ACCESSIBLE TRANSPORTATION COMMITTEE

DISCRETIONARY GRANT SUBCOMMITTEE MEETING

Tuesday, November 22, 2016

10:30 a.m. – 12 Noon

NEXT STOP CENTER
Eugene Station
1099 Olive Street, Eugene

AGENDA

I. CALL TO ORDER – Chair Baron

ROLL CALL:

❒ Peter Baron (Chair) ❒ Bill Morganti ❒ April Wick

❒ Stefan Kwiatkowski ❒ Ellen Courier ❒ Josh Haring

II. ANNOUNCEMENTS AND AGENDA REVIEW

III. PROGRAM OVERVIEW

- *The Discretionary Grant Subcommittee will discuss the overall process, charge, and expectations of which it has been tasked from the Accessible Transportation Committee.*

  Attachments: 1) Section 5310 Application Instructions
                  2) Special Transportation Fund (STF) Instructions
                  2) Section 5311 Application Instructions
                  3) Transit Network and Intercity Instructions

  The link to ODOT's Application web page is found here:

IV. NEXT MEETING

V. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairment.

Oregon Department of Transportation

Rail and Public Transit Division

Federal §5310 Program

Enhanced Mobility of Seniors and Individuals with Disabilities

2017-19 GRANT APPLICATION
INSTRUCTIONS

2017-19 Biennium

July 1, 2017 - June 30, 2018

July 1, 2018 - June 30, 2019

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. Please see References list at the end of this document for more information.

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

General Information

Fund Source

The Federal Transit Administration (FTA) allocates funds to Oregon for the Enhanced Mobility of Seniors and Individuals with Disabilities (§5310) program.

Program Goal

The goal of the program is to improve mobility throughout the country by removing barriers to transportation services and expanding the transportation options available for transit-dependent populations*.*

Eligible Transit Agencies

Eligible transit agencies are counties, mass transit districts, transportation districts, transportation service districts, Indian tribal governments, cities, councils of government, and private non-profit organizations. The funds may be used in all areas of the state - urban, small urban, and rural.

Eligible Activities

Eligible grant activities include capital purchases such as vehicles, passenger shelters, and equipment that support transportation to meet the special needs of seniors and individuals with disabilities. The program also funds operational and administrative projects such as contracted service, vehicle and facility preventive maintenance, and the development of new systems for improving access to transportation (e.g., travel training, marketing, centralized call centers), provided the projects are designed to meet the special needs of the target population.

Funding

The ODOT Rail and Public Transit Division (RPTD) established the §5310 program as a base source of ongoing funding to support coordinated transportation plans and to assist communities to provide mobility choices for seniors and individuals with disabilities.

Formula

RPTD, with advice from stakeholders, distributes funds using a population-based formula: 50 percent by the STF Agency's area population in proportion to the state population, and 50 percent by the area's proportionate ratio of seniors.

Match Rate

89.73% federal / 10.27% local match

Special Note for Non-profit Agencies

If your transit agency is a private non-profit organization that has not applied for a recent RPTD grant, please provide the following information to your STF Agency (see References list at the end of this document for more information):

- Articles of Incorporation

- Adopted Corporate Bylaws

- 501(c)3 non-profit approval letter from the Internal Revenue Service

- A description of transportation services and other grants received by your agency

Private non-profit agencies (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division (http://www.filinginoregon.com/business/index.htm) to do business in Oregon.

Application Information

STF Agency Responsibility

The application process must be coordinated through the STF Agency. **RPTD will only accept applications submitted by STF Agencies.**

If a transit agency or contractor will deliver the transit project, that transit agency or contractor must submit a completed application to the STF Agency. The STF Agency will then review, select, and prioritize completed applications and electronically submit all approved applications to RPTD.

With the application, the STF Agency must include a consolidated list of applications listing all recommended projects in order of priority. See References list at the end of this document for more information.

Application Format and Use

The §5310 application is a fillable form that requires Adobe Reader Version 10 (or above). Download Adobe Reader for free at: http://get.adobe.com/reader/.

Before entering any information, save the application to your computer. Open the file with the Adobe Reader program. Submit the form electronically when complete. **Do not print and scan the form.** If you have technical problems with the form, please call our main line at 503-986-3300 and we will help you. For answers to programmatic or process-specific questions, contact your Regional Transit Coordinator (RTC).

Many instructions for completing the §5310 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.

- Some "Yes" or "No" questions, when checked, generate secondary questions based on your answer. It is very important to answer all the questions.

- Add or delete table rows by using the +/- buttons on the right side of the columns.

Accessing the Application

To download the Section 5310 Funding Application, go to the "What's New" section of the RPTD website at https://www.oregon.gov/ODOT/PT/Pages/news.aspx.

ATC Discretionary Grant Subcommittee Meeting
November 22, 2016 Page 4 of 47

Right-click the application link and select *Save*. Save a copy of the application to your computer. Open the file using the Adobe Reader program before you begin entering information.

Submitting the Application

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

If your agency **is the STF** agency, submit the application to RPTD by using the **"Submit by Email"** button at the end of the application. The form may try to help you send the email. Please read the notifications and select only the options that apply to you.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your "sent" folder.

After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". If you do not receive this response, please contact Liz Rickles 503-986-3394 as soon as possible.

Send the consolidated list of applications and any attachments (such as DCE Worksheets and Preventive Maintenance Plans) in a separate email to PTDApplications@odot.state.or.us clearly marked with the same applicant name you used on the application.

If your agency **is not the STF** Agency, save and submit the application to your STF Agency, attaching any required documents (such as DCE Worksheets and Preventive Maintenance Plans) in an email to your STF Agency.

Submitting the application serves as your electronic "signature" certifying that the application is complete to the best of your ability.

Application Deadline

STF Agencies must apply by **February 17, 2017.**

Application Instructions

Be sure to answer each question on the application. Some fields auto-calculate based on what is entered in a previous field, and some fields present additional text boxes based on "Yes" or "No" answers.

Applicant Information

- Check "Yes" or "No" to the statement: "I am the Special Transportation Fund Agency".

- In each field, enter (or select from the drop down menu if available) all of the requested information.

  NOTES: 1) For the urbanized zone field, if your agency is outside of the listed areas, choose "Oregon" 2) The *application contact* is the person RPTD will contact with any questions about your application. The *contract signatory* is the person who has authority to sign the grant agreement.

- Select a check box for each transportation service type which will be supported with the §5310 grant. Contact your RTC for more information on service types.

Project Selection

Select all project types for which you are applying. The form will create a customized application for your agency based on your selections A – I. At any time you can return to the Project Selection area and select or deselect a project type.

Section A: Purchased Service Project

1. **Project Title:** Enter a descriptive title for the project such as "Provide Dial-a-ride service to Anytown, Oregon".

2. **Project Service Description:** Briefly describe how this purchased service project will support the §5310 program goals.

3. **Estimated number of unduplicated individuals:** Enter the estimated number of distinct individuals the project will serve during the two-year grant period.

4. **Estimated number of one-way rides:** Enter the estimated number of total one-way rides (for all customers) that the project will provide during the two-year grant period.

5. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

6. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

7. **Project Cost and Match:** Enter the Total Project Cost. The chart will auto-calculate Match and Grant Amounts.

8. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, or agency funds. *Farebox proceeds cannot be used as match for federal grants.*

9. **Grouped Activities or Projects:** If a project is dependent on another project, for instance, it is a new transit service requiring new operating funds, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

10. **Existing Transit Contract:** Select "Yes" or "No". If Yes, enter the name of the transit agency contracted with. If this contract is with a service provider not previously identified in a RPTD grant, please enter the contactor name and email a copy of the contract to PTDApplications@odot.state.or.us.

Section B: Mobility Management Project

This project category includes administrative and operating start-up costs. Capital purchases are not eligible. If also requesting capital assets, describe the link to this Mobility Management project in your narrative in the capital section.

1. **Project Title:** Enter a descriptive title for the project in the Project Title box, such as "Provide travel training sessions and outreach activities in the local area."

2. **Project Description:** Briefly describe the service or operation that this mobility management project will support and how it will support the §5310 program goals.

3. **Project Performance Goals:** Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure that planned output or performance. Identify service numbers for the two fiscal years separately (Example: "FY 2017 = 100 customers trained; FY 2018 = 250 customers trained.")

4. **Project Type:** Select the category that best describes your project type. If multiple categories apply, select the one that is most predominant for your project. If you don't see a type that fits your project, select "Other" and then type over the text with a description.

5. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

6. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

7. **Project Cost and Match:** Enter the Total Project Cost. The chart will auto-calculate Match and Grant Amounts.

8. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, or agency funds. *Farebox proceeds cannot be used as match for federal grants.*

Section C: Replacement Vehicle Project

1. **Vehicles to Be Replaced**: Complete the table for each vehicle to be replaced. Each vehicle you enter must meet or exceed the age and/or mileage useful life standards for its category.
   - Enter Year, Make (manufacturer), and Model of each vehicle being replaced
   - Select a category from A to E-7 using the drop-down menu (For descriptions, see https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf.)
   - Enter Vehicle Identification Number
   - Enter Total Number of Seats including ADA seats
   - Enter number of ADA Stations
   - Enter Current Mileage and the Date Recorded
     NOTE: The date box will allow only one date since mileage for all vehicles being replaced must be taken on the same date.
   - Select Disposal Type (method) from the drop-down menu. Indicate if the vehicle is to be (S) Sold, (TR) Transferred, or used as a (BU) Backup.
   - If you have more than one vehicle request, select "+" to add another row to the table. If you make a mistake, select "-" to remove that row.

2. **Condition of Vehicle(s):** Enter the VIN and condition for each vehicle - Adequate, Marginal, or Poor. Explain the reason for a marginal or poor determination (e.g., maintenance history, unexpected repairs, etc.). If you have selected a condition of adequate, please provide the replacement justification. Keep explanations simple. Example: VIN ### Poor – 5 years over useful life.

3. **Will you use the ODOT/DAS state price agreement contract?:** Select "Yes" or "No".

   NOTE: Purchase of vehicles via the State Department of Administrative Services vehicle price agreement contract is required unless approval is obtained from RPTD prior to procurement. RPTD price agreements are available for all five categories of public transit vehicles. Please see Vehicle Useful Life – ADA Contract Crosswalk on the RPTD website https://www.oregon.gov/ODOT/PT/resources/guidance-library/ADABusCrosswalk.pdf for more information.

   If you select No, please state the reason your agency must conduct its own procurement.

4. **Vehicles to be purchased:** Complete the chart for each vehicle to be purchased. These vehicles should correspond in number and category to the vehicles listed for replacement. If not a like-for-like replacement project, complete the Expansion Vehicles / Right-sizing Vehicles Section D instead.

   NOTE: Non ADA-accessible vehicle projects (not equipped with wheelchair lifts, on-board wheelchair securement, etc.) require a Certificate of Equivalent Service per federal regulations, 49 CFR 37. This form is included in the Appendices and **must** be submitted with your application if you are purchasing a non-ADA accessible vehicle.

   - Select a category from A to E-7 using the drop-down menu (For descriptions, see

https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf.)

- Enter the quantity of each vehicle type to be acquired
- Enter the full cost of each vehicle with options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed. Annual vehicle price adjustments are allowed for new model year vehicles.
- The Total dollar value for each vehicle category will calculate automatically
- Enter Number of Regular Seats (not including ADA stations)
- Enter number of ADA Stations
- Enter total seating capacity (Regular seats + ADA stations)
- Select fuel type from the drop-down menu: G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel. If you use "Other", describe it in the box provided.
- Enter estimated order and delivery dates. Check with your vendor for a typical delivery schedule if needed.

5. **Project cost and match:** This information is auto-calculated.

6. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, or agency funds. *Farebox proceeds cannot be used as match for federal grants.*

7. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

8. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

9. **Describe how vehicle(s) will be used for seniors and individuals with disabilities:** Describe whether the service is paratransit, dial-a-ride, general public demand response, deviated fixed route, etc. If you have more than one service type with multiple vehicles, identify how many will be used for what service, such as "2 buses for paratransit, 3 vans for dial-a-ride".

10. **Grouped Activities or Projects:** If a project is dependent on another project, for instance, it is a new transit service requiring new operating funds, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

Section D: Service Expansion and Right-Sizing Vehicle Project

1. **Vehicles to Be Purchased:** Complete the table for each vehicle to be purchased. If you are replacing vehicles on a like-for-like basis, this is not an expansion project. Please complete the Replacement Vehicle Project Section C instead.

   Include graphics and equipment required to put the vehicle into service. Work with vendor representatives for cost estimates and be sure to include all options in the requested vehicle

cost. Annual vehicle price adjustments are allowed for new model year vehicles; work with the vendors to accurately estimate vehicle costs.

NOTE: Non ADA-accessible vehicle projects (not equipped with wheelchair lifts, on-board wheelchair securement, etc.) require a Certificate of Equivalent Service per state procurement regulations. This form is included in the Appendices and **must** be submitted with your application.

- Select a category from A to E-7 using the drop-down menu (For descriptions, see https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf.)
- Enter quantity of vehicles to be purchased
- Enter full cost of each vehicle with options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed. Annual vehicle price adjustments are allowed for new model year vehicles.
- The Total dollar value for each vehicle category will calculate automatically
- Enter Number of Regular Seats (not including ADA stations)
- Enter number of ADA Stations
- Enter total seating capacity (Regular seats + ADA stations)
- Select fuel type from the drop-down menu: G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel. If you use "Other", describe it in the box provided.
- Enter estimated order and delivery dates. Check with your vendor for a typical delivery schedule if needed.

2. **Project cost and match:** This information is auto-calculated.

3. **Will you use the ODOT/DAS state price agreement contract?: Select "Yes" or "No".**

   NOTE: Purchase of vehicles via the State Department of Administrative Services vehicle price agreement contract is required unless approval is obtained from RPTD prior to procurement. RPTD price agreements are available for all five categories of public transit vehicles. Please see Vehicle Useful Life – ADA Contract Crosswalk on the RPTD website https://www.oregon.gov/ODOT/PT/resources/guidance-library/ADABusCrosswalk.pdf for more information.

   If you select "No", please state the reason your agency must conduct its own procurement.

4. **Source of Match Funds:** Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. *Farebox proceeds cannot be used as match for federal grants.*

5. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

6. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

7. **Describe how vehicle(s) will be used for seniors and individuals with disabilities:** Describe whether the service is paratransit, dial-a-ride, general public demand response, deviated fixed route, etc. If you have more than one service type with multiple vehicles, identify how many

will be used for what service, such as "2 buses for paratransit, 3 vans for dial-a-ride".

For a vehicle service expansion project, describe the expanded service, the gap(s) in current service that will be addressed by the project, and how the new vehicle(s) will address the service need.

For a vehicle right-sizing project, describe changes in use from the purpose of the vehicles being replaced. (Ridership increases could justify purchasing slightly larger vehicles; or several smaller vehicles could replace a large bus.)

8. **Grouped Activities or Projects:** If a project is dependent on another project, for instance it is a bus washing station dependent on a facility, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

Section E: Capitalized Vehicle Preventive Maintenance Project

1. **Describe how this project coordinates with other services:** Describe how the requested preventive maintenance supports your agency's transit service. (Examples: Dial-a-ride service is part of a coordinated system, this is the only transit service provided in the County, or this service brings riders to the city where connections are made to another service.)

2. **Vehicle Preventive Maintenance Plan submitted? Select "Yes" or "No".** If you answer "No", explain how and when it will be provided.

   NOTE: Agencies applying for capitalized preventive maintenance must submit a Vehicle Preventive Maintenance Plan to RPTD prior to grant execution, however, the plan is not required for RPTD to consider your application. (For more information go to http://www.oregon.gov/ODOT/PT, click on Provider Handbook under Quick Links, and click the "Asset Maintenance" tab.)

3. **Number of vehicles:** Enter size of fleet included in this project. For some agencies, such as those providing general public dial-a-ride service or deviated fixed route, this will be the entire fleet. For others, such as those with fixed route, it will be only vehicles providing paratransit or dial-a-ride service to the targeted population.

4. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

5. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

6. **Project cost and match:** Enter Total Project Cost. Match and grant amount will auto-calculate.

7. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. *Farebox proceeds cannot be used as match for federal grants.*

8. **Grouped Activities or Projects:** If a project is dependent on another project, for instance it is a bus washing station dependent on a facility, select "Yes" and provide details in the box

provided. Select "No" if this does not apply to the project.

Section F: Equipment Project

Capital equipment must have a value of $5,000 or more. If an item alone does not meet this threshold, but can be combined with other related equipment, it may be considered capital equipment. For example, desktop computers, a server, and a printer do not typically cost $5,000 each, but they can be grouped as a computer system which would qualify as capital equipment.

1. **Description:** Explain why this equipment is needed and how it will support the §5310 program goals. Briefly note what gaps in current services the equipment project will address.

2. **Equipment Requested:** Complete the table for all equipment to be purchased.

   Enter equipment for linked projects on one line. For example, one line item may be computer equipment and software related to a shared call center, while another set of computer equipment and software may be requested for dial-a-ride service dispatch service. Use a separate line for equipment for different projects. Use question 7. (related to grouped activities) to identify links between activities/projects and equipment requested.

   Work with vendor representatives for cost estimates and be sure to include all optional items in the requested equipment cost. Annual price adjustments are common and will be allowed.

   - Enter a description of the equipment. (Examples are noted on the application.)
   - Enter quantity of items to be acquired
   - Enter full cost of each item, including all options
   - The Total dollar value will calculate automatically
   - Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order equipment.

3. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

4. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

5. **Project cost and match:** This information is auto-calculated.

6. *Matching Funds Source:* Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. *Farebox proceeds cannot be used as match for federal grants.*

7. **Grouped Activities or Projects:** If a project is dependent on another project, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

Section G: Signs and Other Amenities Project

Capital signs and amenities must have a value of $5,000 or more. Group similar items into one line or activity. For instance, ten route signs would be one line item; three bike racks, a second line item. You may choose to have the sign manufacturer or supplier do the installation, or have

installation done by another contractor.

1. **Description:** Briefly describe why this project is needed and how the requested signs and amenities will support the §5310 program goals. Briefly note what gaps in current services the signs project will address.

2. **Signs and/or Amenities Requested:**

   - Enter a description of the sign or amenity. (Examples are noted on the application.)
   - Enter quantity of items to be acquired
   - Enter full cost of the item
   - The Total dollar value will calculate automatically
   - Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order items.

3. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

4. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

5. **Project cost and match:** This information is auto-calculated.

6. *Matching Funds Source:* Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. *Farebox proceeds cannot be used as match for federal grants.*

7. **Grouped Activities or Projects:** If a project is dependent on another project, such as a route extension project, select "Yes" and provide information regarding the linked project(s). If signs or amenities support multiple projects, describe each line item and the associated linked project. Select "No" if this does not apply to the project.

8. **Documented Categorical Exclusion (DCE) Worksheet:** Select "Yes" or "No" if you will be submitting a DCE Worksheet. If "Yes", attach and email a copy, including any site map(s), to your local STF agency or to RPTD if you are the STF Agency.

   DCE Worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical and cultural areas.

   The DCE Worksheet is located online on the "Other Asset Procurement" tab of the Guidance Library section of the Public Transit website, or at this link:
   https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

Section H: Passenger Shelter Project

Check all applicable local street and building codes, and obtain permission from the governing jurisdictions before proceeding with any shelter project.

1. **Description:** Explain why the passenger shelters are needed and how they will support the §5310 program goals. Briefly note what gaps in current services the shelter project will address.

2. **Passenger Shelters requested:** Only one line of data is required unless differing types of

shelters with different pricing are being requested, or if the shelter project will include amenities. Installation may be a separate line item, or installation may be quoted in the price of the item. (You may choose to have the sign manufacturer or supplier do the installation, or have installation done by another contractor.)

- Enter a description of the shelter
- Enter quantity of shelters to be acquired
- Enter full cost of the shelter
- The Total dollar value will calculate automatically
- Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order items.

3. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

4. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

5. **Project cost and match:** This information is auto-calculated.

6. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. Farebox proceeds cannot be used as match for federal grants.

7. **Grouped Activities or Projects:** If a project is dependent on another project, such as a route extension project, select "Yes" and provide information regarding the linked project(s). If signs or amenities support multiple projects, describe each line item and the associated linked project. Select "No" if this does not apply to the project.

8. **Documented Categorical Exclusion (DCE) Worksheet:** Select "Yes" or "No" if you will be submitting a DCE Worksheet. If "Yes", attach and email a copy, including any site map(s), to your local STF agency or to RPTD if you are the STF Agency.

    DCE Worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical and cultural areas.

    The DCE Worksheet is located online on the "Other Asset Procurement" tab of the Guidance Library section of the Public Transit website, or at this link:
    https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

Section I: Facilities Project (Transit centers, bus barns, maintenance facilities, infrastructure improvements and transit administration buildings.)

Please contact your RTC <u>before you apply</u> if you are considering a large-scale, multi-phase project that will require funding beyond the biennium for which you are applying.

1. **Project Title:** Provide the title of your project

2. **Description:** Explain why this project is needed and how it will support the §5310 program goals. Briefly note what gaps in current access to service the project will be addressing.

3. **Facility Project requested:** Describe major activities or subcategories.

- Enter a description of each major activity or subcategory. (Examples are note on the application.) If the RPTD-grant funded portion of the entire facility project is construction only, simply enter "Facility Construction". If you are including planning, engineering, etc., subcategories are required
- Enter the quantity to be acquired for each activity
- Enter the cost associated with each activity
- The Total dollar value will calculate automatically
- Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order items. If you are entering more than one activity, click "Add Record" to add another row to the table.

4. **Adopted Coordinated Plan page:** Enter the page number where the project or service is identified in your plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

5. **Coordinated Plan Adoption Date:** Enter the date the plan was adopted by the lead agency.

6. **Project cost and match:** This information is auto-calculated.

7. **Matching Funds Source:** Enter the source of local match contributions for this project such as STF funds, program revenue, agency funds. Farebox proceeds cannot be used as match for federal grants.

8. **Grouped Activities or Projects:** If a project is dependent on another project, such as a route extension project, select "Yes" and provide information regarding the linked project(s). If signs or amenities support multiple projects, describe each line item and the associated linked project. Select "No" if this does not apply to the project.

9. **Documented Categorical Exclusion (DCE) Worksheet:** Select "Yes" or "No" if you will be submitting a DCE Worksheet. If "Yes", attach and email a copy, including any site map(s), to your local STF agency or to RPTD if you are the STF Agency.

   DCE Worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical and cultural areas.

   The DCE Worksheet is located online on the "Other Asset Procurement" tab of the Guidance Library section of the Public Transit website, or at this link: https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

   Major capital projects are often not eligible for a documented exclusion. Consultation with local planning and environmental officials is mandatory for planning these types of projects. Detailed site maps and building plans should be provided along with the DCE worksheet.

10. **Project Facts:** Discuss the proposed facility project with your RTC before completing this section of the application. This will provide clarity for both you and RPTD, and make it more likely that the application process will go smoothly. Answer all questions and enter all required information in this section. Descriptions should be brief, but complete.

Application Submittal

When your application is complete, save a copy for your records using the SAVE button and then,

If your agency is not the STF Agency, save the form and attach and email it, along with any other documents as stipulated by your local STF Agency, to your STF Agency.

If your agency is the STF Agency, select the Submit by Email button. The form may try to help you send the email. Read the notifications and select the options that apply to you.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your "sent" folder.

After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". If you do not receive this response, please contact Liz Rickles at 503-986-3394 or Elisabeth.m.Rickles@odot.state.or.us as soon as possible.

If you wish to submit attachments supplemental to your application, send them in a separate email to PTDApplications@odot.state.or.us.

REFERENCES

Application-related documents

- Allocations/Awards (2017-19 Advance Grant Programs Notice)
  - https://www.oregon.gov/ODOT/PT/NEWS/2017-19AdvanceGrantNotice.pdf
- Vehicle Useful Life – ORPIN Contract Crosswalk
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/ADABusCrosswalk.pdf
- Oregon Vehicle Description and Useful Life Standards
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf
- STF Agency List
  - https://www.oregon.gov/ODOT/PT/Pages/stakeholders/stf.aspx
- FTA C 9070.1G – §5310 Enhanced Mobility of Seniors and Individuals with Disabilities, 2014
  - https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities

Application-related forms

- 2017-19 STF Agency Consolidated §5310 Application List
  - https://www.oregon.gov/ODOT/PT/programs/5310ApplicationList.xlsx
- Documented Categorical Exclusion (DCE) Worksheet
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

- Certification of Equivalent Service form
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/certification-of-equivalent-service.pdf

Regional Transit Coordinator contact information:

- RPTD contact information: http://www.oregon.gov/ODOT/PT/Pages/contact.aspx

DAS State Vehicle Price Agreement information:

Christine West, Capital Program Coordinator Christine.A.WEST@odot.state.or.us
503.986.3410

Oregon Department of Transportation

Rail and Public Transit Division

Special Transportation Fund Formula Program
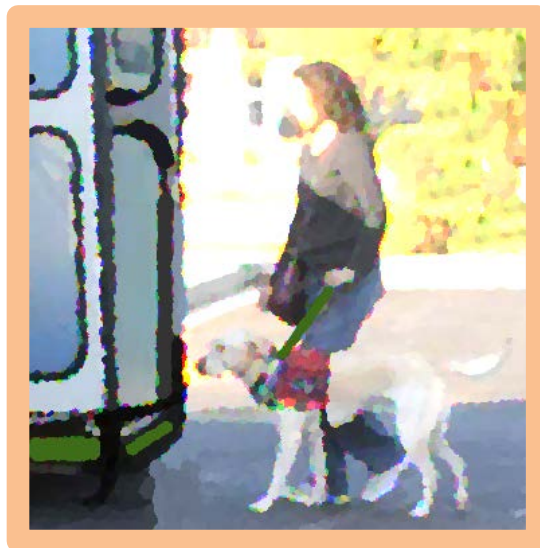
2017-19 GRANT APPLICATION
INSTRUCTIONS

2017-19 Biennium

July 1, 2017—June 30, 2018

July 1, 2018—June 30, 2019

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. See References list at the end of this document for more information.

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

General Information

These instructions cover the application process for the regular Special Transportation Formula Fund (STF) Program.

STF Program Qualification Requirements

To qualify for STF funds, your STF Agency must:

1. Have adopted a Coordinated Services Plan, pursuant to OAR 732-005-0081.

   - Plans must be submitted to ODOT Rail and Public Transit Division (RPTD) as soon as possible after adoption.
   - Failure to submit a plan will result in ineligibility for receipt of funds.
   - Please consult with your Regional Transit Coordinator (RTC) for guidance if you are unable to meet this requirement.

2. Be current in the submittal of required quarterly reports. Please consult with your RTC if you have a backlog of un-submitted reports or are unable to bring your agency current.

3. Continue to demonstrate that eligible activities and providers exist within your STF program.

This is only a partial list of program requirements. Please see the References list at the end of this document to access the STF Program Guidebook for more information about program requirements and best practice examples to improve the quality of the STF program.

Funding Level

The estimated biennial allocation of STF funds for each STF Agency is posted on the RPTD website at www.oregon.gov/ODOT/PT/. Click on "What's New".

RPTD will inform STF Agencies of any funding level changes.

Biennial Application

The STF application is for the entire biennium. Please apply for the full two-year period, using the estimated two-year allocation. RPTD will write two-year agreements based on your application.

Agencies with Transit Districts

Agencies with populations both inside and outside their district boundaries (Tri-Met, Salem Area Mass Transit District, Rogue Valley Transit District, and Lane Transit District) must enter population information into their application to help guide allocation levels to each group. Ensure that these percentages match your funding levels.

All other agencies do not have the option to input populations into their application.

Application Submission

Agencies must apply by **February 17, 2017** to ensure the first quarter payment by July, 2017.

Application Review

RPTD staff will review and approve applications. The information provided in the application will be the basis for application approval, however, RPTD staff may ask for further information or clarification.

Although this is a state allocation distributed by a formula, your application may be disapproved if the STF process has not been followed. Please read the STF Program Guidebook for a thorough understanding of STF Agency requirements. Possible reasons for disapproval include:

- No STF Advisory Committee exists or the committee has improper membership;
- The STF Advisory Committee has failed to meet and discuss the use of STF formula allocations;
- The STF Agency has failed to consult with the STF Advisory Committee;
- An application identifies a recipient who is ineligible for STF funds;
- An application from a transportation district presents a disproportionate allocation inside and outside district boundaries, as defined by OAR 732-010-0035 (3); or
- Proposed projects in an application are not eligible for funding in accordance with any section(s) of OAR 732-005-0000 through 732-010-0045.

RPTD staff will inform the STF Agency of the reason(s) for any disapproval. An opportunity will be given for disapproved applications to be revised and resubmitted to RPTD.

STF Program Management

For STF funding, at a minimum, STF Agencies:

- Are directed by law to receive and disburse STF moneys from a separate, interest-bearing governmental fund. (Consult with the Department of Revenue regarding management of Special Revenue Funds.);
- Must have written agreements with transit agencies and have procedures for contract management to ensure that the terms and conditions of the agreements are met;
- Must ensure that the funds distributed to transit agencies are used as directed by law and as defined by the STF Agency, and that the transit agency has adequate accounting and internal controls in place;
- Must determine that the transit agencies are qualified to receive funds under STF administrative rules (OAR Section 732);
- Must maintain an inventory of and controls over capital items purchased in part or whole with STF, and ensure they are properly maintained; and
- Must report to RPTD as required.

Transit Agency and Project Qualifications

STF Advisory Committees must have a minimum of five members for counties and transit agencies, and three members for Sovereign Tribes.

STF Agencies should work with their STF Advisory Committees to establish a fair and standardized process for the selection of transit agencies and projects. The selection process should:

- Be conducted in writing;
- Be equitable so that all applicants and projects are evaluated consistently;
- Include a public review component; and
- Have a provision for receiving and reviewing protests. It is **not** necessary under STF regulations to conduct a competitive grant application process unless the STF Agency policy requires such process.

Two key components that should be evaluated during the STF Agency selection process are:

- Qualifications of the applicant organization and
- Qualifications of the proposed project.

The overall quality of your Agency's STF program is greatly influenced by these factors.

Applicant Qualifications

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

- Applicant has a positive history of past grants – reports are accurate and on time, match is available as required, etc.;
- (If a non-profit agency) Applicant is current in incorporation, registration, and annual report submissions to state and federal governments;
- Applicant is fiscally responsible and capable of managing grant funds;
- Applicant has a budget which includes all sources and uses of funds, and the budget is adopted, managed, and revised as necessary by the governing board;
- Applicant has adequate staff and resources to manage the project;
- Applicant staff has basic knowledge of transportation and receives training as required for duties;
- Services currently operated by applicant have no pattern of complaints, accidents, or service disruptions; and
- Vehicles are maintained properly.

Project Qualifications

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

- Project design is for, or benefits, seniors and/or individuals with disabilities;
- Project design is appropriate to the purpose and type of project;
- The project is derived from the adopted Coordinated Services Plan;

- Service is accessible to individuals with disabilities in conformance to ADA;
- Vehicles are appropriate for the type of service;
- Service is efficient and effective for the type of service; and
- Applicant has adequate revenue to maintain services (in addition to the STF request).

Application Form Instructions

Application Format and Use

The STF application is a fillable form that requires Adobe Reader Version 10 (or above). Download Adobe Reader for free at: http://get.adobe.com/reader/

Before entering any information, save the application to your computer. Open the file with the Adobe Reader program. Submit the form electronically when complete. **Do not print and scan the form.** If you have technical problems with the form, please call our main line at 503-986-3300 and we will help you. For answers to programmatic or process specific questions, contact your RTC.

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.

- Some "Yes" or "No" questions, when checked, generate secondary questions based on your answer. It is very important to answer all the questions.
- Add or delete table rows by using the +/- buttons on the right side of the columns.

Accessing the Application

To download the application, go to the "What's New" section of the Public Transit Section homepage at https://www.oregon.gov/ODOT/PT/Pages/news.aspx

Right-click on the application link with your mouse and select *Save*. Save a copy of the application to your computer. Open the file using the Adobe Reader program before you begin entering information.

A. Applicant Information

Complete all contact information.

NOTE: The *application contact* is the person RPTD will contact with any questions about your application. The *STF program administrator/contract administrator* is the person who has authority to sign your STF grant agreement.

If you delegate the administration of your STF program to a separate agency, check "Yes". A text entry field will display. Enter the name of the agency to which STF administration is

delegated. If you do not delegate administration, check "No".

B. STF Advisory Committee

Select "Yes" or "No" to indicate whether or not your STF committee members reside within the boundaries of your STF agency service area.

Enter the name, organization, and category of each STF Agency member. Use the +/- boxes to add each additional committee member.

C. Summary of Distribution Plan

Enter the total amount of STF funding allocated to your agency in the box. (The amount allocated to your agency can be found in the Advance Grant Notice Packet on the "What's New" page of the RPTD website.) This amount will populate the Funds Available table below.

If you are an applicant with populations both inside and outside your district boundaries, check "Yes" and enter populations for each area in the table provided. Describe the basis used in determining these populations. Select "No" if this does not apply to your agency.

Complete the STF allocation expenditure plan table for Year 1 and Year 2, including any reserve, contingency, or other funds if used. Organize projects by Planning, Operating, or Capital types. You may add or delete rows as needed by clicking on the "+" or "-" buttons. The table will auto calculate totals for you.

D. STF Remaining from Prior Years

Select "Yes" or "No" if your agency will have carryover STF funds from prior years. If you answer "Yes", more options will appear. Select all sources of funds that apply from the list provided.

E. Reserve Fund Summary

Select "Yes" if your STF Agency has a separate reserve fund for the STF program. Select "No" if not. If you answer "Yes", additional fields will appear. Complete these fields.

F. Transit Agency and Project Descriptions

Provide information about each project to be funded. This information may be used to illustrate the output of the STF program. Enter the total STF amount awarded to the project over the two year biennium in the appropriate box. Complete all other boxes.

Select "Add Another Project" to provide information about additional projects.

Application Submittal

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

Then, use the "Submit by Email" button to submit your application to RPTD. The form may try

to help you send the email. Please read the notifications and select only the options that apply to you.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your "sent" folder.

After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". If you do not receive this response, please contact Liz Rickles 503-986-3394 as soon as possible.
If you have additional documents to support your application, please send them in a separate email to PTDApplications@odot.state.or.us clearly marked with the same applicant name you used on the application.

Submitting the application electronically serves as your "signature" certifying the application is complete to the best of your ability.

<u>REFERENCES</u>

- Allocations/Awards (2017-19 Advance Grant Programs Notice)
  - https://www.oregon.gov/ODOT/PT/NEWS/2017-19AdvanceGrantNotice.pdf

- STF Agency List
  - https://www.oregon.gov/ODOT/PT/Pages/stakeholders/stf.aspx

- STF Program Guidebook
  - http://www.oregon.gov/ODOT/PT/resources/guidance-library/stf-guidebook.pdf

Regional Transit Coordinator contact information:

  - http://www.oregon.gov/ODOT/PT/Pages/contact.aspx

An STF Agency may change its STF Program plan at any time to accommodate changes in local conditions. If the change adds a new provider or a new project, the STF Agency must submit an amended application. Reallocation of funds between existing providers and projects, or dropping a provider or project, does not require an amended application.

Oregon Department of Transportation

Rail and Public Transit Division

Federal Section 5311 Program

Formula Grants for Rural Areas

2017-2019 GRANT APPLICATION
INSTRUCTIONS

2017-2019 Biennium

July 1, 2017—June 30, 2018

July 1, 2018—June 30, 2019

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

Please read all information and instructions before completing the application.

General Information

Fund Source

The Federal Transit Administration (FTA) allocates funds to Oregon for the Formula Grants for Rural Areas program (Section 5311) to provide access and mobility for people in population areas of fewer than 50,000.

Program Goals

- Enhancing access in rural areas to health care, shopping, education, employment, public services, and recreation

- Assisting in the maintenance, development, improvement, and use of public transportation systems in rural areas

- Encouraging and facilitating the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services

- Providing financial assistance to help carry out national goals related to mobility for all

- Encouraging mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development

Eligible Subrecipients

Eligible subrecipients are local governments, non-profit organizations, and tribal jurisdictions operating transit services in rural communities with populations of fewer than 50,000. Applicants for this assistance program are pre-qualified by the ODOT Rail and Public Transit Division (RPTD). Contact RPTD for more information about the criteria and qualifications to participate in this program.

Eligible Activities

Eligible grant activities include administration; operations; preventive maintenance; planning; mobility management; vehicle purchase; and shelters, signs, facilities, and equipment purchase projects which support public transportation in rural areas.

Funding

RPTD established the Section 5311 program to be a stable base source of ongoing funding to assist rural areas. The annual amount each eligible entity receives is determined by a formula defined by RPTD with input from stakeholders. Continued eligibility is analyzed annually. The funds are not distributed through a competitive process.

Formula

RPTD, with advice from stakeholders, established an allocation which provides a $100,000 biennial base for each subrecipient. Proportional consideration for rural service miles and rides (service miles at 60% and rides at 40%) is included. Depending upon resources available, the formula is adjusted to maintain programs at prior levels and allow increases for improved

performance. The 2017-2019 funding sustains all projects at the previous biennium's allocation and allows projects with improved performance up to a 5% increase from the previous allocation.

Match Rates
- Operating: 56.08% federal match / 43.92% local match
- Capital and Preventive Maintenance: 89.73% federal match / 10.27% local match
- Mobility Management: 89.73% federal match / 10.27% local match
- Project Administration: 89.73% federal match / 10.27% local match
- Planning: 89.73% federal match / 10.27% local match

Application Information

Current recipients of Section 5311 formula funds submit an electronic application to RPTD. If a subrecipient or contractor will deliver transit service on an agency's behalf, recipients should coordinate application completion with the subrecipient or contractor.

Application Format and Use

The Section 5311 application is a fillable form that requires Adobe Reader Version 10 (or above). Download Adobe Reader for free at: http://get.adobe.com/reader/

Before entering any information, save the application to your computer. Open the file with the Adobe Reader program. Submit the form electronically when complete. **Do not print and scan the form.** If you have technical problems with the form, please call our main line at 503-986-3300 and we will help you. For answers to programmatic or process-specific questions, contact your Regional Transit Coordinator (RTC).

Many instructions for completing the Section 5311 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.

- Some "Yes or No" questions, when checked, generate secondary questions based on your answer. It is very important to answer all the questions.
- Add or delete table rows by using the +/- buttons on the right side of the columns.

Accessing the Application

To download the Section 5311 Funding Application, go to the "What's New" section of the Public Transit Section homepage at https://www.oregon.gov/ODOT/PT/Pages/news.aspx

Right-click with your mouse on the application link and select *Save*. Save a copy of the application to your computer. Open the file using the Adobe Reader program before you begin entering information.

Submitting the Application

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

Use the "Submit by Email" button to submit your application to RPTD. The form may try to help

you send the email. Please read the notifications and select only the options that apply to you.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your "sent" folder.

After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". If you do not receive this response, please contact Liz Rickles at 503-986-3394 or Elisabeth.m.Rickles@odot.state.or.us as soon as possible.

If you have additional documents to support your application, please send them in a separate email to PTDApplications@odot.state.or.us clearly marked with the same applicant name you used on the application.

Submitting the application electronically serves as your "signature" certifying the application is complete to the best of your ability.

Application Deadline: January 20, 2017.

Application Instructions

A. Applicant Information

Complete all contact information as completely as you can.

NOTE: The *application contact* is the person RPTD will contact with any questions about your application. The *contract signatory* is the person who has authority to sign the grant agreement.

B. Project Builder

1. Enter the total dollar amount of Section 5311 funding allocated to your agency by RPTD.

2. Check a box for each type of project included in your Section 5311 application. Select all that apply.

   Enter the cost for each project in the Total Project Cost column. Enter the source of match for each project in the Match Source column. The Grant Amount and Match Amount columns will automatically calculate for each value entered. Remember to request two years of funding.

   If you have selected Vehicle Purchase or Shelters, Signs, Facilities, or Equipment Purchase; additional fields will appear where you will provide details:

   Vehicle Purchase – Additional Information

   a. **Vehicle(s) to be purchased (replacement or enhancement):** For each vehicle being purchased, select vehicle category A-E.
      (See: https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf for more information)

      Enter the quantity per category and the estimated cost per vehicle. The application will compute the **Total**. Enter the number of regular passenger seats, the number of ADA stations, and the total vehicle passenger capacity. For Fuel Type indicate: Gas **(G)**, diesel **(D)**, biodiesel **(B)**, Hybrid-gas **(HG)**, hybrid-diesel **(HD)**, compressed natural gas **(CNG)**, or other alternative fuel **(OF)**. Enter the estimated order and delivery dates.

   b. **Vehicle(s) being replaced:** Enter the vehicle year, make, and model of each vehicle. Select vehicle category A-E. Enter Vehicle Identification Number (VIN), total number of seats, number of ADA stations, and current odometer reading. Under disposal type, indicate if the vehicle being replaced is to be **Sold (S), Transferred (TR),** or used as a **Backup (BU)** unit.

   c. **Condition of Vehicle(s) being replaced:** Enter the **VIN** and the vehicle **Condition**: **Adequate, Marginal, or Poor**. If marginal or poor, please explain the vehicle conditions that have led to that determination, such as vehicle maintenance history, or unexpected repairs. If you have selected an adequate condition, please explain in simple terms the right-sizing justification.

   Shelters, Signs, Facilities, and Equipment Purchases – Additional Information

   a. Describe the item you want to purchase, the quantity, and the cost for each. The total will automatically populate based on the cost and quantity of items. Enter the expected order and delivery date of the item.

   Summary Table - The application automatically adds all project totals and validates the total

grant amount against the allocation total entered in Question 1. If you intend to apply for your full allocation, when this section is complete, the "Allocation Variance" dollar amount should be $0.

If RPTD receives an application with a grant amount greater than the allocation (negative variance) you will be contacted for clarification.

C. Provider Information

If you are an agency providing rural general public transportation services in areas where other agencies provide services, select "Yes" and list the other service provider and area(s) of overlapping service. If not, select "No"

If another subrecipient or contractor will provide service on your behalf, select "Yes", review the definitions of subrecipient and contractor, and complete a contact information box for each subrecipient or contractor that you use. (Use the blue "Add Another" button to add contact information boxes.) If this does not apply to your agency, select "No".

D. Project Description and Scope

Your responses to these questions will be used to help create the statement of work for your grant agreement. If portions of your service are clearly not part of your Section 5311-funded general public service, exclude that information from the project description.

3. Area Served

List each incorporated and unincorporated community to be served by the Section 5311-funded project. For each area served, describe in as much detail as possible the specific service area.

Examples (can be used in combination if applicable):
- Service is provided within the city limits of Anytown.
- Service is provided within a five mile radius of Anytown city center.
- Service is provided within the urban growth limits of Anytown.
- Service is provided within the boundaries of School District 133.
- Service is provided within the county limits of Any County.
- Service is provided between the cities of Anytown and Anothertown (list cities along route).

List the Oregon counties served. A county is considered served if your transportation service makes a stop in that county.

Notes changes in your service area from last biennium. If you have added or eliminated service, indicate this by checking the appropriate box and describing the changes. This should include new areas served as well as any areas that are no longer served.

If there have been no changes in service area, indicate that by checking that box.

4. Type of Service
Indicate service type(s) to be supported by the Section 5311 grant. Service types are defined as follows:

Commuter: Service characterized by service predominantly in one direction during peak periods, with limited stops, the use of multi-ride tickets, and routes of extended length, usually between a central business district and outlying suburbs. Commuter service does not require additional complementary paratransit service.

Deviated Fixed Route: Transit service that operates along a fixed alignment or path at generally fixed times, but which may deviate from the route alignment to collect or drop off passengers who have requested deviation. This service will deviate for any passenger with an advanced request for deviation.

Fixed Route: Transit service using vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle. This does not include commuter service or intercity service. Note: Fixed route service should always include complementary paratransit service.

Demand Response: Transit service that operates in response to calls from passengers or their agents to a transit operator who then dispatches a vehicle to pick up and transport the passengers to their destinations. The vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may be interrupted en route to these destinations to pick up other passengers. This service type is often called "dial-a-ride". This service type does not include ADA Complementary Paratransit.

ADA Complementary Paratransit: Transportation service required by the Americans with Disabilities Act (ADA) for individuals who are unable to used fixed route transportation systems. This service is required if there is an existing public fixed route.

Intercity: Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting rural areas to an urban area not in close proximity. This service may have the capacity for transporting baggage carried by passengers and make meaningful connections with scheduled intercity bus service to more distant points.

5. Description of Service Table

Enter service type, days of service, and hours of operation for each type of service your agency provides.

6. Service to Minorities and Low-Income Populations

Describe how your agency makes service decisions based on minority and low-income demographics. Describe how your agency ensures that populations with limited English proficiency know about your service.

7. Incidental Services

Select "Yes" or "No" to indicate if your agency provides any incidental or special services such as those listed. If "Yes" please describe these services and include associated rides, miles, and revenues in the box provided.

8. Service Information / Marketing

Describe how your agency publicizes and markets its services, including any technology used, such as Google Transit. Also state how your agency includes input from the public to develop service plans and standards.

E. Performance Measures

Use the table provided to show your current and anticipated total passenger one-way rides, revenue service miles, and revenue service hours. Contact your RTC, or check the Glossary section of the National Transit Database website, for definitions.

F. Complementary Paratransit Information

Indicate whether your agency has an ADA complementary paratransit program by checking "Yes" or "No". Identify any changes to your complementary paratransit program since last biennium's Section 5311 application.

Indicate the number of ADA clients currently signed up for your service and any expected change in the number of ADA clients in the next biennium. If it is a decrease, use a negative number.

G. Coordinated Plans

Participation in these plans is not mandatory for agencies receiving Section 5311 funds only, but it is encouraged. If a plan was completed, enter the page number and date adopted.

Application Submittal

When your application is complete, save it. Then, follow the instructions in the **Submitting the Application** section on pages 3 and 4 to submit your application.

REFERENCES

- Allocations/Awards (2017-2019 Advance Grant Programs Notice)
  - http://www.oregon.gov/ODOT/PT/NEWS/2017-19AdvanceGrantNotice.pdf

- Vehicle Useful Life – ORPIN Contract Crosswalk
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/ADABusCrosswalk.pdf

- Oregon Vehicle Description and Useful Life Standards
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf
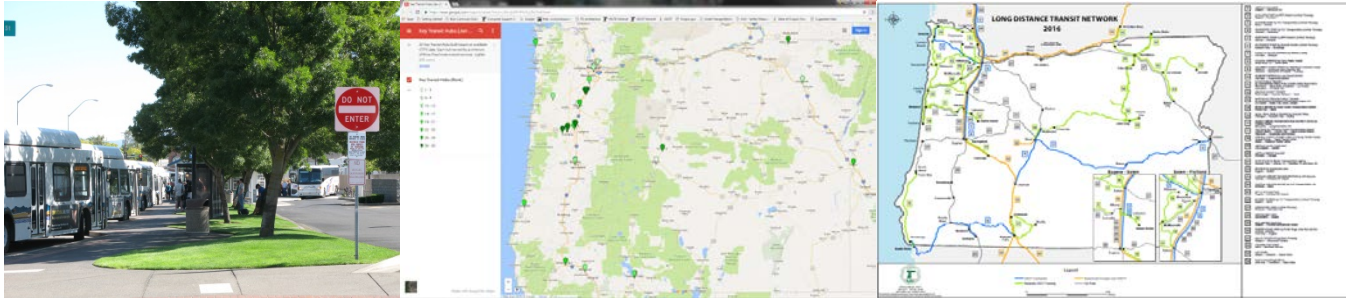
Application-related forms

- Certification of Equivalent Service form
  - https://www.oregon.gov/ODOT/PT/resources/guidance-library/certification-of-equivalent-service.pdf

Regional Transit Coordinator contact information:

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

Oregon Department of Transportation

Rail and Public Transit Division

Transit Network and Intercity

2017 - 2019
Overview and Grant Application Instructions

2017-19 Biennium

July 1, 2017 - June 30, 2018

July 1, 2018 - June 30, 2019

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For other assistance, contact your Rail and Public Transit Division Regional Transit Coordinator.

Staff Contacts

ODOT Transit Region 1 (Washington, Multnomah, Clackamas, Hood River)	Karyn Criswell 503-731-8461 Karyn.C.Criswell@odot.state.or.us
ODOT Transit Region 2 (Clatsop, Columbia, Tillamook, Yamhill, Polk, Marion, Lane, Lincoln, Benton, Linn)	Jamey Dempster 503-731-8563 James.Dempster@odot.state.or.us
	Arla Miller 503-986-3312 Arla.Miller@odot.state.or.us
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ODOT Transit Region 4 (Lake, Klamath, Deschutes, Crook, Jefferson, Wheeler, Gilliam, Sherman, Wasco)	Joni Bramlett 541-388-6185 Joni.D.Bramlett@odot.state.or.us
ODOT Transit Region 5 (Wallowa, Union, Umatilla, Morrow, Grant, Baker, Harney, Malheur)	Joni Bramlett (until filled)

For additional copies of this document:
http://www.oregon.gov/ODOT/PT/programs/TNG-Application-Instructions.pdf

Or contact:
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Rail and Public Transit Division
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Part 1: Transit Network and Intercity Grant Overview

The Oregon Department of Transportation (ODOT) Rail and Public Transit Division's (RPTD's) Transit Network and Intercity Grant solicitation, is funded by the Federal Transit Administration (FTA) using 5311(f) and 5311 resources. This document outlines the Transit Network and Intercity discretionary grant process.

This biennium, RPTD's programatic structure for transit programs has changed slightly. The Intercity Program has been replaced by the Transit Network Program which is designed to support the transit network, including "intercity" service connections. FTA's Intercity (5311(f)) fund is now considered to be a funding source rather than a program. In practice this will mean only minor shifts in emphasis; for the most part, priorities of the former Intercity Program remain as priorities of the new Transit Network Program. A small amount of non-5311(f) funds are available under the Transit Network Program which will allow more flexibility in Transit Network projects and priorities. In practice, projects that qualify as both intercity in character and with a strong network benefit will be most competitive, but a limited number of high utility non-intercity projects might be funded.

Transit Network and Intercity Program priorities are guided by the Oregon Transportation Plan, FTA Circular C 9040.1G, the Oregon *State Management Plan for Public Transportation Programs*, and statewide and regional needs.

In the 2017-19 biennium, ODOT expects to award less funding than it did in 2015-17. The larger 2015-17 awards were possible due to some funding carryover from prior years.

Definitions

- *Transit Network* – the Oregon system composed of all transit service whether supported with state and federal resources or not.

- *Key Transit Hub* – transit stops or stop clusters served by three or more fixed route transit services, where none of the three services are wholly contained within the service area of the other two services. A list of key transit hubs is updated periodically by ODOT based on available GTFS data.

- *FTA Intercity, 5311(f)* – the FTA funding program with a focus on longer distance, non-commute transit service connecting communities, with infrequent stops and where possible, with meaningful connections to the larger transit network.

- *Transit Network Program* – An ODOT program with an emphasis on investments that improve the Oregon transit network. Funding is from FTA 5311(f) and other fund sources as available.

Program Purpose

The Transit Network Program makes investments with the intent of improving transit access, passenger experience, and transit utility statewide. Focus areas include underserved

corridors, travel across transit agencies, key transit hubs, and service through areas without clear transit agency jurisdiction or interest.

ODOT RPTD Priorities

Projects are selected based on Fixing America's Surface Transportation Act requirements and Public Transportation Advisory Committee (PTAC) guidance. The focus is on investing projects that will:

- Improve system connectivity and function;
- Increase access to transit and transportation options;
- Spur economic development, growth, and job creation;
- Enhance safety and security of the system; and
- Manage assets safely and successfully.

Eligible Applicants

Eligible applicants are nonprofit agencies, public entities, Indian tribes, and private for-profit agencies that provide transit service. Grants will not be awarded to support fixed route transit service without a process in place to create and maintain Google Transit Feed Specification (GTFS) data that describe the service.

Eligible Projects

Projects will be designed and implemented to benefit the general public including seniors, individuals with disabilities, and low-income individuals. Projects are not required to be consistent with FTA and RPTD definitions of "intercity" service, but will likely be more competitive if they are intercity projects. Intercity service characteristics include longer distance trips to and from rural communities with limited stops and with connections to other local and intercity bus, train, or air services. The primary purpose of intercity services must NOT be serving commuters.

All vehicles used for service supported under this program shall be lift-equipped.

RPTD is particularly interested in funding cost-effective, highly visible, interconnected services or projects with a strong benefit to the overall state transit network.

Project Selection

Projects are submitted to RPTD and reviewed by a selection team made up of ODOT staff and a member of the PTAC. The selection team, with input from Regional Transit Coordinators (RTC), will review and rank the project applications. They then will bring a recommended list of projects to the PTAC for concurrence.

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  ODOT Rail and Public Transit Division   Page 4 of 15
  2017-2019 Transit Network and Intercity Application Instructions

ATC Discretionary Grant Subcommittee Meeting
November 22, 2016 Page 36 of 47

Local Match

Applicants are required to match grants at a percentage associated with the project type requested. With the exception of farebox revenue, non-federal funds may be used for match. This includes funding from state and local governments or taxing entities.

FTA requires that farebox revenue be deducted from operating expenses to determine the net operating deficit to be used as the basis for grant reimbursement. RPTD defines farebox revenue as money paid by the passenger to the service provider. Farebox includes fares reimbursed by another agency or through a subsidized ticket program, and sales of tickets and passes. Ticket revenue collected from passengers to be remitted to other transit agencies for travel on other transit services is not farebox revenue. Non-farebox service revenue like freight, and interlined ticket sale commissions, may be used as match.

Part 2: Application Information

Application Deadline

Completed Transit Network and Intercity Applications must be received by ODOT Rail and Public Transit Division by January 20, 2017.

Grant funds will be available July 1, 2017. No reimbursement will be made for purchases or activities prior to July 1, 2017.

Funding Availability

Funding availability will not be uniform across all grant request types. The categories with the most competition are expected to be for new or expanded service operations and for projects that do not fit the definition of intercity service. Applications may receive full, partial, or no funding based on funding availability, project type, and project desirability.

Application Scoring

2017-2019 Transit Network and Intercity Program applications that meet the basic eligibility criteria will receive scores in at least five categories. An overall score will be calculated for each application based on category scores. The higher the overall application score, the higher the funding priority. RPTD may elect to award less than the requested grant amount for some or all grants.

Scoring categories include:

- **Demonstrated Need**
  How important is the project? What is the need for the project? What is the evidence for the need? If the project supports transit service, how important is the service to the overall transit network? What would happen to the project if no grant is awarded?

- **Visibility**
  Does the project improve the visibility or awareness of transit to the public? If the project is in support of a specific transit service, does the service have a comprehensive web site? Is the service represented on TripCheck-TO? Is the service represented in one or more itinerary planners like Google Transit, Here, Bing, Rome2Rio, Greyhound, or Amtrak? Is the service interlined via the National Bus Traffic Association and/or Amtrak? What other venues for transit information and ticketing include the service?

- **Network Connectivity**
  Does the project support good time and space connections between transit services and/or across travel modes? Does the service close a key gap in the Oregon transit network? Are key transit hubs supported by the project?

- **Service Cost Effectiveness**
  For projects that directly support a transit service, what is the total project cost and grant cost per ride, per mile, and per population served? What are the costs compared to other similar services? How many rides are there per population served? What are the administrative costs as a percentage of total costs? For other project types, what is the case for cost effectiveness?

- **Existing Service**
  Is the application for an existing service or a new or expanded service? There will be some preference toward funding existing service over new or expanded service.

Part 3: Application Instructions

Use the application form to apply for funding in one or more categories (e.g., capital, facilities, marketing, operating, or mobility management).

Use a separate application form for each service that your grant applications are intended to support. For example, use one form to apply for vehicles, marketing, and operations for a single service; or two forms to apply for vehicles for one service and operations for a second service.

Application Format and Use

The application is a fillable form that requires Adobe Reader Version 10 (or above). Download Adobe Reader for free at: http://get.adobe.com/reader/

To download the application, go to the "What's New" section of the Public Transit Section homepage at https://www.oregon.gov/ODOT/PT/Pages/news.aspx

Right-click with your mouse on the application link and select *Save*. Save a copy of the application to your computer. Open the file using the Adobe Reader program before you begin entering information.

Some "Yes" or "No" questions, when checked, generate secondary questions based on your answer. It is very important to answer all the questions.

Tables can expand to fit more information. Use the Add/Delete buttons alongside each table to add or remove rows to your tables.

The form generally uses a light yellow background color to signal where the applicant can enter data.

Submit the form electronically when complete. **Do not print and scan the form.**

If you have technical problems using the form, please call our main line at 503-986-3300 and we will help you. For answers to programmatic or process specific questions, contact your RTC.

Section A. Applicant Information

Any agency applying for funds must complete the Applicant Information section. If your agency has either not been a grant recipient in RPTD discretionary grant programs in the past, or has not been awarded grant funds in the previous four years, check the box indicating this and then complete the New Applicant Additional Information sub-section of the application.

Private agencies or businesses must be registered with the Oregon Secretary of State Corporation Division to do business in Oregon. To register, visit http://www.filinginoregon.com/business/index.htm

Section B. Transit Network

1. Provide a narrative description of your project and how it supports the state transit network. Use the questions on the application to guide your description.

Section C. Service Description

All applicants (including agencies only applying for capital projects) must complete Section C. Service Description.

2. Describe the service or project, the need for service or project, the service or project benefits, and if the service or project is (or benefits) intercity service. Describe the intercity characteristics (if it is intercity in nature) of the service or project.

3, 4, 5, 6, 7. Use these sections to describe the public visibility of the service or project. Some of the "Yes" or "No" responses will generate additional fields to complete.

Related links: TripCheck-TO, Greyhound, Amtrak, Google Transit, Bing Directions, Here, Rome2Rio

8: Provide grant agreement numbers of previous biennium (15-17) RPTD-funded agreements supporting this service or project.

Service Budget Tables: Tables A - D

9. Answer "Yes" or "No" to the question: Does this grant application support an existing intercity service without expanding the service?

10. Indicate for which time period your responses in the following tables will be (State Fiscal Year or Calendar Year).

Describe your service's actual (Table A, 2016) and projected (Tables B – D, 2017, 2018, 2019) annual statistics. Use fully allocated costs. Fields will calculate based on your responses. Use the **Notes** column to provide any additional information, such as, "service will only be operational for 9 months in 2017".

In each table, there are two data columns, a **Total** column, and a **5311(f) Funds** column.

In the **5311(f) Funds** column, fill in the three cells with only 5311(f) grant funds that have been or are expected to be used in each cost category for the year.

In the **Total** column, list all costs for each category for the specified year as follows:

- **Ridership**: The total actual or estimated rides for the year.
- **Service Revenue**: The total of fare revenue, freight revenue, advertising revenue, and contract revenue. Do NOT include grant revenue in this category.
- **Service Miles**: The service mile total for the service for the year.
- **Administrative Costs:** The service's fully allocated share of administrative costs.
- **Operating Costs**: The fully allocated operating cost of the service.
- **Capital Costs:** The fully allocated cost of capital utilized for the service for a year (each capital item cost divided by expected useful life). Calculate a year of capital costs by dividing the cost of capital item by expected life of capital item. Profit is not considered a cost.

Service Connections: Table E

Enter the communities or cities served by your service, the population, and connecting service information: name, type, and description. Use a row to describe each connection. In the case of multiple connections in the same city, enter city population only once in the "Population" Column. Use the drop-down menu in the "Service Type" column to indicate the type of connecting service available.

If you require additional rows, click the "+" button at the end of the row. If you wish to remove a row, click the" –" button.

For the remaining sections of the application (Sections D, E, F, and G), complete only those grant categories for which you seek funding.

NOTE: There are multiple references to overmatch in Sections D-G. Overmatch is project funding excluding the requested grant amount and the required local match, and is broken into two parts - federal funds and non-federal funds. Overmatch is not required, however, overmatch can be seen by application reviewers as part of the value equation presented by the grant request (cost effectiveness evaluation criteria).

Section D. Capital Funds Requests

Part i: Vehicles

The local match required is 20 percent.

1. Indicate whether you are requesting a **replacement** for a vehicle you currently own. If "Yes", complete the charts for each of the vehicles to be replaced. Each vehicle you enter must meet or exceed the age and/or mileage useful life standards for its category.

Vehicle(s) to be replaced:
- Enter Year, Make (manufacturer), and Model of each vehicle being replaced
- Select a category from A to E-7 using the drop-down menu (For descriptions, see https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf.)
- Enter Vehicle Identification Number
- Enter Total Number of Seats including ADA seats
- Enter number of ADA Stations
- Enter Current Mileage and the Date Recorded
  NOTE: The date box will allow only one date since mileage for all vehicles being replaced must be taken on the same date.
- Select Disposal Type (method) from the drop-down menu. Indicate if the vehicle is to be (S) Sold, (TR) Transferred, or used as a (BU) Backup.
- If you have more than one vehicle request, select "+" to add another row to the table. If you make a mistake, select "-" to remove that row.

Condition of Vehicle(s): Enter the VIN and condition for each vehicle - Adequate, Marginal, or Poor. Explain the reason for a marginal or poor determination (e.g., maintenance history, unexpected repairs, etc.). If you have selected a condition of adequate, please provide the replacement justification. Keep explanations simple. Example: VIN ### Poor – 5 years over useful life.

2. Vehicles to be purchased: Complete the chart for each vehicle to be purchased.

- Select a category from A to E-7 using the drop-down menu (For descriptions, see https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf .)
- Enter the quantity of each vehicle type to be acquired

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- Enter the full cost of each vehicle with options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed. Annual vehicle price adjustments are allowed for new model year vehicles.
- The Total dollar value for each vehicle category will calculate automatically
- Enter Number of Regular Seats (not including ADA stations)
- Enter number of ADA Stations
- Enter total seating capacity (Regular seats + ADA stations)
- Select fuel type from the drop-down menu: G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel. If you use "Other", describe it in the box provided.
- Enter estimated order and delivery dates. Check with your vendor for a typical delivery schedule if needed.

3. **Funding Details:** The form is set up to calculate your total costs from the grand total of the vehicles requested table above. Enter any local overmatch, or other federal funding beyond required match. The grant and required match totals are calculated based on: *total costs - (local overmatch + other federal funds)*.

4. **Describe Dependencies:** If your vehicle purchase is dependent on another grant, please provide descriptive information. For example; an operations grant may only make sense if a capital grant is awarded and vice versa.

5. **Describe Vehicle Use:** Enter how vehicles funded with this grant are to be used, including routes, services, miles, hours, days, etc.

6**. State Price Agreement:** If you do not plan to use the state price agreement, please state the reason your agency must conduct its own procurement. Describe the needs not addressed in state contracts (no contracts for trolley-style vehicle, no contracts for bus larger than 44 passengers, etc.). Under FTA guidelines, piggybacking on outside contracts is strictly limited.

Part ii: Capitalized Vehicle Preventive Maintenance

The local match required is 20 percent.

1. Number of Vehicles: Enter the number of vehicles covered by this preventive maintenance request.

2. Maintenance plan completion: Check "Yes" or "No". If "Yes", *after completing the application,* remember to attach the document to the email submission of your application or email to: PTDapplications@odot.state.or.us . If "No" enter text in the space provided describing your maintenance plan. If you will be creating a plan prior to the grant agreement being written for the project, note that in the space provided.

3. Funding Details: Enter total preventive maintenance costs. Enter any local overmatch, or other funding beyond required match that is not being requested in this application. The

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grant and required match totals are calculated based on *total costs - (local overmatch + other federal funds)*.

4. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, an operations grant may only make sense if a capital grant is awarded and vice versa.

5. **Describe Vehicle Use:** List routes, services, miles, hours, days, etc. of the vehicles covered by this PM project.

Part iii: Equipment

The local match required is 20 percent.

1. **Equipment Requested:** Enter descriptions of items by category. Include quantity, cost per item, estimated order date, and estimated delivery date. If an item on its own does not meet the $5,000 capital threshold, but the project total is $5,000 or more for a "system" of multiple items, it can be considered a capital project. If equipment is under $5,000 it should be submitted as an operations project.

2. **Equipment Funding:** The form is set up to calculate your total costs from the grand total of the equipment requested table above. Enter any local overmatch, or other federal funding beyond required match that is not being requested by this application. The grant and required match totals are calculated based on *total costs - (local overmatch + other federal funds)*.

3. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, an operations grant may only make sense if a capital grant is awarded and vice versa.

Part iv: Passenger Shelters, Passenger Amenities, Signs

The local match required is 20 percent.

1. **Items Requested:** Enter descriptions of items by category. Include quantity, cost per item, estimated order date, and estimated delivery date. Examples: 10 signs at $15 each would be one line item; another might be bike racks, 3 at $250 each. Installation may be its own line item, or the installation may be quoted in the price of the item. The total project cost will be calculated. The total project cost must be $5,000 or more in order to be a capital cost, less than $5,000 is classified as an operating expense.

2. **Funding Details:** The form is set up to calculate your total costs and match amount from the grand total of the items requested table. Enter any local overmatch, or other funding beyond required match not being requested in this application. The grant and required match totals are calculated based on *total costs - (local overmatch + other federal funds)*.

3. **Documented Categorical Exclusion Worksheet:** This information is required for any project with the potential to impact wildlife, watersheds, or historical areas. This generally includes projects which break or cover ground.

   Check the "Yes" or "No" box to indicate if you have completed a Documented Categorical Exclusion Worksheet. If "No" indicate the status.

   Signs and some other amenities often meet the criteria for exclusion from environmental issues, but the project information must be provided for documenting the files. Be sure to contact the local ODOT region office or your RTC as you plan your project if signs are to be placed in locations visible from state highways or access points.

   DCE Worksheet:
   https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

   After completing the application, you may attach the worksheet to your application submission email or you may submit it to RPTD prior to project groundbreaking.

4. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, an operations grant may only make sense if a capital grant is awarded and vice versa.

Part v: Facilities (passenger terminals or other facilities)

The local match required is 20 percent.

For large-scale projects, agencies should request partial assistance from RPTD grant programs with other funding sources contributing as well. Please contact your RTC if you are considering a phased project that will require funding beyond the 2017-2019 biennium or if you would like assistance with the planning of the project.

Preliminary site maps and building plans should be provided either with the application or prior to grant award.

1. **Facilities Requested:** Enter a brief description (subcategory) of the project. Include quantity, cost, estimated order date, and estimated delivery date.

2. **Funding Details:** The form is set up to calculate your total costs from the grand total of the facilities requested table above. Enter any local overmatch, or other federal funding beyond required match not being requested in this application, and the local match source. The grant and required match totals are calculated based on; *total costs - (local overmatch + other federal funds)*.

3. **Documented Categorical Exclusion Worksheet:** This information is required for any project for structures with the potential to impact wildlife, watersheds, or historical areas.

   Check the "Yes" or "No" box to indicate if you have completed a Documented Categorical Exclusion Worksheet. If "No" indicate the status.

DCE Worksheet:
https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

After completing the application, you may attach the worksheet to your application submission email or you may submit it to RPTD prior to project groundbreaking.

Signs and some other amenities often meet the criteria for exclusion from environmental issues, but the project information must be provided for documenting the files. More significant projects may need to go through a National Environmental Policy Act (NEPA) assessment and may not qualify for a categorical exclusion. Be sure to contact the local ODOT region office or your RTC (contact information is on Page 2) as you plan your project.

4. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, an operations grant may only make sense if a capital grant is awarded and vice versa.

Section E. Marketing Funds Request

The local match required is 20 percent.

1. **Describe Marketing Activities:** Describe the activities to be funded. Marketing activities might be web site development, creation of GTFS data, and other service promotion activities.

2. **Funding Details:** Enter marketing project total cost. Enter any local overmatch, or other federal funding beyond required match not being requested in this application. Enter the local match source. The grant and required match totals are calculated based on *total costs - (local overmatch + other federal funds).*

3. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, a marketing grant may only make sense if an operations grant is awarded.

Section F. Operating Funds Request

The local match required is 50 percent.

1. **Describe Operations Activities:** Describe transit service operations to be funded.

2. **Operations Budget:** Complete the operations budget tables for administrative and operations expenses. Enter the project costs by line item for both years. Be sure to complete both columns of the budget tables if your request includes both years of the biennium. Otherwise, the request will only be for one year of funding. Complete the Durable equipment table if applicable.

Please contact your RTC if you would like assistance with completing these tables.

3. **Funding Details:** The form is set up to calculate total costs from the grand total of the operations budget tables above. Enter any local overmatch, expected fare revenue, other federal funding beyond required match not being requested in this application, and the local match source. The grant and required match totals are calculated based on *total costs - (fares+ local overmatch + other federal funds).*

4. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, an operations grant may only make sense if a capital grant is awarded and vice versa.

5. **Service Revenue:** Select "Yes" if the total of all direct or indirect service revenue (e.g., fares, contract revenue, advertising revenue, grants, etc.) is larger than the service cost. Otherwise select "No". If "Yes" indicate what the expected difference will be, and how the extra service revenue will be applied to support service consistent with transit network program goals.

   Example: the table below calculates Agency Z's intercity service cost and service revenue.

Grant	$50,000
(+) Fare Revenue	$10,000
(+) Advertising Revenue	$8,000
(+) Contract Income	$44,500
Total Grant(s) (+) Service Revenue	**$112,500**
(-) Cost of Providing Service	**$110,000**
Grant (+) Revenue (-) Cost	**$2,500**

   Service cost is $110,000, service revenue is $122,500, leaving $2,500 generated by the service that needs to go back into related projects, or back to RPTD. Agency Z would answer "Yes" enter $2,500, and revise the grant amount requested downward by $2,500.

Section G. Mobility Management Funds Request

The local match required is 20 percent.

1. **Describe Mobility Management Activities:** Describe the activities to be funded. Mobility Management includes short-range planning and management activities as well as projects for improving coordination among public transportation and other transportation service providers.

2. **Funding Details:** Enter mobility management total. Enter any local overmatch, or other federal funding beyond required match in this application. Enter the local match source. The grant and required match totals are calculated based on *total costs - (local overmatch + federal funds).*

3. **Describe Dependencies:** If this grant application is dependent on another grant, please provide descriptive information. For example, a mobility management grant may only make sense if an operations grant is awarded.

Application Submittal

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

Then, use the "Submit by Email" button to submit your application to RPTD. The form may try to help you send the email. Read the notifications and select the options that apply to you.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your "sent" folder.

After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". Contact Liz Rickles at 503-986-3394 or Elisabeth.m.rickles@odot.state.or.us if you do not receive this message.

If you wish to submit attachments supplemental to your application, send them in a separate email to PTDApplications@odot.state.or.us.

References

- Transit Network and Intercity Program Application form
  http://www.odot.state.or.us/forms/odot/highway734/5077.pdf

- The vehicle category and useful life document (a reference for vehicle grant category information)
  http://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf

- Key Transit Hubs document
  https://www.oregon.gov/ODOT/PT/PROGRAMS/transportation-options/AboutKeyTransitHubs.pdf

- Categorical Exclusion Worksheet
  https://www.oregon.gov/ODOT/PT/resources/guidance-library/dce-worksheet.docx

- Intercity service report form (this report is required for grant recipients)
  http://www.oregon.gov/ODOT/PT/resources/guidance-library/intercity-service-report-form.xls

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