

projects' contents according to the criteria in the rule. The governing body will submit STIF Plans to ODOT. ODOT staff will review STIF Plans for completeness and refer each complete STIF Plan to the Public Transportation Advisory Committee (PTAC) for review. PTAC will decide whether to recommend STIF plans to the OTC. If PTAC decides it will not advance all or a portion of a STIF Plan, the Qualified Entity will have 30 days to complete revisions. The OTC will decide whether to accept or deny PTAC's recommended STIF Plans. A schedule and flow chart for this decision-making process is located on page 2 of this fact sheet.

**Other Formula Fund rules**

In addition to the key elements described above, Division 42 includes rules about the Formula Fund cycle, reporting requirements, and capital asset requirements.

**Key elements of Intercommunity Fund and Discretionary Fund rules**

**Purposes**

These rules (Chapter 732, Division 44) establish the procedures and requirements necessary for the administration of the Discretionary Fund and Intercommunity Discretionary Fund. The purpose of the Discretionary Fund is to provide a flexible funding source to improve public transportation in Oregon. All project types are eligible for funding, except ongoing operations.

The Intercommunity Discretionary Fund is for improving connections between communities and other key destinations important for a connected statewide transit network. Projects eligible to receive grants under the Intercommunity Discretionary Fund include but are not limited to: capital projects such as vehicles, facilities, equipment and technology as well as mobility management, planning, research and operations. As a competitive funding source, ongoing operations projects are subject to risk of not receiving continuous funding. Public transportation service providers may apply to ODOT directly for these funds.

**Match**

Discretionary Fund applicants are required to demonstrate the ability to provide a match of at least 20 percent of the total project's cost. There are a few exceptions that merit a 10 percent match, such as if the project will predominantly serve or provide access to and from rural communities. Rural communities for this purpose are described as communities outside of urban areas with populations of 50,000 or less. Details on match requirements can be found in the rule.

**Advisory Committee review**

ODOT will provide a copy of the application to the Qualified Entity associated with the application, as appropriate. Qualified Entity Advisory Committees shall provide a written recommendation to the Qualified Entity's governing body stating whether the OTC should award funding. Committees have the option of submitting a prioritized list of projects. Each Qualified Entity shall submit the recommendation of its advisory committee to ODOT.

**Project selection**

The rules include a list of OTC investment priorities. The OTC may refine its investment priorities with input from PTAC. PTAC will make a funding recommendation to the OTC considering input from Qualified Entity Advisory Committees and Area Commissions on Transportation. OTC will determine whether to accept or reject grant applications for discretionary funding.

**Other funding rules**

In addition to the key elements described above, the Discretionary Fund rules address the solicitation and application submission periods, application requirements, recipient qualifications, grant agreement contents, reporting requirements, withholding or repaying of funds, and capital asset requirements.

**Contact information**

For more information about STIF, please reach STIF Project Manager Karyn Criswell by phone at 503-856-6172 or via email at [Karyn.C.CRISWELL@odot.state.or.us](mailto:Karyn.C.CRISWELL@odot.state.or.us)

Find additional information about STIF and sign up for email updates at: <http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

Updated: 7/11/2018



**Statewide Transportation Improvement Fund**

Overview of Approved Oregon Administrative Rules

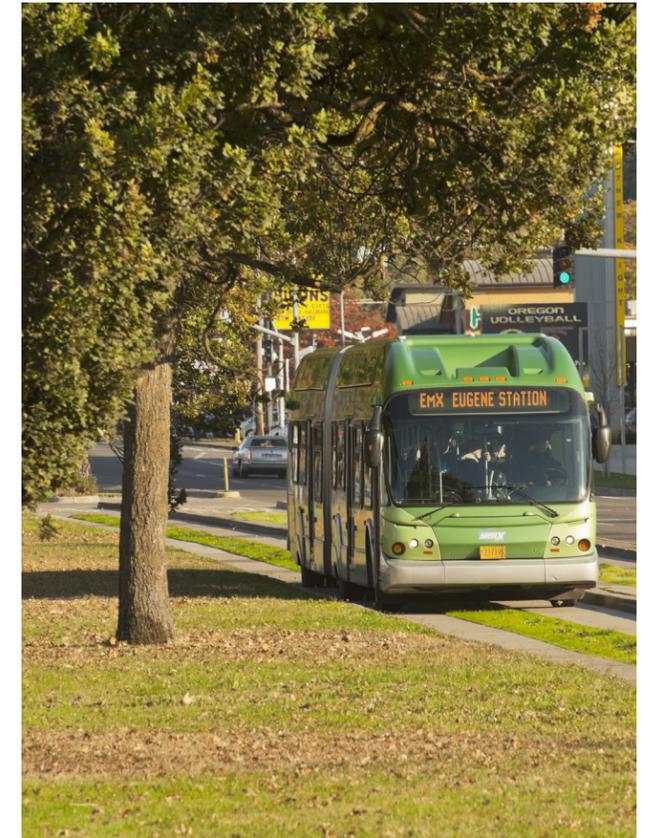
**Improving public transportation for Oregonians**

With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy with good jobs, strong communities with high quality of life, a clean environment, and safe, healthy people. A centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation service in Oregon communities.

The Oregon Department of Transportation (ODOT) worked with a Rules Advisory Committee and accepted public input to develop rules to guide the use and implementation of STIF program areas. The Oregon Transportation Commission (OTC) approved the rules, which became effective July 1, 2018.

**Key elements of STIF general rules**

These rules ([Chapter 732, Division 40](#)) establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary fund rules to improve public transportation service in Oregon. The content of Division 40 pertains to all three funds.



**STIF program areas in rulemaking:**

**Formula Fund**

Ninety percent (90%) of the STIF will be distributed to Qualified Entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each Qualified Entity.

**Discretionary Fund**

Five percent (5%) of the STIF will be awarded to eligible public transportation service providers based on a competitive grant process.

**Intercommunity Discretionary Fund**

Four percent (4%) of the STIF will be used to improve public transportation between two or more communities based on a competitive grant process.



**Purpose and use of funds**

STIF resources may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services. It is intended to primarily fund expanded or improved services in the first funding cycle. In future funding cycles, it may fund the maintenance of services that were expanded or improved during the first funding cycle. In 2018, the Oregon Legislature clarified that these funds also may be used for light rail expenses, except for capital improvements.

**Advisory Committees**

Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF including advising on the projects to be funded by STIF moneys. Qualified Entities are defined in the rule as a county in which no part of a mass transit district or transportation district exists, a mass transit district, a transportation district or an Indian Tribe. A Qualified Entity may use an existing advisory committee, combine committees, or join with another Qualified Entity to appoint a joint advisory committee as long as the committee meets the STIF requirements established in rule. Each advisory committee must include diverse interests, perspectives, geography and reflect the

population demographics of the area. Members need to be knowledgeable about the public transportation needs of residents or employees in the area.

**Additional general rule content**

The general rules include requirements pertaining to audits and compliance review, accounting, reporting, Qualified Entity management and joint management of STIF moneys, circumstances under which ODOT may withhold payment, and appeal procedures.

**Key elements of Formula Fund rules**

**Purpose**

These rules (Chapter 732, Division 42) establish procedures and requirements necessary for the administration of the STIF Formula Fund.

**Formula Fund calculation and disbursement**

The rule describes the process, schedule, and requirements for ODOT to estimate the STIF Formula Fund disbursements to Qualified Entities, Qualified Entity calculation of sub-allocation estimates, ODOT distribution of Formula funds, and related requirements.

**Formula funding application process**

Public Transportation Service Providers may apply for Formula funds through Qualified Entities. Two or more Qualified Entities may jointly manage STIF moneys disbursed to them if they enter into a written agreement described in the rule. A map of Qualified Entities is available on the STIF website. Qualified Entities will distribute

funds to subrecipients as described in the rule.

Public Transportation Service Providers are defined as a Qualified Entity or a city, county, special district, intergovernmental entity or any other political subdivision or municipal or public corporation that provides public transportation services.

**STIF Plan contents**

STIF Plans are used as the application for Formula funds.

They must be written to span at least one biennium and up to two biennia, subject to OTC approval. The earliest possible start date for the first solicitation cycle is July 1, 2018 and the end date for this funding cycle is June 30, 2021. A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility. It must include descriptions of proposed projects, summary of planned and previous STIF

Formula Fund expenditures, anticipated benefits, Advisory Committee information, accountability methods, as well as other requirements.

**Advisory Committee review of proposed Formula Fund projects**

Advisory Committees are required to review Public Transportation Service Providers' proposed projects and make a funding recommendation to the Qualified Entity's governing

body based on the criteria established by this rule. Advisory Committees are required to hold public meetings and conduct themselves consistent with bylaws established by the governing body.

**Decision-making for Formula Fund**

The Advisory Committee of a Qualified Entity will make a recommendation to its governing body or board based on its review of the proposed

**FORMULA FUND SCHEDULE**

June 2018

