Applications are now being accepted by ODOT Rail and Public Transit Division (RPTD) for the 5339 Bus and Bus Facilities Program. The DEADLINE FOR APPLICATIONS is Tuesday, February 20, 2018. Please provide applications by e-mail to PTDApplications@odot.state.or.us. Applications submitted in any other way cannot be accepted.

Bus and Bus Facilities program funding is offered to eligible recipients of FTA Section 5339 Program funds who are located in designated rural and small urban areas.

This solicitation is providing $4 million for vehicle replacement and right-sizing, and $800,000 for vehicle expansion and facilities-related projects such as equipment, signs and shelters. There are typically significantly more requests for project funds than there are funds available.

The following criteria will be used to award projects:

Each vehicle proposed for replacement or right-sizing will be ranked on a point scale. The ranking allows for 1-5 points for each of the following elements:

- Vehicle meets or exceeds age standard for the vehicle type;
- Vehicle mileage meets or exceeds the standard for that vehicle type; and
- Vehicle condition as reported in OPTIS and described by the applicant;
- Geographical Balance (no points).

Each vehicle expansion or facility project will be ranked based on the local need for the project, geographic balance, and how well it meets one or more of RPTD’s guiding principles:

- Access
- Availability
- Connectivity
- Economic Development

More detail about these principles is included in the application.

Ranking will be done by an evaluation committee made up of RPTD staff. Agencies will be informed of application results by email in April of 2018.

There will be a two-week period following the application deadline for applicants and RPTD to communicate about the applications, seek/provide clarification, resolve issues, and determine replacement priorities. Once the review period closes, a final list of recommended awards will be posted on the RPTD website. A project list will be given to the Oregon Transportation Commission (OTC) for review. After OTC review is complete, RPTD will execute grant agreements by July 1, 2018.

Please Note: The application is an automated pdf form which will present you with new fields based on your answers to some questions. Please complete all fields, including any budget or cost tables, as carefully as possible.
Please submit one application for each separate project you seek to fund. If you seek funding for two unrelated projects, submit two separate applications.

Section 1. Applicant Information: Complete this section using the name of the agency to whom the grant agreement will be written. Also, if the person authorized to sign the grant agreement is different than the application contact, be sure to include both individuals in this section.

If you do not have a current agreement with RPTD, you will be asked to provide more details such as federal employer identification number and DUNs number.

Risk Assessment: This is a new section required of all applicants. It asks questions that will help RPTD identify relative risks of agencies applying for federal funding. The goal of risk assessment is to help transit agencies be successful and to target training to any areas (such as negative audit 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.S.OKeefe@odot.state.or.us for assistance.

Section 2. Funding and Project Information: Indicate whether your project serves a rural or small urban area.

Project Selection: Indicate for which project type you are applying:
- Replacement and Right-Sizing Vehicles
- Expansion Vehicles
- Equipment
- Signs
- Passenger Shelters
- Facilities

Section 3. Vehicle Project (This section provides for multiple vehicles [if a grouped project] using the + button. Delete a vehicle using the – button.)

3.1 (Replacement/Right-Sizing Vehicles only): Enter the vehicle year, make and model of each vehicle to be replaced. Select vehicle category (from A to E-5). Enter VIN, number of non-ADA seats, number of ADA stations, and current odometer reading. For Disposal Type, indicate if the vehicle being replaced is to be Sold (S), Transferred (TR), or used as a Backup (BU) unit.

3.2 (Replacement/Right-Sizing Vehicles only) Condition of vehicle(s): Enter the VIN and select the vehicle condition of each vehicle to be replaced: Adequate, Marginal, or Poor. If you choose marginal or poor, please explain what led to that determination such as, vehicle maintenance history, unexpected or major repairs, etc. Do not choose a good condition; this is for right-sizing justification only.

3.3 Will you use the state price agreement?: Yes or No (Provide reason for “No”.)

3.4 Vehicles to be purchased: For each vehicle being requested, select the vehicle category (from
A to E-5). Enter the quantity per category and the estimated cost per vehicle; the application will compute the Total. Enter the number of regular passenger seats, the number of ADA stations, and the total vehicle passenger capacity.

Choose the fuel type: gas (G), diesel (D), biodiesel (B), Hybrid-gas (HG), hybrid-diesel (HD), compressed natural gas (CNG), or other alternative fuel (OF). Enter the estimated order and delivery dates.

3.5 Project cost and match: this section is calculated for you.

3.6 Local match: Provide local match details

3.7 Service type: Choose the primary service type supported by the project from the drop-down list.

3.8 (Expansion Vehicles only) Expansion Justification: Describe the need for the vehicle.

3.9 to 3.12 Access, Connectivity, Availability and Economic Development (Expansion Vehicles only): Answer these questions about how the project meets one or more of RPTD’s guiding principles.

Application Totals: This section auto-calculates for you. Please verify and make changes in the project details section as necessary before submitting your application.

Section 4. Equipment Project

4.1 Description: Explain the project and why it is needed.

4.2 to 4.5 Access, Connectivity, Availability and Economic Development: Answer these questions about how the project meets one or more of RPTD’s guiding principles.

4.6 Equipment Requested: Provide the item specifics, quantity, cost, estimated order date, and estimated delivery date for each item. The total cost is calculated for you.

4.7 and 4.8 Coordinated Plan Information: Provide page number and date plan adopted.

4.9 Service Type: Choose the primary service type supported by the project from the drop-down list.

4.10 Grouped Project?: Explain any dependent project items.

4.11 Project cost and match: This section is calculated for you.

4.12 Match Source: Provide details.

Application Totals: This section auto-calculates for you. Please verify and make changes in the project details section as necessary before submitting your application.
Section 5. Sign Project

5.1 Description: Explain the project and why it is needed.

5.2 to 5.5 Access, Connectivity, Availability and Economic Development: Answer these questions about how the project meets one or more of RPTD's guiding principles.

5.6 Sign(s) Requested: Provide the item specifics, quantity, cost, estimated order date, and estimated delivery date for each item. The total cost is calculated for you.

5.7 and 5.8 Coordinated Plan Information: Provide page number and date plan adopted.

5.9 Service Type: Choose the primary service type supported by the project from the drop-down list.

5.10 and 5.11 Number of Stops and Signs: Enter numbers.

5.12 Grouped Project?: Explain any dependent project items.

5.13 Documented Categorical Exclusion Worksheet?: Let us know if the worksheet will be submitted with your application.

5.14 Project cost and match: This section is calculated for you.

5.15 Match Source: Provide details.

Application Totals: This section auto-calculates for you. Please verify and make changes in the project details section as necessary before submitting your application.

Section 6. Passenger Shelter Project

6.1 Description: Explain the project and why it is needed.

6.2 to 6.5 Access, Connectivity, Availability and Economic Development: Answer these questions about how the project meets one or more of RPTD's guiding principles.

6.6 Shelter(s) Requested: Provide the item specifics, quantity, cost, estimated order date, and estimated delivery date for each item. The total cost is calculated for you.

6.7 and 6.8 Coordinated Plan Information: Provide page number and date plan adopted.

6.9 Service Type: Choose the primary service type supported by the project from the drop-down list.

6.10 and 6.11 Number of Stops and Signs: Enter numbers.
6.12 **Project cost and match**: This section is calculated for you.

6.13 **Match Source**: Provide details.

6.14 **Grouped Project?**: Explain any dependent project items.

6.15 **Documented Categorical Exclusion Worksheet?**: Let us know if the worksheet will be submitted with your application.

6.16 **ADA Accessible?**: Answer Yes or No.

**Application Totals**: This section auto-calculates for you. Please verify and make changes in the project details section as necessary before submitting your application.

**Section 7. Facilities Project**

7.1 **Description**: Explain the project and why it is needed.

7.2 to 7.5 **Access, Connectivity, Availability and Economic Development**: Answer these questions about how the project meets one or more of RPTD's guiding principles.

7.6 **Facility Project Requested**: Provide the major activities and items requested, quantity, cost, estimated order date, and estimated delivery date for each item. The total cost is calculated for you.

7.7 and 7.8 **Coordinated Plan Information**: Provide page number and date plan adopted.

7.9 **Service Type**: Choose the primary service type supported by the project from the drop-down list.

7.10 **Project cost and match**: This section is calculated for you.

7.11 **Match Source**: Provide details.

7.12 **Grouped Project?**: Explain any dependent project items.

7.13 **Documented Categorical Exclusion Worksheet?**: Let us know if the worksheet will be submitted with your application.

7.14 **Project Facts A-S**: Answer these questions as completely as possible to help reviewers understand all the components of the facility project request. Some Yes or No questions provide text fields for you to enter more details. If funded, some of these details will form the basis of the statement of work and other related documents. Early coordination with your RTC, local ACT and other entities is important to the success of any facility project.
**Application Totals:** This section auto-calculates for you. Please verify and make changes in the project details section as necessary before submitting your application.

When your application is complete, you may save it to your local computer by using the “SAVE APPLICATION” button.

**Use the “SUBMIT BY EMAIL” button to submit your application.** (You may be asked to identify which web application to use for sending; answer that question and then click “Continue”.) An email will open with ODOT Rail and Public Transit Division’s application email inbox prepopulated in the “To” field and your application attached. Before clicking on the “Send” button, you may attach other documents to the email. When satisfied that everything is in order, click the “Send” button.

You should receive a confirmation email that your application was successfully submitted. **If you do not receive verification, contact RPTD by email at ODOTPTDReporting@odot.state.or.us and ask for confirmation that we have received your application.**

To provide fairness and ensure accuracy and timeliness for all applicants, applications which are faxed, mailed, or emailed to an address other than PTDApplications@odot.state.or.us cannot be accepted.

Address questions about the form or the grant process to ODOT Rail and Public Transit Division, Christine West, Capital Program Coordinator at 503-986-3410, or Christine.A.West@odot.state.or.us