

Public Transportation Division

**5304 Statewide Planning Grant Program
Discretionary Grant Program
2024-2026**



Application Instructions

This document is available in alternative formats upon request.

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1. Program Overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for the Section 5304 Statewide Transportation Planning Discretionary Program. Section 5304 funding supports public transportation planning projects.

Application deadline: March 12, 2024 at 4:00 PM

Estimated available funds: \$300,000

Grant period: Pending FTA approval, the grant period will be October 1, 2024 – September 30, 2026.

Eligible recipients

Agencies providing transportation services in rural areas (less than 50,000 population) are eligible.

Eligible projects

Public transportation planning projects in rural areas. Proposed projects should align with the goals and priorities of regional transit plans, the [Oregon Transportation Plan](#), the [Oregon Transit Network Report](#), and/or the [ODOT Strategic Action Plan](#).

Evaluation process and scoring criteria

A grant evaluation committee composed of PTD staff and a Public Transportation Advisory Committee (PTAC) representatives will score applications based on the following criteria. Descriptions of the criteria are included in the Mid-Cycle Discretionary Grant Solicitation Guidance.

- Equity: 30%
- Safety: 25%
- Climate mitigation: 25%
- Readiness to proceed: 10%
- Community benefits: 10%

Federal/local match ratio: 80%/20%

How to apply

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) (<https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>). To apply, log into OPTIS and select **Open Solicitations**. Section 2 of this document provides instructions on how to create an application.

How to get help

If there are technical problems using the tools in OPTIS, email Brian Roth at Brian.Roth@odot.state.or.us. For funding or solicitation process questions, contact your [ODOT PTD Regional Transit Coordinator](#).

More information

For more details regarding this grant solicitation, please refer to the Mid-Cycle Discretionary Grant Solicitation, 2024-2026 Guidance available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx.

2. How to Create a New Application or Access an Existing Application

This section includes step-by-step instructions to create a new application as well as access to an existing application.

2.1 Sign into OPTIS

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) system. To create a new application or access an existing application, you need to first sign into OPTIS.

Go to <https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>.

Click **Access OPTIS Production**.

If you have already registered with OPTIS, click **Login to OPTIS**.

If you have not previously registered with OPTIS, click **Provider Registration** and follow the prompts.

2.2 Create a new application

Once you have signed into OPTIS, click **Open Solicitations**.

The **Solicitation Search** screen will appear with the list of open solicitations.

Next click on **Section 5304 Discretionary Application, 2024**.

This will load the **Discretionary Application Notice** page, which contains some basic information about the Section 5304 application.

Select **Apply Online** to start an application.

The **Create Application** pop-up screen should open. If it does not be sure to enable pop-ups in your web browser.

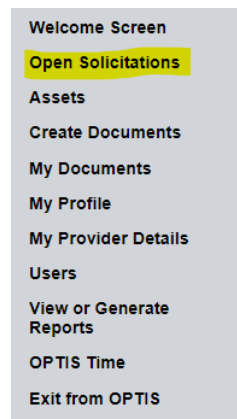
In the drop-down menu, select your agency. All agencies in your account will be listed. Select the organization responsible for this application.

Once you have selected your agency, click **Next**.

A window should open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.

A new window should open that says **Application Created**.

To follow the application wizard, click **Continue**. This is recommended for all new applications.



To bypass the application wizard and go directly to the review page, click **View**.

*Tip: Click **Save** to save your application and return later to complete it. Click on **Finish** at any time to go to the review page to view all sections displayed in one window.*

2.3 Access an Existing Application

To access and complete an existing application, first sign into OPTIS (Section 2.1 above).

Click on **Open Solicitations**. Select the **Solicitation** category. Choose **View My Applications** and select the document number. The application should open.

To go to a specific section of the application, click **Maintain** and then select the desired section.

2.4 Forwarding an Existing Application

You can forward an application to agency staff to review and edit. There are two sections of the application in OPTIS, the main body and the **Project Detail** sections. Each section must be forwarded separately for reviewing and editing. The section that is forwarded is the one that is open when **Forward** is selected.

To forward an application, click on **Actions** while the application is open. Select **Forward**. A new window will open with OPTIS account holders for your agency. Select individual's name from the list.

A forwarded application can be accessed in **Document Search** under **Currently Active** files in OPTIS.

Note: Only one OPTIS account can have access to the main body or **Project Detail** application sections for editing at one time. You can forward each subtask of the **Project Detail** to separate staff to review and edit.

If you do not have access to the **Project Detail** for editing, repeat the steps above to forward to yourself.

3. Application Details

Sections 3-8 of this document provide detailed information for each question in the application. The subsections and questions are listed in the order that they appear in the application in OPTIS.

Beginning with section 4, the numbers refer to the application section and question as it appears in OPTIS. For example, question 4.1 in these instructions refers to section **4. Application Info**, question **1. Did your agency have any turnover of management or financial staff in the last two years?**

Subsection **6. Scored Questions** provides examples of a low scoring and high scoring answer. Applicants are encouraged to review the example responses.

3.1 Application Contact

Once you have created an application (See Section 2 above) and selected **Continue**, a window titled **Application Contact** should appear.

In the **Select Contact** drop-down menu, choose the agency contact. This should be the person at your agency that you want ODOT to contact if there is a question about the application.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Authorized Representative** window should appear.

3.2 Authorized Representative

Under **Select Contact**, select the name of the individual who has signature authority for your agency.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Address** window should appear.

3.3 Address

Review the agency address information and update if necessary.

Click **Next**. The **Application Info** window should appear.

4. Application Info

The numbers in this section refer to the application section and question as it appears in OPTIS.

Risk assessment

4.1 **Did your agency have any turnover of management or financial staff in the last two years?**

Yes

No

4.2 **Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

Yes

No

4.3 **What type of accounting system does your agency use?**

Automated

Manual

Combined

An example of an **Automated** accounting system is a program tool such as QuickBooks. A **Manual** accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A **Combined** system uses a combination of the two systems.

4.4 **Does your agency have a system in place that will account for 100 percent of each employee's time?**

Yes
No

4.5 **Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes
No

Please refer to the training website if your agency needs to participate in a training (<https://www.oregon.gov/odot/RPTD/Pages/Training.aspx>) or contact your [regional transit coordinator](#).

4.6 **Was your agency audited by the Federal government in the past two years?**

Yes
No

4.7 **If yes, did the audit result in one or more audit findings?**

Yes
No

4.8 **If you did have an audit finding, explain any repeat findings, if applicable. List the last year of audit with link to document. Share list of findings and repeat findings in this narrative.**

List all findings and describe any repeat findings. Provide the year and link to the most recent audit document.

4.9 **Is the Public Transportation Division currently conducting a forensic audit of your agency?**

Yes
No

4.10 **Did your agency stay on budget in the past two years?**

Yes
No

5. Project Info

The numbers in this section refer to the application section and question number as it appears in OPTIS.

Planning Project Information

- 5.11 **Project title**
- 5.12 **Project description**
- 5.13 **Task level deliverables**
- 5.14 **Project timeline milestones**

Project Scalability

- 5.15 **What is the estimated total cost to complete this project? Include the total request in this application plus all additional expenditures required to complete the project.**
- 5.16 **If actual costs exceed the budgeted amount for the project, describe your contingency plans. Examples include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.**
- 5.17 **Describe how your project could be scaled down to receive a smaller amount of money than your desired request. If your project cannot be scaled down, write N/A.**
- 5.18 **What is the minimum award amount (grant share only, not including match) that will still allow your project to proceed?**

6. Scored Questions

The **Scored Questions** page contains the primary questions that will be used to evaluate and score applications. The scoring weights are provided in parentheses.

Please answer the questions completely with relevant details that will help the evaluation committee appraise the merits of the project. Examples of low scoring and high scoring answers have been provided for reference.

The numbers in this section refer to the application section and question number as it appears in OPTIS.

Community Benefits (10%)

- 6.19 **Describe the need this project addresses. Please provide information to support these statements.**

Lower scoring answer

“The route optimization project will plan for updating our fixed route service to match community needs with operations.”

Higher scoring answer

“As a result of COVID-19 and the shift in transportation routines, we have noticed a significant decrease in our peak hour service ridership and correspondingly an increase in our off-peak ridership. However, we do not have sufficient information about changing ridership preferences to determine whether and how we should adjust our service in terms of route, stops, and frequency. The purpose of the route study is to conduct both a transit rider survey and focused groups to determine how to optimize our transit routes.”

6.20 Describe how your agency determined this need existed, including any community engagement you conducted.

Lower scoring answer

“Our agency conducted some outreach to community-based organizations and held a public meeting to receive feedback.”

Higher scoring answer

“There are three primary demographic groups that use our fixed route transit service: seniors, young people under the age of 18, and the Latino population. We targeted our outreach and information-gathering at organizations that work closely with these populations. We met separately with the Seniors On the Go, an advocacy organization for seniors in our community, the Latino Community Center, and officials from the school district. From those meetings we confirmed what we had already noticed, these demographic groups were using transit service differently than they were before COVID-19.”

6.21 Describe the expected benefits from this project.

Lower scoring answer

“We will gather information that will inform the update of our transit service.”

Higher scoring answer

“There are three primary informational outcomes that we would use from this study to do route planning: 1) where is the greatest demand for boarding and alighting? 2) what times of day and days of the week is there the highest demand?, and 3) what is the greatest unmet need? This information will be used to update our transit service to have the highest impact.”

6.22 If this project did not receive funding from this solicitation, what are the expected impacts?

Lower scoring answer

“Our transit service update will not be as effective as it could be.”

Higher scoring answer

“Without detailed information about location, timing, and need, we will be less confident that our transit service update will be as effective as it could be. We know that it’s important to conduct targeted outreach and information gathering from the three demographic groups described in question 6.20. To get back to the level of ridership that we had pre-pandemic, we know we need to change, but we can’t know how to change without further information.”

Additionally, we have heard anecdotally that our current service isn't meeting some key needs in terms of traveling to employment, accessing healthcare and traveling to the grocery store. There have been a number of new housing developments finished in the past few years, and part of the study is dedicated to understanding if those housing developments have created new unmet demands for transit service."

Equity (30%)

The term "disadvantaged communities" refers to people whose income is below the poverty level; Black, Hispanic or Latino/a/x, Indigenous, and other people of color; older adults (65+); people with limited English proficiency; and people living with a disability.

For questions 6.23 – 6.27 please refer to the definition disadvantaged communities in your answers.

6.23 What is your transit service area? If you have a shapefile of your transit service area, please save it as a .zip file and attach it to your application in Attachments page in the Project Details section.

Describe your service area by geographic region, such as the specific county, urban area or transit district.

Lower scoring answer:

"We are focusing our planning work on the existing routes with expansion as funding allows. This planning effort will provide outreach for communities that are dependent on transit and community centers that serve disadvantaged communities."

Higher scoring answer:

"Anytown, Oregon has a goal to create a livability score for our area. We have identified climate friendly areas that also have a transportation disadvantaged population and density higher than the average for our community. These disadvantaged communities include individuals with incomes below the poverty level, Black, Hispanic or Latino/a/x, Indigenous, and other people of color, as well as those with limited English proficiency.

The planning goals of this project are centered around enhancing connectivity between activity centers such as shopping areas, healthcare facilities, and job centers with transit dependent neighborhoods, apartment complexes and housing developments and communities. In order to achieve these objectives, the project will focus on the following geographic areas:

Planning Areas: Specify the planning areas relevant to the project, considering factors like existing transit infrastructure, population density, and identified disadvantaged communities.

Specific Communities: Identify and list the specific communities targeted by the project. These may include neighborhoods with a high concentration of disadvantaged populations, seniors, and people with disabilities.

Routes: Outline the transit routes involved in the project, emphasizing their connection to activity centers and disadvantaged communities. Highlight how these routes contribute to improved accessibility and mobility for the identified population."

By providing detailed information on the geographic scope of the project, including planning areas, specific communities, routes, and counties, the application demonstrates a clear understanding of the target population and the strategic approach to address social equity concerns in transit planning.

6.24 Did your agency engage members or does your agency plan to engage members of disadvantaged communities or their representatives in the development of this project?

Yes

No

6.25 If you answered “Yes” to the previous question, please explain the engagement that you conducted or plan to conduct.

Lower scoring answer:

“Our agency provides opportunity for engagement at public meetings and through notices at bus stops and in our vehicles for riders. Our website is updated to show our latest outreach notices.”

Higher scoring answer:

“Our agency is committed to ensuring inclusivity and representation in the development of the senior and disabled transit service project. To actively engage members of disadvantaged communities and their representatives, we implemented the following strategies:

Community Outreach and Input Sessions:

We conducted targeted outreach efforts to disadvantaged communities, seeking input through community meetings, forums, and public hearings. These sessions provided an opportunity for community members and their representatives to express their needs, concerns, and preferences related to senior and disabled transit services.

Formation of Advisory Committee:

Our agency established an advisory committee that includes representatives from disadvantaged communities, as well as individuals with disabilities and seniors. These committees actively participated in the planning and decision-making processes, ensuring that the project considers diverse perspectives and incorporates feedback from those directly impacted.

Collaboration with Community-Based Organizations:

We partnered with local community-based organizations that have a deep understanding of the needs of disadvantaged communities. Through these collaborations, we were able to tap into existing networks, gain insights, and involve community leaders in shaping the project to better address the specific challenges faced by these populations.

Multilingual Communication:

Recognizing the linguistic diversity within disadvantaged communities, our agency implemented multilingual communication strategies. Information about the project, including surveys and outreach materials, was made available in languages commonly spoken in the target communities to ensure broad participation.

Accessibility Considerations:

In the planning and design phases, special attention was given to ensuring the accessibility of the transit services for individuals with disabilities. Input from representatives of disabled communities was sought to identify and address specific accessibility requirements and challenges.

Feedback Mechanisms:

Throughout the project's development, we established mechanisms for ongoing feedback from disadvantaged communities. This facilitated a continuous dialogue, allowing us to respond to evolving community needs and preferences.

By actively involving members of disadvantaged communities and their representatives in the development of the project, our agency is committed to ensuring that the senior and disabled transit service is inclusive, responsive, and tailored to the unique needs of all community members, particularly those who may face additional challenges or barriers to transportation access.”

6.26 How will disadvantaged communities benefit from this project?

Lower scoring answer:

“This project will assist our agency to provide consistent services. Our agency relies on this funding to maintain our current services to populations of seniors and people with disabilities.”

Higher scoring answer:

“A well-designed Transit Planning Project in rural Oregon counties has the potential to address the unique needs of transportation disadvantaged communities, fostering inclusivity, improving access to essential services, and enhancing overall quality of life for these residents. A Transit Planning Project in two rural counties in Oregon can bring significant benefits to transportation disadvantaged communities, addressing the needs of individuals with incomes below the poverty level, Black, Hispanic or Latino/a/x, Indigenous populations, other people of color, older adults (65+), people with limited English proficiency, and those living with a disability. There are several expected benefits:

Improved Accessibility:

The project will enhance accessibility for disadvantaged communities by planning for new transit routes and improving existing ones to connect them with essential services such as healthcare facilities, educational institutions, and job centers.

Increased Mobility for Seniors and People with Disabilities:

We will be including in the study an analysis of specialized transit services and infrastructure improvements catering to seniors and people with disabilities. This may include accessible buses, paratransit services, and identifying infrastructure modifications such as ramps and safety improvements at transit stops.

Enhanced Connectivity to Activity Centers:

The project will focus on creating efficient transportation links between rural communities and activity centers, such as shopping districts, healthcare facilities, and employment centers. This is particularly beneficial for individuals in disadvantaged communities who may face challenges in accessing these services.

Affordable Transportation Options:

The plan will include considering the advantages and disadvantages of implementing fare structures that are affordable for low-income individuals. Our hope is to make public

transportation a viable and attractive option for disadvantaged communities, ensuring that cost is not a barrier to access.

Community Engagement and Inclusivity:

The planning process will actively involve members of disadvantaged communities, ensuring that their specific needs and preferences are considered. This inclusivity should lead to more effective and community-driven transit solutions.

Language Accessibility:

Recognizing the diverse linguistic backgrounds within disadvantaged communities, the project will incorporate language accessibility features, such as multilingual signage, information materials, and customer support services, to accommodate those with limited English proficiency.

Employment Opportunities:

By improving transportation connections to job centers, the project will contribute to increased employment opportunities for individuals in transportation disadvantaged communities, fostering economic development and reducing poverty levels.”

6.27 How will disadvantaged communities be burdened by this project?

Lower scoring answer:

“This project is not expected to burden disadvantaged communities.”

Higher scoring answer:

“While our transit service project is designed with the intention of providing numerous benefits to disadvantaged communities, it is important to consider potential challenges or burdens that may arise. Identifying and addressing these concerns is crucial for ensuring that the project is implemented in a manner that minimizes negative impacts.

Fare Affordability Concerns:

Despite efforts to provide affordable transportation options, there may still be concerns among disadvantaged communities about the affordability of transit services. Residents with limited financial resources may experience the fares as a burden, especially if there are additional costs associated with regular use.

Communication and Awareness Gaps:

Disadvantaged communities may face challenges related to communication and awareness. If outreach efforts are not adequately tailored to the linguistic and cultural diversity of these communities, there may be a lack of understanding about the project, leading to confusion or hesitation in adopting the new transit services.

Transportation Service Gaps:

While the project aims to improve transportation services, there may be initial challenges in achieving comprehensive coverage. Some areas within disadvantaged communities may experience gaps in service, particularly during the early stages of implementation, potentially limiting access for certain residents.

Environmental Justice Considerations:

Disadvantaged communities may already bear a disproportionate burden of environmental challenges. It is important to consider whether any aspects of the transit project, such as new infrastructure or increased traffic, could exacerbate existing environmental justice concerns.

It is crucial for the project team to proactively address these potential burdens through community engagement, clear communication, and equitable planning. By incorporating feedback from disadvantaged communities and adapting strategies accordingly, the project can minimize negative impacts and enhance overall community well-being.”

Safety (25%)

6.28 What safety initiatives or features will you include in your planning project? In particular, how will the project improve the safety of vulnerable road users and transit riders?

Lower scoring answer:

“Our plans strive to create safety for our riders, our drivers and our community. We integrate planning into all our planning efforts.”

Higher scoring answer:

“Our planning goals for this project include increasing safety through the planning and implementation phases. Here are the main points of focus for our transit plan for this Oregon County to deliver service while enhancing safety for the community.

Complete Streets Initiatives:

This project will adopt a “Complete Streets” approach, which aims to design streets that accommodate all users, including pedestrians, cyclists, and transit riders. The project will focus on adding features like sidewalks, crosswalks, and dedicated bike lanes to enhance safety.

Pedestrian Safety Improvements:

Our short-range plans include measures to enhance pedestrian safety, such as improved street lighting, well-marked crosswalks, pedestrian countdown signals, and the installation of traffic calming features in areas with high foot traffic.

Transit Stop Safety Enhancements:

Enhancing the safety of transit stops is a common focus. We will study opportunities to install bus shelters, proper lighting, surveillance cameras, and clear signage. We will also be focusing on accessibility features, such as ramps, which are also crucial for vulnerable road users and transit riders with disabilities.

Driver Safety Initiatives

Transit driver safety initiatives are crucial for ensuring the well-being of those responsible for operating public transportation vehicles. These initiatives often aim to address various challenges, including occupational hazards, potential security concerns, and the overall health and safety of transit operators. As part of the project, we will be scoping out our defensive driver training as well as de-escalation training.”

Climate mitigation (25%)

6.29 **Please describe how the project will lead to reductions in greenhouse gas emissions.** *Examples include planning for the deployment of low or no-emission vehicles, planning that will sustain or increase ridership, or infrastructure planning that intends to use low-carbon materials or energy efficient design.*

Lower scoring answer:

“This project can potentially reduce the number of vehicles on the road, and hence pollution and congestion, if many people are persuaded to use it instead of private cars or taxis.”

Higher scoring answer:

“The project can encourage sustainable transportation modes, such as buses with low emissions or the integration of alternative fuels, contributing to both environmental sustainability and the health of community members. With our transit planning that has an emphasis on creating a fleet transition plan to low- or no-emission vehicles that would be operational in the harsh environments of Eastern Oregon, we will also develop for the community the tools to reduce greenhouse gas emissions. Through the work of fleet transition plans, feasibility studies, infrastructure planning and public/private partnership collaboration we strive to create a transit plan framework that will support the sustainability goals of the transit planning project. This may include advocating for supportive policies at the local and regional levels, such as incentives for sustainable transit initiatives and emissions reduction targets.

By incorporating these elements into the planning scope of work, the transit planning project can lay the foundation for a successful transition to sustainable transportation modes, contributing to environmental resilience and the well-being of Eastern Oregon's communities.”

Readiness to proceed (10%)

6.30 **Will your agency be able to complete the project within the funding period?**

Yes

No

6.31 **Describe why this project is realistic and implementation can be successfully completed on budget and within the grant agreement period.**

Lower scoring answer:

“The project has the resources and staffing needed to move forward to completion. We are utilizing experienced staff to manage the grant responsibilities. A project manager from our operations team will be leading this project.”

Higher scoring answer:

“The realism and potential success of the proposed transit hub planning project within budget and grant agreement timelines can be attributed to several key factors:

Detailed Budgeting Estimates:

The budget for the transit hub planning project was developed with careful consideration of all associated costs of the phases and consultant team costs from an independent cost estimate for the planning work. We compared other jurisdictions recent contracts and request for proposals.

Partner Collaboration:

Extensive collaboration with adjoining local government agencies, community organizations, tribes, and transit users, will be the cornerstone of the project. This established collaboration ensures a shared vision, transparency, and a collective commitment to the successful implementation of the transit hub planning project. This group already meets on a biannual cycle. As the project moves forward, this group will meet more frequently to review and assist in the developed plans.

Transparent Communication:

Open and transparent communication channels have been established with all project stakeholders, including funders, community members, and regulatory authorities. Regular updates and communication ensure that all parties are informed and aligned with project objectives.

In conclusion, the realistic nature of the transit hub planning project and its potential successful completion within budget and grant agreement timelines are a result of careful planning, experienced project leadership, proactive risk management, community collaboration, and a commitment to transparency and accountability throughout the implementation process.”

Once you have answered all the questions in the **Scored Questions** section, click **Next**. The **Comments** window will open.

7. Comments

Providing comments is optional. If there is something additional information that your agency would like to communicate to ODOT staff or the evaluation committee, please use this space.

8. Project Details


The **Project Details** section collects information about project tasks and budget. It is also where you can add attachments to your application.

If your project contains multiple project tasks, each project task must be included in a separate **Project Detail**.

Create a new Project Detail

To create a new **Project Detail** click **Create** as shown.



Project Details

 Add each project detail for which funds are being requested.

To start creating a Project Detail please press the Create button. To update the Project Detail list please press the Refresh button.

Create

Refresh

Project Details				
Number	Type	Sub Type	Status	Total
 P-23-3067-01	Non-Capital	Planning	Incomplete	\$10,000.00
 P-23-3067-02	Non-Capital	Planning	Incomplete	\$50,000.00

Once you have selected a task type and clicked **Create**, the **Create Document** screen should appear. Click **Continue** to use the task wizard.

1. Information

On the **Information** screen, click **Next**.

2. Task Description

Provide a description of the task in the space provided.

When finished, click **Next**.

3. Task Detail Info

Select Planning Type

Long Range Transportation Planning
Short Range Transportation Planning

Planning Expenses

Add descriptions of planning expenses in each year of the grant agreement period and enter the expected expenses amount for each year. *Note: These grants are not typically extended. Be sure to complete your project by October 2026.*

Planning Expense Description Year 1
Planning Expense Amount Year 1
Planning Expense Description Year 2
Planning Expense Amount Year 2

Task Relationships

Which best describes relationship of task to the project?

- Critical to the project**
- Complementary to the project**

If critical, how might the project be impacted if it isn't funded or receives partial funding?

Does this task rely on another task?

- Yes**
- No**

If yes, which task does it rely on?

Name the other task that it relies upon for completion.

4. Attachments

Add attachments if applicable. Reminder to add your transit agency shapefiles as .zip files if available.

5. Task Budget

Task Cost

Provide the cost of the individual task

Project Match

Match Source

- State**
- Local**
- In kind**
- Other**

Select the source of local match. Reminder: federal funds are not eligible as match funds.

Match amount

Enter the match amount.

Match status

Select the suitable status for each match source.

Planned – funding expected in a future budget scenario, not currently funded.


Secured – funding secured from an approved budget source, available for use.

Pending – funding anticipated from a source, but not yet confirmed.

When finished, click **Finish**.

Add multiple project tasks requested, as shown below.



Project Details

 Add each project detail for which funds are being requested.

To start creating a Project Detail please press the Create button. To update the Project Detail list please press the Refresh button.

Create

Refresh

Project Details				
Number	Type	Sub Type	Status	Total
 P-23-3067-01	Non-Capital	Planning	Incomplete	\$10,000.00
 P-23-3067-02	Non-Capital	Planning	Incomplete	\$50,000.00

9. How to Submit a Completed Application

To determine if you have provided all required information, in the main menu under **Actions**, select **Check Integrity**.

The **Check Integrity** function will determine whether the document has met the minimum requirements are met to complete the current step. For most issues, the failure reason will also be a link to the area that needs to be modified. Not all issues will have a link.

Complete Step
(Issue)

Maintain


▶ **Actions**

- [Check Integrity](#)
- Delete
- Forward

Check Integrity

(Train)

Number: P-23-3022-01 **Control #:** 10198040

 Check Integrity informs the user whether or not the document has met the minimum requirements needed in order to complete the current step. For most issues, the failure reason will also be a link to the area that needs to be modified. Not all issues will have a link.

Once the issue has been dealt with, you can click the 'Refresh' button to refresh the page. Any completed issues will then disappear.

Current Step: Issue **Refresh**

Document Integrity Ok

When an issue has been resolved, click the **Refresh** button. Completed issues will not be shown.

Go to **Complete Step (Create)** to submit the application.

Review/Approve

(Train)

Number: P-23-3022-01 **Control #:** 10198040

Current Step: Issue **Submit**

* Indicates a required field

10. Contact Information

For more details regarding this grant solicitation refer to Mid-Cycle Discretionary Grant Solicitation, 2024-2026 Guidance for general program overview, detailed information by funding program and the full solicitation schedule available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

ODOT PTD is devoted to working with you throughout your application process. Questions may be addressed to your [PTD Regional Transit Coordinator](#).