



TO: Yamhill County Board of Commissioners

FROM: Cynthia Thompson, Transit Manager

Cc: Ken Huffer, Kevin Perkins, Christian Boenisch, Bailey Barnhart,
Carolina Rook, Jessica Andre
Tonya Manley

DATE: June 20, 2025

Re: Board of Commissioners Action Items
Grant application 5339 (b) Discretionary Funds

**Action Items for
Yamhill County Board of Commissioners
June 26, 2025**

Project Description:

Approve the submittal of one grant application for Federal Transit Administration federal funds **5339 (b) Bus and Bus Facilities** capital discretionary funds. This application is to replace six (6) buses, two category A buses and four mid-size cutaway buses. Total project cost for vehicles is \$2,260,000.00 including a 15% match. The application also includes minimum federal funds request of \$1,140,000.00 should the full amount not be available. (Minimum request changes it to one (1) Cat A and two (2) mid-size buses)

Board Action:

Board of Commissioners approve the submittal of one (1) 5339 (b) grant application to ODOT/FTA for six (6) replacement buses with estimated delivery in 2028/29. The grant application total request is \$2,260,000.00 including a 15% match rate.

Background Info:

Vehicle Replacement Project:

YCT submitted one grant application through ODOT's OPTIS system on June 23, 2025. YCT manager was not able to schedule this BOC action prior to June 23, 2025, application deadline due to a short timeline and no BOC meeting last week.

YCT staff recommends approval by the BOC for submittal of this grant to replace buses and to maintain current service levels while improving customer experience and maintaining a fleet in a state of good repair.



Yamhill County Transit's top priority is to ensure the fleet is in a state of good repair going from over 65 % of the fleet far beyond useful life to 16% in just a few years. It is critical that YCT continue to replace aging vehicles beyond their useful life. YCT travels over 750,000 revenue miles per year, this is the equivalent of traveling around the world as the crow flies, thirty (30) times every single year.

The grant application requests funds to replace two (2) Category A 30-foot low floor ramp access buses and replaces one (1) 12 passenger low floor cutaway bus, and two (2) 22 passenger low floor cutaway style buses.

YCT Transit Manager recognizes the Boards concern regarding limited match dollars and local funds and the need for the County share to be reduced or at least not increased. The match dollars for this project are included in the STIF plan and will be paid for with STIF funds.

Transit Manager Comment

I urge you to never stop applying for capital funds for the fleet whenever possible to keep the fleet in a state of good repair. It can be deceiving when you look at the fleet and it looks good, and it seems we are constantly applying for capital/bus grants. Yet, the turnaround time from grant application to delivery of a bus is 3 to 5 years. During my career which turned out to be assisting smaller agencies when they were in trouble. Nine times out of ten, the issue when I arrived was a fleet in bad shape, they had not kept up on replacing vehicles. One Commissioner may recall when I arrived in 2015 the YCT fleet was in very bad shape, and we had to purchase four buses with County funds from across the country to maintain service. A solid fleet is the foundation of the system. There can be debate on which buses to purchase yet there are limited choices today and most of the cost for any vehicle no matter the size is the daily operating costs, the labor cost of the drivers and mechanics etc. The larger buses cost more initially to purchase yet they are built better and last much longer and offer a better experience for the customer. Over the life cycle of a category A bus versus a category C, D, E (mid-size) bus, the total cost balances out when comparing capital and operating costs.

Project Benefits: Excerpt from pre-application submitted to ODOT.

"A bus system with rolling stock in a state of good repair benefits the community and Oregon businesses. The benefits are numerous including but not limited to; a more efficient transportation system, improved access for people with disabilities and improved mobility for families with young children to name a few. YCT's Transit Development Plan established a standard for low floor ramp access buses to ensure equitable services for all users young and old. It is important to provide a service and use equipment that is inviting and easy to access for people of all ages and abilities. This project will provide replacement vehicles for buses beyond their useful life. All buses include state of the art smart bus technology, air conditioning, bike racks, etc. The category A buses will include the automated wheelchair securement system,



then riders who use wheelchairs are independent and can board and secure their chairs without help from the driver. Honoring their dignity, self-reliance, and independence. Community bus systems like YCT provide fifty (50) living wage jobs enabling the workers to live, work, and shop in Yamhill County which benefits small and large retailers and the overall economy of the area".

Below are the details of the grant funding 5339 Bus and Bus Facilities Program.

Funding

Funding is provided by FTA's 5339 Bus and Bus Facilities Program which is distributed to states in an amount set by Congress. Distribution to local agencies is done through an ODOT discretionary selection process.

Match Requirements

Vehicles: local share 15 percent, federal share 85 percent

Vehicle-related equipment and facilities that comply with Clean Air Act or Americans with Disabilities Act: local share 10%, federal share 90%

Bicycle facilities: local share 10%, federal share 90%

All others: local share 20 percent, federal share 80 percent

Eligible Recipients

Eligible recipients are general public service providers who operate in small urban and rural communities with a population of 199,999 or less.

Eligible Projects

Eligible projects for the 2024 solicitation include replacing, rebuilding, or purchasing buses and related equipment as well as construction of bus-related facilities. For vehicle replacement or right-sizing, the vehicle to be replaced or right-sized must meet or exceed the age or mileage standard for the vehicle type at the time of procurement. Eligible projects include:

- ✓ Acquisition of buses for fleet and service expansion
- ✓ Bus maintenance and administrative facilities
- ✓ Transfer facilities
- ✓ Bus malls
- ✓ Transportation centers
- ✓ Intermodal terminals
- ✓ Park-and-ride stations
- ✓ Acquisition of replacement vehicles
- ✓ Bus rebuilds
- ✓ Passenger amenities such as passenger shelters and bus stop signs
- ✓ Accessory and miscellaneous equipment such as: mobile radio units, supervisory vehicles, fare boxes, computers, and shop and garage equipment
- ✓ Clean fuels projects
- ✓ Introduction of new technology: transit-related technology, such as innovative and improved products that provide benefits to transit, including Intelligent Transportation Systems (ITS)
- ✓ Bicycle facilities
- ✓ Joint development improvements



Pending FTA approval, the grant period will be October 1, 2024 - September 30, 2028.

Staff strongly recommends Board approval of the submittal of this grant application to the Oregon Department of Transportation on June 23, 2025, for capital funds totaling \$2,260,000. Including a 15% match.

If the Board has concerns and needs more time to consider, there is a second opportunity for a decision not to pursue the grant after project selection in September 2025. Therefore, staff recommends **approval of the submittal of the grant application**. There is significant competition across the country so YCT may **not** be selected as a grantee. Yet, YCT Manager strongly recommends pursuing this and future capital grant opportunities whenever possible.

Approved by the Yamhill County Board of
Commissioners on 06/26/2025
via Board Order 25-188

Pre-Application for 5339 (b) and 5339 (c) Federal Grant Opportunities

Do you have existing agreements with ODOT?

Yes

Which grants do you intend to apply for?

- 5339(b) Bus and Bus Facilities Discretionary Program
- 5339(c) Low or No Emission Grant Program

Agency Name

Yamhill County Transit Area

Contact Name

Cynthia Thompson

Contact Email

thompsonc@yamhillcounty.gov

Contact Phone

(503) 474-4910

Project Type

- Bus Replacement
- Bus Rehabilitation
- Bus Expansion
- Bus Facility Replacement
- Bus Facility Rehabilitation
- Bus Facility Expansion or New Facility
- Battery Electric Chargers
- Bus Equipment
- Other

Number of buses to be replaced

6

Propulsion Type (note: for facility projects, please select the predominant propulsion type used at the facility)

- Battery Electric*
- CNG
- Diesel
- Diesel-Electric hybrid
- Gasoline
- Hydrogen fuel cell*
- Other

*Battery electric vehicles, hydrogen fuel cell vehicles, or facility projects for those types of vehicles are considered zero-emission projects; the applicant must address whether it is using 5% of the requested zero-emission Federal funding for workforce development in the Project Budget section and include a Zero-Emission Fleet Transition Plan.

5339(b) Project Details

Please describe the project

Yamhill County Transit will replace the oldest buses in YCT's active fleet and purchase four (4) mid-size ramp access 12 to 21 passenger buses and two (2) 29' Cat A buses with low floor ramp access to improve and continue to provide services older adults and people with disabilities.

What are the deliverables of the project?

Two (2) 29' Category A ramp access buses and four (4) low floor mid-size 12 to 22 passenger mid-size cutaway buses

What are the anticipated benefits of the project?

Maintaining a quality fleet in a state of good repair is Yamhill County Transit's primary goal outlined in the Asset Management Plan. YCT travels over 750,000 miles every year or the equivalent of traveling around the world thirty (30) times. YCT is pursuing a plan for low emission vehicles but due to the lack of a facility owned by the County and limited fueling options purchasing low-no or zero emission vehicles is not feasible during this grant cycle.

A bus system with rolling stock in a state of good repair benefits the community and Oregon businesses. The benefits are numerous including but not limited to; a more efficient transportation system, improved access for people with disabilities and improved mobility for families with young children to name a few. YCT's Transit Development Plan established a standard for low floor ramp access buses to ensure equitable services for all users young and old. It is important to provide a service and use equipment that is inviting and easy to access for people of all ages and abilities. This project will provide replacement vehicles for buses beyond their useful life. All buses include state of the art smart bus technology, air conditioning, bike racks, etc. The category A buses will include the automated wheelchair securement system, then riders who use wheelchairs are independent and can board and secure their chairs without help from the driver. Honoring their dignity, self-reliance, and independence. Community bus systems like YCT provide fifty (50) living wage jobs enabling the workers to live, work, and shop in Yamhill County which benefits small and large retailers and the overall economy of the area.

Does the 5339(b) project budget include funding for workforce development activities or training at the National Transit Institute (NTI)?

Yes No

Note: if selecting "yes", please ensure a unique line item is listed in the project budget above for this activity.

What specific communities and populations do you anticipate will benefit from the project?

Yamhill County has a high percentage (36%) of low-income population (or households) within 200% of the poverty threshold. In the service area 14% are in poverty and 15% live with a disability and 15% are over 65. YCT services provide access to these populations and others increasing access to jobs, and vital life sustaining services. Most riders and potential riders are families with young children, older adults, people with disabilities and low-income residents and visitors. YCT serves city centers and the retail centers for the following cities and transit hubs, McMinnville, Newberg, Lafayette, Dundee, Dayton, Sherwood, Amity, Carlton, Cove Orchard, Gaston, Forest Grove, Sheridan, Willamina, and Grand Ronde. TriMet Tigard Transit Center and Westside Express Service (WES) commuter rail station and park and ride, Hillsboro Transit Center and MAX station, and Cherriots, West Salem, Glen Creek Transit Center.

Does this project create a new program or service?

Yes No

How will this project change the current or future scope of your current federal grant funded projects or programs, such as programs or projects funded by 5304, 5311, 5310, or 5339 funds?

It will ensure the grants YCT already has in place will be successful by providing a quality fleet of vehicles for the services.

5339(b) Cost Sharing:

In general, the maximum Federal share is 80%, with a 20% state or local. There are two exceptions:

- The Federal Share is 85% with a 15% state or local match for transit buses that are compliant with the Clean Air Act or are accessible to people with disabilities. All low- and no-emission buses are Clean Air Act compliant.
- The Federal Share is 90% with a 10% state or local match for bus-related equipment and components of facilities related to low- or zero-emission buses or are to make the facility accessible to people with disabilities. Applicants must itemize the cost of specific, discrete, equipment or facility components that perform these functions to be eligible for this higher Federal share.

Each item in a project may have a different Federal Share. Please specify Federal Share in the section below for each item.

5339(b) Project Budget

Item Description	QTY	Item Cost	Federal Share Percent	State or Local Match Amount	5339(b) Federal Share (Grant Amount)	Total Cost
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29' Category A buses	2	\$750,000.00	85%	\$225,000.00	\$1,275,000.00	\$1,500,000.00
12 passenger cutaway bus	1	\$175,000.00	85%	\$26,250.00	\$148,750.00	\$175,000.00
22 passenger cutaway bus	3	\$195,000.00	85%	\$87,750.00	\$497,250.00	\$585,000.00

Total Project Cost:
\$2,260,000.00

Local or State Match

The Local or State Match rate for each project item will depend on the Federal Share identified in the previous section. The Local or State Match will be either 20%, 15%, or 10%. Please identify the total match funds available for your project. This amount must be at minimum the required match amount to fully fund the project. For more information about eligible sources of local match please review the [FTA Circular 9050.1A](#) (urban applicants) and [FTA Circular 9040.1H](#) (rural applicants).

5339(b) Total Match Funds Available

\$339,100.00

5339(b) Match Source(s)

Local

State

5339(b) Description of Match Funds

Local contributions from cities, county general fund, and State Transportation Improvement Fund (STIF).

Is project scope scalable?

Yes No

If Yes, specify minimum Federal funds necessary

\$1,140,000.00

Provide explanation of scalability with specific references to the budget line items above:

Reduce Category A bus from two (2) to one (1) = \$750,000.
Reduce Mid-size buses from four (4) to two (2) = \$390,000.
Total: \$1,140,000.