FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program 2023-25

Oregon Department of Transportation Public Transportation Division

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

Oregon
Department
of Transportation

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Staff Contacts

Questions about the FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities solicitation should be directed to your regional transit coordinator, or to Darrin Kazlauskas, Public Transportation Program Services Manager at Darrin.Kazlauskas@odot.state.or.us or by telephone at 503-986-4273.

The electronic version of this document is located in the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities section of the Public Transportation Funding Opportunities Page located here: https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx.

PART 1: FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES OVERVIEW AND GUIDANCE

Introduction

This document provides guidance and application instructions for the formula portion of the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This program funds eligible capital, mobility management, contracted service, and preventive maintenance projects for transportation agencies serving seniors and individuals with disabilities. In addition to the federal formula allocation of Section 5310 funds, Oregon has, through the Jobs and Transportation Act (JTA), supplemented Section 5310 funds with flexible Federal Highway Administration (FHWA) Surface Transportation Block Grants (STBG) funding. In recent years, as much as 88% of Section 5310 funding distributed by the state was due to Oregon Department of Transportation (ODOT) STBG funds transferred to the Section 5310 program.

The FTA allocates Section 5310 funds to states in separate rural and small urban area allocations. The allocation ODOT Public Transportation Division (PTD) is distributing in this solicitation includes the small urban funding specifically designated by the FTA to the seven small urban agencies in Oregon, as well as the FHWA STBG funds transferred into Section 5310 for all designated lead agencies.

Per our State Management Plan (approved by the Oregon Transportation Commission (OTC)), Section 5310 small urban funds and dedicated STBG funds are distributed by formula to "lead agencies" (which are the designated Special Transportation Fund Agencies), who then conduct a local solicitation process and select projects for funding from their allocated amount. The formula used to allocate funds to lead agencies is based on total population and on the population of seniors and individuals with disabilities.

As noted above, only projects eligible for the capital match rate, as defined by FTA, are eligible for these funds. Eligible lead agencies with small urban areas will submit separate applications to PTD; one for the small urban portion of Section 5310 funds and one for the STBG funds, since the Section 5310 and state-directed STBG funds have different match rates (see match information on page 10). Projects eligible for Section 5310 funding must be derived from a locally developed and adopted Coordinated Public Transit-Human Services Transportation Plan (known in Oregon as a *Coordinated Plan*) intended to improve transportation services for persons with disabilities, seniors, and people with low incomes.

Refer to the Section 5310 and ODOT STBG Estimated Biennial Targets table on page 10 for estimated funding details.

Lead agencies are invited to develop a prioritized project list up to 20% above their allocation for this solicitation. If additional funds become available, PTD staff may work in collaboration with lead agencies to allocate additional funding.

PTD will administer grant awards through deliverables-based grant agreements. Funds will be disbursed on a quarterly basis upon submittal of satisfactory progress reports and expenditure documentation.

Section 5310 program requirements and parameters are guided by:

- FTA Circular C 9070.1.G https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities
- ODOT State Management Plan for Public Transportation Programs https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf
- FTA Circular C5010.1E (grant management): https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/award-management-requirements-circular-50101e
- FTA Circular C 4220.1F (procurement): https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance

NOTE: The 2023-2025 5311 Formula applications are now consolidated with the 5311 Formula applications. However, there are two distinguishable sections for each formula grant within the online application.

Definitions

- **Coordinated Public Transit-Human Services Transportation Plan -** A locally developed, coordinated public transit-human services transportation plan (otherwise know as the Coordinated Plan) that identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. These plans may be developed on a local, regional, or statewide level. The PTD has designated each Special Transportation Fund (STF) Agency as the lead agency to develop and adopt the Coordinated Plan for its area, and these agencies are responsible to ensure that plans are completed. The planning area will be (at a minimum) the county or counties governed by the lead/STF Agencies, and the areas served by Indian Tribal governments.

  Required Elements. Projects selected for funding shall be included in a Coordinated Plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

  o Stakeholder involvement description and documentation;

- An assessment of available services that identifies current transportation providers (public, private, and nonprofit);

- An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;

- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and

- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

- **FTA Section 5310** – The federal funding program intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

- **Lead or STF Agency -** One of 42 STF Agencies defined by Oregon law (ORS 391.800), essentially consisting of transit districts; counties (if there is no transit district in a county); and the nine federally-recognized Oregon Indian Tribal governments.

- **Public Transportation Services -** Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Grant Solicitation and the Oregon Public Transportation Plan

The Oregon Public Transportation Plan (OPTP) was adopted by the OTC in September 2018 and provides overarching policy guidance for public transportation in Oregon. The OPTP contains 10 state public transportation goals which lead agencies are encouraged to consider these goals in the project selection process that follow:

Goal 1: Mobility - Public Transportation User Experience
People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.

Goal 2: Accessibility and Connectivity - Getting from Here to There
Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.

Goal 3: Community Livability and Economic Vitality
Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools, and other destinations in urban, suburban, and rural areas.

Goal 4: Equity

Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.

Goal 5: Health
Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.

Goal 6: Safety and Security
Public transportation trips are safer, and riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.

Goal 7: Environmental Sustainability
Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.

Goal 8: Land Use
Public transportation is a tool that supports Oregon's state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.

Goal 9: Funding and Strategic Investment
Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians' quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.

Goal 10: Communication, Collaboration, and Coordination
Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.

Additionally, please review the OPTP Local Practitioner's Guide for Local Jurisdictions and Providers on the PTD Technical Resource Center website. This guide explains the OPTP policies and strategies and includes examples and experiences from providers across the state that are successfully implementing policies reflected in the OPTP.

Program Purposes and Eligibility

Oregon's goal for the FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Program is to improve mobility for seniors and individuals with disabilities living and traveling throughout Oregon.

Eligible Applicants

PTD designates the following public agencies as coordinators of services for public transportation, including transportation for seniors and individuals with disabilities:

> Counties, transportation districts and Indian Tribes designated by ORS 391.800 as recipients of Special Transportation Funds, and the agency that the county, transportation district and Indian Tribe may designate to act on its behalf.

These agencies represent the interests of other public and private entities in the regional area, and are the recipients of multiple sources of local, state, and federal funds for public and human service transportation. These agencies, including the nine federally recognized Indian Tribes, are provided a target allocation of funds in the Section 5310 formula fund program. These agencies are responsible for conducting a local public process to solicit, review, and prioritize projects for funding. The lead agency review includes evaluation of applicant eligibility; project type and justification; merit; coordination efforts; public involvement; and environmental justice. Lead agencies may establish other review criteria as well, such as local priorities, project planning, efficiency, and effectiveness. The lead agency review ensures that projects are derived from the adopted Coordinated Plan.

Eligible subrecipients are counties, mass transit districts, transportation districts, transportation service districts, Indian Tribal governments, cities, councils of government, and private nonprofit organizations. Private for-profit companies are not eligible for this program and may only participate as vendors with service contracts or agreements with an eligible subrecipient. The funds may be used in all areas of the state: urban, small urban, and rural.

A recipient may require additional eligibility qualifications of subrecipients, contractors, or vendors. A recipient is required to confirm the eligibility of a subrecipient prior to distributing Section 5310 funds and entering into an agreement with the subrecipient. Recipients are also required to ensure that subrecipients maintain eligibility throughout the project period of activities funded with Section 5310 funds.

Eligible Projects

Eligible activities include:

- Capital purchases such as vehicles, passenger shelters, and other equipment that supports transportation to meet the special needs of seniors and persons with disabilities.

- Mobility management, which includes developing and operating systems for improving coordinated access to transportation (e.g., travel training, marketing programs, or development of centralized call centers).
- Contracted or purchased services, procured through a process which meets federal procurement requirements.
- Vehicle and facility preventive maintenance.

Transportation services limited to client-only, and not open to the general public, may be eligible for FTA Section 5310 funding. To be eligible, the client-only provider must either allow federally-funded vehicles to be used by other public transportation providers when the vehicles are not scheduled for client services, or the client-only provider must provide rides to non-clients itself in a coordinated system when vehicles are not scheduled for client services.

All projects funded with Section 5310 must be derived from a locally developed and adopted Coordinated Plan.

Funding Availability

For the July 1, 2023, through June 30, 2025 grant agreement period, PTD estimates funding availability for the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program as displayed in this table:

STF Agency Name	FTA 5310 Small Urban Allocation Estimate	5310 STBG Allocation Estimate	Total Allocation Estimate
Baker County	-	162,148	162,148
Basin Transit Service Transportation District	-	523,342	523,342
Benton County	348,986	223,180	572,166
Burns Paiute Tribe	-	90,420	90,420
Columbia County	13,158	368,151	381,309
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	-	91,379	91,379
Confederated Tribes of Grand Ronde Community of Oregon	-	97,396	97,396
Confederated Tribes of Siletz Indians	-	96,962	96,962
Confederated Tribes of the Umatilla Indian Reservation	-	94,069	94,069
Confederated Tribes of Warm Springs	-	100,120	100,120
Coos County Area Transportation District	-	540,516	540,516
Coquille Indian Tribe	-	91,361	91,361
Cow Creek Tribe of Umpqua Indians	-	91,668	91,668
Crook County	-	192,842	192,842
Curry County	-	221,424	221,424
Deschutes County	468,389	1,019,718	1,488,107
Gilliam County	-	97,767	97,767
Grant County Transportation District	-	119,058	119,058
Harney County	-	114,980	114,980
Hood River County Transportation District	-	152,752	152,752
Jefferson County	-	168,994	168,994
Josephine County	282,395	445,684	728,079
Klamath Tribes	-	96,003	96,003
Lake County	-	120,064	120,064
Lane Transit District	-	1,950,045	1,950,045
Lincoln County	-	448,797	448,797
Linn County	318,600	601,934	920,534
Malheur County	-	213,073	213,073
Morrow County	-	123,814	123,814
Rogue Valley Transportation District	861,278	847,655	1,708,933
Salem Area Mass Transit District	-	2,168,442	2,168,442
Sherman County	-	97,337	97,337
Sunset Empire Transportation District	-	323,187	323,187
Tillamook County Transportation District	-	208,525	208,525
Tri County Metropolitan Transportation District of Oregon	-	7,472,364	7,472,364
Umatilla County	49,330	480,899	530,229
Umpqua Public Transportation District	-	917,274	917,274
Union County	-	179,384	179,384
Wallowa County	-	125,136	125,136
Wasco County	-	177,579	177,579
Wheeler County	-	97,240	97,240
Yamhill County	-	747,317	747,317
Grand Total	**2,342,136**	**22,500,000**	**24,842,136**

In the forecast allocations of FTA Section 5310 for the 2023-25 biennium, the Federal apportionment is up nearly 50% from 2021-23 as a result of IIJA adjustments, while the STBG transfer has remained flat. The population numbers are taken from [2021 PSU projections](https://www.transit.dot.gov/funding/apportionments/formula-apportionments-data) (based on 2010 census data - https://www.transit.dot.gov/funding/apportionments/formula-apportionments-data) for the counties and self-reported information from the nine federally recognized Tribes, using Table 3 in the PSU data for general population and Table 10 for the percentage of population over 65. Some changes from the preceding biennium are due to population movement, and the percentage of population over 65 has increased slightly from about 18.06% up to 18.97%, which affects how the funds are split in each county.

Match Requirements

The match requirements for projects awarded through this solicitation will vary based on the project type:

- 5310 Small Urban Funds 20%;
- STBG Funds 10.27% – for capital, mobility management, contracted service, and preventive maintenance projects.

State STF or Statewide Transportation Improvement Fund (STIF) formula funds granted to agencies through the designated STF Agency are considered local funds and may be used as match for Section 5310 funds, along with other local resources available to local agencies. Other local funds and program income, except fare box revenues, may be used as match. However, if the original source of the funds used to pay the contract is from a USDOT source, then the contract revenue may not be used as match.

Non-cash in-kind contributions, such as volunteer labor, may be used for local match. In-kind contributions may be used for local match for capital projects that are not purchases on a case-by-case basis. Pre-approval by PTD is required.

Application Submission

Applications for the 2023-25 grant solicitation are due to PTD from the designated lead agency no later than **11:59 p.m. on January 20, 2022.** PTD may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application.

Project Selection Process and Schedule

The main steps in the project selection process are:

1) Designated lead agencies conduct a local public process to solicit, review and prioritize projects for Section 5310 funding (October 2022 – January 2023).
2) Subrecipients submit their application for selected projects to Lead agencies (October - January 20, 2023).

3) Lead agency governing bodies approve final project selection recommendations and submit applications to PTD (October - January 2023).
4) PTD reviews applications for completeness, applicant eligibility, and project eligibility consistent with PTD and federal requirements (January – February 2023).
5) PTD prepares a final, reviewed list of lead agency projects recommended for funding to the Public Transportation Advisory Committee (PTAC) (February or March 2023).
6) The PTAC reviews and endorses the lead agency project lists and forwards the funding recommendation to the OTC (February - April 2023).
7) The OTC reviews the list of lead agency projects which will be funded by Section 5310 (March or April 2023).
8) PTD posts Section 5310 funding awards on the PTD website and creates 2023-25 funding agreements for execution (May – June 2023).

Project Selection Criteria

For Section 5310 formula funding, designated lead agencies are responsible for conducting a local public process to solicit, review, and prioritize projects for funding.

The lead agency review includes evaluation of applicant eligibility: project type and justification, merit, coordination efforts, public involvement, environmental justice, and assurance that projects are derived from the local Coordinated Plan. Lead agencies may establish other review criteria as well, such as local priorities, project planning, efficiency, and effectiveness.

PTD uses public meetings and posts the grant program information on the PTD website to ensure that all potentially eligible applicants, including those who are minority organizations or who provide services to minorities are informed of the opportunity to apply through the lead agencies. In addition, the designated coordinating agencies assist PTD in notifying potentially eligible agencies within their geographic areas about the grant program. PTD staff is available to provide technical assistance to agencies, as needed to help them develop grant applications.

PTD will perform a technical review of all applications to ensure applicants and projects are eligible. A list of all projects will be presented to the PTAC and OTC for final consideration before subrecipient grants are awarded.

Appeals Process

PTD will follow the appeals process identified on page 34 of the State Management Plan for Public Transportation Programs, available at:
https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf.

Reporting Requirements

Recipients and their subrecipients are required to report on federally-funded activities. There are a number of required reports, which includes: fiscal, performance, vehicle procurement, and capital asset management. The majority of these reports are submitted using the Oregon Public Transit Information System (OPTIS) and are due no later than 45 days following the end of each quarter.

PTD requires performance and fiscal reports (and vehicle reports as applicable) from subrecipients for each of its funding programs. Grant payment is based on compliance, receipt, and approval of these reports along with reimbursement requests and supporting documentation. Performance reports document the number of rides, hours, miles, senior rides, and disabled passenger rides. Fiscal reports authenticate quarterly revenues and expenditures, local contributions, sources of contribution, and other data as required by the specific funding source. Capital reimbursements are made based on vendor receipts or maintenance descriptions which are used to verify eligible expenses. Depending upon the type of grant, PTD may require other types of documentation in order to process reimbursement requests.

In addition to general periodic reporting requirements, PTD may require additional documentation and deliverables, as appropriate to the project and per specific grant agreement statements of work and compliance requirements. Examples of performance reporting may include metrics focused on operations, capital, administration, or other deliverables.

Recipients may include requirements in their sub-agreements to obtain reporting and/or additional information from subrecipients, but recipients are ultimately responsible to provide all required reporting information to PTD.

PTD requests recipients submit copies of subrecipient agreements to PTD within 30 days of fully executing the subrecipient agreement.

Subrecipients that have acquired, purchased, or leased capital assets shall enter asset information or work with PTD to ensure it is entered into OPTIS, which is PTD's inventory system of record. The inventory must include the following information:
- Purchase date, purchase price, and date installed or put into revenue service.
- Matching fund amount and source used for the purchase.
- Owner and operator.
- Asset description as follows:
  - Vehicles: make, model, quantity, length, number of securement stations, number of seats with and without securement stations deployed, fuel system, mileage, number of bike racks, Gross Vehicle Weight Rating (GVWR), and condition.
  - Improvements to real property (facilities, buildings, shelters): location, current disposition, condition, and status.

- o Equipment: description, make, model (for non-revenue vehicles which are classified as equipment), quantity, and condition.
- o Signs and shelters: address and location(s).
- o Facilities: description, address, square footage, lot size (feet or acres), and percentage of use for public transportation.

The capital asset inventory must be updated at regular intervals as specified by PTD. Reporting is required for as long as the capital asset is in use for public transportation regardless of the expected useful life of the asset. More information about asset reporting can be found on the PTD website.

Capital Assets

Grant recipients should understand the unique reporting, environmental review, and documentation processes associated with the purchase of capital assets. The requirements vary based on the source of funding, project type, and applicable local, state, and federal regulations. It is the grant recipient's responsibility to understand and comply with all applicable requirements.

All vehicle requests must meet the requirements of the ADA. Agencies wishing to purchase non-accessible vehicles must sign a Certification of Equivalency assuring PTD they have the ability to meet ADA requirements.

ENVIRONMENTAL COMPLIANCE

Grant recipients are responsible for complying with all applicable local, state and federal environmental rules and regulations, coordinating with relevant agencies, and managing any environmental review procedures required to fulfill the project scope of work and deliverables.

FTA-funded projects must comply with the National Environmental Policy Act (NEPA) and the regulations adopted by FTA to comply with NEPA. FTA regulations require different levels of analysis and documentation based on project type and environmental impact. It is the recipient's responsibility to determine and complete the correct level of environmental review. Payments for project activities which involve ground disturbance may be contingent on completing the required environmental procedures.

CAPITAL ASSET REQUIREMENTS

Requirements for federally funded assets are listed below.

A recipient or subrecipient who acquires a capital asset(s) commits to continually use the asset for the approved purpose for the useful life of the asset(s) in which, capital asset inventory reporting is required for as long as the capital asset is in use for public transportation.

To be eligible to receive funds for a real property capital asset (e.g., a transit facility, bus barn, maintenance facility, land, or administration building), the recipient must demonstrate in their grant application one or more of the following activity, depending on the asset type:

- Recipient or subrecipient ownership of the property upon which the capital asset will be located;
- Recipient or subrecipient possession of an executed lease agreement for the property location where the capital asset will be located that will be in place for the useful life of the capital asset;
- Recipient or subrecipient possession of an executed lien on the property upon which the capital asset will be located for the duration of the useful life of the capital asset;
- In the case of a project that will utilize property owned by a local city, county, or government; an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the capital asset; or
- In the case of a project to purchase land, an option to purchase the land identified in the project.

PART 2: APPLICATION INFORMATION

Please read all information and instructions before completing the application.

General Information

These instructions cover the application process for lead agencies (STIF Agencies) to apply to PTD for Section 5310 Formula Program funding. The application is for projects for the entire 2023-2025 biennium.

The application process must be coordinated through the lead agency. PTD will only accept applications submitted by lead (STIF) Agencies. Note that lead agencies with small urban areas will need to submit two applications to PTD, one for the small urban allocation and one for the other Section 5310 allocation.

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

PTD has created an optional subrecipient application for lead agencies to use in their local project solicitations. This application allows subrecipients to submit project applications to lead agencies and the same instructions detailed below, apply to this optional subrecipient form.

The application and the optional subrecipient application are located on the ODOT Public Transportation Division Funding Opportunities webpage (https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx).

Non-profit agencies may also apply through lead agencies.

- If your transit agency is a private non-profit organization that has not applied for a recent PTD grant, please provide the following information to your lead agency (Also, see the 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 to do business in Oregon. See website (http://www.filinginoregon.com/business/index.htm).

Application Format and Use

The application form is a fillable, web-based document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. You may experience formatting limitations and errors if using Internet Explorer.

The application form uses a combination of check boxes, yes/no questions, text boxes, and buttons for uploading documents and adding information. If there are technical problems using the form, please call Brian Roth at 503-986-3394. If there are questions regarding programmatic or process-specific questions, contact your regional transit coordinator.

You may save your progress as you work through the application by clicking the "Save" button on the last page of the application. Thus, applications may be completed over multiple sittings. You may invite collaborators to work on their application by sharing the form hyperlink, but we recommend that only one person work on the form at a time. Be sure to save the form before sharing with a colleague.

Some questions require a "yes" or "no" response, which some fields may expand and require additional information. Required fields are marked with an asterisk and if these fields are not completed, the form will prompt you to complete the field before submitting the final application.

When the application is completed, select "Submit Application." A message will be received acknowledging PTD's receipt of the application. A link to a PDF version of the application will appear and than can be opened and saved.

Applications for 2023-25 FTA Section 5310 applications are due to PTD no later than **11:59 P.M. on Friday, January 20, 2023**.

Application Instructions

Step-by-step instructions are listed below to provide additional clarity. 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 your responses.

Applicant Information

Check Applying for 5310. Applications are only accepted from lead agencies. A message will apppear with a link to the optional Section 5310 Subrecipient Application.

5310 Agency Name: Choose your agency's name from the drop-down box. If you are a lead agency applying for your small urban allocation, choose the agency name with a small urban designation from

the drop-down list. Lead agencies with small urban areas will need to submit two applications, one for their small urban allocation and one for their other Section 5310 formula allocation.

Agency Mailing Address: This information is autopopulated based on the 5310 Agency Name. Please review your agency's complete mailing address for accuracy.

Application Contact Information: This information will auto-populate based on the 5310 Agency Name. Please review the following fields for accuracy: name, title, email address, and telephone number of the contact person for this application. PTD will contact this person if we have any questions about your application. Also enter the name, title, email adress, and telephone number of the person will will sign the grant agreement or who will route the agreement to that person. It is to this person that the agreement will be emailed from the Oregon Public Transit Information System (OPTIS).

Agency Type: This information is autopopulated based on the 5310 Agency Name. Please review the agency type, Public or Tribal for accuracy.

Service Area: Choose Urban/Large Urban, Small Urban, or Rural

Agency Federal EIN: This information will autopopulate based on the 5310 Agency Name. Please review your federal IRS tax ID number for accuracy.

Agency Urbanized Zone: Select the correct zone. If your agency is located outside of the listed areas, choose Oregon.

Service Type: Check a box for each transportation service type that will be supported with your Section 5310 project award. Contact your RTC if you need more information on service types.

TAM Plan Participation: Will you be particpating in the Oregon Public Transportation Division Transit Asset Managemen (TAM) plan?

Flood Zone Information: Indicate if any FTA-funded buildings you own are in a flood plain. If you are not sure if your project is located in a flood zone, use the Federal Emergency Management Agency (FEMA) website to locate the project address. If you check "Yes", answer the question regarding flood insurance.

Risk Assessment Information

Answers to risk assessment questions will help PTD identify relative risks of agencies applying for federal funding. The goal is to help transit agencies be successful and to target training to any areas (such as negative audit findings or weak management systems) that need improvement. The questions on the application are only part of the entire risk assessment plan. Please contact Andrew O'Keefe at 503-986-3267 or Andrew.S.OKeefe@odot.state.or.us for assistance with the risk assessment plan.

For the accounting system type question, the following definitions apply:

- "Manual" is an accounting system that is updated and maintained by hand, without using a computer system or any automatic system.
- "Automated" is a system using a computer which automatically maintains records without the need for any human input.
- "Combined" uses both manual and automated systems.

Transit Agency Projects

This section asks for detailed information related to each project.

Project Name: Enter a name for your project that is easy to understand and identifies it specifically. (For example, "Bus Washing Equipment for Center Street Station", not "Equipment".)

Transit Agency Legal Name: This information is autopopulated based on the 5310 Agency Name. Please review for accuracy.

Agency Mailing Address: This information is autopopulated based on the 5310 Agency Name. Please review for accuracy.

City, State, Zip Code: This information is autopopulated based on the 5310 Agency Name. Please review for accuracy.

Transit Agency Doing Business As (DBA) (Optional): Enter the Transit Agency DBA name if applicable.

Federal EIN: This information is autopopulated based on the 5310 Agency Name. Please review for accuracy.

Urbanized Zone: Select the urbanized zone from the dropdown.

Agency Web Address (Optional): Type in your agency web address.

In each of the remaining fields, enter, or select from the drop down menu if available, all of the requested information.

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

Section A: Purchased Service Project

Purchased services are transportation services purchased by your agency to conduct service or a portion of service in your stead. In these cases, a contractor operates the transit vehicles and/or

other support services. The transit agency or the contracted service provider may provide vehicles or maintenance facilities. Purchased service projects must meet at least one of the following criteria:

- Contractor must be selected through a public procurement process consistent with FTA procurement requirements and local procurement policies;
- A written agreement, signed by both parties, exists that obligates the contractor to provide the service for a specific monetary consideration;
- A written agreement, signed by both parties, exists that specifies a contractual relationship for a certain time period and service;
- A written agreement, signed by both parties, exists that obligates the contractor to provide to the transit agency the operating statistics required by the National Transit Database (NTD) Annual Report;
- The transit agency purchasing the service must report fully allocated costs and service, assets, and resource data that the NTD requires;
- Users of the service must recognize that the buyer of the service is actively managing and funding the service and that the contractor operates the service on behalf of the transit agency.

1. Project Title: Enter a descriptive title for the project such as "Dial-a-ride Service to Awesome, Oregon".

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

3. Estimated number of unduplicated individuals supported: 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. Project cost and match information: Enter the Total Project Cost. The application will auto-calculate the local match and grant amounts.

6. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

7. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency coordinator or your RTC for more information.

8. Date Coordinated Plan adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

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 contractor. A copy of new or existing contracts must be provided to PTD, as specified in the grant agreement language. If "No", describe how the services will be procured.

Section B: Mobility Management Project

Mobility management is an innovative approach for managing and delivering coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. It also focuses on coordinating these services and providers to achieve a more efficient transportation service delivery system. Per FTA guidance, mobility management activities eligible for funding include:

- Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;
- Coordinating transportation services for seniors, individuals with disabilities, and individuals with low incomes;
- Supporting local partnerships that coordinate transportation services;
- Staffing for the development and implementation of coordination plans;
- Providing travel training and trip planning activities for customers;
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel;
- Planning and implementing the acquisition and purchase of intelligent transportation technologies (under $5,000) to operate a coordinated system. Note that equipment over $5,000, in total, is considered a capital asset, so any equipment purchase over that amount should be entered as a capital purchase project.

FTA guidance on mobility management can be found at:
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/resources/171/mobility-management-brochure.pdf

1. Project Title: Enter a descriptive title for the project such as "Travel training sessions and outreach activities in the local area".

2. Project Service Description: Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

3. Project Type: Select the category that best describes your project type from the drop-down box. If you are using Internet Explorer, hover over the field to show the project types. If

multiple categories apply, select the one that is predominant for your project. If you do not see a type that fits your project, type a description into the text box.

4. Project cost and match information: Enter the Total Project Cost. The application will auto-calculate the local match and grant amounts.

5. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

6. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

7. Date Coordinated Plan adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

8. Project Performance Goals: Identify the estimated number of customer contacts, customers trained, or products and services expected to be produced. Describe the method you will use to measure the planned output or performance of the project. Identify service numbers for the two fiscal years separately (Example: "FY 2021 = 100 customers trained; FY 2022 = 250 customers trained.")

Section C: Vehicle Purchase

Select Replacement Vehicle or Expansion Vehicle or both.

Replacement Vehicles:

1. Vehicles to be Replaced: Complete the table for each proposed replacement vehicle. Each vehicle you enter must meet or exceed the age or mileage useful life standard for its category and cannot have been replaced in an earlier award cycle.

   - Enter year, make (manufacturer), and model (name) of each vehicle being replaced. (For example: 2010 El Dorado AeroLite or 2008 Gillig New Flyer C35LF.)
   - Select a category from A to E using the drop-down menu (For descriptions, see "Find definitions for categories A-E and their useful life benchmarks" on the PTD website: https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx.)
   - Enter vehicle identification number
   - Enter total number of seats including ADA seats
   - Enter number of ADA seats
   - Enter current mileage

For more than one vehicle request, select the "+ Add Item" to add another row to the table. To remove an item, select the "x" to remove that row.

2. Condition of Vehicles: Enter the VIN and select the condition (Adequate, Marginal, or Poor) from the drop-down menu for each vehicle. Explain the reason for a marginal or poor determination in the Vehicle Maintenance History box (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. (For example: VIN ### Poor – 5 years over useful life; VIN #### Adequate vehicle at maximum passenger capacity, requesting a larger vehicle.)

   For more than one vehicle requests, select the "+ Add Item" to add another row to the table. To remove an item, select the "x" to remove that row.

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

   Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select "No", state the reason your agency will conduct its own procurement. Please be aware that you are required to obtained approval from PTD prior to the 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 this is not a like-for-like replacement project, please remove these vehicles and select the expansion vehicle category instead.

   • Select a category from A to E using the drop-down menu. (For descriptions, see "Find definitions for categories A-E and their useful life benchmarks" on the PTD website: https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx.)
   • Enter the quantity of each vehicle type to be purchased.
   • 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 before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.
   • The total cost for each vehicle category will calculate automatically.
   • Enter total number of seats and number of ADA seats separated by a forward slash. Example: 24/2.
   • Select the fuel type from the drop-down box (if using Chrome, or hover over the field using Internet Explorer): Gas, Diesel, Electric, CNG (compressed natural gas), Hybrid Gas, Hybrid Diesel.
   • Enter estimated order and delivery dates. Check with your vendor for a typical delivery schedule if needed.

5. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

6. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

7. Date Coordinated Plan adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

8. Describe how the 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. For more than one service type with multiple vehicles, identify how many will be used for what service, e.g., "2 buses for paratransit, 3 vans for dial-a-ride".

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.

Total project cost, match amount, and grant amount are auto-calculated and will appear at the end of this section.

Expansion/Right-Sizing Vehicle

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

NOTE: Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select "No", state the reason your agency must conduct its own procurement. You are required to obtained approval from PTD prior to the procurement.

2. Vehicles to be Purchased: Complete the chart for each vehicle to be purchased. If you are replacing vehicles on a like-for-like basis, this is not an expansion project. Please remove these vehicles and select replacement vehicles instead. Include graphics and equipment required to put the vehicle into service.

   NOTE: PTD recommends that you contact vendor representatives for cost estimates and be sure to include all options in the requested vehicle cost, to ensure your application includes sufficient funds to complete the project.

   Select a category from A to E using the drop-down menu. (For descriptions, see "Find definitions for Categories A-E and their useful life benchmarks" on the PTD website: https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx.)

   • Enter the quantity of each vehicle type to be purchased.
   • 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 before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.

- The total cost for each vehicle category will calculate automatically.
- Enter total number of seats including ADA seating.
- Select the fuel type from the drop-down box (if using Chrome, or hover over the field if using Internet Explorer): Gas, Diesel, Electric, CNG (Compressed Natural Gas), Hybrid Gas, Hybrid Diesel.
- Enter estimated contract award date, order/RFP/IFB date, initial delivery date, and contract completion date. Check with your vendor for a typical delivery schedule if needed.

3. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

4. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

5. Date Coordinated Plan Adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

6. 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. For 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".

7. For a vehicle expansion project, describe the gap(s) in current service that will be addressed by the project, the expanded service area, 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.

Total project cost, match amount, and grant amount are auto-calculated and will appear at the end of this section.

Section D: Capitalized Vehicle Preventive Maintenance Project

1. Describe how this project coordinates with other services: Describe how the requested preventive maintenance project 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", "this service brings riders to the city where connections are made to another service".)

2. Is a 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 PTD prior to grant agreement execution; however, the plan is not required for your application to be considered.

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

4. <u>Project cost and match information:</u> Enter total project cost. Match amount and grant amount will auto-calculate.

5. <u>Project Match Details:</u> Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

6. <u>Adopted Coordinated Plan page:</u> Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

7. <u>Date Coordinated Plan Adopted:</u> Enter the coordinated plan adoption date. Upload the plan page that contains your project.

8. <u>Grouped Activities or Projects</u>: If this 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: Equipment, Signs and Amenities, Shelters

<u>Will this project disturb the ground?</u> Select "Yes" if your project will disturb the ground and will require submittal of an environmental worksheet. If "Yes", upload your draft environmental worksheet by selecting the "Upload" box (optional). The worksheet may also be completed following grant execution but before ground disturbing activity occurs.

Environmental worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the "Buy a Non-Vehicle Capital Asset" tab of the Public Transportation Division website, or at this link: https://www.oregon.gov/ODOT/RPTD/Pages/Buy-Other-Asset.aspx

<u>Select Equipment, Signs and Amenities, or Shelters</u>

Equipment:
Capital equipment must have a value of $5,000 or more. If a single item does not meet this threshold, but combined with other related equipment it does reach the $5,000 threshold, it is considered to be capital equipment. Examples of combined capital equipment projects:

- Desktop computers, a server, and a printer (not typically costing $5,000 each) grouped as a system.
- Grouped similar items such as ten route signs or three bike racks.
- Multiple shelters and seats, purchased at the same time, but installed at different locations.

Signs and Amenities:
You may choose to have the sign manufacturer or supplier do the installation, have your own maintenance staff install, or have installation done by a contractor. Remember to check all applicable street and building codes, and obtain permission from any governing jurisdictions, before proceeding with any shelter project.

1. Project Need Description: Explain why this project is needed and how the equipment, signs and amenities, or shelter will support the Section 5310 program goals. Briefly note what gaps in current services the equipment, signs and amenities, or shelter project will address.

2. Equipment Request: Complete the table for all equipment, signs and amenities, or shelters to be purchased. Work with vendor representatives for cost estimates and be sure to include all optional items in the requested equipment cost.

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 6 "grouped activities" to identify links between activities/projects and equipment requested.

Passenger shelters require one line of data unless multiple types of shelters with differing prices are being purchased. Installation may be a separate line item, or installation included in the price of the item.

- Enter a description of the equipment, signs and amenities, or shelter project.
- Enter the quantity of items to be acquired.
- Enter the full cost, including all options, of each item.
- The total dollar value will calculate automatically
- Enter estimated contract award date, order/RFP/IFB date, initial delivery date, and contract completion date. You may need to check with a vendor for a typical delivery schedule for customized or special-order equipment.

3. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

4. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

5. Date Coordinated Plan adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

6. 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. If amenities support multiple projects, describe each line item and the associated linked project.

Equipment, signs and amenities, or shelter project cost and match information is auto-calculated.

Section F: Facilities including Transit Centers, Bus Barns, and Transit Agency Buildings
Please contact your RTC before you apply if you are considering a large-scale, multi-phase project that will require funding beyond the biennium for which you are applying.

Will this project disturb the ground? Select "Yes" if your project will disturb the ground and will require submittal of an environmental worksheet. If "Yes", upload your draft environmental worksheet by selecting the "Upload" box (optional). The worksheet may also be completed following grant execution but before ground disturbing activity occurs.

Environmental worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the "Buy a Non-Vehicle Capital Asset" tab of the Public Transportation Division website, or at this link: https://www.oregon.gov/ODOT/RPTD/Pages/Buy-Other-Asset.aspx

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

1. Project Title: Provide a clear title of your project.

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

3. Facility Project Request: Describe major activities or subcategories.

    - Enter a description of each major activity or subcategory. (Examples are noted in parentheses on the application.) If the PTD-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 contract award date, order/RFP/IFB date, initial delivery date, and contract completion date. 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 the "+ Add Item" to add another row to the table.

4. Total Project Cost, Match Amount, and Grant Amount are auto-calculated.

5. Project Match Details: Select the source of local matching funds for this project. Farebox proceeds cannot be used as match for federal grants. Enter the match amount for each match source. Select the match status for each match source from the dropdown.

6. Adopted Coordinated Plan page: Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Enter the date the coordinated plan was adopted. Contact your STF Agency Coordinator or your RTC for more information.

7. Date Coordinated Plan adopted: Enter the Coordinated Plan adoption date. Upload the plan page that contains your project.

8. Grouped Activities or Projects: If this 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. Project Facts (A – R): Discuss the proposed facility project with your RTC before completing this section of the application. This will provide clarity for both you and PTD, and make it more likely that the application process will go smoothly.

If you are the Lead (STF) Agency, please select the "+ Add Transit Agency" button to continue adding Section 5310 subrecipient applications. This allows the Lead Agency to create one consolidated application to submit to PTD.

Submitting Your Application

Signature Box

In the Signature Box, use your mouse and sign the application; this serves as your official signature. Type your name in the "Printed Name" box. Submitting the application electronically also serves as your certification that the application information is complete to the best of your ability.

Document Upload

You may upload any files associated with your projects. This may include GIS files, maps, Coordinated Plan documents, compliance documentation, joint management agreements, etc.

Click the Upload button to begin uploading documents. A small browser window will pop up. If the pop-up window does not appear, make sure your internet browser is not blocking pop-up windows.

Each application has room for 200 MB of uploaded documents. For larger files, consider placing the file on a website or accessible drive such as Dropbox or Google Drive, and linking to the file, rather than uploading it.

Application Submittal

When your application is complete, select the "Save" box located at the bottom right corner of the application. This will open a pop-up box to enter your email address. The form software will email you your saved application.

After submitting your application, you should receive an automated email response from PTD with the subject "Section 5310 Application [Lead STF Agency Name] Submission". If you do not receive this response, please contact Brian Roth at Brian.Roth@odot.state.or.us or 503-986-3394 as soon as possible.

APPENDIX: REFERENCES

Application-Related Documents

Oregon Vehicle Description and Useful Life Standards
https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf

FTA guidance on mobility management
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/resources/171/mobility-management-brochure.pdf

Application-Related Forms

Documented Categorical Exclusion (DCE) Worksheet
https://www.oregon.gov/ODOT/RPTD/Pages/Buy-Other-Asset.aspx

Certification of Equivalent Service form
https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/certification-of-equivalent-service.pdf

Regional Transit Coordinator Contact Information

https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/About-RTCs.pdf

DAS State Vehicle Price Agreement Information

How to Purchase a Vehicle Guide
https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/How-to-buy-vehicles.pdf

Oregon Procurement Information System (ORPIN)
https://orpin.oregon.gov/open.dll/

State of Oregon Price Agreement – ADA Certified Transit Vehicles Contract Crosswalk
https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/ADA-contract-crosswalk.pdf

Oregon Buys
https://www.oregon.gov/das/ORBuys/Pages/vendorregistration.aspx