

OREGON DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSIT DIVISION



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Special Transportation Fund  
Formula Program

**APPLICATION  
INSTRUCTIONS**

Special Transportation Fund  
and  
Special Operating Fund

2013-2015 Biennium

July 1, 2013—June 30, 2014

July 1, 2014—June 30, 2015

## Introduction

These instructions cover the application process for both the regular Special Transportation Fund (STF) and the newer Special Operating Fund (STO).

### STF Formula Program Qualification Requirements

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 (PTD) 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 your RTC 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 your regional transit coordinator (RTC) for guidance if you have a backlog of un-submitted reports or are unable to meet the required due date.)
3. Continue to demonstrate that there are eligible activities and providers within your STF program.

Note: This is only a partial list of program requirements. Please review the [STF Program Guidebook](#) posted on the Programs & Activities page of PTD's website for more information about all program requirements.

### Funding Level

The 2013-2015 biennium estimated allocation of Special Transportation funds for each STF agency is posted on PTD's website: 2013-15 Special Transportation Formula Program Allocation Chart. The STF Formula allocation is based on ODOT's draft biennial budget, and will be updated again in early 2014. As with any source of governmental funds, the availability of funds is not guaranteed. PTD will inform STF Agencies if the funding level changes.

### Biennial Application

The STF Formula application is for the entire 2013-15 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.

### Agencies with Transit Districts (Tri-Met, SAMTD, RVTD, LTD, and BTS)

There are agencies that have populations both inside and outside their district boundaries. Agencies must input these populations to help guide how much money is allocated to each group. Please ensure that these numbers match your funding levels. All other agencies will not have the option to input populations.

### Application Submission

Applications may be submitted at any time. To ensure the first quarter payment in July 2013, please submit the application by May 15, 2013.

## Application Review

PTD staff will review and approve applications. The information provided in the application will be the basis for application approval, however, PTD staff may ask for further information or clarification.

Although this is a state allocation distributed by a formula, 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. Possible reasons for disapproval include:

- No STF Advisory Committee exists or the committee has improper membership;
- The STF Advisory Committee fails to meet and confer regarding the use of 2013- 15 STF formula allocations;
- An STF Agency fails to confer with the STF Advisory Committee;
- An application identifies a recipient who is ineligible for STF funds;
- An application from a transportation district presents a disproportionate allocation inside and outside district boundaries, as defined by OAR 732-010-0035 (3);
- Proposed projects in an application are not eligible for funding in accordance with any section(s) of OAR 732-005-0000 through 732-010-0045.

If any application is not approved, PTD staff will inform the STF Agency of the reason(s) for disapproval. An opportunity will be given for disapproved applications to be revised and resubmitted to PTD.

## STF Program Management

STF Agencies should familiarize themselves with all requirements presented in the [STF Program Guidebook](#) posted on PTD's website. PTD staff created the *Guidebook* to provide program guidance to STF agencies as well as best practice examples to improve the quality of the STF program.

For both STF and STO funding, 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 of 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.

## Key Requirements for Special Operating Funds

STO eligibility is strictly limited to operating projects that meet the definition of operating expense found in OAR 732-050-0010(19). Using STO for match to other projects meeting the same qualification is allowable.

At a minimum, STF Agencies:

- Must demonstrate that there are eligible operating projects;
- Must demonstrate that there are eligible providers for the funding;
- Will keep records of the process used to select projects and providers.

STF Agencies may establish a contingency account not to exceed 5% of the available STO. Administration expenses are allowed as long as the expense is necessary to support transit operations.

## Provider and Project Qualifications

STF Advisory Committees must have a minimum of five members for counties and transit agencies, and three members for Sovereign Tribes.

STF Agencies should work with their STF Advisory Committees to establish a fair and standardized process for the selection of providers and projects. The selection process should:

- Be conducted 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.

Two key components that should be evaluated during the STF Agency selection process are:

- Qualifications of the applicant organization
- Qualifications of the proposed project

The overall quality of your Agency's STF program is greatly influenced by these factors.

## Applicant Qualifications

In the *applicant* evaluation process, STF Agencies should, at a minimum, determine that:

- Applicant has a positive history of past grants – reports are accurate and on time, match is 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 capable of managing grant funds.
- Applicant has a budget which includes all sources and uses of funds; and the budget is adopted, managed, and revised as necessary by the governing board.
- Applicant has adequate staff and resources to manage the project.

- 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**

In the *project* evaluation process, STF Agencies should, at a minimum, determine that:

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

**If you have any questions about this program, please contact your regional transit coordinator.**

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**Electronic Application Instructions**

The STF application was created in an interactive AdobePro Forms format that allows you to complete the application online and save a copy on your local computer. The form requires Adobe Reader 10 or above.

Access the application and allocation table here: [link](#)

Complete Sections A – F by entering information into fields or selecting from drop-down menus where available (indicated by a small arrow to the right of the box: ▾.) Some “Yes or No” questions, when checked, generate a secondary question(s); please complete these sections when they appear. If you need more rows, use the “Add Record” or plus sign  buttons. To delete, use the “Delete Record” or minus sign  buttons.

### **Print or Save**

Use these buttons if you want to print a hard copy or store a saved copy of your application for your records.

### **Submittal**

When all fields are complete, please use the “Submit Form” button to submit your application to PTD. The form may try to validate that the information entered in the form is complete. It may also try to help you with sending email. Read the notifications and select the options that apply to you.

If any required fields are incomplete, you will see an error message and the required fields left blank will be highlighted in red. Complete these fields and use the “Submit Form” button again.

If you are using a desktop client-based email program such as Outlook, the submittal email with your completed form attached may be sent automatically. You can verify this in your “sent” folder. PTD will send an automated email response after receiving your application. As described above, you may wish to send files as attachments in a reply to this email confirmation.