Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program Application Guide, FY 2023-25

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

Oregon Department of Transportation

Staff Contacts

Questions about the Statewide Transportation Improvement Fund (STIF) Discretionary or Statewide Transit Network Program solicitations should be directed to Patrick DePriest, Intercommunity Program Coordinator, at Patrick.DePriest@odot.oregon.gov or by telephone at 971-301-0690.

About these Grant Programs

This solicitation notice applies to the STIF Discretionary and Statewide Transit Network grant programs. The Statewide Transit Network program includes both the STIF Intercommunity Discretionary Fund and FTA Section 5311(f) funds. This notice only includes solicitation information specific to the FY 2023-25 fund cycle. General program guidance information, such as program background, match requirements, and scoring criteria can be found in the STIF Guidebook.

Application Submission

Applications for the 2023-25 grant solicitation are due to ODOT no later than **November 30, 2020**. ODOT may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application. Applicants will have five business days to supply the requested information after ODOT's request. Application training guidance is available on the STIF webpage under the STIF Discretionary Application Walk-Through section of the STIF Summer Training Miniseries tab.

Appeals Process

ODOT will follow the appeals process as identified on page 34 of the State Management Plan. The July 2015 State Management Plan may be accessed here: https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf.

The appeals process described in this document will be available following the Commission's final decision on grant awards in Spring 2023. Where necessary, ODOT will return to the Commission for approval of any amended funding recommendation resulting from an appeal.

Application Format and Use

The online application form is available here and in the STIF Discretionary Fund and Statewide Transit Network section of the Public Transportation Funding Opportunities Page located here under "Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program": https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx.

The application form is a fillable, web-based *Cognito Forms* document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. Applicant may face formatting limitations and errors when using Internet Explorer.

The form uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. If there are technical problems using the form, please call Brian Roth at 541-508-9862. For answers to programmatic or process-specific questions, contact your regional transit coordinator.

Cognito Forms allows applicants to enter all requested information in a fillable form housed on a single webpage. Applicants may save their progress by clicking the "Save" button at the bottom of the application page. Thus, applications may be completed over multiple sittings. Applicants may invite collaborators to work on their application by sharing the hyperlink for their form, but it is recommended that only one person work on the form at a time. Be sure to save the form before sharing with a colleague.

For some questions in the form, when answered "Yes," the form will expand to request additional information on the topic. Required fields are marked with an asterisk ("*"). If these fields are not completed, the form will prompt applicant to make the required response before submitting the form.

Upon completion of the application, select "Submit Application." After submittal, the applicant will receive email acknowledging receipt of the application. Notice of the submittal will also be sent to ODOT staff. The applicant will be able to download the completed application to pdf.

Application Instructions

Step-by-step instructions are listed below, including screenshots, as necessary, to provide additional clarity.

Applicant Information

Select the Agency Legal Name from the drop down. If you do not see your agency or entity name, please contact Patrick DePriest and Brian Roth.

Upon selecting the Agency Legal Name, applicant will be able to pick the relevant Project Title from a dropdown list. These project titles align with titles submitted in an associated Letter of Interest (LOI). Where applying only for a vehicle asset purchase, select "Vehicle Purchase" as the Project Title.

Enter basic identifying information including the agency name, agency address, contact information for the person completing the application, and the name(s) of the person that would sign and/or manage the agreement, if awarded.

APPLICATION QUESTIONS

The application questions require multiple choice, yes/no, and narrative responses. The agency information questions provide critical detail about the project but are not part of the scoring process. Responses have character limits, requiring clear and concise writing.

Agency Information

Question 1. Transit Agency Type
Applicants should choose the agency type that best applies to their organization. The information is used to verify applicant eligibility under the STIF and/or 5311(f) rules. The information is also used as context to understand budget information provided in the Project Details section.

Public Corporation is a defined term under OAR 732-040-0005(24). Applicants that select Public Corporation as the Transit Agency Type are required to upload documentation that demonstrates how the entity meets the definition.

Question 2. What is the main type of service that will be supported by this grant?

Applicants must choose one of the three available service types:
- Fixed Route
- Demand Response
- Deviated Fixed Route

Applicants should follow the FTA's definitions for these terms found in the National Transit Database Glossary.

Question 3. Would this award support ongoing operations of an existing service?

Projects involving ongoing operations are not eligible for STIF Discretionary funds. Both STIF Intercommunity Discretionary and Section 5311(f) funds may be used to support ongoing operations. However, ODOT encourages incorporating essential ongoing operations into the appropriate STIF Plan (STIF Formula) rather than seeking to fund the service with discretionary STIF funding.

Ongoing operations projects are public transprotation projects that were funded partially or entirely with STIF funds during the immediate prior biennium. These projects may not be funded under the STIF Discretionary Program. For the purposes of eligibility, expansion or increase in frequency of a public transportation service project or program is not considered "ongoing."[1]

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[1] Eligibility of pilot projects that were previously funded under STIF Discretionary but were not completed during the 2021-23 biennium will be determined on a case-by-case basis.

Question 3A. Brief history of current project/service. What, if any, elements of the proposed project differ from existing efforts and services?

For question 3.A, where the project proposed would expand or alter an existing service, please explain how the service proposed in this application would differ from the service as it was operated in the current biennium. If the service is not being changed, write "N/A." Applicant may also explain why funding ongoing operations of the service with STIF or 5311(f) funds is necessary.

Risk Assessment Information

ODOT conducts a risk assessment for every funding agreement. This section includes a subset of the entire risk assessment, which will be populated by the answers provided in this section and data already reported to ODOT PTD.

Questions 4 -10
Most of the risk assessment questions are yes-or-no questions with the exception of one question about the type of accounting system used by the agency.
- "Manual" is an accounting system that is updated and maintained by hand, without using a computer system or any automatic system.
- "Automated" is a system using a computer and automatically maintains records without the need for any human input.
- "Combined" uses both manual and automated systems.

Applicant Qualifications

The STIF rules require that STIF recipients and subrecipients have legal, managerial, and operational capacity to perform and report on progress delivering or completing the awarded project, within the scope, schedule, and budget laid out in the application and resulting funding agreement.

Question 11. Describe how your agency has legal, managerial, and operational capacity to perform and report on project progress within the scope, schedule, and budget of the anticipated grant agreement.

Applicants should specify their organizational structure, staff expertise, and (if applicable) their organization's past performance on similar project types. Applicants may provide further information, such as project summaries, resumes, certifications, or organizational charts, as attachments to the application. Descriptions of operational capacity should be relevant to the capacity to perform the work necessary to complete the proposed project.

Question 12. Certification of Compliance
Confirm that the applicant's organization has or will have the capacity to maintain compliance with applicable federal, state, and local laws and regulations. This checkbox response represents the applicant's self-certification with the statement below.

"By checking this box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement with applicable federal, state, and local laws and regulations including, but not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health."

Applicants must ensure the appropriate managerial and organizational staff have read and understand the federal, state, and local laws and regulations they will be subject to through a potential funding agreement.

Question 13. Do you plan to use a subrecipient or contractor to implement the grant supported activity?

Answer Yes or No.

Question 13.A. If yes, please list the subrecipient(s) and describe how you will provide sufficient subrecipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network funds.

Applicants should describe organizational quality control, compliance, reporting, and overall project management procedures to be used with subrecipients and contractors (e.g., vendors), and how these procedures will be maintained and updated as needed. The applicant may also describe the project manager's (or other staff's) experience with relevant eligibility and public transportation compliance requirements. For organizations with little past experience with subrecipients or contractors, applicants should describe a process to create, validate, and continually improve internal procedures.

14. If you seek the 10 percent match reduction, does the project meet one or more of the four factors identified in OAR 732-044-0005(4)(a)? Select each factor that you believe is exemplified by the proposed project.

Eligibility for the 10 percent match reduction will be determined by the ODOT Selection Committee. This match reduction is <u>not</u> guaranteed.

Note: The Project Details section of the application will display the estimated grant award and match totals for the proposed project both at the 20 percent and 10 percent match levels if the applicant has indicated in Question 14 that their project meets one or more of the listed factors.

If your project is not eligible for reduced match, select "Not applying for 10 percent match reduction."

Question 15. Will federal funds be used to complete this project?

Indicate whether federal funds will be used to complete the proposed project. This includes using federal funds as match for an STIF grant award. This information is used to determine

whether federal requirements will apply or supersede state requirements about procurement, reporting, and other grant processes.

Project Information

This section asks for detailed information related to the project, including a project overview description, relevant adopted local plan context, and information that will help evaluators score the application.

Question 16.A. Project Title

Provide a title for the proposed project. This title will be used during the review process and in the published list of grant awards. Project titles are also helpful for distinguishing between projects when an applicant has submitted more than one application.

Question 16.B. Describe the project to be funded. Clearly describe what the requested fund award would be used to accomplish, detailing the specific tasks and deliverables. Provide anticipated project deliverables. Where relevant, identify the origin and destination of the proposed service as well as each municipality visited along the route.

Clearly describe what the requested fund award would be used to accomplish, detailing the tasks and deliverables. The project description is particularly important to help evaluators fully understand the proposed project and establish project eligibility by fund. Avoid generalizations.

Proposals involving real property improvements should provide a description of the property in question, including size, adjacent roads, access, existing and proposed buildings (including historic preservation status), and any relevant natural features and hazards, such as FEMA mapped flood zones, tsunami inundation zones, geologic hazard areas, and nearby water features. The written description should be accompanied by a legible site map depicting narrated features.

The project description text box allows 5,000 characters. Maps, graphics, GTFS feeds, and other project details should be included as attachments to support the project description.

A project may have multiple tasks, but projects directly supporting transit operations should describe operations for *a single transit service only*. The applicant must submit a separate application for each different transit service or route. For fixed route operations projects, the project description should provide the origin and destination of the service and list all planned stops. If feasible, please attach a Remix route map for a proposed new service or service route expansion.

If the project supports operations that might conceivably compete with for-profit fixed route transit service, explain why the project will not significantly impact for-profit providers.

Note: Applicants should, where possible, refrain from detailing the benefits and importance of the proposed project in their response to Question 16. The applicant will have the opportunity to provide this context in Questions 22 and 24-32.

Question 17. What is the minimum project cost that will still allow your project to proceed?

Only a dollar figure is required as a response to this question, but the applicant may provide additional context for their response, if desired.

The intent of this question is to provide ODOT and application evaluators some flexibility in awarding funds and to recognize that proposed projects may include several elements or phases that could feasibly be delivered separately or through other resources. ODOT may consider awarding less than the total project amount should limited funds or other issues limit a full award to the applicant.

Applicants should enter the smallest project cost amount that will allow them to offer partial project elements (e.g., tasks, deliverables), or if other fund sources may be used to cover expenditures.

Note: The minimum *project cost* should include the requisite match amount.

Question 18. Select the fund source(s) for which you would like to compete and that you believe your project is eligible to receive.

Applicants may select each fund source for which the applicant and project type are eligible for funding and they are willing to receive. If an applicant is unsure of their eligibility for a fund source but wishes to be considered for that fund, select the fund source. ODOT staff will determine fund source eligibility during eligibility review. The three funding sources are:

- STIF Discretionary
- STIF Intercommunity Discretionary
- FTA Section 5311(f) Intercity

Note: Applicant's project will <u>not</u> be considered for fund sources that are not selected.

Question 19: Why is this an important project? What are the consequences of this project not receiving funding?

This question provides the applicant the opportunity to provide additional context for the proposed project. Aside from the project's relevance to the project selection criteria (Questions 24-32), describe the unique benefits that this project would offer to the communities you serve and/or to the Statewide Transit Network. Provide any information or data that indicate existing or latent demand for the service that this project would support.

Question 20. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

If the proposed project will involve breaking ground or another activity that might trigger a review mandated under the National Environmental Policy Act (NEPA), please respond "Yes" to this question. The application provides a link to an ODOT webpage, where you can find links to download a documented categorical exclusion worksheet. If federal funds will support the proposed project (see Question 15), download, complete, and attach the "Federal – Documented Categorical Exclusion Worksheet" with your application. FTA approval of the categorical exclusion is required prior to payment.

If the project will be supported with only state funds, download, complete, and attach the "State" version of the worksheet. If you are unable to submit this documentation at the time of your application, please submit the documentation as soon as feasible to your regional transit coordinator.

Environmental approvals may extend the timeframe of your project, so you are encouraged to start this process early.

If you have questions about the environmental review process and requirements, contact your [regional transit coordinator](#).

Questions 21 - 29: Oregon Transportation Commission Investment Priorities
These questions help determine the extent to which a project is aligned with the OTC's investment priorities and are used to score applications. Application evaluators will carefully consider responses to these questions when scoring project applications. Clear, direct, and concise narrative responses are important as each response is limited to 2,500 characters.

Equity and Public Transportation Service to Low-Income Households

Question 21. Describe how the project would support and improve access for vulnerable populations and/or historically marginalized communities.

Per the ODOT Office of Social Equity Glossary, vulnerable populations are populations that are more likely to experience burdens and barriers in an attempt to access social, economic, political, health, education, and environmental resources based their on social demographics. This might include groups that tend to rely on public transportation to meet daily needs, such as low-income populations, seniors and individuals with disabilities, people of color, persons with limited English proficiency, individuals without bank accounts, and veterans.

Possible indicators
- The share of the population in the project area who are seniors, limited English proficient, low-income, or other vulnerable populations
- The portion of the project benefiting a vulnerable population as compared to the portion of Oregon's population that the vulnerable population represents
- Deliverables specifically aimed at improving access, reliability, and safety of transportation services for vulnerable populations or historically marginalized communities

- The extent to which a program incorporates community engagement and public input into the development of project goals and deliverables

Examples
- Projects proposing new transit service or infrastructure that explicitly targets benefits to vulnerable populations
- Projects that involve public outreach and surveys to ensure projects will meet the needs of vulnerable populations and that those populations will be aware of availability of transit services, reduced-fare programs, and ongoing opportunities for public input
- Planning projects related to improved service to neighborhoods with vulnerable populations or travel training programs with a focus on vulnerable populations
- Reduced or zero-fare programs for low-income passengers

Scoring
20 possible points. The evaluation score will represent 20 percent of the total STIF Discretionary score, and 10 percent of the total STN Program (includes both STIF Intercommunity Discretionary and FTA Section 5311(f)) score. Projects that go beyond usual agency practices to benefit a larger segment of vulnerable users will likely be assigned a higher score for this criterion.

Coordination of Public Transportation Services

Question 22. Describe how this project would improve the passenger experience, benefit multiple transit providers, or involve consolidation, coordination, or resource sharing between agencies, including use of transportation data and technology.

Describe how the proposed project will enhance and improve coordination between Public Transportation Service Providers, agencies, organizations, and other stakeholders. Describe the collaborators, their respective roles, and their level of commitment. Describe how this collaboration will work towards goals of efficiency and a more useful, better coordinated Statewide Transit Network. Upload documentation that demonstrates commitment to cross-provider coordination as attachments to your application.

This criterion might also be demonstrated through projects that improve how public transportation agencies, planners, researchers, and application developers understand, use, plan for, and improve the Statewide Transit Network using standardized data. Describe how this project will support the development or improvement of standardized data and data formats or employ passenger-facing technology to improve the passenger experience.

Projects involving procurement or development of websites, software, and on-board hardware improvements should indicate how they will coordinate with other transit providers implementing similar technology projects.

Examples

Representative example projects and scope components include, but are not limited to:

- Joint or consolidated program administration and management
- Education and outreach in coordination with transportation options programs or other agencies
- Shared service area operations plan(s)
- Shared vehicle/service resources
- Coordinating routing and scheduling to make connections between agencies and services simpler and more efficient, including establishing interline agreements
- Regional multi-agency public transportation plans and/or integrating public transportation into multimodal transportation plans
- Coordination of online resources and webpages to support regional and intercommunity travel
- Technology projects that utilize or support existing and emerging public transportation data standards like GTFS, GTFS-ride, GTFS-flex, and GTFS-rt
- Projects that improve access for passengers and planners to public transportation information, particularly if they rely on standardized data formats
- Projects to improve passenger experience across agencies, such as shared fare systems
- Projects supporting the procurement and implementation of hardware and software that improves the passenger experience, including real-time bus tracking, trip-planners, and onboard electronic messaging systems

Scoring
20 possible points. The evaluation score will represent 10 percent of the total STIF Discretionary score, and 30 percent of the total STN Program score.

Environment and Public Health

Question 23. Describe how this project would go beyond providing an alternative to personal car use to reduce greenhouse gas emissions, reduce pollution, and/or support positive health outcomes. How does this project support applicant's climate planning efforts?

Describe how this project takes additional steps to reduce greenhouse gas (GHG) and other emissions, encourage transit ridership as an alternative to single occupancy vehicle (SOV) use, or mitigate the impacts of climate change. Describe any initiatives introduced or influenced by the project that will encourage and enable residents to choose low-environmental impact modes of travel. Describe how the project will improve the energy efficiency of your agency's operations.

How will the applicant explicitly incorporate environmental and public health considerations into the tasks and deliverables of the proposed project? Responses that do not identify project elements that will directly target positive environmental and public health outcomes will receive lower scores.

Examples

- Replacing fleet vehicles with low or zero emission vehicles
- Electric vehicle charging infrastructure
- Low-carbon emission fuel equipment and infrastructure
- LEED or net-zero facility construction or retrofitting
- Projects increasing energy efficiency of transit operations
- Projects that reduce carbon dioxide and other pollutant emissions, particularly in low-income communities
- Projects that improve transit access to/from services that improve health outcomes
- Consultation and planning to achieve significant emission reductions through organization operations
- Projects promoting active transportation and other mode shift away from SOV use (e.g., bike racks, bike and pedestrian infrastructure)
- Projects providing shared access to charging infrastructure and other alternative fuels for use by other transit agencies

Scoring
20 possible points. The evaluation score will represent 15 percent of the total STIF Discretionary score, and 10 percent of the total STN Program score.

Safety, Security, and Community Livability

Question 24. Describe how the project would increase use and participation in active transportation and support connections between transit and other travel modes like biking and walking.

If improved passenger amenities, bicycle amenities, or active transportation information are included in the project, describe how they will increase walking or cycling to/from public transportation. Explain how the project will shift drive alone trips to public transportation and/or encourage walk/biking to/from public transportation.

Examples

- Bike share station at a Key Transit Hub
- Bicycle and/or pedestrian wayfinding signage
- Bicycle and/or pedestrian infrastructure improvements that support public transportation
- Closing a gap in bicycle or pedestrian access to Key Transit Hub(s)
- Illumination of transit stops
- Timeshare bike lockers
- Bicycle parking and services
- Projects that result in mode shift to transit
- Projects that reduce reliance on personal vehicle use
- Projects that improve connectivity between active transportation modes and bus, train, and other transit modes
- Outreach and education projects

Question 25. Describe how the project would support and improve safety of passengers in transit vehicles and safety of other roadway users.

Explain how the project improves safety. If the project involves a new vehicle, clarify whether it is replacing an existing vehicle, or it is extending agency capacity. Describe how the project positively impacts the fleet's state of good repair. Does the project improve safety for pedestrians as they travel to and from transit stops and stations?

Examples
- Investments in training, equipment, vehicles, maintenance, or software to support vehicle maintenance and condition targets
- Onboard safety systems, cameras, and communications
- Collision avoidance systems
- Safety and security features at transit stops for waiting passengers
- Driver safety features
- Transit-adjacent projects that improve pedestrian safety in and around transit stops

Scoring
Questions 27 and 28 together can receive 20 possible points. The evaluation score will represent 25 percent of the total STIF Discretionary score, and 10 percent of the total STN Program score.

Statewide Transit Network Connections

Question 26. Describe how this project would support and improve the utility and connectivity of the Statewide Transit Network and/or create a foundation for future Statewide Transit Network improvements.

Projects connecting communities within a single urban area are likely to receive lower scores for this criterion. Projects connecting rural communities to other rural communities, connecting urban areas to other urban areas, or connecting rural communities to urban areas are likely to receive higher scores. If practical, communities served should be urban areas, urban clusters, census places, or census-designated places with populations of 2,500 or more. For very rural counties, projects connecting communities of less than 2,500 may be considered.
Describe how the project is expected to address the following needs and strategies, in particular:
- Connections between communities. This may include a description of community types and locations, how many people and jobs will be accessible by transit after the project, or which public transportation services are connected by the project
- Connections that expand the geographic availability of transportation service, including increasing the frequency of intercommunity service
- Passenger experiences at Key Transit Hubs
- Improving connections between public transportation, passenger rail, and air transportation networks.

Examples
- Projects that support public transportation or vanpool service in underserved corridors or between communities with poor or non-existent public transportation connections
- Projects that improve or create Key Transit Hubs and multi-agency stops
- Projects that fill gaps in the Statewide Transit Network

- Projects that reduce the number of transfers needed to travel between communities
- Projects that increase frequency and reliability of service on heavily-travelled corridors
- Planning and service feasibility projects that explore possible new statewide connections

Scoring
20 possible points. The evaluation score will represent 10 percent of the total STIF Discretionary score, and 30 percent of the total STN Program score.

Funding and Strategic Investment

Responses to Questions 27-29 may be relevant to project eligibility and could be used to prioritize projects where grant requests exceed available funding. Projects will receive higher scores where the applicant has laid out a clear and convincing plan for funding the project in future biennia. Projects for ongoing operations that have been funded through this fund program in previous biennia may receive a lower score. Scoring will be based on the strategic impacts of the project on the Statewide Transit Network in Oregon, not on the amount of leveraged funds or match.

Question 27. Describe why investment in this project makes sense from both the perspective of current need and long-term Oregon transit needs.

Describe how this project will leverage funds beyond the minimum STIF match requirements (see the "Match Requirements" section for more information). Describe problems or gaps this project addresses and how it will help create the foundation for a better Statewide Transit Network.

Examples

Projects may include:
- Piloting new service operations
- A planning or research project where STIF is just one of many fund sources
- Ongoing operations, where there is a clear non-STIF/STN discretionary funding plan in place
- Ongoing operations that have clear benefit to the Statewide Transit Network, and where ongoing discretionary Statewide Transit Network funding is the only reasonable funding source
- Projects that set the stage for statewide public transportation improvements
- Projects that fill a pressing current need, such as filling a gap in the Statewide Transit Network

Question 28. If this project will last beyond the 2023-25 biennium, describe the plan for ongoing funding, including match. If not applicable, type "N/A."

Describe how the proposed project or transportation service will be funded following the upcoming biennium. The applicant may, for example, indicate that the project will be

incorporated into a Qualified Entity's STIF Formula Plan the following biennium. This might be particularly important for pilot programs and services that might be expanded after successful implementation during the upcoming biennium.

Question 29. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type "N/A."

If yes, identify the fund source(s) and the anticipated timing of funding certainty. If no, type "N/A."

This question supplements the match information the applicant will provide in the Project Details section of their application. It provides an opportunity to more fully explain potential funding sources, related budgeting or funding processes, and identify a schedule or plan for pursuing other funding opportunities during the project timeframe. It also indicates whether an award under this solicitation would be contingent on the availability of other funding.

Scoring (Questions 27 through 29)
20 possible points. The evaluation score will represent 20 percent of the total STIF Discretionary score, and 10 percent of the total STN Program score. Scores will be based on the strategic impacts of the project on the Statewide Transit Network, not on leveraged funds. Responses may impact project eligibility and tie-breaks in the event of identical project scores.

Capital Asset Purchases

Capital assets are items that cost at least $5,000 and have a useful life of at least three years.

Question 30. Describe proposed capital purchases. If no capital assets are included in your application, type "N/A."

Briefly describe proposed capital purchases including real property, vehicles, equipment, bus stop amenities, and other assets. This section is an opportunity to supplement the asset details entered for asset purchases in the Project Details section.

Vehicles

Applicants should briefly describe any vehicles proposed as part of this project. Applicants must provide detailed information about each vehicle in the Project Details section of this application, including the VIN of vehicle proposed for replacement.

Equipment, bus stop amenities, and other assets

Briefly describe any equipment, bus stop amenities, or other assets that will be purchased as a part of this project. Detailed information about each asset should be entered under Equipment Purchase in the Project Details section.

Question 31. Real Property and Construction Projects

For real property and construction projects, applicants must provide proof of ownership interest in the building or site where the project will occur (See OAR 732-044-0050(5)(a-e)).

Applicants must upload additional documentation with their application. The applicant should provide documentation of one or more of the following, as applicable:

- Recipient or subrecipient ownership status of the property upon which the capital asset will be located;
- Recipient or subrecipient possession of an executed lease agreement for the property location that will be in place for the useful life of the capital asset;
- Recipient or subrecipient possession of an executed lien on the property for the useful life of the capital asset;
- In the case of a project which will utilize property owned by a local city, county, or government, an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the capital asset; or
- In the case of a project to purchase land, an option to purchase the land identified in the project.

Failure to provide proof of ownership interest as described in the above bullets will result in ineligibility of the proposed project.

Project Details

In this section,the applicant will provide details about the project tasks to be completed, including the portion of the grant award that the applicant would anticipate spending on each task category represented. The applicant should select all task categories that apply to the project.

The task categories are aligned with FTA activity line items, similar to fund categories used for other PTD funding programs. The categories will be used by ODOT to create and administer funding agreements resulting from project awards. The task categories include:

- Vehicle purchase – Expansion or Replacement
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Planning
- Project Administration
- Operating
- Preventive Maintenance
- Mobility Management

Below are brief descriptions of each task category. Use these descriptions to determine which task categories are appropriate for tasks to be included in the proposed project.

Vehicle Purchase – Purchase or lease of an expansion or replacement vehicle asset.

Equipment Purchase – Equipment includes rolling stock, computing devices, information technology systems, and all other such property used in the provision of public transit service.

Facility Purchase – Purchase or lease of all or any portion of a building, structure, or land that will be used to provide public transportation. This might also include costs for renovating an existing facility.

Signs/Shelters Purchase – Costs associated with purchase or improvement of transit stop infrastructure and informational signage.

Planning – Typical transit planning activities might include assessing the potential for transit to support a range of community and regional goals, establishing goals and performance measures for identifying transit needs and monitoring improvements, objectively and transparently exploring alternatives for addressing transit needs, and identifying opportunities, both locally and regionally, to improve connectivity between transit stops and other transportation modes, between multiple transit providers, and riders' origins and local and destinations.

Project Administration - Project administration costs include, but are not limited to, vendor and contractor oversight, grant and financial management, training, internal and external program coordination, ensuring ongoing operating compliance, office supplies, overhead, and marketing support.

Operating – Operating costs include those costs necessary to operate, maintain, and manage public transportation services, which might include such costs as dispatch and driver salaries, fuel, oil, licenses, facility maintenance, uniforms, and communications equipment associated with operations.

Preventative Maintenance - Preventative maintenance includes all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner. Preventative maintenance includes, but is not limited to, oil changes, engine tune-ups, tire purchases and maintenance, annual vehicle inspections, scheduled or routine maintenance, and associate parts, supplies, and labor.

Mobility Management - Mobility management is a customer-centered approach to designing and delivering mobility services. It includes coordination between transportation providers, planners, and community stakeholders to collaborate, plan, implement and maintain transportation services. Mobility management does not include operating public transportation services.

The applicant should only select task categories that are specifically referenced in their project description as described for Question 16. Where the applicant selects task categories or identifies costs that cannot be discerned from the project description, ODOT will request additional clarification on that discrepancy.

Additional Task Category Guidance

Once a task category or categories are selected, the application form will populate additional fields related to those categories. For example, after selecting "Vehicle Purchase," the application form will prompt the applicant for additional information about the vehicle, including whether it is an expansion or replacement vehicle, whether the applicant will use the Oregon state price agreement to purchase the vehicle, and vehicle specifications. As a reminder, all fields marked with an asterisk ("*") are required and the application form will not submit until those fields are completed.

For most selected task categories, the applicant will be asked to complete a short description of the identified cost. This "budget narrative" should tie the identified costs back to the project description provided in Question 16B. This will help reviewers understand how project costs relate to project deliverables, reducing the amount of follow up needed to clarify budget discrepancies.

The applicant may remove a task category and the all information entered for that task by unselecting the task category under the "Task Category" subheading. **Note** that doing so will delete all information previously entered for that task category.

Asset Purchases and Improvements

The first four task categories (Vehicle Purchase; Equipment Purchase; Facility Purchase; Signs/Shelters Purchase) are related to asset purchases. For each of these task categories, the applicant is able to add multiple different assets, entering the required information for each asset identified. The costs of each identified asset will be automatically totaled and that total will appear under the "Total Task Cost" subheading. To remove an asset, click the "X" to the left of the appropriate row.

Vehicle Purchase

Project proposals under Vehicle Replacement must provide information about the vehicle to be replaced. This includes the vehicle's VIN, the condition of the vehicle, and a short narrative on why the vehicle needs to be replaced. This narrative might include the vehicle's maintenance history, the need to right-size to better meet the needs of the associated service, or other considerations relevant to the inadequacy of the existing vehicle, particularly where that vehicle does not yet meet useful life standards. To determine the appropriate current "condition" for a vehicle asset, you may reference the Asset Condition Measurement spreadsheet located at https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Asset-Condition-Rating-Spreadsheet.xlsx.

Additional information requested, such as the year and mileage of a vehicle, aids ODOT staff in determining whether the vehicle to be replaced has surpassed its useful life. To review the useful life benchmarks relevant to the vehicle asset you wish to replace, please reference the Vehicle Useful Life Standards document found [here](#).

Enter estimated vehicle order and delivery dates for vehicle assets, based on vendors' approximate manufacturing and delivery schedules. If the exact date is not known, use general estimates of six months for category E vehicles, 9-15 months for category C and D buses, and 15-30 months for category A and B buses.

Facility Purchase

For projects involving Facility Purchase or improvement, include the location, lot size, and square footage of the existing or planned facility in the "Facility Description" text box. The subheading for the facility description suggests other possible elements of a Facility Purchase project, including major activities, siting and right-of-way, planning, architecture, engineering, project management, construction contracting, inspections and permitting, and interior surfaces and furnishings. If your project involves a facility, please ensure you have reviewed Question 20 concerning environmental impact review and attach any completed environmental documentation to your application.

Total Task Cost and Other Task-Related Questions

The applicant must identify the Total Task Cost for each task category. The Total Task Cost represents the portion of the Total Project Cost that will be dedicated to the selected task category. The Total Task Cost is the Grant Amount plus the Match Amount for the task category. The *Cognito* form will automatically add up the separate Total Task Costs and display the combined costs in the "Application Totals" section of the application. Figure 1, below, provides an example of completing the task cost section for an operating task.

Operating

Give a brief (1-3 sentences) description of this project cost. *

> Funding will support operating costs to expand Service X to include new stops in Town A and Town B. The grant will also support driver training and retention.

Total Task Cost (Grant Amount + Match Amount)

> $100,000.00

Project Task and Match Amounts

50% Match Rate Calculations

Grant Amount - 5311f (50% Fed Share)	Match Amount - 5311f (50% Local Share)
$50,000.00	$50,000.00

20% Match Rate Calculations

Grant Amount - STIF Discretionary/STIF Intercommunity (80% State Share)	Match Amount - STIF Discretionary/STIF Intercommunity (20% Local Share)
$80,000.00	$20,000.00

Figure 1: Example of Completed Task Category

Application Totals

Match Sources

Applicants must identify the source(s) of available match, and whether it is federal, state, local, or a combination of those sources. To indicate multiple sources of match select the "+ Add Sources" button. Applicants must also enter the match amount for each match source. Applicants may reference the match amounts calculated automatically at the end of the application form to determine the total match they will be responsible for providing if awarded the requested grant amount. Figure 2, below, includes an example of completing the Match Source and Amount requests

Note: The match amount entered in this section should represent the match amount available for the project, which may be greater than or equal to the match amounts calculated automatically by the application form. An applicant may enter, for example, the 10 percent match amount for the project if the applicant will be unable to fund the project at a 20 percent match rate.

Where the applicant cannot meet the standard 20 percent match requirement, they should select "No" in response to the question "Are matching funds available if this project is awarded?" When the applicant answers "No," another text box will appear asking "What percentage of total project costs is applicant able to provide?" The applicant should then provide the amount of match that the applicant can cover for the project, offering context for any funding limitations, as appropriate.

Percentage of Funds Used for Demand Response Transportation

Applicant will enter the percentage of total project funding to be expended on demand response transportation. Use the FTA's definitions of demand response and fixed route transportation in the National Transit Database Glossary.

Once you have entered the percentage of funds used for demand response transportation, the application will automatically calculate the percentage of funds used for fixed route transportation. For example, if you enter 50 percent for demand response transportation, the fund percentage identified for fixed route transportation will change to 50 percent. Figure 2 includes an example of this function.

If applicants expect to use funds for a mix of fixed route and demand response service, they should use a local funding allocation methodology consistent with other reporting types. For example, some providers use a mode share of revenue service hours to allocate shared expenditures. Applicants should make their best estimate based on existing information; this application detail will not replace ongoing financial reporting.
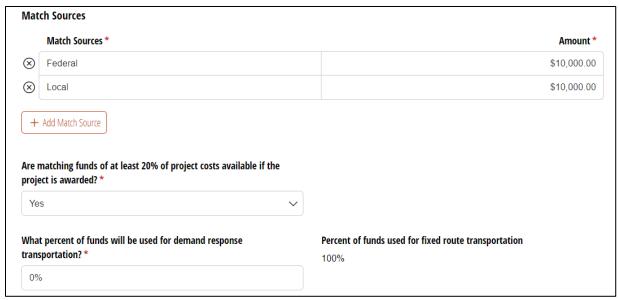
Figure 2: Example of Match Source Section

Application Totals Summary by Task

The Application Totals section provides a summary of the total task category costs entered into the Project Details section, and then a totaled grant award amount and match award amount(s) that reflect the fund sources selected by the applicant in Question 18. Applicants should review the grant award and match totals calculated in this section before submitting their application. The Selection Committee cannot consider a grant award amount that is larger than what appears in the Application Totals section. Figure 3, below, provides an example of the Application Totals summary chart.

A second cost summary chart displaying project cost totals based on a 10 percent match requirement will appear if the applicant has indicated that their project meets one or more of the four match reduction factors in Question 14. The Selection Committee will determine eligibility for match rate reduction on a case-by-case basis.

Note: If applying for FTA Section 5311(f) Operating, a 50% match rate is applied to identified Operating costs. If 5311(f) is selected in Question 18, the cost summary table will include a calculation of the Operating grant amount and match amount at 50%. However, the 20% match cost summary table will still apply a 20% calculation to operation costs as well. Therefore, Section 5311(f) applicants should ensure the accuracy of the total task cost for each task category, as the 20% match rate will only apply to non-Operating costs for a successful 5311(f) grant award. The form is unable to calculate an accurate application total using two different match rates.

Application Totals Summary By Task - 20% Match Rate

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Vehicle Expansion	$0.00	$0.00	$0.00
Vehicle Replacement	$0.00	$0.00	$0.00
Equipment Purchase	$0.00	$0.00	$0.00
Facility Purchase	$0.00	$0.00	$0.00
Signs/Shelters	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00
Project Administration	$0.00	$0.00	$0.00
Operating	$100,000.00	$80,000.00	$20,000.00
Preventive Maintenance	$0.00	$0.00	$0.00
Mobility Management	$0.00	$0.00	$0.00
	Total Project Cost: $100,000.00	**Total Grant Amount:** $80,000.00	**Total Match Amount:** $20,000.00

Application Totals Summary By Task - 5311(f) Operations Only

Task Category	Task Project Cost	Task Grant Amount	Task Match Amount
Operating	$100,000.00	$50,000.00	$50,000.00

Figure 3: Example of Application Totals Summary Chart

DOCUMENT UPLOAD

At the bottom of the application, you may upload any files associated with your grant application. This may include GIS files, maps, Local Plan documents, compliance documentation, joint management agreements, or many other types of documents.

Click the Upload button to begin uploading documents. A small browser window will pop up. If the pop-up window does not appear, make sure the internet browser is not blocking pop-up windows.

Each application has room for 200 MB of uploaded documents. For larger files, consider placing the file on a website or accessible drive such as Dropbox or Google Drive, and linking to the file, rather than uploading.