

OREGON DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSIT DIVISION



Special Transportation Fund
Formula Program

**APPLICATION
INSTRUCTIONS**

For all STF Agencies

2011-2013 Biennium

July 1, 2011—June 30, 2012

July 1, 2012—June 30, 2013

Introduction

Before completing the application, it is very important to review the following information:

Qualification Requirements for the STF Formula Program

To qualify for Formula Program funds, your STF Agency must:

1. Have adopted a Coordinated Services Plan, pursuant to OAR 732-005-0081.
 - Plans must be submitted to Public Transit Division as soon as possible after adoption.
 - Failure to submit a plan will result in ineligibility for the STF Agency to receive funds.
 - Please consult with the STF Program Manager for guidance if you are unable to meet the required plan adoption date.
2. Be up-to-date in PTD-required quarterly reports. Please consult with the STF Program Manager for guidance if you have a backlog of reports to be submitted or are unable to meet the required due date.
3. Continue to demonstrate that there are eligible activities and providers within your STF program.

Please note that this is a *partial* list of program requirements. Please review the STF Program Guidebook for more information about program requirements.

Funding Level

Following this introduction section is a chart showing the estimated allocation for the 2011-13 Biennium. The STF Formula allocation is based on ODOT's draft biennial budget, and will be updated again in May 2011.

Biennial Application

The STF Formula application is for the 2011-13 Biennium. Please apply for the full two year period, using the estimated two-year allocation. PTD will write two-year Agreements based on your application.

Application Submission

Formula Program applications may be submitted at any time. To ensure the first quarter payment in July 2011, please submit the application by May 15, 2011.

Application Review

PTD staff will review and approve Formula Program applications. The information submitted in the application will be the basis for application approval. PTD staff may ask for further information or clarification.

Although this is a state formula allocation, your application may be disapproved if the STF process has not been followed by your agency. Please read the STF Program Guidebook for a thorough understanding of STF Agency requirements. Some of the reasons for disapproval include if one or more of the following conditions apply to your agency:

- No STF Advisory Committee exists or the Committee has improper membership;
- The STF Advisory Committee fails to meet and confer regarding the use of 2011-13 STF formula allocations;
- Your STF Agency failed to confer with the STF Advisory Committee;
- Your application identifies a Recipient that is ineligible for STF funds;
- If your agency is a transportation District, and your application presents a disproportionate allocation inside and outside District boundaries, as defined by OAR 732-010-0035 (3);
- Proposed Projects in your application are not eligible for funding in accordance with any section(s) of OAR 732-005-0000 through 732-010-0045.

If your application is disapproved, PTD staff will inform the STF Agency of the reason(s) for disapproval. Disapproved formula program applications may be revised and resubmitted to PTD by the STF Agency.

STF Program Management

The STF Program Guidebook is posted on PTD's website. The purpose of the guidebook is to provide program guidance to STF agencies, as well as best practice examples to improve the quality of the STF program. The STF Program Guidebook may be found at:

http://www.oregon.gov/ODOT/PT/PROGRAMS/STF/STFProgram_guidebook_1107.pdf

STF Agencies should familiarize themselves with all requirements presented in the STF Program Guidebook. At a minimum, STF Agencies:

- Are directed by law to receive and disburse STF moneys from a separate, interest-bearing governmental fund. Consult with the Department of Revenue regarding management of Special Revenue Funds;
- Must have written agreements with providers AND have procedures for contract management to ensure that the terms and conditions of the agreements are met;
- Must ensure that the funds distributed to providers are used as directed by law and as defined by the STF Agency, and that the provider has adequate accounting and internal controls in place;
- Must determine that the providers are qualified to receive funds under STF administrative rules (OAR Section 732);
- Must maintain an inventory and controls over capital items purchased in part or whole with STF, and ensure they are properly maintained; and,
- Must report to PTD as required.

Provider and Project Qualifications

STF Agencies should work with their STF Advisory Committees to establish a fair and standardized process for the selection of providers and projects. STF Advisory Committees must have a minimum of five members for Counties and transit agencies, and three members for Sovereign Tribes.

The selection process should be in writing; be equitable so that all applicants and projects are evaluated consistently; include a public review component, and have a provision for receiving and reviewing protests. It is **not** necessary under STF regulations to conduct a competitive grant application process, unless the STF Agency policy requires such process.

There are two components that should be evaluated during the STF Agency selection process, and both are important ingredients in the quality of your Agency's overall STF program. These factors are:

- a) Qualifications of the applicant organization
- b) Qualifications of the proposed project

In the evaluation process, STF Agencies should, at minimum, consider the following factors:

Applicant Qualifications

- Applicant has positive history of past grants – reports on time, accurate, match available as required, etc.
- (If a non-profit agency) Applicant is current in agency incorporation, registration and annual report submissions to state and federal governments.
- Applicant is fiscally responsible and is capable of managing grant funds. Applicant has a budget that includes all sources and uses of funds. The budget is adopted, managed and revised as necessary by the governing board.
- Applicant has adequate staff and resources to manage the project.
- The applicant staff has basic knowledge of transportation and receives training as required for duties.
- Services currently operated by applicant have no pattern of complaints, accidents, or service disruptions.
- Vehicles are maintained appropriately.

Project Qualifications

- Project design is for, or benefits, older adults and/or people with disabilities.
- Project is derived from the adopted Coordinated Plan.
- Project design is appropriate to purpose and type of project.

- Service is accessible to people with disabilities in conformance to ADA.
- Vehicles are appropriate for type of service.
- Service is efficient and effective for the type of service.
- Applicant has adequate revenue to maintain services (in addition to STF request).

Text of February 10th, 2011 Memo from ODOT-PTD STF Program Manager, Jean Palmateer:

The Public Transit Division closely monitors the revenues that contribute to the Special Transportation Fund (STF). In the past several years, the actual revenues have been lower than the amount budgeted in Oregon's Legislatively Adopted Budget.

The Public Transit Division estimates the revenue for the 2011-2013 biennium to be \$17.3 million. The STF Formula Program distribution will be based on this estimate, which is lower than the agency requested budget. We feel that this estimate is fiscally responsible and will result in more certainty in the program for the participating STF Agencies. If additional funds become available we may allocate these additional funds in the second year of the biennium.

Of the \$17.3 million estimated to be available, \$1.4 million is reserved for state administration, which includes salary and other direct expenses, technical assistance, match to other federal programs managed by the division and a share of the division's operating costs.

\$11.9 million (\$5.9 million per year) is 75% of the funds available after subtraction of the state administration and is the basis of the formula distribution; \$3.9 million is the 25% contributed to the discretionary account.

Of the \$3.9 million discretionary account, \$500,000 is being held in reserve to offset potential further reductions of revenue. \$1.3 million is used to finance the minimum allocations to the STF Agencies with lower populations and the administrative allotment for each STF Agency. The remaining \$2 million will be distributed through the STF Discretionary Program.

The total funds allocated to the STF Formula Program are \$13.2 million. The actual amount planned for distribution is \$66,000 less than the 2009-2011 biennium.

Please refer to the allocation chart, for each STF Agency's individual allocation.

(See next page for STF formula allocation chart.)

Special Transportation Fund Formula Program
2011-2013 Biennial Application Form for all STF Agencies

STF Formula Allocation for the 2011-2013 Biennium by STF Agency	County or Designation	FY11 Funds Available*	Total Estimated to be available 11-13 Biennium	For Comparison: Total 09-11 Biennium Funds Distributed	Gain or (Loss)
Baker County	Baker	\$ 40,000	\$80,000	\$ 80,000	\$ -
Benton County	Benton	\$ 136,581	\$273,162	\$ 275,886	\$ (2,724)
TriMet	Clackamas	\$ 592,612	\$1,185,223	\$ 1,193,217	\$ (7,993)
Sunset Empire TD	Clatsop	\$ 60,538	\$121,076	\$ 122,949	\$ (1,873)
Columbia County	Columbia	\$ 77,133	\$154,265	\$ 155,679	\$ (1,414)
Coos County	Coos	\$ 98,599	\$197,198	\$ 202,034	\$ (4,836)
Crook County	Crook	\$ 44,182	\$88,364	\$ 88,714	\$ (351)
Curry County	Curry	\$ 40,000	\$80,000	\$ 80,000	\$ -
Deschutes County	Deschutes	\$ 268,062	\$536,123	\$ 531,094	\$ 5,030
Douglas County	Douglas	\$ 164,026	\$328,053	\$ 334,681	\$ (6,628)
Gilliam County	Gilliam	\$ 40,000	\$80,000	\$ 80,000	\$ -
Grant County Transportation District	Grant	\$ 40,000	\$80,000	\$ 80,000	\$ -
Harney	Harney	\$ 40,000	\$80,000	\$ 80,000	\$ -
Hood River County Transportation District	Hood River	\$ 40,000	\$80,000	\$ 80,000	\$ -
Rogue Valley Transit District	Jackson	\$ 323,222	\$646,444	\$ 651,873	\$ (5,428)
Jefferson County	Jefferson	\$ 40,000	\$80,000	\$ 80,000	\$ -
Josephine County	Josephine	\$ 131,305	\$262,610	\$ 266,919	\$ (4,310)
Basin Transit Service	Klamath	\$ 102,193	\$204,386	\$ 207,553	\$ (3,166)
Lake County	Lake	\$ 40,000	\$80,000	\$ 80,000	\$ -
Lane Transit District	Lane	\$ 540,434	\$1,080,868	\$ 1,094,454	\$ (13,587)
Lincoln County	Lincoln	\$ 69,385	\$138,770	\$ 141,827	\$ (3,057)
Linn County	Linn	\$ 174,016	\$348,033	\$ 351,371	\$ (3,339)
Malheur County	Malheur	\$ 51,296	\$102,592	\$ 104,008	\$ (1,416)
Salem Area Mass Transit District	Marion	\$ 496,759	\$993,518	\$ 995,505	\$ (1,987)
Morrow County	Morrow	\$ 40,000	\$80,000	\$ 80,000	\$ -
TriMet	Multnomah	\$ 1,128,977	\$2,257,955	\$ 2,265,389	\$ (7,434)
SAMTD	Polk	\$ 105,880	\$211,759	\$ 213,214	\$ (1,455)
Sherman County	Sherman	\$ 40,000	\$80,000	\$ 80,000	\$ -
Tillamook County Transit District	Tillamook	\$ 42,288	\$84,576	\$ 85,876	\$ (1,300)
Umatilla County	Umatilla	\$ 112,164	\$224,329	\$ 227,761	\$ (3,432)
Union County	Union	\$ 41,425	\$82,851	\$ 84,037	\$ (1,186)
Wallowa County	Wallowa	\$ 40,000	\$80,000	\$ 80,000	\$ -
Wasco County	Wasco	\$ 40,000	\$80,000	\$ 80,000	\$ -
TriMet	Washington	\$ 824,334	\$1,648,669	\$ 1,642,266	\$ 6,403
Wheeler County	Wheeler	\$ 40,000	\$80,000	\$ 80,000	\$ -
Yamhill County	Yamhill	\$ 149,539	\$299,079	\$ 300,057	\$ (978)
Burns Paiute Tribe	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Confederated Tribes of Grand Ronde	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Confederated Tribes of Siletz	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Confederated Tribes of Umatilla	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Confederated Tribes of Warm Springs	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Coquille Indian Tribe	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Cow Creek and of Umpqua Indians	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Confederated Tribes of Coos, et al	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
Klamath Tribes	Sovereign Tribe	\$ 40,000	\$80,000	\$ 80,000	\$ -
TOTALS:		\$ 6,614,951	\$13,229,902	\$ 13,296,364	\$ (66,461)
Summary for TriMet and SAMTD Regional Allocations	TriMet	\$ 2,545,924	\$5,091,847	\$ 5,100,872	\$ (9,025)
	SAMTD	\$ 600,639	\$1,205,278	\$ 1,208,719	\$ (3,442)
**Allocation is based on either the population-based formula allocation for each county and tribe or the \$38,000 minimum allocation, whichever is greater, plus \$2,000 for program administration for each STF Agency.					

**If you have questions about the Special Transportation Program,
please contact:**

Jean Palmateer, STF Program Manager
503-986-3472
Jean.m.palmateer@odot.state.or.us

Submit the completed application to:

Via email: Submit a signed PDF copy by email to:
ptd.apps@odot.state.or.us

Via U.S. mail to ODOT Public Transit Division
555 13th Street NE, Suite 3
Salem OR 97301

For a copy of the application form, go to the Public Transit Division website:
<http://www.oregon.gov/ODOT/PT/>