

# ***2011 – 2013 Biennium***

## **Older Adults and People with Disabilities Grant Program (State Discretionary and Federal §5310)**



# ***PROGRAM OVERVIEW For Applicants***

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**To access alternative formats of this document, contact below:**

Oregon Department of Transportation  
Public Transit Division  
555 13<sup>th</sup> Street NE Suite 3  
Salem OR 97301  
(503) 986-3300 Voice  
(503) 986-4189 Fax

2011-13 Discretionary Grant Program application forms and instructions may be downloaded from the ODOT Public Transit Division Web site at the following address:  
[http://www.oregon.gov/ODOT/PT/PROGRAMS/disc\\_grant\\_program.shtml](http://www.oregon.gov/ODOT/PT/PROGRAMS/disc_grant_program.shtml)

Forms and instructions may also be accessed by contacting your STF Agency coordinator.

Forms are in Word format that allows you to complete them and save a copy on your local computer.

# Overview of the Grant Program and Grant Guidance

The Public Transit Division's grant program provides funding for transit projects that benefit older adults and people with disabilities.

## **About the Application Instructions:**

The purpose of this document is to provide brief information to the applicant sufficient to understand the grant program and its requirements. It also provides instructions for completing the application forms.

Additional information about the program policies and procedures, roles and responsibilities are found in the

- *Instructions for STF Agencies* (the guidebook to managing the discretionary grant program process and procedures)  
[http://www.oregon.gov/ODOT/PT/PROGRAMS/disc\\_grant\\_program.shtml](http://www.oregon.gov/ODOT/PT/PROGRAMS/disc_grant_program.shtml),
- *State Management Plan* (the grant management handbook),  
[http://www.oregon.gov/ODOT/PT/PROGRAMS/SHARED/MGMT\\_PLAN/2009\\_PTD\\_Mgmt\\_Plan.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/SHARED/MGMT_PLAN/2009_PTD_Mgmt_Plan.pdf)
- *Special Transportation Fund Program Guidebook*  
[http://www.oregon.gov/ODOT/PT/PROGRAMS/STF/STFProgram\\_guidebook\\_1107.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/STF/STFProgram_guidebook_1107.pdf) .

## **Contacts for more information:**

Questions about the program, application forms, project and applicant qualifications may be addressed to the following PTD staff members:

### FTA 5310 Program and Capital Projects:

Joni Bramlett – 5310/Capital Program Manager

Phone: 503-986-3416

E-mail address: [joni.d.bramlett@odot.state.or.us](mailto:joni.d.bramlett@odot.state.or.us)

### STF Program, Operations and Mobility Management Projects:

Jean Palmateer – STF/Special Transportation Program Manager

Phone: 503-986-3472

E-mail address: [jean.m.palmateer@odot.state.or.us](mailto:jean.m.palmateer@odot.state.or.us)

## Funds estimates for the 2011-2013 Biennium

- PTD is planning for \$26.5 million total for federal dollars. This includes both the appropriation funds and Surface Transportation Program (STP) transferred to FTA §5310 for the program.
- STF Discretionary (also known as STG) is approximately \$2 million.
- Total is approximately **\$28 million**. The STO program (STF for operations) is not expected to be funded in the 2011-2013 biennium.

## How to apply for the Older Adults and People with Disabilities Program

There are several steps to preparing a grant application:

1. **Very important: STF AGENCIES SUBMIT THE COMPLETED APPLICATION PACKETS TO PTD.** Local sub-recipient provider agencies must coordinate and submit their program applications through their STF Agency. Local providers do **not** submit applications directly to PTD.
2. Contact your local STF Agency coordinator. A list of the contacts is in Appendix B of the Application Instructions. Request the following:
  - a. Any special instructions and program priorities defined by the STF Agency for the grant program.
  - b. Local timeline, **including the due date for the applications** to be submitted to the STF Agency.
  - c. A copy of the adopted Coordinated Plan for the STF Agency, if you do not already have it.
3. Review the grant program documents identified above. Understand the obligations of state and federal grant funding.
4. Identify the project's purpose, budget, and match to be provided. In most agencies, grant applications must be approved by the governing board of the applicant agency before being submitted.
5. Be sure that your proposed project is derived from the coordinated plan.
6. Complete the application using the instructions below.
7. **STF AGENCIES:** Applications are due to Public Transit Division from STF Agencies by **January 31, 2011**. Applications may be submitted via e-mail or mail. **DO NOT** submit more than once. We recommend confirmation of receipt.

Submit to:

via e-mail: Submit a signed PDF copy by email to: [ptd.apps@odot.state.or.us](mailto:ptd.apps@odot.state.or.us)

via US mail at: ODOT Public Transit Division, 555 13<sup>th</sup> St NE Ste 3, Salem, OR 97301-4179.

NO FAX SUBMITTALS, PLEASE.

## Project Selection

STF Agencies or a designated lead agency identified by the STF Agency will conduct the local public process to solicit and select projects for funding. See *Instructions for STF*

Agencies for more information about the process for conducting the application solicitation and local reviews.

The STF Agencies, in consultation with a review committee, will select projects for funding. There may be more projects than money available. The STF Agency will choose projects that are identified as meeting priorities identified in the adopted Coordinated Plan. STF Agencies may allocate less money than is requested by the applicant.

Public Transit Division staff will review projects for eligibility. If the applicant is eligible and the project meets eligibility criteria, the projects will be funded. There will be a brief time to negotiate and finalize projects if any errors occur or to clarify information during the application open period. **Final adjusted applications must be complete and meet eligibility criteria by March 15, 2011.**

## Applicant Eligibility

The following agencies are eligible to apply to the Older Adults and People with Disabilities Program:

- Local governments: cities, counties, transit districts and organizations created by ORS 190, such as councils of governments;
- Federally recognized tribal governments; and
- Private non-profit agencies that operate public transit services.

Private for profit agencies are not eligible to apply.

Other eligibility requirements:

- All applicants are required to have financial and managerial capacity to perform the project, and must be a good “risk” for either the STF Agency or PTD to enter into an agreement.
- Applicants whose service is not derived from the adopted Coordinated Plan will not be eligible to receive funds. (Applicants do not have to be named in the plan.)
- All applicants are required to participate in transportation coordination activities, including sharing vehicles, with other transportation and human service agencies in their area.
- Applicants whose primary purpose is to provide Medicaid non-emergency medical transportation are not eligible, unless their project is for an eligible purpose other than Medicaid medical transportation services.
- More information about ongoing program eligibility is found in the *State Management Plan* and *STF Guidebook*, in the PTD website.

## **Project Eligibility and Match**

### **State Funds:**

STF discretionary projects do not require match. However, in order to spread the funding to more agencies, STF Agencies may require match to one or more projects.

A type of eligible project that is only available in state discretionary funds is Medicaid match, which is defined as an “operations” project.

All other project types listed below for federal funds may also be funded in state projects. Again, no match is required.

### **Federal Funds:**

Older Adults and People with Disabilities funds applied for in the 5310 program will require local match. The grant share and local match is based on the total project cost.

For operations projects, the grant share is 56.08% of the total project cost and the local share is 43.92%. This category of projects is limited to approximately \$1,000,000 statewide for the biennium. PTD staff will work with agencies if more projects are applied for than the funds allow.

For all capital projects in this grant program, the grant share is 89.73% of the total project cost and the local share is 10.27%.

Project categories are:

- Vehicle replacement
- Expansion vehicles
- Preventive maintenance
- Mobility management
- Purchased service
- Facilities, shelters and signs
- Other capital, e.g., computer and communications equipment and associated software and installation

### ***About the Project Categories***

Please note that it is acceptable to combine items for more than one agency into a single application, as long as the entity accepting the projects is one agency (such as the STF Agency). Coordination of services and resources extends to the grant program.

For certain kinds of projects, more than one application might be required. For example, a service development project could include a mobility management project to develop the concept, as well as a capital project to purchase new vehicles or other equipment. Similarly, a project to develop a central call center would probably include at least two applications: mobility management for the planning and initial staffing of the center, and a capital application for the equipment and computer software.

## **Operating Projects**

There are three applications for operating projects:

**Purchased Service:** Purchased service is defined as, “acquisition of transportation services under a contract, lease, or other arrangement.” Purchasing service is in lieu of an agency (such as a county or non-profit) providing the service itself.

The agency buying the service must have an agreement with the service provider that defines the cost to be paid and responsibilities (e.g. regarding fleet and drivers). Typically, the procuring agency pays a unit cost, such as cost per mile, per hour or per ride. Agencies are required to procure the desired services using appropriate procurement practices defined by state or federal law. The procurement does not need to be completed prior to making application; it does need to be completed to qualify for reimbursement of costs.

The cost to purchase vouchers or tickets/passes may be eligible for funding in this project category. FTA 5310 guidelines also allow funding of "user-side subsidies". This is a type of financial support offered to specific passengers where they (passengers) pay a portion of a trip cost, and the transit agency supports the remaining portion of the trip cost. The transit agency share may be eligible for Purchased Service grant funding, however, the share paid by the passenger may not be used as a match.

**Operations (not purchased service):** Operations projects include the costs associated with supporting a transit service (such as fuel, insurance, labor, administration, etc.) by the agency that directly operates the service. The cost to purchase vouchers or tickets/passes is eligible in this project category. The match rate is 56.08 % grant share/43.92% local contribution.

Please be aware that the availability of funds statewide for operations and Medicaid Match projects is limited to approximately \$2 million in state STF discretionary and \$1,000,000 in the federal §5310 program (Medicaid match is only allowed in the state program).

**Medicaid Match:** Medicaid Match finances the local match required by the federal government for Medicaid funds to provide non-medical rides for specific Department of Human Services (DHS) clients who are older adults or people with disabilities. The grant funds will provide the state share of the service.

Eligibility to apply for this project category is limited to agencies with current Medicaid non-medical agreements with DHS. The applicant must have a current agreement to qualify.

## **Mobility Management Projects**

Mobility management projects eligible for funding in §5310 include new projects that enhance access to transportation services for older adults, people with disabilities and people with low income. Examples of eligible projects are: coordination planning and policy development to improve access to transit; managing specific coordination efforts; travel

training and trip planning; development and operation of call centers or central dispatch; planning for intelligent transportation technologies in coordinated systems; and staffing mobility manager positions.

Eligible expenses are limited to administration and planning-related costs. Capital equipment/facilities and service operations are not eligible in this project category.

Also, eligible projects in this category are short-term activities to plan and implement new efforts. Successful grant recipients will need to transition the project to alternative sources of funding (such as operations) in the future.

### **Capital Projects**

All types of capital projects are eligible. To qualify as a capital project, the combined total cost of the purchase must be \$5,000 or more and have a useful life of one year or longer. If your agency is purchasing several related items (such as a new computer system for the transit service), group the purchase so that the combined total cost exceeds \$5,000. If an applicant is applying on behalf of a group of agencies, it may combine related items for those agencies into a single project. (Examples: computer upgrades, facility or fleet surveillance/security equipment.)

All capital assets purchased with PTD grant funds must be included in an annual inventory of the grant recipient agency and must be included in quarterly reports provided to PTD as long as the assets remain in use. Please be aware of this requirement as decisions are made to apply for capitalized equipment purchases.

### **Vehicle Purchases**

Agencies should plan to purchase vehicles utilizing the Department of Administrative Services (DAS) state price agreement contracts, available to members of the Oregon Cooperative Procurement Program (ORCPP) administered online via the Oregon Procurement Information Network (ORPIN) database program. The ORPIN price agreement contracts provide several vehicle vendors' products. All five vehicle useful life categories are represented in a variety of sizes and types (up to and including 44-passenger buses), some with alternative fuels and other "green" options.

If an agency plans to conduct a Request for Proposals (RFP), please provide a justification in your application that explains why you need a vehicle that is not found in the state price agreement contracts. Your request will be reviewed and a decision will be provided to you prior to the grant agreement being written.

Access to ORPIN requires membership and login authority. The cost varies based on an agency's budget and is approximately \$200, which is an eligible administrative expense in an operations grant (**not** in the vehicle purchase grant). Membership in the ORPIN system also allows access to other goods and services on state contracts. Nonprofit agencies may be required to access ORPIN via the STF Agency. The link to the electronic system Web site is: [http://www.oregon.gov/DAS/SSD/SPO/ORPIN\\_Public\\_Entity.shtml](http://www.oregon.gov/DAS/SSD/SPO/ORPIN_Public_Entity.shtml)

Once your agency membership is current (annual renewal is required), use the ODOT Useful Life / ORPIN Crosswalk document posted on our Web site to ensure the vehicle you want to purchase can be reimbursed with 5310 grant funds. Base prices are listed; however, any optional equipment not in the base vehicle adds to the price of the vehicle. Work with the vendors for fully loaded costs with the options your agency wants to include in the vehicle. The “Crosswalk” document is available on the Public Transit Division Web site at: [http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/Contract\\_crosswalk.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/Contract_crosswalk.pdf)

In preparing for cost estimates for applications, please work with the vendor sales representatives to accurately estimate current costs for vehicle purchases.

Once awarded and your agency is ready to select a vendor, your procurement records must include an evaluation showing why a vehicle was selected if it was not the lowest cost for the category selected. For instance, a Category D bus—12-16 passenger—includes a lengthy list. What options did you request that weren’t included in the lowest bid, or what other considerations did your agency use to evaluate the bids? Brand preference is NOT an acceptable reason.

## **Vehicle Replacements**

Vehicles to be replaced must:

- Meet or exceed one of the following standards: age or mileage for the vehicle (as determined by the useful life category). See Appendix A for the current *Vehicle Descriptions and Useful Life Standards* to determine vehicle categories;
- Be used for public transportation service;
- Be an active service vehicle that has not been replaced or approved for replacement in prior biennia grant programs; and
- Be similar in size to the vehicle proposed for purchase.

If a vehicle purchase is proposed with a significant change in vehicle size or type, please apply for an expansion purchase.

In some limited circumstances, a transportation provider serving its own clientele is eligible to receive funds to purchase vehicles. Applicants must provide a copy of the plan for sharing the vehicle when not in use for the agency’s clientele. This can be accomplished by allowing another public transportation provider to use the vehicle, or the applicant agency may provide rides to other older adults and people with disabilities—either by opening its rides to others (must publicize or do community outreach), or by providing rides to others when vehicles are not needed for the agency’s clientele. The plan for sharing the applicant’s vehicle(s) must be identified in the coordinated plan adopted by the STF Agency and the project must be recommended by the local review process.

## **Expansion Vehicles**

Purchasing vehicles to increase service levels or to add new service are eligible as expansion purchases—not replacements. This project category also includes purchasing larger vehicles than currently in service by an agency.

## **Vehicle Preventive Maintenance**

Preventive maintenance is defined as all costs associated with maintaining transit vehicles to keep them in good, safe condition and to prevent breakdowns (for example, oil changes, replacing tires, repairs, planned component replacements prior to failure, and annual safety inspections).

Preventive Maintenance guidelines are listed below:

1. All maintenance costs are eligible. (In the past, PTD limited grant awards to no more than \$3,000 per vehicle. STF Agencies are advised to monitor expenditures so that agencies do not consistently under-spend grant funds that result in relinquished balances.)
2. Major component rebuilds and replacements are allowed (one per vehicle per biennium). This does not allow for failed components – for instance, if an engine is “blown” the PM grant should not be accessed. Preventive Maintenance is a planned activity.
3. If more than one major component needs to be replaced and the cost of the project equals 20% of the current value of the vehicle, apply for a second preventive maintenance project as a “Vehicle Rehab.” This project type will require additional info. prior to the grant being written. Some examples of major components are: engine, transmission, and lift equipment. Again, this is a planned activity—not for a failed component.
4. You must submit your vehicle maintenance plan with the application, or a current plan must be on file with ODOT PTD.
5. Accident repairs are not eligible in a capital preventive maintenance grant, whether covered by insurance payments or not. Use an operating grant for reimbursement.

Please refer to the Transit Provider Handbook: Capital Vehicle PM Handbook section on our web site at: <http://www.oregon.gov/ODOT/PT/PROGRAMS/transit-provider-handbook.shtml>

This document will provide guidance and expectations on ODOT PTD-funded vehicles. There are references to federal requirements and samples of maintenance plans and methods for managing scheduled maintenance.

## **Equipment**

The most popular items purchased in the equipment category are computers, communications equipment and associated software. There are no changes to this category from prior biennia, although the forms might require more descriptions. Be sure to indicate all types of equipment with cost estimates by type. For example, one equipment form might contain several different line items: computer hardware, dispatch or shop diagnostic software, shop equipment, and surveillance cameras. Each would be a separate line item with its own cost estimate.

## **Facility Projects**

Applicants must complete a Documented Categorical Exclusion Worksheet or other environmental paperwork and ***it must be submitted with the grant application*** for 5310-funded signs, outdoor equipment, passenger shelters, bus barns and other building projects. Without this form, your application is incomplete and the project application will be returned

for completion or not funded. The required document for a complete application is the *FTA Categorical Exclusion/Documented Categorical Exclusion Worksheet*, and it is available at the Public Transit Division web site at:

[http://www.oregon.gov/ODOT/PT/PROGRAMS/disc\\_grant\\_program.shtml](http://www.oregon.gov/ODOT/PT/PROGRAMS/disc_grant_program.shtml)

## **Signs and Other Amenities**

Be sure to list all of the items needed for the project, such as installation of the signs or bike lock-ups, etc. Benches and other outdoor or facilities equipment should be included in this application form. This form requires the Documented Categorical Exclusion Worksheet to be completed and made a part of the application packet.

## **Passenger Shelters**

Shelter projects require pre-planning and work ahead of the application. For instance, there should be a public process to ensure the locations selected do not create public opposition; sites should be selected and maps of placement locations must be included in the application; permission from landowner(s) and sometimes local permits are required—research regarding site selection should be done and any major issues resolved prior to applying. Also, the project must be derived from the coordinated plan.

## **Structural Facility Projects**

PTD will continue to provide funding for bus barns/shelters and will partially fund maintenance and administrative buildings that also receive funds from other sources, such as a federal earmark in the FTA 5309 Bus and Bus Facilities grant program. A restrictive covenant to the deed must be filed prior to payment.

Large scale projects that require more funding than is available and will require several years to develop and build have several potential options.

- Unless the environmental activities are already completed and paid for with other fund sources, the first stage of the facility project may be a grant application for the environmental work. (This is assuming federal funds are planned to assist in paying for any portion of the project.)
- Current grant funds and prospective future grants may be used to leverage an Oregon Transportation Infrastructure Bank loan from ODOT. For more information about OTIB, please contact Tom Meek at 503.986.3921, and see the website: <http://www.oregon.gov/ODOT/CS/FS/otib.shtml>.
- The project may be phased so that the first phase occurs in the 2011-2013 biennium. After environmental, planning, and design work is completed, a separate application for construction in the next funding cycle may be appropriate.
- BETC funds may be available for energy efficiency measures to be included in a building.
- Partial funding from ConnectOregon or other programs may be leveraged with ODOT Public Transit Division grant funds.

Successful applicants will be encouraged to build with energy efficiency components. Agencies might want to consider building to environmental standards, such as the Leadership in Energy and Environmental Design (LEED) Green Building Rating System,

developed by the [U.S. Green Building Council](#) (USGBC). The LEED system provides globally recognized standards for environmentally sustainable construction. LEED certification is not required at this time.

As in passenger shelter projects, applicants must complete and submit environmental documents with applications for building projects.

Agencies interested in a facility project should contact Joni Bramlett prior to applying to work on details for this complex project category.