



Public Transportation Division

**5310 Enhanced Mobility of Seniors and
Individuals with Disabilities 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 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Discretionary Program. Section 5310 funding supports the transportation needs of seniors and individuals with disabilities.

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

Estimate available funds: \$3 million

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, including:

- Public agencies that certify to the Governor that no nonprofit corporations or associations are readily available to provide the service; and public agencies designated by PTD under ORS 190;
 - includes a county, city, district or other public corporation, commission, authority or entity organized and existing under statute or city or county charter.
- Public agencies approved by the state to coordinate services for seniors and individuals with disabilities; and
- Private non-profits if coordinated with public transportation services and human service agencies.

Eligible projects

Mobility management, purchased service, preventive maintenance, and operations projects to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. All projects funded with Section 5310 funding must be derived from a locally developed coordinated public transit-human service transportation plan, in Oregon known as the “Coordinated Plan.”

Evaluation process and scoring criteria

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

- Mobility management, purchased service, and preventative maintenance projects:
 - Equity 20%
 - Safety 10%
 - Climate mitigation 10%
 - Community benefits 50%
 - Readiness to proceed 10%
- Operations projects:
 - Equity 20%
 - Safety 20%
 - Community benefits 50%
 - Readiness to proceed 10%

Federal/local match ratios

- Mobility management, purchased service, and preventive maintenance: 80%/20%
- Operations: 50%/50%

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 questions about the solicitation, contact your [ODOT 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 or access an existing application in OPTIS.

2.1 Sign in to 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 open with available open solicitations.

Next click on **Section 5310 Discretionary Application, 2024**.

This will load the **Discretionary Application Notice** page, which contains some basic information about the Section 5310 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**.

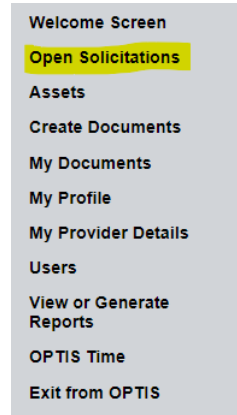
A window should open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.

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.

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 instructions 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, numbers refer to the application section and questions as they appear 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?**

In subsection **6. Scored Questions** there are examples of low scoring and high scoring answers. Applicants are encouraged to review the examples.

3.1 Application Contact

Once you have created a new 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

Flood Zones

4.11 **Are any FTA-funded buildings that your transit agency owns located in a flood zone?**

Yes
No

4.12 **If yes, do you have flood insurance?**

Yes
No

Delegation of administration

4.13 **Will applicant delegate the administration of the grant to a separate agency?**

Yes
No

4.14 **If yes, provide agency name.**

Once you have answered all the **Application Info** questions, click **Next**. The **Project Info** window should open.

5. Project Info

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

5.15 **Project Title**

5.16 **Project Description**

5.17 **Task level deliverables**

5.18 **Project timeline milestones**

Project Service Area

5.19 **Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.**

Large urban
Small urban
Rural

Project Service Type

5.20 **What is the main type of service that will be supported with this grant?**

Commuter
Complementary Paratransit
Demand Response
Deviated Fixed Route
Intercity
Other
Paratransit

5.21 **If you selected "Other," please describe.**

For instance, if the grant will be used to support multiple types of transit services, describe those services.

5.22 **Days of service**

Select all days of service

5.23 **Hours of operation – start time**

Add start time

5.24 **Hours of operation - end time**

Add end time

5.25 **Expected number of unlinked passenger trips in first year of project**

Provide an estimate of the number of boardings in the first year of the project.

5.26 **Expected number of unlinked passenger trips in second year of project**

Provide an estimate of the number of boardings in the second year of the project.

Project Delivery

5.27 **How will you deliver the proposed project? Select all that apply.**

In-house
Contractor or Consultant
Other

5.28 **If you selected “Contractor(s) or consultant(s),” please list names of contractor(s) or consultant(s), if known.**

5.29 **If you selected “Other,” please describe.**

5.30 **Which delivery approach best describes the proposed project?**

Single task
Two or more complementary tasks
Two or more interdependent tasks

In the **Project Detail** section of OPTIS, you will be asked to define each task of the project and explain how tasks relate to and affect other tasks.

5.31 **If project is part of a group of activities or tasks that are dependent on each other, provide details of related activities or projects.**

5.32 **If project includes multiple activities or tasks, which best describes the relation between activities or tasks?**

Critical to the project
Complementary to the project

A task that is “critical to the project” is one that must be completed for the project to be completed. A task that is “complementary to the project” is one that supports the project’s completion or success but is not essential.

5.33 **If activities or tasks are critical to the project, how might the project be impacted if one or more activities or tasks aren’t funded or receive partial funding?**

5.34 **If relevant, describe which activities or tasks are dependent on each other.**

Project Scalability

5.35 **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.**

Provide a total cost to complete the full project. The breakdown of the project budget by task is entered in the **Project Detail** section.

5.36 **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.**

Provide a summary of a scaled down project or write "N/A" if not applicable.

5.37 **If actual costs exceed the budgeted amount for the project, describe your contingency plans. Examples may include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.**

Describe your contingency plans if costs exceed the project's budgeted amount.

5.38 **What is the minimum award amount (grant share only, not including match) that will still allow your project to proceed?**

In certain cases, your agency may be awarded this minimum amount.

Coordinated Plan

5.39 **Is the project derived from a Coordinated Plan? This is a requirement for eligibility.**

Yes

No

5.40 **Page number of Coordinated Plan on which project is referenced.**

To be eligible for funding, the project must be referenced in your agency's Coordinated Plan. Provide the page number of the Coordinated Plan where the project is referenced.

5.41 **Coordinated Plan adoption date**

5.42 **Describe how this project coordinates with other services to support the transportation needs of seniors and individuals with disabilities.**

Once you have answered all the **Project Info** questions, click **Next**. The **Scored Questions** window should open.

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 as it appears in OPTIS.

Community benefits (50%)

For questions 6.43-6.48, please describe how this project will benefit seniors and people with disabilities.

6.43 Describe the need this project addresses. Please provide information to support these statements.

Lower scoring answer

“To meet the transportation needs of older adults and people with disabilities. The program aims to improve mobility for older adults and people with disabilities by removing barriers to transportation service and expanding transportation mobility options. This project will improve the quality of life for seniors and individuals with disability by providing greater transportation options.”

Higher scoring answer

“The Assisted Living Center provides residential and supportive services for individuals 65 years and older. Currently, approximately 150 people live at the Assisted Living Center. According to facility staff approximately 100 of the Center’s residents, including many of whom use mobility devices, rely upon public transportation and ride services to access downtown Great City as well as health services at Great City Hospital. Currently, Great City Transit provides limited demand response services between the Center and destinations throughout Great City. Each week we turn down approximately 20-40 requests for transportation from the Center. By increasing staff and operations, this project will allow Great City Transit to meet 30 additional requests for transportation each week.”

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

Lower scoring answer:

“The agency allows public comment during plan development and at all public meetings. Meeting materials are posted online and meetings are open to the public.”

High scoring answer

“We conducted extensive outreach to community-based organizations to deliver service to the senior and disability populations. Participation in developing the transportation plan included 750 participants and 100 comments received during public and partner engagement activities. Community engagement included open houses (in-person and online), project flyers, email communication, website notices and pop-up events at locations served by transit dependent

populations. After evaluating all the public input, we determined that the Assisted Living Center project met the highest need.”

6.45 How will this project benefit seniors and people with disabilities?

Lower scoring answer:

“The project will benefit seniors and people with disabilities by offering consistent service for the community.”

Higher scoring answer:

“Our transit service is specifically tailored to meet the unique needs of seniors and individuals with disabilities. This includes the provision of door-to-door services, specialized vehicles with ramps or lifts, and trained personnel to assist passengers with boarding and disembarking. Our mobility management efforts have connected with agencies and community living centers to be an integral part of their everyday needs to transport community members most effectively with shared trips to similar locations.

The Assisted Living Center project will improve the health and well-being of seniors by providing access to essential services, medical appointments, and recreational activities. Regular and reliable transportation options will positively impact mental health, reduce social isolation, and promote overall well-being. By connecting seniors and people with disabilities to community resources, social events, and cultural activities, the project fosters a sense of community inclusion. Transportation becomes a means for individuals to remain actively engaged in social and recreational opportunities. By providing 30 additional trips each week, generally to 2-3 passengers per trip, this project will support an addition 60-90 outings for residents of the Center.”

6.46 If this project did not receive funding, how would this impact seniors and people with disabilities?

Lower scoring answer:

“Seniors will not be able to reach essential services.”

Higher scoring answer:

“As previously mentioned, there are approximately 60-90 trips to the grocery store, medical services and recreation that the addition of this service would support. If it is not funded, these trips will either not be made or made through alternative modes of transportation. In our discussion with the Assisted Living Center, many of their residents rely upon private, paid-for transportation when they cannot access public transportation. Not only is this service more expensive, but it also doesn’t meet the mobility needs of many of the residents due to their reliance on mobility devices.”

6.47 For purchased service or operations projects only, what is the number of unduplicated individuals (seniors and individuals with disabilities) this project is expected to support during the grant period?

Provide a numerical estimate.

6.48 For purchased service, operations, or mobility management projects only, what is number of one-way rides this project expects to provide in the grant period?

Provide a numerical estimate.

Equity (20%)

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 6.49 – 6.53 please refer to the definition of disadvantaged communities in addition to seniors and people and people with disabilities in your answers.

6.49 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.

Attachments can be added in the **Project Details** section. It is recommended to upload as a compressed (zipped) folder of the shapefile as one attachment.

6.50 Did your agency engage members of disadvantaged communities or their representatives in the development of this project?

Yes

No

6.51 If you answered “Yes,” to the previous question, please explain the engagement that you conducted.

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. 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. We held three public meetings in which approximately 50 people attended and had five targeted meetings with social service providers.

Formation of Advisory Committees:

Our agency established advisory committees that include 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. It was through our relationship with the organization Seniors on the Move that we learned about the transportation needs of residents at the Assisted Living Center.

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 presented multiple project options to community groups and solicited feedback about community preferences. Originally, we had considered adding additional county-wide dial-a-ride service, but realized through the feedback that we received that dedicated and reliable service to the Assisted Living Center was the top community preference.

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.”

6.52 **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:

“The Assisted Living Center project is specifically designed to bring substantial benefits to disadvantaged communities, with a focus on inclusivity and collaboration with key partners. The involvement of collaborators such as United Way, Kiwanis Club, Center for Aging, and Special Olympics ensures a holistic and community-driven approach to address the unique needs of these communities.

Increased Access to Essential Services:

The transit service will provide residents of disadvantaged communities with improved access to essential services, including healthcare facilities, employment centers, and educational institutions. By addressing transportation barriers, the project enhances opportunities for community members to meet their daily needs more efficiently.

Community Engagement and Social Inclusion:

Collaboration with organizations like Kiwanis Club and Special Olympics emphasizes a commitment to community engagement and social inclusion. The transit project will facilitate transportation to community events, social gatherings, and recreational activities, fostering a sense of belonging and connection among residents of disadvantaged communities.

Support for Aging Populations:

The Center for Aging's involvement as a collaborator ensures that the transit service is tailored to meet the unique needs of aging populations within disadvantaged communities. Accessible transportation options for seniors enhance their ability to age in place, maintaining connections with their communities and support networks.

Affordable Transportation Options:

United Way's collaboration emphasizes a commitment to affordability and accessibility. The transit project will implement fare structures and subsidy programs to ensure that transportation remains economically viable for residents of disadvantaged communities, minimizing financial burdens associated with mobility.

Education and Outreach Initiatives:

Collaborators such as United Way and the Center for Aging will play a crucial role in implementing education and outreach initiatives. These programs will inform residents of disadvantaged communities about the transit services available, ensuring that they are aware of the benefits and can make informed choices regarding their transportation needs.

Specialized Support for People with Disabilities:

Special Olympics' collaboration highlights a commitment to supporting individuals with disabilities. The transit project will provide specialized services and accommodations to meet the unique transportation needs of people with disabilities in disadvantaged communities, fostering independence and community participation.

Volunteer and Community Involvement:

Kiwanis Club's collaboration underscores a commitment to community service and volunteerism. The transit project will engage volunteers to assist with various aspects of the service, such as providing support to seniors and individuals with disabilities during their journeys, further strengthening community bonds.

Environmental Considerations:

The project's commitment to sustainability, as reflected in the collaboration with United Way and the emphasis on reduced carbon emissions, benefits disadvantaged communities by contributing to improved air quality and environmental conditions.

In summary, the senior and disabled transit service project, through collaboration with United Way, Kiwanis Club, Center for Aging, and Special Olympics, will directly address the unique needs of disadvantaged communities. By enhancing accessibility, affordability, and community engagement, the project strives to create a more equitable and inclusive transportation system that positively impacts the daily lives of residents in these communities.”

6.53 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 the senior and disabled 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 perceive 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. We do not expect negative impacts from this project.

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 (Operations – 20%, All others – 10%)

6.54 Describe the safety improvements that will be funded by this project?

Lower scoring answer: This project will fund continued fixed route transit service in our community as well as driver training. All of our drivers are CDL certified, and this funding will pay for re-certification requirements.

Higher scoring answer: This project will fund continued fixed route transit service in our community as well as driver training. All of our drivers are CDL certified, and this funding will pay for re-certification requirements. Additionally, this funding will support continuing education focused on working with seniors and people with disabilities. This course will provide enhanced training on

how to meet the needs of this population as specified in the agency's safety management systems (SMS). Our SMS includes safety policy, risk management, safety assurance and safety promotion. The SMS is modeled after the National Rural Transit Assistance Program best practices in the transit Manager's Toolkit.

Climate mitigation (Mobility management, purchased service, and preventative maintenance – 10%, Operations – 0%)

6.55 Describe how this project will reduce greenhouse gas emissions through encouraging people to use less carbon intensive forms of transportation?

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:

"Our demand-response system enables a constant optimization of vehicle movements, thus cutting down on wasted miles driven by empty vehicles. The project aims to significantly reduce greenhouse gas emissions by promoting the use of less carbon-intensive forms of transportation among seniors and disabled individuals. Several key strategies will contribute to achieving this environmental objective:

Lower Emission Vehicle Fleet:

The project will involve the introduction of a fleet of environmentally friendly vehicles, such as electric or hybrid buses, for senior and disabled transit services. These vehicles produce fewer emissions and contribute to cleaner air quality.

The project will facilitate ridesharing, enabling seniors and disabled individuals to share rides, thereby reducing the overall number of individual vehicle trips and lowering carbon emissions per passenger. By providing a weekly sign-up sheet, we are encouraging residents to consolidate trips to downtown and other locations, thereby increasing transportation efficiency.

Education and outreach efforts incorporate an educational program in the service area will be implemented to inform users about the environmental benefits of choosing sustainable transportation options. In our communication the project's informational materials and community engagement initiatives we've emphasized the positive impact of their choices on reducing carbon emissions using transit for all members of the community.

By combining these strategies, the project aims to create a holistic and sustainable senior and disabled transit service that not only meets mobility needs but also contributes significantly to reducing carbon emissions and promoting environmentally responsible transportation choices."

Readiness to proceed (10%)

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

Yes

No

6.57 **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 proposed project has been carefully considered for a scope that can stay within budget and grant agreement timelines with the capacity of the organization in mind.

Detailed Budgeting Estimates:

The budget for the 5310 proposed program was developed with careful consideration of all associated costs of the phases and operational costs from an independent cost estimate for each task. We compared this project other jurisdictions recent costs for similar service capacities in purchased service, preventative maintenance, mobility management and operations.

Partner Collaboration:

Extensive collaboration with adjoining local government agencies, community organizations, tribes, and transit users are a cornerstone of the project. This established collaboration ensures a shared development and implementation with many different funding sources to maintain transit services for people with disabilities and seniors in our county.

In conclusion, the project and its potential 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 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.

If your project contains multiple project tasks, each project task must be included in a separate **Project Detail**. For instance, if you project includes a **Purchased Service** and **Preventative Maintenance** or two **Purchased Service** tasks, each task should be entered in its own **Project Detail**.

The Project Detail section will combine total grant application funding requested. Be sure to add major task details, milestones and relevant information in this section.

8.1 Create a new Project Detail

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

9. Project Details
(Train)

Number: P-23-3053 Control #: 10197952

Steps: 1. Application Contact, 2. Authorized representative, 3. Address, 4. Application Info, 5. Project Info, 6. Scored Questions, 7. Comments, 9. **Project Details**

Buttons: Skip, Back, Save, Next, Finish

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.

Buttons: Create, Refresh

Number	Type	Sub Type	Status	Total
P-23-3053-01	Non-Capital	Purchased Service	Incomplete	\$50,000.00
P-23-3053-02	Non-Capital	Mobility Management	Incomplete	\$25,000.00
P-23-3053-03	Non-Capital	Preventive Maintenance	Incomplete	\$30,000.00
P-23-3053-04	Non-Capital	Operations	Incomplete	\$50,000.00

In the **Select Type** drop-down menu, select an appropriate task type: **Purchased Service, Mobility Management, Preventative Maintenance** or **Operations**.

*Tip: To update the **Project Detail** list, click the **Refresh** button. Your application can have multiple tasks as shown above.*

Depending on the task type selected, the information collected will vary. Repeat for each task and type of project.

Once you have selected a task type and clicked **Create**, another **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**.

8.1. Task Detail Info

Select Project Type

*Tip: For **Preventative Maintenance**, be sure to have a preventative maintenance plan to attach or provide a status of your plan. For a preventative maintenance project with both facility and vehicle maintenance tasks, please create separate tasks for each.*

Attachments

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

Task Budget

Provide a description of the individual task budget in the space provided.

The **Task Cost** will be the total cost with match. The match will auto populate with the minimum match required.

Select **Add Match Source** to specify if match is from State, Local, Fare Box, In-kind or Other and add the match amount for each source and task.

Tip: Match source cannot be federal funds. If In-kind match is used, refer to this sample In-kind tracking [worksheet](#) for information that may be required if awarded.

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.

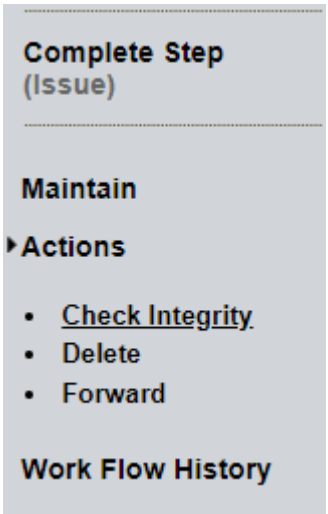
When finished, click **Finish**.

Add multiple project tasks requested, as shown in section 8.1.

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

Work Flow History

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

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

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](#).