



*Rail and Public Transit Division*

# Federal Section 5311 Program

*Formula Grants for Rural Areas*



## 2017-2019 GRANT APPLICATION INSTRUCTIONS

2017-2019 Biennium

July 1, 2017—June 30, 2018

July 1, 2018—June 30, 2019

---

For a version of this document with increased font size or in other formats, contact the Rail and Public Transit Division, 555 13<sup>th</sup> Street NE, Salem OR 97301. Office (503) 986-3300 or fax (503) 986-4189

For other assistance, contact your Rail and Public Transit Division Regional Transit Coordinator. See References list at the end of this document for more information.

***Please read all information and instructions  
before completing the application.***

## **General Information**

### **Fund Source**

The Federal Transit Administration (FTA) allocates funds to Oregon for the Formula Grants for Rural Areas program (Section 5311) to provide access and mobility for people in population areas of fewer than 50,000.

### **Program Goals**

- Enhancing access in rural areas to health care, shopping, education, employment, public services, and recreation
- Assisting in the maintenance, development, improvement, and use of public transportation systems in rural areas
- Encouraging and facilitating the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services
- Providing financial assistance to help carry out national goals related to mobility for all
- Encouraging mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development

### **Eligible Subrecipients**

Eligible subrecipients are local governments, non-profit organizations, and tribal jurisdictions operating transit services in rural communities with populations of fewer than 50,000. Applicants for this assistance program are pre-qualified by the ODOT Rail and Public Transit Division (RPTD). Contact RPTD for more information about the criteria and qualifications to participate in this program.

### **Eligible Activities**

Eligible grant activities include administration; operations; preventive maintenance; planning; mobility management; vehicle purchase; and shelters, signs, facilities, and equipment purchase projects which support public transportation in rural areas.

### **Funding**

RPTD established the Section 5311 program to be a stable base source of ongoing funding to assist rural areas. The annual amount each eligible entity receives is determined by a formula defined by RPTD with input from stakeholders. Continued eligibility is analyzed annually. The funds are not distributed through a competitive process.

### **Formula**

RPTD, with advice from stakeholders, established an allocation which provides a \$100,000 biennial base for each subrecipient. Proportional consideration for rural service miles and rides (service miles at 60% and rides at 40%) is included. Depending upon resources available, the formula is adjusted to maintain programs at prior levels and allow increases for improved

performance. The 2017-2019 funding sustains all projects at the previous biennium's allocation and allows projects with improved performance up to a 5% increase from the previous allocation.

### **Match Rates**

- Operating: 56.08% federal match / 43.92% local match
- Capital and Preventive Maintenance: 89.73% federal match / 10.27% local match
- Mobility Management: 89.73% federal match / 10.27% local match
- Project Administration: 89.73% federal match / 10.27% local match
- Planning: 89.73% federal match / 10.27% local match

### ***Application Information***

Current recipients of Section 5311 formula funds submit an electronic application to RPTD. If a subrecipient or contractor will deliver transit service on an agency's behalf, recipients should coordinate application completion with the subrecipient or contractor.

### **Application Format and Use**

The Section 5311 application is a fillable form that requires Adobe Reader Version 10 (or above). Download Adobe Reader for free at: <http://get.adobe.com/reader/>

Before entering any information, save the application to your computer. Open the file with the Adobe Reader program. Submit the form electronically when complete. **Do not print and scan the form.** If you have technical problems with the form, please call our main line at 503-986-3300 and we will help you. For answers to programmatic or process-specific questions, contact your Regional Transit Coordinator (RTC).

Many instructions for completing the Section 5311 application appear on the form itself, and most of the fields are self-explanatory. Additional information where further explanation or clarification may be helpful is provided below.

- Some "Yes or No" questions, when checked, generate secondary questions based on your answer. It is very important to answer all the questions.
- Add or delete table rows by using the +/- buttons on the right side of the columns.

### **Accessing the Application**

To download the Section 5311 Funding Application, go to the "What's New" section of the Public Transit Section homepage at <https://www.oregon.gov/ODOT/PT/Pages/news.aspx>

Right-click with your mouse on the application link and select **Save**. Save a copy of the application to your computer. Open the file using the Adobe Reader program before you begin entering information.

### **Submitting the Application**

When your application is complete, save a copy of it to your computer.

Use the "Submit by Email" button to submit your application to RPTD. The form may try to help

you send the email. Please read the notifications and select only the options that apply to you.

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.

**After sending your application, you should receive an automated email response from RPTD with the subject "Confirmed: Application Email Received". If you do not receive this response, please contact Liz Rickles at 503-986-3394 or Elisabeth.m.Rickles@odot.state.or.us as soon as possible.**

If you have additional documents to support your application, please send them in a separate email to [PTDApplications@odot.state.or.us](mailto:PTDApplications@odot.state.or.us) clearly marked with the same applicant name you used on the application.

Submitting the application electronically serves as your "signature" certifying the application is complete to the best of your ability.

**Application Deadline: January 20, 2017.**

# Application Instructions

## A. Applicant Information

Complete all contact information as completely as you can.

NOTE: The *application contact* is the person RPTD will contact with any questions about your application. The *contract signatory* is the person who has authority to sign the grant agreement.

## B. Project Builder

1. Enter the total dollar amount of Section 5311 funding allocated to your agency by RPTD.
2. Check a box for each type of project included in your Section 5311 application. Select all that apply.

Enter the cost for each project in the Total Project Cost column. Enter the source of match for each project in the Match Source column. The Grant Amount and Match Amount columns will automatically calculate for each value entered. Remember to request two years of funding.

If you have selected Vehicle Purchase or Shelters, Signs, Facilities, or Equipment Purchase; additional fields will appear where you will provide details:

### Vehicle Purchase – Additional Information

- a. **Vehicle(s) to be purchased (replacement or enhancement):** For each vehicle being purchased, select vehicle category A-E.

(See: <https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf> for more information)

Enter the quantity per category and the estimated cost per vehicle. The application will compute the **Total**. Enter the number of regular passenger seats, the number of ADA stations, and the total vehicle passenger capacity. For Fuel Type indicate: Gas (**G**), diesel (**D**), biodiesel (**B**), Hybrid-gas (**HG**), hybrid-diesel (**HD**), compressed natural gas (**CNG**), or other alternative fuel (**OF**). Enter the estimated order and delivery dates.

- b. **Vehicle(s) being replaced:** Enter the vehicle year, make, and model of each vehicle. Select vehicle category A-E. Enter Vehicle Identification Number (VIN), total number of seats, number of ADA stations, and current odometer reading. Under disposal type, indicate if the vehicle being replaced is to be **Sold (S)**, **Transferred (TR)**, or used as a **Backup (BU)** unit.
- c. **Condition of Vehicle(s) being replaced:** Enter the **VIN** and the vehicle **Condition: Adequate, Marginal, or Poor**. If marginal or poor, please explain the vehicle conditions that have led to that determination, such as vehicle maintenance history, or unexpected repairs. If you have selected an adequate condition, please explain in simple terms the right-sizing justification.

### Shelters, Signs, Facilities, and Equipment Purchases – Additional Information

- a. Describe the item you want to purchase, the quantity, and the cost for each. The total will automatically populate based on the cost and quantity of items. Enter the expected order and delivery date of the item.

Summary Table - The application automatically adds all project totals and validates the total

grant amount against the allocation total entered in Question 1. If you intend to apply for your full allocation, when this section is complete, the "Allocation Variance" dollar amount should be \$0.

If RPTD receives an application with a grant amount greater than the allocation (negative variance) you will be contacted for clarification.

### C. Provider Information

If you are an agency providing rural general public transportation services in areas where other agencies provide services, select "Yes" and list the other service provider and area(s) of overlapping service. If not, select "No"

If another subrecipient or contractor will provide service on your behalf, select "Yes", review the definitions of subrecipient and contractor, and complete a contact information box for each subrecipient or contractor that you use. (Use the blue "Add Another" button to add contact information boxes.) If this does not apply to your agency, select "No".

### D. Project Description and Scope

Your responses to these questions will be used to help create the statement of work for your grant agreement. If portions of your service are clearly not part of your Section 5311-funded general public service, exclude that information from the project description.

#### 3. Area Served

**List each incorporated and unincorporated community to be served by the Section 5311-funded project.** For each area served, describe in as much detail as possible the specific service area.

Examples (can be used in combination if applicable):

- Service is provided within the city limits of Anytown.
- Service is provided within a five mile radius of Anytown city center.
- Service is provided within the urban growth limits of Anytown.
- Service is provided within the boundaries of School District 133.
- Service is provided within the county limits of Any County.
- Service is provided between the cities of Anytown and Anothertown (list cities along route).

**List the Oregon counties served.** A county is considered served if your transportation service makes a stop in that county.

**Notes changes in your service area from last biennium.** If you have added or eliminated service, indicate this by checking the appropriate box and describing the changes. This should include new areas served as well as any areas that are no longer served.

If there have been no changes in service area, indicate that by checking that box.

#### 4. Type of Service

Indicate service type(s) to be supported by the Section 5311 grant. Service types are defined as follows:

**Commuter:** Service characterized by service predominantly in one direction during peak periods, with limited stops, the use of multi-ride tickets, and routes of extended length, usually between a central business district and outlying suburbs. Commuter service does not require additional complementary paratransit service.

**Deviated Fixed Route:** Transit service that operates along a fixed alignment or path at generally fixed times, but which may deviate from the route alignment to collect or drop off passengers who have requested deviation. This service will deviate for any passenger with an advanced request for deviation.

**Fixed Route:** Transit service using vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle. This does not include commuter service or intercity service. Note: Fixed route service should always include complementary paratransit service.

**Demand Response:** Transit service that operates in response to calls from passengers or their agents to a transit operator who then dispatches a vehicle to pick up and transport the passengers to their destinations. The vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may be interrupted en route to these destinations to pick up other passengers. This service type is often called “dial-a-ride”. This service type does not include ADA Complementary Paratransit.

**ADA Complementary Paratransit:** Transportation service required by the Americans with Disabilities Act (ADA) for individuals who are unable to use fixed route transportation systems. This service is required if there is an existing public fixed route.

**Intercity:** Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting rural areas to an urban area not in close proximity. This service may have the capacity for transporting baggage carried by passengers and make meaningful connections with scheduled intercity bus service to more distant points.

## 5. Description of Service Table

Enter service type, days of service, and hours of operation for each type of service your agency provides.

## 6. Service to Minorities and Low-Income Populations

Describe how your agency makes service decisions based on minority and low-income demographics. Describe how your agency ensures that populations with limited English proficiency know about your service.

## 7. Incidental Services

Select “Yes” or “No” to indicate if your agency provides any incidental or special services such as those listed. If “Yes” please describe these services and include associated rides, miles, and revenues in the box provided.

## 8. Service Information / Marketing

Describe how your agency publicizes and markets its services, including any technology used, such as Google Transit. Also state how your agency includes input from the public to develop service plans and standards.

### E. Performance Measures

Use the table provided to show your current and anticipated total passenger one-way rides, revenue service miles, and revenue service hours. Contact your RTC, or check the Glossary section of the National Transit Database website, for definitions.

### F. Complementary Paratransit Information

Indicate whether your agency has an ADA complementary paratransit program by checking “Yes” or “No”. Identify any changes to your complementary paratransit program since last biennium’s Section 5311 application.

Indicate the number of ADA clients currently signed up for your service and any expected change in the number of ADA clients in the next biennium. If it is a decrease, use a negative number.

### G. Coordinated Plans

Participation in these plans is not mandatory for agencies receiving Section 5311 funds only, but it is encouraged. If a plan was completed, enter the page number and date adopted.

### Application Submittal

When your application is complete, save it. Then, follow the instructions in the [Submitting the Application](#) section on pages 3 and 4 to submit your application.

### REFERENCES

- Allocations/Awards (2017-2019 Advance Grant Programs Notice)
  - <http://www.oregon.gov/ODOT/PT/NEWS/2017-19AdvanceGrantNotice.pdf>
- Vehicle Useful Life – ORPIN Contract Crosswalk
  - <https://www.oregon.gov/ODOT/PT/resources/guidance-library/ADABusCrosswalk.pdf>
- Oregon Vehicle Description and Useful Life Standards
  - <https://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf>

### Application-related forms

- Certification of Equivalent Service form
  - <https://www.oregon.gov/ODOT/PT/resources/guidance-library/certification-of-equivalent-service.pdf>

### Regional Transit Coordinator contact information:

RPTD contact information: <http://www.oregon.gov/ODOT/PT/Pages/contact.aspx>