

# Oregon Department of Transportation Public Transportation Division



## FTA Section 5311 Formula Grants for Rural Areas Program Guidance and Application Instructions 2023-2025

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



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## Staff Contacts

Please contact your Regional Transit Coordinator for questions about your project and the application submittal. For all other questions, please contact Susan Wilson-George, Grant Services Manager at 971-718-6622 or [susan.wilson-george@odot.oregon.gov](mailto:susan.wilson-george@odot.oregon.gov)

An electronic version of this document is located in the 5311 Formula Grants for Rural Areas section of the Public Transportation Funding Opportunities Page located below:  
<https://www.cognitofrms.com/ODOT2/202325FederalGrantFundingApplication>

# PART 1: FTA SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM OVERVIEW AND GUIDANCE

## Introduction

This document provides guidance and application instructions for the Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas Program. This program funds eligible administration, operations, preventive maintenance, planning, mobility management, and capital projects for transportation agencies providing general public transportation services with populations fewer than 50,000.

The FTA apportions Section 5311 funds to each state utilizing a formula. Funds are apportioned to States based on a formula that includes land area, population, revenue vehicle miles, and low-income individuals in rural areas. States then allocate those funds to subrecipients. Oregon allocates its Section 5311 formula funds based upon ridership and revenue mileage to prequalified subrecipients using a formula approved by the Oregon Transportation Commission (OTC).

The ODOT Public Transportation Division (PTD) will administer 5311 formula funding awards through grant agreements. Reimbursements for eligible expenses will be made on a quarterly basis upon submittal of satisfactory progress reports and expense documentation.

- Section 5311 formula program requirements and parameters are guided by: ODOT State Management Plan for Public Transportation Programs: <https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf>
- FTA Circular C 9040.1.G: <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/formula-grants-rural-areas-program-guidance-and-application>
- FTA Circular C 5010.1E (grant management): <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/award-management-requirements-circular-50101e>
- FTA Circular C 4220.1F (procurement): <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance>

**NOTE:** The 2023-2025 5311 Formula applications are now consolidated with the 5310 Formula applications. However, there are two distinguishable sections for each formula grant within the online application.

# Section 5311 Solicitation and the Oregon Public Transportation Plan

The Oregon Public Transportation Plan (OPTP), adopted by the OTC in September 2018, provides overarching policy guidance for public transportation in Oregon. The OPTP contains 10 state public transportation goals. Applicants are encouraged to consider these goals in their project application process. See goals below:

## **Goal 1: Mobility - Public Transportation User Experience**

People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.

## **Goal 2: Accessibility and Connectivity - Getting from Here to There**

Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.

## **Goal 3: Community Livability and Economic Vitality**

Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.

## **Goal 4: Equity**

Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.

## **Goal 5: Health**

Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.

## **Goal 6: Safety and Security**

Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.

## **Goal 7: Environmental Sustainability**

Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.

## **Goal 8: Land Use**

Public transportation is a tool that supports Oregon's state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.

## **Goal 9: Funding and Strategic Investment**

Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians' quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.

## **Goal 10: Communication, Collaboration, and Coordination**

Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.

Additionally, please review the *OPTP Local Practitioner's Guide for Local Jurisdictions and Providers* on the PTD website here: [Technical Resource Center website](https://www.oregon.gov/odot/RPTD/Pages/Technical-Resource-Center.aspx) (<https://www.oregon.gov/odot/RPTD/Pages/Technical-Resource-Center.aspx>)

This guide explains OPTP policies and strategies and includes examples and experiences from providers across the state that are successfully implementing policies reflected in the OPTP.

## **Program Purposes and Eligibility**

Section 5311 funds are intended to:

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

### *Eligible Applicants*

Section 5311 funds are distributed to prequalified subrecipients operating transit services in rural communities with populations of fewer than 50,000 people. This includes Local Governments, Non-Profit Organizations, and Indian Tribes.

### *Eligible Projects*

Section 5311 funds may be used for administration, operations, preventive maintenance, planning, mobility management, and capital projects that support public transportation in rural areas.

## Funding Availability

Allocation amounts are determined by a formula that was developed with input from the PTAC and approved by the OTC. It provides a \$100,000 biennial base for each subrecipient and proportional consideration for rural service miles and rides (service miles at 60 percent/rides at 40 percent). The 2023-2025 allocations maintain funding for all subrecipients at a minimum of 95 percent of the previous biennium's allocation and a maximum of 110 percent of the previous biennium's allocation.

The July 1, 2023, through June 30, 2025 grant agreement period Section 5311 program funding estimates include the following:

Agency Name	2023-25 Allocation Estimate
Basin Transit Service Transportation District	\$ 1,295,982
Benton County	\$ 462,239
Central Oregon Intergovernmental Council	\$ 1,598,598
City of Canby	\$ 667,729
City of Cottage Grove	\$ 284,240
City of Lebanon	\$ 235,163
City of Pendleton	\$ 394,122
City of Sandy	\$ 948,222
City of Silverton	\$ 145,264
City of Sweet Home	\$ 376,496
City of Woodburn	\$ 335,122
Clackamas County	\$ 1,136,696
Columbia County	\$ 980,069
Community Connection of Northeast Oregon, Inc.	\$ 1,165,329
Confederated Tribes of Grand Ronde Community of Oregon	\$ 300,000
Confederated Tribes of the Umatilla Indian Reservation	\$ 756,531
Coos County Area Transportation District	\$ 510,162
Curry County	\$ 697,498
Grant County Transportation District	\$ 729,429
Harney County	\$ 386,841
Hood River County Transportation District	\$ 853,145
Josephine County	\$ 627,709
Klamath Tribes	\$ 423,571
Lane Transit District	\$ 268,059
Lincoln County Transportation Service District	\$ 1,619,442
Linn County	\$ 543,683
Malheur County	\$ 594,642
Mid-Columbia Economic Development District	\$ 597,474
Morrow County	\$ 420,263
Ride Connection, Inc.	\$ 474,244
Salem Area Mass Transit District	\$ 732,671
South Clackamas Transportation District	\$ 677,630
Sunset Empire Transportation District	\$ 1,550,045
Tillamook County Transportation District	\$ 1,896,730
Umpqua Public Transportation District	\$ 1,229,156
Yamhill County	\$ 1,809,777
<b>Grand Total</b>	<b>\$ 27,723,974</b>

On Nov 7, 2022 ODOT approved and PTAC endorsed the Formula Right-Sizing Distribution and return to 5311 Formula Allocation.

## Match Requirements

Local match requirements for projects vary based on project type, which in follow:

- Administration 10.27%
- Capital 10.27%
- Mobility Management 10.27%
- Operations 43.92%
- Planning 10.27%
- Preventive Maintenance 10.27%

Referenced: FTA Circular 9040.1G, table 2, page III-18. (FTA\_Circular\_9040\_1Gwith\_index\_-\_Final\_Revised\_-\_vm\_10-15-14(1).pdf (dot.gov)).

## Application Submission

Applications for the 2023-2025 Section 5311 grant solicitation are **due to PTD January 20, 2023, no later than 11:59PM**. Applications that are incomplete or not received by the deadline will be disqualified. PTD may ask applicants to supply additional information and/or clarification. Applications will be accepted online only via

[https://www.cognitoforms.com/ODOT2/\\_202325FederalGrantFundingApplication](https://www.cognitoforms.com/ODOT2/_202325FederalGrantFundingApplication).

## Grant Award Process and Schedule

- Early October - Applications are available online
- October-November - Webinar and Training
- January 20 - Applications are due via online application only
- January-February - ODOT staff will review applications for compliance
- February or March- Staff will seek PTAC's endorsement of awards
- March or April - Award announcements
- April-June- Grant contracts out for execution
- July 1 - Grant contracts must be executed

## Appeals Process

While Section 5311 funds are distributed based on a pre-approved formula, if concerns arise regarding this process, PTD will follow the appeals process as identified on page 34 of the State Management Plan for Public Transportation Programs, available at:

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf>



## Reporting Requirements

Subrecipients are required to report on federally-funded activities. There are several standard required reports: including fiscal, performance, vehicle procurement, and vehicle status. The majority of these reports are submitted using the Oregon Public Transit Information System (OPTIS) and are due no later than 45 days following the end of each quarter. Guidance for Agency Periodic Reports (APRs), which include Section 5311 reporting on the PTD website ([OPTIS - Oregon Public Transit Information System \(https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx\)](https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx)). In addition, special reporting requirements for Section 5311 grants include drug and alcohol testing and National Transit Database reports ([The National Transit Database \(NTD\) | FTA \(dot.gov\)](https://www.fta.dot.gov)).

PTD requires performance and fiscal reports (and vehicle reports as applicable) from subrecipients for each of its funding programs. Grant payment is based on receipt and approval of these reports along with reimbursement requests. Performance reports document the number of rides, hours, miles, senior rides, and disabled passenger rides. Fiscal reports authenticate quarterly revenues and expenditures, local contributions, sources of contribution, and other data required by the specific funding source. Capital reimbursements are made based on vendor receipts or maintenance descriptions which are used to verify eligible expenses. Depending upon the type of award, PTD may require other types of documentation in order to process reimbursement requests.

In addition to general periodic reporting requirements, PTD may require additional documentation and deliverables beyond those indicated in an application, as appropriate to the project and per specific grant agreement statements of work.

Subrecipients may include reporting requirements in their sub-agreements to obtain reporting or other additional information from subrecipients, but subrecipients are ultimately responsible to provide all required reporting information to PTD.

PTD requests that subrecipients submit copies of subrecipient agreements to PTD within 30 days of fully executing the subrecipient agreement.

Subrecipients that have acquired, purchased, or leased capital assets shall enter asset information, or work with PTD to ensure it is entered, into OPTIS which is PTD's inventory system of record. The inventory must include the following information:

- Purchase date, purchase price, and date installed or put into revenue service;
- Matching fund amount and source used for the purchase;
- Owner and operator;
- Asset description as follows:

- Vehicles: make, model, quantity, length, number of securement stations, number of seats with and without securement stations deployed, fuel system, mileage, and condition.
- Improvements to real property (facilities, buildings, shelters): location, current disposition, condition, and status.
- Equipment: description, make, model (for non-revenue vehicles which are classified as equipment), quantity, and condition.
- Signs and shelters: address and location(s);
- Facilities: description, address, square footage, lots size (in feet or acres), and percentage of use for public transportation.

The capital asset inventory must be updated at regular intervals as specified by PTD. Reporting is required as long as the capital asset is in use for public transportation regardless of the expected useful life of the asset. More information about asset reporting can be found on the PTD website.

## Capital Assets

Grant subrecipients should understand the unique reporting, environmental review, and documentation processes associated with the purchase of capital assets. The requirements vary based on the source of funding, project type, and applicable local, state, and federal regulations. It is the subrecipient's responsibility to understand and comply with all applicable requirements.

All vehicle requests must meet the requirements of the American Disability Act (ADA) and Civil Rights Act of Title VI. Agencies wishing to purchase non-accessible vehicles must sign a Certification of Equivalency assuring PTD they have the ability to meet ADA requirements.

### ENVIRONMENTAL COMPLIANCE

Grant subrecipients are responsible for complying with all applicable local, state, and federal environmental rules and regulations, coordinating with relevant agencies, and managing any environmental review procedures required to fulfill the project scope of work and deliverables.

FTA-funded projects must comply with the National Environmental Policy Act (NEPA) and the rules adopted by FTA to comply with NEPA. FTA regulations require different levels of analysis and documentation based on project type and environmental impact. It is the subrecipient's responsibility in coordination to determine and complete the correct level of environmental review. Payments for project activities which involve ground disturbance may be contingent on completing the required environmental procedures.

## CAPITAL ASSET REQUIREMENTS

Requirements for federally-funded assets are listed below.

A subrecipient who acquires a capital asset(s) commits to continually use the asset for the approved purpose for the useful life of the asset(s). However, capital asset inventory reporting is still required for as long as the capital asset is in use for public transportation.

To be eligible to receive funds for a real property capital asset (e.g., a transit facility, bus barn, maintenance facility, land, or administration building), an applicant must demonstrate in their grant application one or more of the following; depending on asset type:

- Subrecipient ownership of the property upon which the capital asset will be located;
- Subrecipient possession of an executed lease agreement for the property location where the capital asset will be located, and that will be in place for the useful life of the capital asset;
- Subrecipient possession of an executed lien on the property upon which the capital asset will be located, for the useful life of the capital asset;
- In the case of a project that 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.

# PART 2: APPLICATION INFORMATION

Please read all information and instructions before completing the application.

## General Information

These instructions cover the application process for prequalified subrecipients to apply to PTD for Section 5311 formula funding. The application is for projects for the entire 2023-2025 solicitation (2023-2024 Federal Fiscal year biennium). Subrecipients will only receive reimbursement for half of the operations portion of their award amount in the first year of the grant agreement period and will receive the remainder in the second year of the grant agreement period.

The Section 5311 application is located on the ODOT Public Transportation Division Funding Opportunities webpage listed below

(<https://www.cognitoforms.com/ODOT2/202325FederalGrantFundingApplication>).

**NOTE:** The 2023-2025 5311 Formula applications are now consolidated with the 5310 Formula applications. However, there will be two distinguishable sections for each formula grant within the online application.

## Application Format and Use

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

The form uses a combination of dropdown lists, check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. If you have technical problems using the form, please call Brian Roth at 541-508-9862 or [Brian.ROTH@odot.oregon.gov](mailto:Brian.ROTH@odot.oregon.gov). For answers to programmatic or process-specific questions, please contact your regional transit coordinator (RTC).

You may save your progress as you work through the application by clicking the “Save” button on the last page of the application. In addition, applications may be completed over multiple sittings. You may invite collaborators to work on your application by sharing the form hyperlink, but we recommend that only one person work in the form at a time. Be sure to save the form before sharing with colleagues.

For some questions, a “yes” or “no” response expands the field where you will be asked for additional information. Required fields are marked with an asterisk and if these fields are not completed, the form will prompt you to complete the field before final submittal.

When the application form is completed, select “Submit Application.” A message will be received acknowledging PTD’s receipt of the application. A link to a PDF version of your application appears in this message and it can be opened and saved for your records (see example below).

Oregon Department of Transportation



## Section 5311 Formula Grants for Rural Areas Grant Funding Application 2021-2023

Thank you for completing the Section 5311 application. Your application has been received, and an email confirmation will be sent to you shortly.



A notice of the grant application submittal will also be sent to PTD staff.

Applications for the 2023-2025 Section 5311 grant solicitation are **due to PTD on January 20, 2023, no later than 11:59PM**. Applications that are incomplete or not received by the deadline will be disqualified. PTD may ask applicants to supply additional information and/or clarification. **Applications will be accepted online only via the web link below <https://www.cognitofrms.com/ODOT2/202325FederalGrantFundingApplication>**.

## Application Instructions

Step-by-step application instructions are listed below to provide additional clarity. Be sure to answer each question. Some fields auto-calculate based on what is entered in a previous field and some fields present additional text boxes based on your responses.

Select: Applying for 5311

### *1. Applicant Information*

**5311 Agency Name** : Choose your agency’s name from the drop-down box. Once selected some agency information will be auto-filled with the most recent agency information. Please review each field for accuracy.

**Agency Mailing Address**: Generated by Name of Agency, review and correct for accuracy.

**Application Contact Information**: Each of the following fields is generated by the Agency Name, please review for accuracy: name, title, email address, and telephone number of the contact person for this application. PTD will contact this person if we have any questions about your application. It is to this person that the agreement will be emailed from OPTIS and they will be listed as point of contact in OPTIS for the grant agreement.

In addition, enter the name, title, email address, and telephone number of the person will sign the grant agreement. This person has the authority to indebt the agency or company.

**TAM Plan Participation:** Will you be participating in the Oregon Public Transportation Division Transit Asset Management (TAM) plan?

**Flood Zones:** If your agency owns any FTA-funded buildings that are located in a flood zone, click “Yes” and then indicate if you have flood insurance. Click on the link provided if you need more information.

## *2. Risk Assessment Information*

Answers to risk assessment questions will help PTD identify relative risks of agencies applying for federal funding. The goal is to help transit agencies be successful and to target training to any areas (such as audit issues/findings or weak management systems) that need improvement.

The questions on the application are only part of the entire risk assessment plan. Please contact Andrew O’Keefe at 503-986-3267 or [Andrew.S.OKeefe@odot.state.or.us](mailto:Andrew.S.OKeefe@odot.state.or.us) for assistance with the risk assessment plan.

For the accounting system type question, the following definitions apply:

- “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 which automatically maintains records without the need for any human input.
- “Combined” uses both manual and automated systems.

## *3. Agency Information*

- Select the type(s) of service that will be supported by this award. Select all that apply. Service types are defined in the National Transit Database Glossary at this link: [National Transit Database Glossary](#).
- If your agency provides services in any area where another provider also provides transportation service, click “Yes.” A box will appear where you will list the other providers and areas of overlapping service.
- If a subrecipient or contractor will provide any of the service(s) provided by this award, click “Yes.” See definitions of a subrecipient and a contractor on the form. You will be asked to provide information about each subrecipient and/or contractor supported through this award:
  - Enter the legal name of the subrecipient/contractor agency.
  - Indicate whether this is a subrecipient or a contractor using the drop-down box.

- Enter the complete subrecipient/contractor address.
- Enter the subrecipient/contractor contact person's name.
- Enter the subrecipient/contractor contact person's title.
- Enter the subrecipient/contractor contact person's email address.
- Enter the subrecipient/contractor contact person's telephone number.
- Enter the subrecipient/contractor contact person's fax number, if applicable.

If there is more than one subrecipient/contractor, click "Add Agency" to add another.

### *5311 Complementary Paratransit Information*

If your agency has an ADA Complementary Paratransit program, click "Yes" or "No".

- If there have been any changes in your agency's complementary paratransit program since your previous 5311 award, click "Yes" otherwise click "No". If you answer "Yes" a box will appear asking you to describe to the change.

### *5311 Transit Agency Projects*

- If the transportation services funded by any part of this award will be open to the general public and there are no policies in place that restrict access in any manner to the general public, click "Yes". Otherwise, click "No" and a box will appear where you will enter an explanation.
- Enter a description of the area(s) to be served by the project(s) funded with this award in the box provided. This information 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.
- List each incorporated and unincorporated community to be served by the Section 5311-funded project. For each area served, describe the specific service area in as much detail as possible.

Examples (can be used in combination if applicable):

- Service is provided within the city limits of any town.
- Service is provided within a five-mile radius of any town city center.
- Service is provided within the urban growth limits of any town.
- 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 any town and another town.

- Select the Oregon counties served by this award. A county is considered served if your transportation service makes a stop in that county.
- Use the drop-down box to indicate if your service area has changed since your previous Section 5311 application. If an area was added or eliminated, explain in the box provided.

#### Complementary Paratransit Information

- Indicate if your agency has an ADA complementary paratransit program by clicking on the appropriate button.
- Indicate if your agency's complementary paratransit program has changed since your 2019 application by clicking on the appropriate button. If there have been changes, describe the changes in the box provided.

#### Description of Service

- For each service, select the type of service from the drop-down box.
- For each service type, indicate the days of service operated and the hours of operation (start time and end time).
- If your agency provides any incidental transit services, click "Yes" and provide details in the box provided.
- Describe how your agency includes input from the public to develop service plans and standards in the box provided.
- Describe how your agency markets its services in the box provided. Include different media and technologies used.

### *Coordinated Plans*

Indicate if your agency's transportation services are included in a Coordinated Transportation Plan by clicking on the appropriate button. If the answer is yes, provide the page number(s) in the plan and the date the plan was adopted. Attach the page of the plan where the highlighted project can be found.

### *Project Details*

#### *Total Allocation Amount*



These fields are populated from identified formula apportionment. The allocation amount will be populated based on the agency selected in the applicant information section. Application totals at the end of the projects section will be automatically updated with project cost information as you work through the form.

### *Project Details*

Check a box for each type of project you are applying for. Select all that apply. This will create a customized application.

#### A. Administration Project

- **Project Description:** Your response to this will be used to help create the statement of work for your grant agreement. Enter a complete description of how project funds will be used to support the administration of your service.
- **Project Match Table:** Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.
- **Total Project Cost:** Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

#### B. Operations Project

- **Project Description:** Your response to this will be used to help create the statement of work for your grant agreement. Include the area(s) where the service is provided, the type(s) of service provided, and the days of week and times that service is provided.
- **Project Match Table:** Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.
- **Total Project Cost:** Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

#### C. Preventive Maintenance Project

- **Project Description:** Your response to this will be used to help create the statement of work for your grant agreement. Describe how preventive maintenance funds will be used to support your service.
- **Project Match Table:** Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.
- **Total Project Cost:** Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

#### D. Planning Project

- **Project Description:** Your response to this will be used to help create the statement of

work for your grant agreement. Describe how planning funds will be used and Include information about key project deliverables.

- Project Match Table: Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.
- Total Project Cost: Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

#### E. Mobility Management Project

- Project Description: Your response to this will be used to help create the statement of work for your grant agreement. Describe how mobility management funds will be used to support your service. Please note that mobility management does not include operating public transportation services or selling public transportation tickets. Capital purchases are not eligible.
- Project Match Table: Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.
- Total Project Cost: Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

#### F. Vehicle Purchase Project

- Project Description: Your response to this will be used to help create the statement of work for your grant agreement. Provide a general description of the vehicle(s) to be purchased and how they support your service. Provide additional details in the section(s) below.
- Indicate if you are replacing a vehicle or expanding your fleet by checking the appropriate box(es).

#### **Replacement Vehicle:**

Complete two tables for each vehicle to be replaced: one for the vehicle being replaced and one for the new vehicle.

#### Vehicle(s) to be Replaced

Each vehicle to be replaced must meet or exceed the age or mileage useful life standards and cannot have been replaced previously. If you are right-sizing a vehicle, include the information in the Vehicle Replacement category and in the Vehicle Maintenance History box.

- Enter the Year, Make (manufacturer), and Model (name) of each vehicle being replaced. For example: 2012 El Dorado AeroLite or 2010 Gillig New Flyer C35LF.

- Select a Category from A to E using the drop-down box. (For category descriptions, see “Find definitions for Categories A-E and their useful life benchmarks” on the PTD website here: <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx>.)
- Enter the Vehicle Identification Number.
- Enter the Total Number of Seats including ADA Seats.
- Enter the Number of ADA Seats.

Continue adding vehicles to be replaced using the “Add Vehicle” button.

- Vehicle Condition

For each vehicle to be replaced:

- Enter Vehicle Identification Number again
- Enter Current Mileage
- Choose the current vehicle condition from the drop-down box. Explain the reason for a marginal or poor determination in the Vehicle Maintenance History box (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. For example: VIN ### Poor - 5 years over useful life; VIN ### Adequate vehicle at maximum passenger capacity; requesting a larger vehicle.

### Vehicle(s) to be Purchased

Complete the table for each vehicle to be purchased. These vehicles should correspond in number and category to the vehicles listed for replacement (unless you are right-sizing).

- Select a Category from A to E using the drop-down box. (For category descriptions, see “Find definitions for Categories A-E and their useful life benchmarks here: <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-a-Vehicle.aspx>.)
- Enter the quantity of each vehicle in each category to be purchased.
- Enter the full cost of each vehicle with options, including graphics and equipment costs required to put the vehicle into service. The total cost for each vehicle category will calculate automatically once you enter the quantity and cost.

Note: Please work with vendor representatives for cost estimates as needed before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.

- Enter the total number of seats (including ADA seating) followed by a slash and the number of ADA seats.
- Select the fuel type from the drop-down box: Gas, Diesel, Biodiesel, Hybrid-Gas, Hybrid-Diesel, Electric, CNG (compressed natural gas), Other.
- Select the estimated order and delivery dates using the calendar feature. Check with your vendor for a typical delivery schedule if needed.
- Project Match Table: Select the source of match for this project using the drop-down

box, the match total per source and the match status in the drop-down box.

The Total Project Cost, Match Amount, and Grant Amount will be updated automatically.

### **Expansion Vehicle:**

Follow the instructions for completing the “Vehicle(s) to be Purchased” section under the Replacement Vehicle category.

### **G. Shelters, Signs, Equipment, Facilities Purchase Project**

To be eligible for Section 5311 funding, capital projects must have a value of \$5,000 or more and a useful life of more than one year. If a single item does not meet this threshold, but combined with other related items it does reach the \$5,000 threshold, it is considered an eligible capital item. Examples include:

- Desktop computers, a server, and a printer (not typically costing \$5,000 each) grouped as a system;
- Ten route signs or three bike racks grouped as a project;
- Multiple passenger shelters and seats, purchased at the same time, but installed at different locations.

If this project will disturb the ground in any way, with the potential for environmental impacts, click “Yes”. An environmental worksheet must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities. Click on the link in the application to be directed to PTD’s website for more information.

These project types have a varying degree of complexity, so please contact your RTC for more information about them before applying for funding or starting work. Also be aware that environmental approvals may extend the timeframe of your project, so start early.

Enter an overall description of the project in the Project Description box.

Enter individual line item information for each item:

- **Description:** Enter a short description of the shelter(s), signs, equipment, or facilities purchase, including the location(s).
- **Quantity:** Enter the quantity of items to be acquired.
- **Cost Each:** Enter the full cost of each item, including all options you will purchase.
- **Total:** The total dollar value will calculate automatically.

### **Required Dates**

- **Enter Asset ID** based on auto-generated Asset ID number above
- **Estimated contract award date:** Use the calendar function to enter the dates.
- **Estimated order and delivery dates:** Use the calendar function to enter the dates. You may need to check with a vendor for a typical delivery schedule for customized or

special-order equipment.

- Estimated contract completion date: Use the calendar function to enter the date.

Project Match Table: Select the source of match for this project using the drop-down box, the match total per source and the match status in the drop-down box.

## Shelters and Signs

Use one line unless multiple types of items with differing prices are being purchased. Installation may be a separate line item, or it may be included in the price of the item. You may choose to have the manufacturer or supplier do the installation, have your own maintenance staff install, or have installation done by a contractor. Remember to check all applicable street and building codes and obtain permission from any governing jurisdictions before starting the projects.

## Equipment

Enter one project per line. Use separate lines for additional projects.

## *Submitting Your Application*

### Signature Box

In the Signature Box, use your mouse and sign the application; this serves as your official signature. Type your name in the box next to the signature box. Submitting the application electronically also attests that the application is complete to the best of your ability.

### Document Upload

At the bottom of the application, you may upload any files associated with your projects. This may include GIS files, maps, Coordinated Plan documents, compliance documentation, joint management agreements, etc.

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 your 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 it.

### Application Submittal

When your application is complete, select the “Save” box outlined in orange, located at the bottom right corner of the application. This will open a pop-up box where you can enter your email address. The form software will email you your saved application.

After submitting your application, you should receive an automated email response from PTD with the subject “Section 5311 [Agency Name] Submission.” If you do not receive this response, please contact Brian Roth at [Brian.Roth@odot.oregon.gov](mailto:Brian.Roth@odot.oregon.gov) or 503-986-3394 as soon as possible.

# APPENDIX: REFERENCES

## *Application-related Documents*

### Vehicle Useful Life - ORPIN Contract Crosswalk

- <https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/DA-contract-crosswalk.pdf>

### Oregon Vehicle Description and Useful Life Standards

- <https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

## *Application-related Forms*

### Documented Categorical Exclusion (DCE) Worksheet

- <https://www.oregon.gov/ODOT/RPTD/Pages/Buy-Other-Asset.aspx>

### Certification of Equivalent Service Form

- <https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/certification-of-equivalent-service.pdf>

## *Regional Transit Coordinator Contact Information*

### RTC Contact Information

- <https://www.oregon.gov/ODOT/RPTD/Pages/Contact-Us.aspx>

## *DAS State Vehicle Price Agreement Information*

### How to Purchase a Vehicle Guide

- <https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/How-to-buy-vehicles.pdf>

### Oregon Procurement Information System (ORPIN)

- <https://orpin.oregon.gov/open.dll/>