including gate access, and roadway improvements that facilitate service to under-served neighborhoods east of Norton Lane.

TGM Objective #2: Create Communities

• Bus stop improvements. Consideration and planning of improvements to existing public transportation opportunities, including signed and marked community bus stops, bus stop enhancements (shelters, benches, pads), with an emphasis on increased accessibility and mobility.

• Secondary transit hubs. County staff and consultants will work with city officials to develop secondary transit hubs at major stops, that have a higher level of amenities and passenger capacity to support convenient transfers between routes outside of the downtown transit centers.

TGM Objective #3: Support Economic Vitality and Growth

• McMinnville administration, bus maintenance, and storage facility. The Plan will consider strategies and requirements for the development of an administrative, bus maintenance, and storage facility to provide space for future expansion, and flexibility for future service contracting to meet the demands of rapid growth in Yamhill County communities.

• Newberg Downtown Transit Center (On-Street to Off-Street). The City of Newberg is committed to creating a transit center in downtown Newberg, to address the growing demand for transportation services within Yamhill County, and which can connect to neighboring transit systems. The Newberg center will provide visibility for transit and a restroom for drivers and passengers.

• McMinnville Transit Center Expansion. The Plan will create a phased plan to the future expansion of the McMinnville Transit Center, which will provide much-needed capacity for expansion of accessibly and services.

• Support industrial and employment centers. Staff and consultants will work with community partners to develop well-located and accessible transportation opportunities in county industrial and employment centers.

2. Proposed project is timely and urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

• address pressing local transportation and land use issues
• make amendments to local plans or regulations necessitated by changes in federal regulations, 
  state requirements, or regional plans

• make amendments to local plans or regulations necessitated by changes that were not anticipated 
  in previous plans including growth or lack of growth, changes in land use patterns, or changes in 
  available funding

• build on, complement, or take a necessary step toward completing or implementing other high-
priority community initiatives, including supporting a Governor's Regional Solutions team priority

• resolve transportation or land-use-related issues affecting the project readiness of local, regional or 
  state transportation projects for which funding is expected to be obligated within the near future.

2. Proposed project is timely and urgent (up to 25 points)

YCTA is a relatively new system under the jurisdiction of Yamhill County. The previous service that existed 
and was provided by two separate non-profit organizations for a number of years. The County took on the 
role as governing body and hired a service provider (First Transit) in 2012 and recently completed the 
construction of a new transit center in downtown McMinnville. The timing of this request is urgent in that all 
of the necessary resources and support from jurisdictions are in place, and the TDP was completed in late 
2018. The TDP has provided a solid foundation for the transit system, and now is the time to make plans 
for implementing the recommendations made. The transit system needs a comprehensive Facilities Master 
Plan that is focused on county-wide interconnected public transportation and developing a clear path to 
efficient development.

Since taking on the role as governing body for YCTA and public transportation services throughout Yamhill 
County, county leadership recognized the need for a transit vision and a long range, comprehensive transit 
development plan. Now that the TDP has been adopted, there is a definite need for a plan that 
incorporates the plans of the cities, urban growth projections, rural user needs, and an overall vision for 
future of transit in our county. The county now has the appropriate staff and resources in place to 
accomplish a plan of this nature, and the Yamhill County Transit Advisory Committee will oversee all future 
projects and plans.

The transit system has become a crucial part of everyday life for many residents of the county and the shift 
in how people move from A-to-B, relying less on privately-owned vehicles and more on a growing multi-
modal transit system, users can customize their experience to meet their everyday needs. The approval of 
HB2017 established a stable, long-term funding source to assist YCTA grow and expand along with the 
needs to the county. The next step is to work with municipalities, community partners, and stakeholders to 
establish a Facilities Master Plan that will broaden our reach into the communities we serve.

3. Proposed project approach is reasonable (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes 
consideration for adoption. Where substantial coordination with other local, regional, and state planning 
efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

3. Proposed project approach is reasonable (up to 20 points)

Task I: Executive Summary and Recommendations

1.1 Introduction
1.2 Current Facility Challenges
1.3 Current Functional Challenges
4. Proposed project has community support (up to 5 points)

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

4. Proposed project has community support (up to 5 points)
Michael Jaffe, Transportation Planning Director, Mid-Willamette Valley Council of Governments (COG)

Upload letters of support from stakeholders here:
COG Support Letter 2019.pdf

5. Proposed project sponsor readiness and capacity (up to 10 points)

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

5. Proposed project sponsor readiness and capacity (up to 10 points)
Yamhill County is prepared and more capable than ever to execute the creation of a Facilities Master Plan. Cynthia Thompson, BCB LLC Believe Create Build began working with the county in February 2015 and has over 25 years of transit experience across the state of Oregon. She has rectified many issues Yamhill County was facing and has taken the quality of our transit system to the next level. Additionally, with the support of county employees Mike Barnhart, Financial Manager and Carrie Martin, Grants and Special Project Manager, as well as the commitment from various county departments, the county is poised to support the Master Plan from start to finish. Our staff will work directly with a consultant to complete the plan within the TGM timetable.

• Consultant Team – Develop Transit Develop Plan
• YCTA Transit Advisory Committee Serve as technical advisory committee
• Transit Manager- Yamhill County Project Manager for TGM grant project
• Project Consultant – Contract staff to oversee grant project and work with Transit Manager
• Grant Coordinator-Special Projects Manager- Grant Administration, reporting, public outreach
• Finance Manager – Oversight and Review
• Deputy County Administrator- Oversight and Review
• County Planning and IT staff -Support Function (web, surveys, maps, etc.)

Upload supplemental application materials
Project area map (optional):
YCTA Fixed Route and Intercity Services Map.pdf

Title VI: Racial & Ethnic Impact Statement form
Racial-Ethnic-Impact-Statement_06.06.19.pdf Download the Racial & Ethnic Impact Statement here
If you encounter any issues with the submittal process, please contact:

Abigail Erickson
Planning Section Web Coordinator
Abigail.ERICKSON@odot.state.or.us
YAMHILL COUNTY BOARD OF COMMISSIONERS

A G E N D A - ACTION LIST

June 6, 2019 10:00 a.m.  Formal Session  Room 32, Courthouse  535 NE Fifth St.
Call to order; flag salute.

Welcome! Thank you for attending today’s meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any agenda item please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak.

A. PUBLIC COMMENT: This thirty-minute time period is reserved for public comment on any topic other than: 1) agenda items, 2) a quasi-judicial land use matter, or 3) a topic scheduled for public hearing. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person.

B. CONSENT AGENDA:

Contracts & Grants
1. **B.O. 19-169** - Approval to authorize Health & Human Services to submit an application for the Specialty Court Grant, approximately in the amount of $543,000 for the 2019-21 biennium for the Adult Recovery Court, Court Coordinated Services and the Juvenile Drug Court.

2. **B.O. 19-170** - Approval of Amendment #1 to grant #18-258 (B.O. #18-394) between Yamhill County and the Oregon Military Department (OMD)-Oregon Emergency Management (OEM) Homeland Security Grant Program, to extend the use of funds from the FY18 State Homeland Security Grant through September 30, 2020.

3. **B.O. 19-171** - Approval of an agreement between Yamhill County and Chehalem Parks and Recreation District for access to the former Newberg Landfill Property for performance of a Phase One Environmental Site Assessment.

Authority
4. **B.O. 19-172** - Approval of position authority for the transfer of 1.0 FTE Records Clerk (010-043-404.05) to Records Clerk Supervisor at the Sheriff’s Office.

Miscellaneous
5. **B.O. 19-173** - Approval to authorize Health & Human Services to accept the donation of a surplus ambulance from the City of McMinnville.

Committees
6. **B.O. 19-174** - Approval of the following changes to the Yamhill County Transit Advisory Committee, effective July 1, 2019:
b. Appoint Emily Frey, Mark Staples, Chris Mercier and Elise Yarnell, two-year terms to expire June 30, 2021.

c. Appoint Craig Johnson, Nancy Keim and Amanda Rivinius, one-year terms to expire June 30, 2020.

C. OLD BUSINESS: None.

D. OTHER BUSINESS (Add-ons and non-consent items):
1. B.O. 19-175 - Consideration to authorize the submission of a grant application to the ODOT Transportation and Growth Management (TGM) Program in the amount of $200,000 to develop a facilities master plan that will augment chapter seven of the Transportation Development Plan (TDP) and provide a comprehensive guide to meeting mobility, accessibility and connectivity goals county-wide. Requires a 12% in-kind match, due June 6, 2019.

E. PUBLIC HEARINGS: None.

F. ANNOUNCEMENTS:
1. For information on county advisory committee vacancies, please refer to the county’s website, www.co.yamhill.or.us/content/volunteer-opportunities, or call the Board of Commissioners’ office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).

For questions regarding accessibility or to request an accommodation contact the Board of Commissioners’ office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at bocinfo@co.yamhill.or.us
Re: Yamhill County Transit Facilities Master Plan Grant Proposal

Dear Grant Review Committee:

The Yamhill County Transit Area (YCTA) is seeking grant funding through ODOT Transportation Growth Management program to develop a Facilities Master Plan to augment the 2018 Transit Development Plan. This master plan will serve as a comprehensive guide to meeting mobility, accessibility, and connectivity goals countywide.

YCTA currently serves four (4) major transportation corridors in Yamhill County (OR 18, OR 47, OR 99W, and OR 221), while its intercity/commuter routes connect 17 cities and provide connections to key bus and rail transit centers in Portland and Salem. This transit system supports Yamhill County residents, including older adults and people with disabilities, through critical public demand response service, para-transit, and local route service in McMinnville and Newberg.

YCTA provides a valuable service in Yamhill County and the newly adopted Transit Development Plan serves as blueprint for the future. There is the one missing element from the plan, a more comprehensive analysis of Yamhill County Transit’s capital need. Yamhill County covers 718 miles and YCTA only has one transit center in McMinnville and a few bus stops with shelters scattered throughout. There are opportunities for transit hubs at key locations throughout the County. In addition, there is a need for a facility to house administration, operations, and maintenance functions for the transit system.

The Mid-Willamette Valley Council of Governments coordinates regional planning and development activities in our region. Coordination with local jurisdictions and outreach to the public will be an integral part of the Facility Master Plan process. This plan will provide a comprehensive guide and will provide diverse benefits to, and support the growth of surrounding communities. We support this project and encourage ODOT through the TGM program to approve this grant application for $200,000 to develop a facilities master plan for Yamhill County Transit.

Sincerely,

Michael Jaffe
Transportation Planning Director
Mid-Willamette Valley Council of Governments
June 6, 2019

Re: Yamhill County Transit Facilities Master Plan Grant Proposal

Dear Grant Review Committee:

As the Chairman of the Yamhill County Transit Advisory Committee YCTAC and former chairman of the Special Transportation Committee for Yamhill County, I have been involved with Yamhill County Transit Area since its inception.

Yamhill County Transit has grown and is evolving into a mature transit system. The development of the Transit Development Plan was an outstanding process and the YCTAC members are very pleased with the final product. The TDP process not only informed the Project Advisory Committee Members but also the community and was an excellent collaboration process for many leaders, residents, and organizations from the municipalities throughout the County.

The Transit Development Plan was made possible thanks to ODOT and the TGM program. This vital document created a vision and an excellent comprehensive guide for the transit system now and well into the future. The one missing piece is a comprehensive analysis of Yamhill County Transit’s capital needs. If this grant is approved it will provide a strong foundation for Yamhill County Transit. When the operating and capital projects are implemented it will provide numerous benefits including but not limited to expanding transportation choices, creating community, and supporting local and regional economic vitality.

The Yamhill County Transit Advisory Committee supports this application for $200,000 to develop a facilities master plan for Yamhill County Transit.

Sincerely,

[Signature]

Frank Sheridan
Chairman
Yamhill County Transit Advisory Committee
Figure 3-3  YCTA System Map, with McMinnville and Newberg Insets, 2018 Existing
RACIAL AND ETHNIC IMPACT STATEMENT
This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. ☐ The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:
   Indicate all that apply:
   - Women
   - Persons with Disabilities
   - African-Americans
   - Hispanics
   - Asians or Pacific Islanders
   - American Indians
   - Alaskan Natives

2. ☐ The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:
   Indicate all that apply:
   - Women
   - Persons with Disabilities
   - African-Americans
   - Hispanics
   - Asians or Pacific Islanders
   - American Indians
   - Alaskan Natives

3. ☑ The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

☐ By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge.

Dated: 6-6-19

Printed Name: Ken Huffer
Title: County Administrator
Agency Name: Yamhill County - Yamhill County Trans

1 "Minority person" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.