

## Oregon Department of Transportation - Public Transit Division

**Special Transportation Operating (STO) Program****Program and Application Information**

***Before completing the STO application, please review the following information:***

**Overview of the Special Transportation Operating Program**

The Legislature, through HB 5054, allocated \$10 million from the state's General Fund to the Public Transit Division to be used for senior and disabled transportation operating grants. The new state funds are intended to provide mobility grants to communities for projects that "ensure equality of opportunity to access transportation systems and services for seniors and individuals with disabilities."

The new program is named "Special Transportation Operating Program," called STO. The program is a separate program of the Special Transportation Fund. The STO program is similar in design and management to the Special Transportation Formula Program.

The Temporary Oregon Administrative Rules for the STO program were adopted by the Oregon Transportation Commission on August 19, 2009. See the link for the temporary rules: [http://egov.oregon.gov/ODOT/CS/RULES/pt\\_actions.shtml](http://egov.oregon.gov/ODOT/CS/RULES/pt_actions.shtml)

**Application for Funds**

STF Agencies must apply to the division to claim the STO funds: unlike the STF Formula Funds, there is an application period with a defined deadline. Failure to apply during the application period will cause the STF Agency to lose access to the funds.

The application is for the 2009-2011 biennium. Please submit an application for the entire biennium. The application may be amended, if necessary, in the second year of the biennium. You are not required to apply for the full amount of funds.

Special Transportation Operating Program (STO) applications are due **by October 30, 2009**.

Please note that PTD will accept applications at any time through October 30. Staff will process applications and prepare agreements as soon as possible after receipt of each application. Funds will be distributed to each STF Agency as soon as possible after execution of the agreement.

**Fund Availability**

The STO allocation is based on the availability of \$10 million of State General Funds in the 09-11 biennium. As with any source of governmental funds, the availability of funds is not guaranteed. PTD will inform STF Agencies if the funding level increases or decreases.

STO funds will be distributed to STF Agencies in addition to the STF Formula and STF Discretionary funds. The allocation for each STF Agency is determined by a formula defined by the division. The formula used for the allocation of STO has three factors:

- 50 percent of the fund is allocated based on the general population of each county and Tribe;
- 25 percent of the fund is based on the population of seniors, and;
- 25 percent of the fund is based the population of people with disabilities.

The minimum allocation of STO is \$30,000 per biennium. See the chart below for the allocation for each STF Agency.

Funds will be paid out to each STF Agency at the beginning of each quarter, after the STF Agency applies for the funds and an agreement is fully executed. The first payment may combine multiple quarters based on the execution date of the agreement.

Q1 – As soon as the agreement is executed

Q2 – October 1, 2009 or as soon as the agreement is executed

Q3 – January 1, 2010 or as soon as the agreement is executed

Q4 – April 1, 2010

Q5 – July 1, 2010

Q6 – Oct 1, 2010

Q7 – January 1, 2011

Q8 – April 1, 2011

### **Requirements for the Special Transportation Operating Program**

The Temporary Special Transportation Fund Oregon Administrative Rules for the STO program were adopted by the Oregon Transportation Commission on August 19, 2009. See the link for the temporary rules:

[http://egov.oregon.gov/ODOT/CS/RULES/pt\\_actions.shtml](http://egov.oregon.gov/ODOT/CS/RULES/pt_actions.shtml)

Please note that the following is a *partial* list of program requirements.

1. To qualify for STO funds, the STF Agency must have an adopted Coordinated Plan, also called STF Plan.
2. STO eligibility is strictly limited to operating projects that meet the definition of operating expense found in OAR 732-050-0010(19). The definition of operating expense includes preventive maintenance and mobility management as well as the traditional operating expenses such as gas, labor and insurance. Expense associated with purchasing capital equipment and facilities, such as passenger shelters, is not eligible. Review the administrative rule for the definition of operations and capital.
3. STO funds may be used as match to other state and federal funds if the resulting project does not include capital items, and if the project is designed and implemented to provide transportation services for seniors and individuals with disabilities, as well as other populations, as appropriate to the other source of funds.
4. STF Agencies must demonstrate that there are eligible operating projects.

5. STF Agencies must demonstrate that there are eligible providers. STF Agencies will keep records of the process to select both projects and providers.
6. There is no allocation of STO funds for STF Agency administration, although the use of funds for administration is permissible. STF Agencies may establish a contingency account not to exceed 5% of the available STO, and use STO funds for administration expense as long as the administration expense is necessary to support transit operations.
7. The five STF Agencies with in- and out-of-district areas (TriMet, Salem Area Mass Transit District, Lane Transit District, Rogue Valley Transit District and Basin Transit Service) are not obligated to divide the STO funds by inside and outside district populations. However, these districts are obligated to give reasonable consideration to fund projects both within the district boundaries and outside them in the surrounding county(ies).

### **Local Application and Review Procedures for the STO Program**

STF Agencies are encouraged to plan for the use of the STO starting with the projects that were not funded from the recent past discretionary grant program or the recent past STF Formula program. It is not necessary to reconvene the STF Advisory Committee if the STF Agency already has a “ready-to-go” list of projects that meet the operation definition.

If there is not a ready-to-go list of projects, the STF Agency is required to identify projects using the procedures defined by the STF law and rules. Please contact Jean Palmateer, [jean.m.palmateer@odot.state.or.us](mailto:jean.m.palmateer@odot.state.or.us) or 503-986-3472 for more information and advice regarding conducting local application and review processes.

### **Coordinating STO with the Jobs and Transportation Act 5310 and STF Formula Programs**

STF Agencies are encouraged to coordinate the use of STO and Jobs and Transportation Act (JTA) programs. For example, the STO may be used for match for JTA mobility management, purchased service and preventive maintenance projects. Please see the program information about the JTA program for more information.

STF Agencies may also need to amend their STF Formula allocations to maximize the use of STO and JTA 5310. STF Agencies may amend their list of STF and STO projects even after the agreements are executed; please review the statement of work in the agreement and the administrative rules regarding amending STF and STO applications.

### **PTD Application Review**

PTD staff will review and approve STO applications. The information submitted in the application will be the basis for application approval. The staff may ask for further information or clarification. The staff may disapprove the application and, if disapproved, will inform the STF Agency of the reason for disapproval. Reasons for disapproval may include, and are not limited to, the following:

- A Recipient that is ineligible;

- Proposed Projects are not eligible for funding in accordance with OAR 732-005-0000 to 732-005-0085 and OAR 732-030-0000 to OAR 732-030-0045.

Disapproved applications may be revised and resubmitted by the STF Agency, if there is sufficient time before October 30, 2009.

### **STF Program Management and Reporting**

The STF Program Guidebook is posted on PTD’s website. The purpose of the guidebook is to provide program guidance and best practice examples to improve the quality of the program. By October 2009, the guidebook will be updated to include the STO program.

[http://www.oregon.gov/ODOT/PT/PROGRAMS/STF/STFProgram\\_guidebook\\_1107.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/STF/STFProgram_guidebook_1107.pdf)

The division will have separate agreements with STF Agencies for the STO funds, i.e., not combined with the agreements for STF formula funds.

Reporting of the projects supported by STO will be separate from other STF-funded projects. A new report form is being prepared for the STF Formula and STO programs.

### **Program Implementation Timeline**

<b>Month</b>	<b>Task</b>
August 2009	OTC approval of Temporary Administrative Rules.
September 2009	PTD distributes allocation and applications. STF Agencies initiate local project selection and review process.
September – October 2009	Applications due to PTD by October 30, 2009 Applications accepted by PTD throughout September through October; PTD will review and prepare agreements as applications are submitted. First payment to STF Agency made as soon as agreement is executed.

**Questions?** Please contact Jean Palmateer, Special Transportation Program Manager, [jean.m.palmateer@odot.state.or.us](mailto:jean.m.palmateer@odot.state.or.us), 503-986-3472.

<b>Allocation for each STF Agency</b>	<b>Total STO for 09-11 Biennium</b>
Baker County	\$60,265
Basin Transit Service	\$182,868
Benton County	\$188,986
Columbia County	\$120,857
Coos County	\$199,233
Crook County	\$67,241
Curry County	\$82,139
Deschutes County	\$381,724
Douglas County	\$310,443
Gilliam County	\$33,278
Grant County Transportation District	\$41,894
Harney	\$42,623
Hood River County Transportation District	\$56,236
Jefferson County	\$61,227
Josephine County	\$247,721
Lake County	\$43,006
Lane Transit District	\$888,669
Lincoln County	\$136,600
Linn County	\$299,845
Malheur County	\$81,262
Morrow County	\$44,793
Rogue Valley Transit District	\$541,610
Salem Area Mass Transit District	\$947,966
Sherman County	\$33,243
Sunset Empire TD	\$101,762
Tillamook County Transit District	\$79,808
TriMet	\$3,722,364
Umatilla County	\$183,698
Union County	\$67,864
Wallowa County	\$42,097
Wasco County	\$66,523
Wheeler County	\$33,228
Yamhill County	\$228,317
Burns Paiute	\$31,027
Confederated Tribes of Grand Ronde	\$49,686
Confederated Tribes of Siletz	\$50,226
Confederated Tribes of Umatilla	\$41,293
Confederated Tribes of Warm Springs	\$59,399
Coquille Indian Tribe	\$33,467
Cow Creek Tribe of Umpqua Indians	\$34,747
Confederated Tribes of Coos, et al	\$33,580
Klamath Tribes	\$47,186
<b>TOTAL</b>	<b>\$10,000,000</b>