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Staff Contacts

Questions about the Statewide Transportation Improvement Fund (STIF) Discretionary or Statewide Transit Network Program solicitations should be directed to Patrick DePriest, Intercommunity Fund Coordinator for the Statewide Transportation Improvement Fund at Patrick.DePriest@odot.state.or.us or by telephone at 503-986-3312.

The electronic version of this document is located in the STIF Discretionary and Statewide Transit Network Program section of the Public Transportation Funding Opportunities Page located here: https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx.
PART 1: STIF DISCRETIONARY AND STATEWIDE TRANSIT NETWORK PROGRAM GRANTS
OVERVIEW AND GUIDANCE

Introduction

This document provides guidance and application instructions for two separate Oregon Department of Transportation (ODOT) Rail and Public Transit Division (RPTD) solicitations:

- **Statewide Transportation Improvement Fund (STIF) Discretionary** solicitation, funded using five percent of the moneys from the Oregon STIF employee payroll tax of one-tenth of one percent on wages paid to employees.
- **Statewide Transit Network Program** discretionary solicitation, funded from two sources: Federal Transit Administration (FTA) Section 5311(f) moneys and four percent of the moneys from the Oregon STIF employee payroll tax of one-tenth of one percent on wages paid to employees, known as the Intercommunity Discretionary Fund.

ODOT will administer grant awards through deliverables-based grant agreements. Funds will be disbursed on a quarterly basis upon submittal of satisfactory progress reports and expenditure documentation.

Oregon Statewide Transit Network and STIF Discretionary investment priorities are guided by:

- Oregon Public Transportation Plan
- Oregon Administrative Rule (OAR) Chapter 732, Divisions 40 and 44 (see Appendix A):
  https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=107

Definitions

- **FTA Intercity, Section 5311(f)** - the federal funding program with a focus on longer distance, non-commute transit service connecting communities with infrequent stops and, where possible, with meaningful connections to the larger transit network.

- **Key Transit Hub** - a transit stop or stop cluster served by three or more fixed route transit services, where none of the three services are wholly contained within the service area of either of the other two services. A list of key transit hubs is updated periodically by ODOT based on available GTFS data (http://www.oregon-gtfs.com/). The current list of transit hubs is located here: https://www.oregon.gov/ODOT/RPTD/Documents/Key-Transit-Hubs-2018.pdf
• **Local Plan** - a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:

(a) A planning horizon of at least four years;

(b) An existing and future conditions analysis that includes:

   (A) Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;

   (B) Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;

   (C) Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;

(c) Prioritized lists of public transportation improvements and capital projects; and

(d) Identified opportunities to Coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.

(e) Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.

• **Low-Income Household** - a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

• **Public Transportation Service Provider** - 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.

• **Public Transportation Services** - any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

• **Statewide Transit Network** (STN) - the collection of all transit service that operates in Oregon.

• **Statewide Transit Network Program** - An ODOT program with an emphasis on investments that improve the Oregon Statewide Transit Network. Funding is from the STIF Intercommunity Fund, FTA Section 5311(f), and other fund sources, as available.
Discretionary Solicitation and the Oregon Public Transportation Plan

State discretionary grant programs provide an opportunity for ODOT to directly encourage and support projects that meet local needs while aligning with state public transportation priorities. This approach ensures that both state and local priorities are addressed through competitive grant awards.

The new Oregon Public Transportation Plan (OPTP), adopted by the Oregon Transportation Commission in September 2018, provides overarching policy guidance for public transportation in Oregon. The OPTP contains 10 state public transportation goals; all ODOT discretionary grant programs will include these goals in the selection process, regardless of fund source. ODOT will develop selection criteria that reflect these goals, ensuring each project selected by evaluators helps advance statewide priorities. Find the adopted Oregon Public Transportation Plan online: https://www.oregon.gov/ODOT/Planning/Documents/OPTP_FINALDRAFT.pdf

Grant solicitations will include focus area criteria driven by ODOT programs and funding source requirements. Projects that are consistent with the focus areas will continue to score well. The strongest grant applications will put forward projects that are both consistent with the focus areas and align with other Oregon State Public Transportation goals.

For example, the evaluation criteria for a grant solicitation with an emphasis on serving seniors and persons with disabilities will first consider the degree to which the project benefits seniors and persons with disabilities. The evaluation criteria will then consider, to a lesser degree, whether the project is meeting other state priorities, such as improving the Statewide Transit Network or serving Low-Income Households. These other statewide priorities will have secondary value compared to the solicitation focus, but collectively could change the way some projects are ranked.

For more information about how the 2018 discretionary solicitation advances the OPTP, see the Project Evaluation Criteria section, below.

Program Purposes and Eligibility

STIF DISCRETIONARY FUND

The STIF Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.

Eligible Applicants

Public Transportation Service Providers as defined in OAR 732-040-0005(24) are eligible applicants; this includes Mass Transit Districts, Transportation Districts, Indian Tribes, or a city, county, Special District, Intergovernmental Entity, or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services. See OAR 732-040-0005 for additional definitions. Ineligible applicants include non-profit transit providers and for-profit transit providers.
Eligible STIF Discretionary Fund applicants may contract with a non-profit or for-profit public transportation provider following procurement requirements applicable to the source(s) of project funding. Recipients of federal funds must follow the applicable federal procurement requirements.

Under OAR 732-044-0020, potential recipients of STIF Discretionary Funds are required to meet, or demonstrate the capacity to meet, the following qualifications as applicable to the type of project being funded:

- Be an entity eligible to enter into agreements;
- Have the legal, managerial and operational capacity to perform the Project within the agreed schedule;
- Not be debarred or suspended from receiving federal grants;
- Maintain compliance with federal, state and local laws and regulations including, and not limited to those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
- Comply with applicable laws, Oregon Administrative Rules, and the policies of the applicable grant fund;
- Proper use of STIF moneys; and
- Perform the Project in a safe, prudent, and timely manner.

In addition, a Recipient may require additional eligibility qualifications of Sub-Recipients, contractors or vendors. A Recipient is required to confirm the eligibility of a Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipients are also required to ensure that Sub-Recipients maintain eligibility throughout the project period of activities funded with STIF moneys.

**Eligible Projects**

Projects eligible for funding under the STIF Discretionary Fund include, but are not limited to: capital projects such as vehicles, facilities, equipment, and technology, as well as mobility management, planning, and research. Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005.

Client-only transportation services are generally not eligible for funding if the proposed use is to pay for services that are not open to the general public. Client-only transportation providers are both governmental and private agencies who offer transportation services to limited groups of individuals. Examples include a mental health department of a county that provides a limited transportation service to mental health clients, or a city agency operating a senior center with transportation services for seniors in the community. Non-profit and private businesses may also have client-only services such as, for example, a social service agency offering transportation services to their clients. In all above examples, the transportation services are not open to the general public.

Client-only agencies participating in a planned and coordinated community transportation program could be eligible for STIF. The coordinated transportation system, when viewed in the big picture, would be open to the general public and marketed to the public as public transportation. The level of coordination and participation of client-only providers is a detail of an area’s L, and the amount of STIF
funds individual agencies qualify for would be associated with their levels of participation in the coordinated public transportation system.

STATEWIDE TRANSIT NETWORK PROGRAM

The Statewide Transit Network Program currently utilizes two fund sources: STIF Intercommunity Discretionary and FTA Section 5311(f) Intercity funds. Each fund source has different project eligibility requirements. There is significant overlap between the two sets of eligibility requirements.

Eligible Applicants

Eligible applicants for STIF Intercommunity funds include Public Transportation Service Providers as defined in OAR 732-040-0005(24): Mass Transit Districts; Transportation Districts; Indian Tribes; or cities, counties, Special Districts, Intergovernmental Entities, or any other political subdivisions or municipal or Public Corporations that provide Public Transportation Services. See OAR 732-040-0005 for additional definitions. Neither non-profit nor for-profit transit providers are eligible to apply for STIF Intercommunity funds.

Eligible STIF Intercommunity Fund applicants may contract with a non-profit or for-profit public transportation service provider following procurement requirements applicable to the source(s) of project funding. Recipients of federal funds must follow the applicable federal procurement requirements.

Under OAR 732-044-0020, potential Recipients of STIF Intercommunity Discretionary Funds are required to meet, or demonstrate the capacity to meet, the following qualifications, as applicable to the type of Project being funded.

- Be an entity eligible to enter into agreements;
- Have the legal, managerial and operational capacity to perform the Project within the agreed schedule;
- Not be debarred or suspended from receiving federal grants;
- Maintain compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
- Comply with applicable laws, OARs, and the requirements of the applicable grant funding;
- Properly use STIF moneys; and
- Perform the Project in a safe, prudent and timely manner.

In addition, a Recipient may require additional eligibility qualifications of Sub-Recipients. A Recipient is required to confirm the eligibility of a Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipients are also required to ensure that Sub-Recipients maintain eligibility throughout the project period of activities funded with STIF moneys.

Eligible applicants for FTA Section 5311(f) funds include non-profit agencies, public entities, Indian tribes, and private for-profit agencies that provide public transportation services.
Grants will not be awarded to support fixed route transit service without a process in place to create and maintain public General Transit Feed Specification (GTFS) data that describe the service.

**Eligible Projects**

Projects eligible to receive grants under the STIF Intercommunity Fund or FTA Section 5311(f) Intercity Fund include, but are not limited to, capital projects such as vehicles, facilities, equipment and technology, as well as mobility management, planning, research, pilot and ongoing operations projects.

Ongoing operations projects funded with FTA Section 5311(f) or STIF Intercommunity Discretionary moneys are subject to risk of not receiving continuous funding because Statewide Transit Network Program grant awards are made every two years following an open competitive decision-making process.

Intercommunity Discretionary and FTA Section 5311(f) projects that do not directly support transit operations must describe how the proposed project would benefit the Statewide Transit Network in ways that benefit multiple transit providers.

Projects eligible for FTA Section 5311(f) funds need to demonstrate that they support a public transportation service that covers longer distances (20 or more miles) or closes a significant gap in the Statewide Transit Network, and makes infrequent stops, is not designed primarily to serve commuters, has the capacity to carry passenger luggage, and makes meaningful connections to the larger intercity and Statewide Transit Network, including passenger rail, where possible.

**Funding Availability**

ODOT will award funds at its discretion. During the November 1, 2019 through June 30, 2021 grant agreement period, ODOT estimates the following funding will be available:

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Discretionary Fund</td>
<td>$10.9 M</td>
</tr>
<tr>
<td>Statewide Transit Network Program Total</td>
<td>$10.0 M</td>
</tr>
<tr>
<td>STIF Intercommunity Fund</td>
<td>$8.7 M</td>
</tr>
<tr>
<td>FTA Section 5311(f)</td>
<td>$1.3 M</td>
</tr>
</tbody>
</table>

**Match Requirements**

The match requirements for projects awarded through this solicitation will vary based on the project type and program funds used to fund the project. STIF Discretionary and Intercommunity Fund projects must meet the match requirements described in OAR 732-044-0005. Match requirements are described by fund type below.
Overmatch is project funding that exceeds the match requirement for a given project. Overmatch is not required, but may be used as a tie-breaker by funding decision-makers. If all other factors are held equal, an over-matched project may win.

**STIF DISCRETIONARY AND STATEWIDE TRANSPORTATION NETWORK**

Eligible Project match sources may include federal funds and certain state funds (STIF Formula or Special Transportation Funds) for public transportation purposes, local funds, private contributions, and in-kind labor or contributions. Match contributions, including capital assets such as property, shall only be used once as match on a single Project and may not be used again as a match. Fare box revenues are not eligible as matching funds.

STIF Discretionary and Statewide Transportation Network-STIF Intercommunity Fund applicants must demonstrate their ability to provide at least 20 percent of the Project's total costs.

The 20 percent match may be reduced to 10 percent, if any of the following characteristics exist:

- The Project will predominantly serve or provide access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less);
- The Project will serve an area located outside of a Public Transportation Service Provider’s geographic jurisdiction;
- The Project will fill a significant gap in the Statewide Transit Network; or
- The Project will provide statewide benefits to multiple Public Transportation Service Providers. The applicant shall identify the benefits to areas outside the jurisdiction where the Project will be located.

**FEDERAL TRANSIT ADMINISTRATION SECTION 5311(F) RURAL, INTERCITY BUS**

Applicants are required to match grants at a certain percentage depending on the project type (operations, capital or project administration). Non-federal funds may be used for match, except for fare box revenue. This includes funding from state and local governments or taxing entities. Applicants must demonstrate their ability to provide the following match:

- 50 percent match of the net cost for operations projects
- 20 percent match of the net cost for capital projects and project administration

As defined by FTA and ODOT, the net operating deficit to be used as the basis for grant reimbursement is the applicant’s operating expenses minus fare box revenue. ODOT defines fare box revenue as money paid by the passenger to the Public Transportation Service Provider. Fare box includes fares reimbursed by another agency or through a subsidized ticket program, and sales of tickets and passes. Fare box revenue does not include ticket revenue collected from passengers to be remitted to other public transportation agencies for travel on other Public Transportation Services. Applicants may use non-fare box service revenue as match such as freight and interlined ticket sale commissions.
Application Submission

Applications for the 2019-2021 grant solicitation are due to ODOT no later than February 1, 2019. 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. Failure to provide the requested information may result in rejection of the application. A rejected application may be submitted in a future solicitation cycle.

Project Selection Process and Schedule

The major steps in the project selection process are outlined below and depicted in Figure 1: STIF Discretionary Fund and Statewide Transit Network Program Solicitation Schedule.

1) Public Transportation Service Providers submit grant applications to ODOT.
2) ODOT reviews applications for completeness, applicant eligibility, and project eligibility consistent with OARs 732-044-0005, 732-044-0015, and 732-044-0020.
3) ODOT provides eligible applications to relevant Area Commissions on Transportation (ACTs) for review and comment and to Qualified Entities for STIF Advisory Committee review, recommendation, and, potentially, project prioritization.
   a) Advisory Committees review and recommend whether each project should be awarded funding. Advisory Committees may recommend a prioritized list of projects for their Qualified Entity’s geographic area of responsibility.
   b) Advisory Committee reviews shall be conducted in compliance with Committee bylaws.
   c) Advisory Committee reviews shall consider the extent to which each project meets the project selection criteria established by the Oregon Transportation Commission (OTC) (See Table 1: 2018 Discretionary Solicitation Evaluation Criteria Framework).
4) ODOT Project Selection Committee reviews applications, Advisory Committee recommendations, and ACT comments and provides ranked list of project applications recommended for funding to the Public Transportation Advisory Committee (PTAC).
5) The PTAC considers ODOT Project Selection Committee ranked list of projects, Advisory Committee Recommendations, and ACT comments and provides a rank-ordered funding recommendation to the OTC.
6) The OTC reviews and decides which projects will be awarded funds.
7) ODOT posts OTC funding awards online and notifies applicants via email of the posting.
**Figure 1: STIF Discretionary Fund and Statewide Transit Network Program Solicitation Schedule**

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>Aug</td>
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<td>Sep</td>
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<td>Nov</td>
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**LEGEND**
- ♦ Action

**GLOSSARY**
- **ACT**: Area Commission on Transportation
- **OTC**: Oregon Transportation Commission
- **PTAC**: Public Transportation Advisory Committee
- **STIF**: Statewide Transportation Improvement Fund

*The Statewide Transit Network Program includes three potential funding sources: STIF Intercommunity Discretionary Fund, FTA §5331 and FTA §5331(f).*
Project Selection Criteria

Projects will be evaluated based on the project selection criteria listed below. The first set of criteria will be used to determine if the applicant and project are eligible for funding. The second set of criteria will be used to determine project ranking relative to all project applications received.

ELIGIBILITY

- Applicants must be Public Transportation Service Providers, as defined by OAR 732-040-0005(24) or entities eligible to receive FTA Section 5311(f) funding
- Applicants must meet or demonstrate the capacity to meet the following qualifications, as applicable to the type of project being funded, under OAR 732-044-0020:
  - Be an entity eligible to enter into agreements;
  - Have the legal, managerial and operational capacity to perform the project within the agreed schedule;
  - Not be debarred or suspended from receiving federal grants;
  - Maintain compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
  - Comply with applicable laws, the OARs, and the policies of the applicable grant fund;
  - Proper use of STIF moneys; and
  - Perform the project in a safe, prudent and timely manner.
- Eligible projects include but are not limited to: capital projects such as vehicles, facilities, equipment, and technology, as well as mobility management, planning, and research. Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period. Ongoing operations projects are not eligible for STIF Discretionary funding.

SCORING

One application may be submitted for both STIF Discretionary and Statewide Transit Network Program solicitations. Each application will be scored once by each reviewer. The criteria scores will be weighted differently for the two programs in the solicitation.

While applicant responses to questions will often be tied to specific scoring categories, evaluators will take into account the entire project for scoring; this includes comments and recommendations from ACTs and Qualified Entities (QEs), as well as a record of interaction between the applicant and ODOT to clarify the application intent, if any. Table 1 illustrates evaluation focus areas, evaluation criteria, and score weighting.
Table 1: 2018 Discretionary Solicitation Evaluation Criteria Framework

<table>
<thead>
<tr>
<th>Focus Areas</th>
<th>Evaluation Criteria</th>
<th>Score Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity and Public Transportation Service to Low-income Households</td>
<td>• Improves public transportation service (e.g., service levels, programs, information, and supporting infrastructure) to low-income households. OAR 732-044-0030(1)(a)</td>
<td>20% 10%</td>
</tr>
<tr>
<td>• Equity</td>
<td>• Improves or expands service to vulnerable or transportation-disadvantaged populations (e.g. seniors, people with disabilities). OAR 732-044-0030(1)(c)</td>
<td></td>
</tr>
<tr>
<td>Coordination of Public Transportation Services</td>
<td>• Improves coordination between public transportation providers and reduces fragmentation of public transportation services. OAR 732-044-0030(1)(b)</td>
<td>10% 30%</td>
</tr>
<tr>
<td>• Communication, Collaboration, &amp; Coordination</td>
<td>• Provides integrated planning where affected communities will plan or partner to develop public transportation project(s). OAR 732-044-0030(1)(c)(A)</td>
<td></td>
</tr>
<tr>
<td>Statewide Transit Network Connections</td>
<td>• Improves or maintains service between geographically separated communities. OAR 732-044-0030(1)(c)(D)</td>
<td>10% 30%</td>
</tr>
<tr>
<td>• Mobility &amp; Public Transportation User Experience</td>
<td>• Implements technological innovations that improve efficiencies and supports a seamless, easy-to-use Statewide Transit Network. OAR 732-044-0030(1)(c)(B)</td>
<td></td>
</tr>
<tr>
<td>• Accessibility and Connectivity</td>
<td>• Improves local connections and infrastructure at inter-regional transit hubs or develops service improvements and approaches that can be replicated statewide. OAR 732-044-0030(1)(c)</td>
<td></td>
</tr>
<tr>
<td>Environmental and Public Health</td>
<td>• Reduces greenhouse gas emissions in or through public transportation systems. OAR 732-044-0030(1)(c)(C)</td>
<td>15% 10%</td>
</tr>
<tr>
<td>• Environmental Sustainability</td>
<td>• Supports positive health outcomes. OAR 732-044-0030(1)(c)</td>
<td></td>
</tr>
<tr>
<td>Sustainable Funding</td>
<td>• Does not substantially rely on discretionary state funding beyond a pilot phase (i.e. project is short-term or has reasonable fund sources identified to sustain project-related transit services after discretionary funds expended). OAR 732-044-0030(1)(d)</td>
<td>20% 10%</td>
</tr>
<tr>
<td>Safety, Security, and Community Livability</td>
<td>• Protects fleet condition and ensures vehicles are maintained in a state of good repair. OAR 732-044-0030(1)(c)</td>
<td>25% 10%</td>
</tr>
<tr>
<td>• Safety and security</td>
<td>• Results in increased use and participation in active transportation, including public transportation. OAR 732-044-0030(1)(c)</td>
<td></td>
</tr>
</tbody>
</table>

STIF Disc.: STIF Discretionary Fund
STN: Statewide Transit Network Program
Reporting Requirements

Grant Recipients are required to report on project progress and expenditures throughout the funding period. The reporting requirements and frequency vary based on the source of funding and type of project. STIF Discretionary Fund Recipients must satisfy state reporting requirements, and FTA Section 5311(f) Intercity Bus Recipients must satisfy both ODOT and FTA reporting and eligibility requirements. All Recipients should be prepared to fulfill the following general reporting requirements.

- Quarterly reports completed in ODOT’s Oregon Public Transit Information System, detailing project progress, outcomes achieved, and expenditures of relevant moneys by the Recipient and its Sub-Recipients. The quarterly report is due no later than 45 days following the end of each Oregon state quarter. The fourth quarter report in each fiscal year may be preliminary, pending adjustment based on the Recipient’s financial audit.

- Recipients and Sub-Recipients must document the expenditure of all STIF funds disbursed by ODOT. Recipients must create and maintain all expenditure records in accordance with generally-accepted accounting principles, in sufficient detail to permit ODOT to verify how the STIF funds were expended (see OAR 732-040-0020).

- Recipients must maintain all financial records for at least six years after ODOT disperses the final payment under a grant agreement. Recipients must maintain all records relating to capital assets for three years after the asset is disposed (see OAR 732-040-0020).

- ODOT may require additional documentation and deliverables beyond those indicated in an application, as appropriate to the project. Recipients can establish additional reporting requirements through their sub-agreements, and must collect at least the information ODOT requests from the Recipient.

- Recipients must submit copies of Sub-Recipient agreements to ODOT within 30 days of fully executing the Sub-Recipient agreement (see OAR 732-044-0035).

- Recipients that have acquired, purchased, or leased capital assets using STIF discretionary funds shall provide ODOT with a capital asset inventory. The inventory must include the following information (see OAR 732-044-0050):
  - Purchase date and price;
  - STIF and other funds used for the purchase;
  - Authorized use and operator;
  - Asset description as follows:
    - Vehicles: make, model, quantity, size, number of securement stations, seats with and without securement stations deployed, mileage, and condition.
    - Improvements to real property (facilities, buildings, shelters): location, current disposition, condition, and status.
    - Equipment: make, model, quantity, and condition.

The capital asset inventory must be updated in regular intervals as specified by ODOT. Reporting is required as long as the capital asset is in use for public transportation, regardless of the expected useful life of the asset.
Capital Assets

Grant Recipients 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 grant Recipient’s responsibility to understand and comply with all applicable requirements.

ENVIRONMENTAL COMPLIANCE

Grant Recipients 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 Recipient’s responsibility, in coordination with ODOT, 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

OAR 732-044-0050 specifies the capital asset requirements pertaining to Recipients of STIF discretionary funds. Select requirements are listed below.

To be eligible to receive discretionary STIF moneys to acquire vehicles, an applicant must demonstrate in its grant application that the Recipient or Sub-Recipient who will acquire the Capital Asset(s) has committed to continually use the vehicle for the approved purpose for the useful life of the asset(s). However, capital asset inventory reporting is still required as long as the capital asset is in use for public transportation.

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

- Recipient or Sub-Recipient ownership of the property upon which the Capital Asset will be located;
- Recipient or Sub-Recipient 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;
- Recipient or Sub-Recipient 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 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.

Per OAR 732-044-0050(2), grant Recipients are required to inventory Capital Assets purchased in whole or in part with STIF moneys. The inventory must include a description of the Capital Asset, date of purchase, purchase price, amount of STIF moneys contributed to the purchase, the source of other funds, the authorized use, the Recipient or Sub-Recipient using the Capital Asset, and the condition of the asset. For more information, see Reporting Requirements above.

**Identifying Public Transportation Benefits to Low-Income Households**

The project selection criterion specified in OAR 732-044-0030(1)(a) requires reviewers to consider how well the project improves public transportation service to Low-Income Households. Under OAR 732-040-0005(17) “Low-Income Household” means a household the total income of which does not exceed 200 percent of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C 9902(2) for the 48 contiguous states and the District of Columbia.

The STIF Discretionary and Intercommunity Funds do not require applicants to identify areas with a “high percentage of Low-Income Households” as is required for the STIF Formula Fund. Applicants must, however, identify how their project benefits Low-Income Households. Applicants are not restricted from using the “High Percentage of Low-Income Households” measure in planning and reporting on proposed projects if the result clearly demonstrates potential benefits and matches the program evaluation criteria.

Appendix B includes a description of how to estimate Low-Income Households using data from the U.S. Census Bureau, in particular how to cross-reference information between population and households data. The methodology is also described here: https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Low-Income-Methods-Guidance.pdf
PART 2: Application Information

Application Format and Use

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

The application form is a fillable, web-based ZoomGrants document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. The form will function in Internet Explorer, but it will be slow to navigate, update, and run calculations.

The form uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. All questions must be answered, unless specified as optional. Failure to respond could result in ODOT rejection of the application.

If there are technical problems using the form, please call 503-986-3300. For answers to programmatic or process-specific questions, contact your regional transit coordinator.

Applicants must have a ZoomGrants account to use the form. To create an account, select the New Account button. Existing account-holders may login using the fields in the upper right corner.

ZoomGrants automatically saves edits and additions to an application after the data entry field is exited. Applications may be completed over multiple sittings.

Navigating ZoomGrants

The My Account Home page shows all in-progress grant applications. The status of all ZoomGrants applications (e.g., incomplete, submitted, archived, approved, and declined) are also listed. To edit an incomplete application, select the STIF Discretionary and Statewide Transit Network hyperlink (see below).
Return to the account homepage at any time by selecting either My Account Home / My Applications or My Account Home in the upper left corner of the ZoomGrants webpage (see below).

Contact the ODOT form administrator with questions about navigating within the ZoomGrants application form by selecting the Contact Admin button, located under the STIF Discretionary and Statewide Transit Network heading (see below).

Application Organization

The application is organized into four sections, on different tabs. Navigate between the sections in the application by using the tabs near the top of the application or by selecting the Previous or Next buttons at the bottom of the page.

Some response text boxes allow a maximum number of characters. The maximum number of characters and remaining number of characters are shown as the response is entered. One character includes one letter, number, punctuation mark, or space.
Summary Tab
This tab requests high level application information, including:

- Application title/project name
- Applicant information
- Organization and collaborator information
- Contact information and name for any application collaborators, if needed

It also includes the following information and application options on the right side of the page:

- View the status of an application
- Submit an application by selecting the Submit Now button
- Print or preview the application by selecting the Print/Preview button
- Archive the application by selecting Archive this Application button

Application Questions Tab
The Application Questions tab includes questions about the applicant and the project under the following subsections:

- Provider Information
- Risk Assessment Information
- Applicant Qualifications
- Project Information
- Equity and Public Transportation Service to Low-income Households
- Coordination of Public Transportation Services
- Statewide Transit Network
- Funding and Strategic Investment
- Environmental and Public Health
- Safety, Security, and Community Livability
- Capital Assets

Budget and Project Tables Tab
This section includes several tables about project costs and funding sources under the following subsections:

- Project Category and Fund Source
- Project Totals and Match Rate
- Vehicle Purchase
- Vehicle Replacement Information
- Equipment, Bus Stop Amenities, and Other Assets

Document Upload Tab
Any supporting documentation to accompany the application must be uploaded in this section. Supporting documents may include, but are not limited to:

- Joint management agreements
- Local plan(s) that reference the project
- Real property documentation
Application Instructions

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

SUMMARY TAB
Enter general information including author and executor names and contact information.

Application Title / Project Name and Amount Requested
Enter basic identifying information including the project name, contact information for person completing the application, signatory to grant agreement (should the project be awarded funding), and any collaborators assisting with completing the application.

APPLICATION QUESTIONS
The application questions require multiple choice, yes/no, and narrative responses. The provider information and description questions are not directly scored in the application evaluation and review process. However, the responses give applicants the opportunity to provide critical detail and context about the project. Responses have character limits, requiring clear and concise writing.

Provider information
This section includes two multiple choice questions about the applicant, including Transit Agency Type and the main service type provided through the proposed project.

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 rules. The information is also used as context to understand budget information provided on the Budget and Project Tables Tab.

Public Corporation is a defined term under OAR 732-040-0005(22). 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 explanation of demand response and fixed route transportation, as used in National Transit Database reporting. For more information see page 26 the 2017 National Transit Database Policy Manual (https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/57981/2017-ntd-policy-manual_2.pdf).

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 Rail and Public Transit.

Questions 3 -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 Sub-Recipients 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.

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 uploaded on the Document Upload tab.

Question 12. Capacity to Maintain 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 are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and 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. For more information, see the ODOT State Management Plan, located online at https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf.

Question 13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity? Answer Yes or No.

Question 14. If yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

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

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 15. Describe the project to be funded.
Describe the project proposed for funding in detail sufficient to inform application evaluators and advisory committees of the project purpose or need, timeline, scope
(tasks and deliverables), partners, and performance metrics and other benefits. The project description is particularly important to help evaluators to fully understand the proposed project and to establish project eligibility by fund. The description should provide a thorough yet concise overview with sufficient information to make fund eligibility determinations. The text box allows 3,500 characters, or roughly two pages of typed content. Maps, graphics, GTFS feeds, and other project details are encouraged as attachments (to be added in the Document Upload tab) to support the project description.

A project may have multiple elements, but if the project directly supports transit operations it should include only operations for a single transit service.

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.

Describe the consequences of the project not receiving funding.

**Question 16. What Local Plans include this project and elements of the project?**

Local Plan is defined term in the definitions section of this document. List and describe at least one Local Plan that includes this project or elements of this project, including:

- Local plan name
- Governing body that adopted the plan
- Plan adoption date
- Local plan web address
- Relevant page number(s)
- Website URL where Local Plan is posted or upload the Local Plan in the Document Upload tab

Applicants are exempt from providing Local Plan information if either of the following conditions are met. Instead, applicants must describe how the project meets these conditions:

- The Project will fill a significant gap in the Statewide Transit Network; or
- The Project will provide statewide benefits to multiple Public Transportation Service Providers. The applicant must identify the benefits to areas outside the jurisdiction where the Project will be located.

**Question 17. What is the minimum award amount that will still allow the project to proceed?**

This is a narrative response, though only a dollar value is requested.

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 award amount that will allow them to offer partial project elements (i.e., tasks, deliverables), or if other fund sources may be used to cover expenditures. If the project is not feasible without the full amount of funds requested in the application, enter "not applicable."

**Question 18. Select the fund source that you think best aligns with the application.**
Applicants may select all of the fund sources for which the applicant and project type are eligible for funding. The three funding sources are:
- STIF Discretionary
- STIF Intercommunity Discretionary
- FTA Section 5311(f) Intercity Discretionary

**Questions 19–26: Oregon Transportation Commission Investment Priorities**
These questions ask for information to determine the extent to which the proposed project is aligned with the OTC’s investment priorities. 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 & Public Transportation Service to Low-income Households**

**Question 19. Describe how the project supports and improves access for vulnerable populations.**
Vulnerable populations include groups that tend to rely on public transportation to meet daily needs, such as low-income populations, seniors, people with disabilities, persons with limited English proficiency, and veterans.

**Possible indicators**
- The share of the population in the project area who are seniors, limited English proficiency, 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.
- The proportion of agency ridership comprising vulnerable populations before and after implementation of the project.

**Examples**
- Describe improvements to transit service or infrastructure serving vulnerable populations.
- Describe the project’s outreach to vulnerable populations or communications to notify potential vulnerable transit users about availability of reduced transit fare programs.
- Describe planning related to improved service to neighborhoods with vulnerable populations or travel training programs with a focus on vulnerable populations.

**Scoring**
30 possible points. The evaluation score will represent 20 percent of the total STIF Discretionary score, and 10 percent of the total STN Program score. Projects that go beyond usual agency practices to benefit a disproportionately large segment of vulnerable users will likely be assigned a higher score for this criterion.
Coordination of Public Transportation Services

**Question 20.** Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

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 of a more useful, better-connected Statewide Transit Network. Upload documentation on the Document Upload tab that demonstrates the level of commitment described in this response.

**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
- Consolidated multi-agency transit stops or hubs
- Shared vehicle/service resources
- Coordinating routing and scheduling to make connections between agencies and services simpler and more efficient
- Leveraging Safe Routes to School and State ADA resources for better access to transit stops
- Regional multi-agency public transportation plans and/or integrating public transportation into multimodal transportation plans
- Coordination of land use, transportation and transit planning

**Scoring**

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

Statewide Transit Network

**Question 21.** Describe how the project supports and improves the utility of the Statewide Transit Network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future Statewide Transit Network improvements.

Projects connecting communities within a single urban area are likely to be assigned a lower score for this criterion. Projects connecting rural communities to other rural communities, urban areas to other urban areas, or rural communities to urban areas are likely to receive a higher score for this criterion. If practical, communities should be urban areas, urban clusters, census places or census designated places with populations of 2,500 or more. For very rural counties, communities of less than 2,500 may be considered for connection.

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 transit Public Transportation Services are connected by the project
• Spatial or timing (i.e., schedule) connections
• Passenger experience when making transfers between agencies and/or public transportation services
• Passenger experiences at key transit hubs
• Access to useful public transportation information
• Improving how public transportation agencies, planners, researchers, and application developers understand, use, plan for, and improve the Statewide Transit Network using standardized data.
• Improving connections between public transportation and walking, biking, passenger rail, and air transportation modes.

Examples
Projects may include:

• Projects that support public transportation or vanpool service between communities with poor existing or non-existent public transportation connections or in underserved corridors
• 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 that improve key transit hubs
• Projects to improve passenger experience across agencies, such as shared fare systems

Scoring
30 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 this question group may have an impact on funding or project eligibility and tie-breaking in the event of identical project scores in the same discretionary grant solicitation. 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 22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon public transportation 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 operations procedures
- 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 23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?**
If yes, identify the fund source and anticipated timing of funding certainty (if no, write “Not applicable”).

This question supplements the budget information applicants must provide in the Project Category and Fund Source table. It provides an opportunity to more fully explain potential funding sources, related budgeting or funding processes, and a schedule and plan to pursue the funding opportunities during the project timeframe. It also identifies applications for which award should be contingent on the availability of other funding.

**Scoring (Questions 22 and 23)**
30 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-breaking in the event of identical project scores in the same discretionary grant solicitation.

**Environment & Public Health & Community Livability**

**Question 24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.**

**Examples**

- Fleet electrification projects
- Replacement vehicles
- Electric vehicle charging infrastructure
- LEED or net-zero facility construction
- Energy efficiency projects
- Projects that reduce carbon dioxide and other pollutant emissions
- Projects that improve transit access to/from services that improve health outcomes
Scoring
30 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 25. Describe how the project increases use and participation in active transportation, including public transportation.

Describe how the project will result in increased transit ridership. 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
- Time share bike lockers
- Bicycle parking and services
- Projects that result in mode shift to transit
- Projects that increase access to/from transit
- Outreach and education projects

Question 26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

Explain how the project improves safety, and any related safety benefits. 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 impacts the fleet’s state of good repair.

Examples
Projects may include:

- Investments in training, equipment, vehicles, maintenance, and software to support vehicle maintenance and condition targets
- Onboard safety systems, cameras, and communications
- Collision avoidance systems

Scoring
Questions 25 and 26 together can receive 30 possible points. The evaluation score will represent 25 percent of the total STIF Discretionary score, and 10 percent of the total STN Program score.

Capital Assets

Capital Assets are items that cost at least $5,000 and have a useful life of at least three years.
Question 27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

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

Real Property
For capital construction projects, applicants must attach the additional documentation in the Document Upload tab. Applicant should provide documentation of one or more of the following, as applicable:

- Recipient or Sub-Recipient ownership status of the property upon which the Capital Asset will be located;
- Recipient or Sub-Recipient 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 Sub-Recipient 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.

Vehicles
Applicant should briefly describe any vehicles proposed as part of this project. Applicants must provide detailed information about each vehicle on the Budget and Project Tables tab, 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 will need to be entered on the Budget and Project Tables tab.

BUDGET AND PROJECT TABLES
The budget and project tables collect detailed information about proposed expenditures, funding sources, and vehicles and equipment the funding may purchase. The information informs evaluation scoring criteria by illustrating financial sustainability and transit provider’s financial commitment to the project. The five tables included in this tab are:

- Project Category and Fund Source
- Project Totals and Match Rate
- Vehicle Purchase
- Vehicle Replacement Information
- Equipment, Bus Stop Amenities, and Other Assets

The first two tables must be completed in all applications. The vehicle- and equipment-specific tables are required for capital projects including any of the items mentioned in the table title.
The tables can be completed in any order. The application program does not automatically check the form for accuracy. The tables calculate row and column totals. To update the row and column totals, select the Refresh Page button in the upper right hand corner of the page (scroll the screen up and right to locate the button).

Applicants must complete Project Category expenditures in the value fields provided. Blank fields are assumed to be $0; applicants do not need to enter a zero value.

The tables are large and will most likely not fully fit on one screen. Users can scroll in any direction to view the table columns. Users can also scale the webpage using the “zoom” function.

**Project Category and Fund Source Table**

Enter the full project budget in the Project Category and Fund Source table. The table provides space for all estimated project costs by project category and funding source. Enter all funding sources planned to implement the project.

Project expenditure categories are listed in the first column. Fund sources are listed in the first row. The column on the far right summarizes project category totals. The bottom row summarizes the Project Cost, costs by fund sources, and Project Category costs.

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

- Vehicle purchase - expansion
- Vehicle purchase - replacement or right-sizing
- Equipment purchase
- Facility purchase
- Signs/shelters purchase
- Planning
- Project administration
- Operating
- Preventive maintenance
- Mobility management

Enter the total of all funding sources in the Project Cost column, as applicable, including

- Requested fund amount (regardless of fund source)
- Other fund source (federal)
- Other fund source (state)
- Other fund source (local)
- Other fund source (other)

Project match and overmatch, as applicable may be entered in the relevant column, depending on the match source. For example, an application that is planning to use FTA 5339 vehicle funding as match for STIF Discretionary funding would enter the amount of 5339 funding in the Other Fund Source (Federal) column and the Vehicle Purchase-Expansion Project Category.
Project Totals and Match Rate Table

The Project Totals and Match Rate Table require applicants to demonstrate how match amounts will be funded. Match amounts are determined by applying the appropriate match rate to the total project cost. The match rate varies by fund source, project type, and project characteristics.

The table is organized with grant application Fund Sources (STIF Discretionary, STIF Intercommunity Discretionary, and FTA Section 5311(f) Intercity) and match rate options in the first column (see below).

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Total Project Amount</th>
<th>Match Rate</th>
<th>Grant Amount</th>
<th>Match Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Discretionary - All Project Categories (20% Match)</td>
<td>$160,000</td>
<td>20%</td>
<td>$120,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>STIF Discretionary - All Project Categories, Qualified Projects (10% Match)</td>
<td>$150,000</td>
<td>10%</td>
<td>$135,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>STIF Intercommunity Discretionary - All Project Categories (20% Match)</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5311 (f) Intercity - Operating (50% Match)</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)</td>
<td>$0</td>
<td>%</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Applicants for STIF funds must enter data for each relevant fund source and match rate. For example, if the applicant is applying for STIF Discretionary and STIF Intercommunity funding and the proposed project is filling a significant gap in the Statewide Transit Network, which qualifies it for the 10% match rate; then the applicant would enter data in the STIF Discretionary - All Project Categories, Qualified Projects (10% Match) row and the STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match) row.

After selecting a row with the desired match rate, applicants must then enter the Total Project Amount (grant amount requested and required match amount) and the match rate. Although the match rate is specified in the Fund Source name, limitations in the application website require applicants to manually enter the match rate value.

After entering Total Project Amount and Match Rate, refresh the page by selecting the orange Refresh Page button the upper right corner of the page, which will update the calculations for Grant Amount and Match Amount. The Grant Amount is the amount of funding being requested from the associated fund source.

Enter the source of the match funding in the Match Sources text field and the Overmatch Amount, if any, in the adjacent column.
Indicate whether the specified funding amount is available by entering Yes or No in the Match Funding is available if project is awarded column. Enter the date match is available using double digits for month and day and four digits for the year in the column to the right (see below). Applicants should answer the availability question to the best of their knowledge based on local budgeting processes. The intent is to show project readiness in the funding process; the applicant will not receive an unfavorable evaluation because a local budget is not yet approved.

<table>
<thead>
<tr>
<th>Match Funding is available if project is awarded?</th>
<th>Date match available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes/No</td>
<td>01/09/2019</td>
</tr>
<tr>
<td></td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>Yes/No</td>
<td>xx/xx/xxxx</td>
</tr>
</tbody>
</table>

Enter the percentage of total project funding to be expended on demand response or fixed route transportation, using the FTA’s definitions of demand response and fixed route transportation, as used in National Transit Database reporting. For more information see page 26 of the 2017 National Transit Database Policy Manual (https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/57981/2017-ntd-policy-manual_2.pdf).

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 and service reporting.

**Vehicle Purchase Table**

Enter information about the proposed vehicle purchase starting in the first column and working to the right, as follows:

- Vehicle purchase type; either expansion or replacement.
- If the purchase will replace an existing vehicle, enter its VIN number.
- Enter the quantity (number) of vehicles and the unit cost (cost per vehicle).
- Select Refresh Page in the upper right corner to see the calculated Total Cost.
- Enter the number of seats in the vehicle, the number of ADA (i.e. wheelchair) securement stations, and the number of seats available when all ADA stations are deployed, and the fuel type. This information is available in vehicle purchase
specifications, or will be needed in the vehicle specifications when the vehicle purchase is being made.

- Enter the vehicle fuel type, using the abbreviations listed in the application form and below

  G = gasoline  
  D = diesel  
  BD = biodiesel  
  E = electric  
  HG = hydrogen gas  
  CNG = compressed natural gas  
  OF = other fuel

- Enter estimated vehicle order and delivery dates, 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.

- If proposing to purchase a used vehicle, enter the mileage, date of reading, seller name, and vehicle conditions. Leave these fields blank if not applicable. The asset condition rating should be consistent with how the applicant measures and reports the condition of other vehicles in the fleet. For more information on assessing vehicle condition, see the ODOT Asset Condition Measurement Spreadsheet, located here: https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Asset-Condition-Rating-Spreadsheet.xlsx

**Vehicle Replacement Information**

The vehicle replacement table is very similar to the vehicle expansion table, described above. Applicants are required to enter specific information about the vehicle proposed for replacement, including:

- Year, Make, Model, Vehicle Category, VIN Number
- Number of Seats, Number of ADA Stations, Number of Seats with ADA Stations Deployed
- Fuel Type
- Vehicle Mileage—If the vehicle is not yet disposed and still in service, estimate the vehicle mileage at the time it will be replaced.
- Disposal Type—Specify whether it will be sold, donated, or salvaged. Salvaged denotes vehicles that will be kept by the applicant for parts, training, or other uses that do not put the vehicle in revenue service.
- Vehicle Condition—Specify good, adequate, marginal, or poor using asset management standards
- Vehicle Maintenance History—Describe vehicle performance, why vehicle needs to be replaced now and/or justification for right-sizing refers to vehicle replacements before the end of the vehicle useful life, to add or reduce passenger capacity or vehicle size depending on the service conditions.

**Equipment, Bus Stop Amenities and Other Assets**

Provide detail regarding any proposed capital assets other than vehicles, such as equipment, signs, shelters, facilities such as maintenance buildings, and land acquired for anything associated with the project. Provide as much information as possible, but
enter information in only those boxes that apply to the item. For example, if using the grant money for signage, do not enter information in the “Lot Size” box. Enter new items or categories of items in separate rows.

Each asset type should be described separately in each row. The item description should be a short narrative indicating the asset type and brand. The model number should be the expected item number (or name) from a product catalog. Entering the quantity of items, and the unit cost, allows the table to calculate the total cost after selecting the Refresh Page button in the upper right corner.

Enter the expected order and delivery dates, consistent with the project schedule included in the Project Description response on Application Questions tab.

The Location, Lot Size, and Square Footage fields allow the user to enter information about real property included in the project. If no property is included, these fields should be left blank.

If the project will involve breaking ground, ensure the required environmental processes are understood and have been or are planned to be completed. If the applicant has acquired a Documented Categorical Exclusion (DCE) as part of a National Environmental Policy Act (NEPA) review, select the If Applicable button, and upload the DCE on the Document Upload tab (see below).

**DOCUMENT UPLOAD**

Upload and provide a brief description of any files associated with your grant application on this tab. 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 and linked files. 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.

Link to files or documents already available on the internet, or upload the file or document itself. Note that file size is limited to 4 MB each. 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. A wide variety of file types are acceptable, including Microsoft Office documents (Excel, Word, PowerPoint, etc.), images, PDF documents, and GIS file formats.
Enter a brief description of the file (for example, “Corvallis Bus Map”) in row 1, choose File Upload in row 2, and select the file from your file browser in row 3 (see below).

If linking to documents available on the internet, select Link to File in row 2. Copy and paste the link into row 3, then click the Upload Now button (see below).

After uploading any documents or links through the pop-up Upload window, select the Close Window button in the Upload window. Select the Refresh Page button to see all uploaded documents, files, or links.

Descriptions of files or links entered will appear below Uploaded Documents. To ensure that the file or link was uploaded to the application, select Refresh Page and select the document description to test the link or download the document (see below).
<table>
<thead>
<tr>
<th>Uploaded Documents *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample document</strong></td>
</tr>
</tbody>
</table>

- **none**

- **none**
Estimating Low Income Households

Under statute, Qualified Entities (QE) are required to identify the amount of STIF Formula funds that are allocated to improve services to a **high percentage of low-income households** (not individuals and not families). OAR 732-404-0005(17) defines low-income household incomes as those below 200% of the federal poverty guidelines. QE’s are required to define **high percentage of low-income households** in Advisory Committee bylaws. A STIF Plan must contain an explanation of how the plan defines and identifies communities with a high percentage of low-income households, and indicate how projects improve transit service for these communities.

There have been some questions about how to calculate the number of low-income households for STIF Plans, both for service planning and for reporting project outcomes. The US Census Bureau does not provide data specifically on the number of households earning less than 200% of the federal poverty level. The Census does provide data on the *population* (i.e. individuals or people) earning less than 200% of the federal poverty level, and the same for *families*.

**This document provides guidelines for using available Census data to calculate the number of low-income households within a given geographic area based on existing Census data.** Both methods involve data related to *population* and *households*. The guidelines cover two methods, using average household size, or using a low-income population ratio. The methods result in comparable results, with very little difference between results from either method. Communities should choose the method that best suits their local conditions.

The transit sketch planning tool *Remix* provides the Census total *population* and the percent of *population* below 200% of the poverty level within a user-defined distance of transit stops. With this data, providers can calculate the number of low-income people with access to transit. Remix does not provide the number or percentage of *households* with access to transit. Users can use the methods described below to convert the low-income *population* measure to low-income *households*. Remix can be found here: [https://www.remix.com/](https://www.remix.com/)

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1 Do not use *families* in the calculation. Families are a smaller population group in the Census, which can result in significantly different percent of low income populations.
Using American Factfinder

https://factfinder.census.gov/

These methods are based on using the year 2016 American Community Survey (ACS) 5-year estimates, available from the American FactFinder website. Users may use any year provided it is consistent across the calculations. The guidelines here refer to the “Advanced Search” tool, which lets users enter the table and geography name into the search bars (A), or search for the table using the drop down menu options (B).

The Census Bureau organizes data by geographic type. The smallest geographic type in the ACS dataset is a block group. States, counties, and tracts are made up of block groups. These guidelines refer to one table that provides data at each level down to block group. The second table provides data at the state and county level, and other levels such as place.

Figure 1: Searching for Tables in American Factfinder

If using the Advanced Search for multiple different tables in the same work session in your internet browser, be sure to click “back to Advanced Search” and clear any table or topic selections still active in “Your Selections” box (C).

2 US Census data tables used in the calculations here are updated in December for the preceding year. That is, 2016 Census tables are available beginning in December 2017. Census data will therefore always lag slightly behind the current Federal poverty guidelines. 2017 ACS data is expected in December 2018.

3 The smallest geographic type is the block, used in other datasets.
**Method 1: Average Household Size**

1. Find the population below 200% of the federal poverty level for the geographic area chosen for the analysis geography (e.g. county, place, tract).
   - Table C17002 Ratio of Income to Poverty Level in the Past 12 Months has this data down to the block-group level. Users should sum the population in categories earning less than 200% of the poverty level.\(^4\) See Figure 2 below.

Figure 2: US Census Table C17002 Screenshot

\(^4\) Alternatively users can subtract the population with a ratio 2.00 and over from the total population.
- **Table S1701 Poverty Status in the Past 12 Months** has this data for counties and census-designated places (e.g. cities, towns). This table includes the population earning below ratios of the poverty level, including 200% or less. Users should make calculations using the number of individuals below 200% of the poverty level. See Figure 3 below.

Figure 3: US Census Table S1701 Screenshot
2. Get the average household size for the same geographic level.

- Table B25010 Average Household Size of Occupied Housing Units by Tenure has the data down to the block-group level. See Figure 4 below.

Figure 4: US Census Table B25010 Average Household Size of Occupied Housing Units by Tenure
Table S1101 Households and Families has the data at the county- and place-level. See Figure 5 below.

Figure 5: US Census Table S1101 Households and Families

3. Divide the population below 200% of the federal poverty guidelines by the average household size.

4. This will result in an estimate of the number of households that are below 200% of the federal poverty level. See Figure 6 for an example of how the demographic inputs are used to calculate the number of low-income households.

\[
\text{Low income households} = \frac{\text{Low income population}}{\text{Average household size}}
\]

Table 1: Example conversion from low-income population to low-income households - Method 1

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker County</td>
<td>6,352 [1]</td>
<td>2.2</td>
<td>2,890</td>
</tr>
<tr>
<td>Example area w/in half mile of conceptual project</td>
<td>1,000 [3]</td>
<td>2.2</td>
<td>455</td>
</tr>
</tbody>
</table>

Notes: [1] Census Table C17002 or S1701 [2] Census Table B25010 or S1101 [3] From Remix, GIS, or other methods
**Method 2: Low income population ratio**

1. Get the total number of households for the geographic area chosen for the analysis geography.
   - Table B11016 Household Type by Household Size has total household data. Refer to line “Total.” See Figure 6 below.
   - Table S1101 Households and Families provides county- and place-level data. See Figure 5 above. Refer to line “TOTAL HOUSEHOLDS.”
2. Calculate the low income population ratio for the same geographic level. This is the population earning below 200% of the federal poverty level, divided by the total population for whom poverty status is determined.
   - Table C17002 Ratio of Income to Poverty Level in the Past 12 Months has this data from the state to block-group level. Users should sum the population in categories earning less than 200% of the poverty level, then divide by the total. See Figure 7 below.
   - Table S1701 Poverty Status in the Past 12 Months has this data at the county- and place-level. This table includes the population earning below ratios of the poverty level, including 200% or less.
3. Multiply the total number of households found in Step 1 by the share of low-income population ratio calculated in Step 2.
4. This will result in an estimate of households below 200% of the federal poverty level.

\[
\text{Low income households} = \text{Total Households} \times \frac{\text{Low income population}}{\text{Total population}}
\]

<table>
<thead>
<tr>
<th>Project Area</th>
<th>Total Households</th>
<th>Low-Income Population to Total Population Ratio [^1]</th>
<th>Low-Income Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker County</td>
<td>7,011 [^2]</td>
<td>41%</td>
<td>2,870</td>
</tr>
<tr>
<td>Example area within half-mile of conceptual project</td>
<td>1,109 [^3]</td>
<td>41%</td>
<td>455</td>
</tr>
</tbody>
</table>

**Notes:**
- \[^1\] Census Table C17002 or S1701.
- \[^2\] Census Table B25010 or S1101
- \[^3\] From GIS or other methods

\[^5\] Other tables with total households include B11001 Household Type, and B17017 Poverty Status in the Past 12 Months by Household Type by Age of Householder (100% poverty level only)

\[^6\] Alternatively users can subtract the population earning above 200% of the poverty level from the total population.
Figure 6: US Census Table B11016 Screenshot
Figure 7: US Census Table C17002 Screenshot

<table>
<thead>
<tr>
<th>Version</th>
<th>Total</th>
<th>Population below 200% poverty level (add)</th>
<th>Population above 200% poverty level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates
Background information:

- People, or individuals, are respondents to the Census survey.
- Households is a classification of that number representing how people live. There can be one-person households. A household can also include a group of unrelated people sharing a housing unit, but it does not include group quarters, such as correctional facilities or nursing homes. Not all households contain families.
- Families are households of two or more related people, by birth, marriage or adoption. This is a smaller classification of individuals than households, e.g., excludes one-person households, households with multiple unrelated people, etc.
- The Census Bureau produces data tables on the number of individuals, or people, with household incomes below 200% of the poverty level. This is based on household income data but does not include the number of households.
- The Census Bureau also produces data tables on the number of families with household incomes below 200% of the poverty level. However, this data is not easily converted to households.
- A good place to start understanding these terms is the Census Bureau glossary: https://www.census.gov/glossary/
APPENDIX B: GENERAL AND DISCRETIONARY RULES

Oregon Department of Transportation
Statewide Transportation Improvement Fund Rules
Effective July 1, 2018

Chapter 732, Division 040
Statewide Transportation Improvement Fund General Information

732-040-0000
Purpose of Rule
The rules in Chapter 732, Divisions 040, 042, and 044 establish the procedures and requirements for the administration of the Statewide Transportation Improvement Fund (STIF) to improve public transportation service in Oregon.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.761
Stats. Implemented: ORS 184.751, ORS 184.758, ORS 184.761, ORS 184.766, Or Laws 2017, ch 750, § 122q, § 122r

732-040-0005
Definitions
The following definitions apply to rules in Chapter 732, Divisions 040, 042, and 044:
(1) “Advisory Committee” means either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).
(2) “Agency” means Oregon Department of Transportation (“ODOT”).
(4) “Area Commission on Transportation” (“ACT”) means an advisory body chartered under the authority of the Commission, and subject to the Commission’s oversight and final decision-making authority.
(5) “Area of Responsibility” means the geographic area for which each Qualified Entity is responsible to provide STIF Formula Fund moneys.
(a) For a Qualified Entity that is a county, the Area of Responsibility is the geographic area within the county’s jurisdictional boundaries.
(b) For a Qualified Entity that is a Mass Transit or Transportation District that shares continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic area within the District’s jurisdictional boundaries.
(c) For a Qualified Entity that is a Mass Transit or Transportation District that does not share continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.
(d) For a Qualified Entity that is an Indian Tribe, the Area of Responsibility is the geographic area on which the Indian Tribe’s Tribal Enterprises are located.
(6) “Biennium” (plural, “Biennia”) means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.

(7) “Calendar Year” means the year which begins on January 1 and ends on December 31.

(8) “Capital Asset” means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of $5,000 or more and a useful life of at least one year.

(9) “Commission” means the Oregon Transportation Commission (“OTC”) established under ORS 184.612.

(10) “Coordinate” (“Coordination”) means meet and develop sub-allocation methods, plans, programs, and schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.

(11) “Discretionary Fund” means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

(12) “Fiscal Year” means the Agency’s fiscal year which begins on July 1 and ends on June 30.

(13) “Governing Body” means the decision-making body or board of a Qualified Entity.

(14) “Indian Tribe” means a federally recognized Indian Tribe in Oregon that has members residing on a reservation or in tribal trust lands in Oregon.

(15) “Intercommunity Discretionary Fund” means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

(16) “Intergovernmental Entity” means entities organized under ORS 190.010.

(17) “Low-Income Household” means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

(18) “Local Plan” means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:

(a) A planning horizon of at least four years;

(b) An existing and future conditions analysis that includes:

(A) Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;

(B) Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;

(C) Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;

(c) Prioritized lists of public transportation improvements and capital projects; and

(d) Identified opportunities to Coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.

(e) Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
(19) “Mass Transit District” means a district organized under ORS 267.010 to 267.390.
(20) “Practicable” means Public Transportation Services within the Qualified Entity’s area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12 in order to commute to or from school.
(21) “Project” means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
(22) “Public Corporation” means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
(23) “Public Transportation Advisory Committee” (“PTAC”) means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
(24) “Public Transportation Service Provider” means 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.
(25) “Public Transportation Services” means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.
(26) “Qualified Entity” means, 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.
(27) “Recipient” means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
(28) “Satisfactory Continuing Control” means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
(29) “Special District” means a service district organized under ORS 451.010(1)(h).
(30) “STIF Formula Fund” means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
(31) “STIF” or “Statewide Transportation Improvement Fund” means the fund established under ORS 184.751.
(32) “STIF Plan” means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
(33) “Statewide Transit Network” means the collection of all transit service that operates in Oregon.
(34) “Sub-Recipient” means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
(35) “These Rules” means OAR Chapter 732 Divisions 040, 042, and 044.
(36) “Transportation District” means a district organized under ORS 267.510 to 267.650.
(37) “Tribal Enterprise” means a commercial activity or business managed or controlled by an Indian Tribe.
732-040-0010

Purpose and Use of STIF

(1) Moneys in the STIF are continuously appropriated to the Agency to finance investments and improvements in public transportation services, except that the moneys may not be used for light rail capital expenses, but may be used for light rail operations expenses.

(2) STIF moneys may be used for public transportation purposes that support the effective planning, deployment, operation, and administration STIF-funded public transportation programs, including, but not limited to:
   (a) Creation of new systems and services with origins, destinations or stops in Oregon;
   (b) Maintenance or continuation of systems and services; and
   (c) Planning for and development of a Local Plan or future STIF Plan to improve Public Transportation Service.

(3) STIF moneys may be used as the local match for state and federal funds which also provide Public Transportation Service.

(4) The Agency shall conduct activities necessary to manage the STIF funds and grants, including but not limited to: development of policy; distribution of funds; developing and implementing application and review processes and agreement and protest procedures; conducting program oversight, statewide planning, research, training, and technical assistance; and reporting to the legislature.

(5) On or before February 1, 2020, the Commission shall submit a report in the manner provided by ORS 192.245 to the Joint Committee on Transportation established under ORS 171.585(1) on the implementation and outcomes of the STIF. The Agency shall prepare reports for the purposes of:
   (a) Ensuring that STIF moneys are being used for the purpose of funding and improving Public Transportation Services in Oregon consistent with law, these rules, and the terms of agreements;
   (b) Measuring the outcomes of the STIF; and
   (c) Reporting to the Oregon State Legislature.

Audit and Compliance Review Requirements

(1) Recipients shall conduct an annual financial audit of the STIF moneys received.

(2) All financial audit reports shall be submitted to the Agency no later than 30 days after the receipt of the auditor's final report(s).

(3) Recipients shall be subject to periodic on-site compliance reviews by the Agency. The purpose of the compliance site review is to ensure that Recipients have appropriate, adequate internal controls and management procedures to meet the terms and conditions of agreements governing the disbursement of STIF moneys. Compliance reviews may cover the following topics, as applicable: program management; financial management; operations management, procurement, use and maintenance of equipment; records retention; compliance with state and federal civil rights laws; and compliance with the ADA.

(4) Recipients shall permit the Agency, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, access to all data and records relating to STIF moneys received or disbursed and to inspect the STIF
Plans and Projects financed with STIF moneys including, but not limited to, the financial records, physical premises and Capital Assets used to deliver public transportation services.

(5) Recipients shall ensure that their agreements or contracts with Sub-Recipients or vendors include provisions which permit the Agency, the Secretary of State of Oregon, or their authorized representative, access to data and records held by the Sub-Recipient or vendor as described in section (4) of this rule.

Stat. Auth.: ORS 184.758(3)(e)
Stat. Implemented: ORS 184.758

732-040-0020

Accounting Requirements

(1) The Agency shall account separately for moneys in the STIF Formula Fund, Discretionary Fund, and Intercommunity Discretionary Fund.

(2) Recipients shall manage STIF moneys in separate governmental accounts for each of the applicable STIF funds: STIF Formula Fund, STIF Discretionary Fund, and STIF Intercommunity Discretionary Fund. Any interest accrued must be added to the moneys and must be reported to the Agency at the end of the Fiscal Year in which it was earned.

(3) Recipients shall document the expenditure of all STIF funds disbursed by the Agency. Recipients shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit the Agency to verify how the STIF funds were expended.

(4) Record Retention:
   (a) Recipients shall maintain all financial records for at least six years after the Agency’s final disbursement under the STIF Plan or grant agreement; and
   (b) Recipients shall maintain all records relating to Capital Assets for three years after disposition.

Stat. Auth.: ORS 184.758(3)(e)
Stat. Implemented: ORS 184.758

732-040-0025

Qualified Entity Reporting Requirements

In addition to any other reporting required by these rules, Qualified Entities that receive STIF moneys shall submit the following documentation to the Agency:

(1) A report on any actions taken by any Public Transportation Service Provider located within the area of the Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. The report must explain how it defines and identifies passengers in low-income communities. This report must be submitted no later than 60 days after the end of each Fiscal Year in which the Qualified Entity receives STIF moneys.

(2) The Qualified Entity’s adopted annual budget for the upcoming Fiscal Year must be submitted no later than 30 days after adoption.

(3) The results of any relevant financial audits of the Qualified Entity or any Public Transportation Service Provider located within the area of the Qualified Entity, as required by a local, state or federal oversight agency for the purposes of statewide reporting including, but not limited to:
   (a) The state financial report required under ORS 291.040;
   (b) The results of any comprehensive review completed by the Federal Transit Administration or the Agency; and
   (c) Any information submitted by the Qualified Entity as part of the requirements of a statewide audit in accordance with the federal Single Audit Act of 1984

(4) Results of audits described in section (3) of this rule must be submitted to the Agency no later than 30 days after receipt of the final results. A copy of information submitted under section (3)(c) of this rule must be sent to the Agency no later than 30 days after submittal to the requesting agency.

(5) The Agency may withhold future distributions of STIF moneys from a Qualified Entity which fails to submit an annual report required under rule.

(6) A Qualified Entity may appeal the Agency’s decision to withhold STIF Formula Fund moneys as described in OAR 732-040-0050.

Stat. Auth.: ORS 184.758(3)(e)
Stats. Implemented: ORS 184.766

732-040-0030
Advisory Committees

(1) The Governing Body of each Qualified Entity shall appoint an Advisory Committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity.

(2) Two or more Governing Bodies may appoint a joint Advisory Committee for the purpose of advising and assisting their respective Qualified Entities in carrying out the purposes of the STIF for the Qualified Entities’ areas of responsibility.

(a) When the Governing Boards of two or more Qualified Entities appoint a joint Advisory Committee, they shall designate their respective roles and responsibilities pertaining to the management of the joint Advisory Committee in a written agreement pursuant to ORS chapter 190. At a minimum, the written agreement must specifically identify how the Qualified Entities’ obligations under section (4) of this rule will be allocated between or among the participating Qualified Entities and must describe the selection and appointment processes for joint Advisory Committee members, consistent with OAR 732-040-0035.

(b) The Qualified Entities shall send a copy of the executed agreement to the Agency within 30 days of execution.

(c) The joint Advisory Committee agreement may be included as part of the agreement required to fulfill the requirements of OAR 732-040-0040, if applicable; however, Qualified Entities may form a joint Advisory Committee without agreeing to jointly manage STIF moneys.

(d) Each Qualified Entity that is party to a joint Advisory Committee agreement remains independently responsible to submit its own STIF Plan pursuant to OAR 732-042-0015 and these rules.

(3) An Advisory Committee may also advise the Qualified Entity regarding the opportunities to Coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

(4) The Qualified Entity shall ensure that:

(a) The Advisory Committee is guided by written bylaws that include, at a minimum: the Committee’s name and purpose; the number of Committee members; Committee membership criteria; the appointment process; the terms of office for the committee members; the Committee’s meeting schedule; and Committee procedures and member duties, including procedures to provide public notice of meetings, to foster public engagement, and to comply with Oregon public meeting and public records laws; and the Committee’s process to review Public Transportation Service Provider proposals for Projects funded in whole or part by the STIF Formula
Fund, the STIF Discretionary Fund and the Intercommunity Discretionary Fund, and the decision-making criteria identified in these rules. The bylaws must include a definition of “high percentage of Low-Income Households” for the Committee’s use in evaluating proposed Projects. The Qualified Entity shall prepare the written bylaws described in this section and set the terms of office for the Advisory Committee members. The Qualified Entity may seek input on the bylaws from the Advisory Committee.

(b) Copies of Advisory Committee bylaws, meeting minutes and meeting notices are published by the Qualified Entity and made available for public review in a reasonable and timely manner and are maintained for six years.

(c) The Agency is notified of changes in the Advisory Committee membership when the Qualified Entity submits its STIF Plan or grant application.

(5) A Qualified Entity may use another standing advisory committee or combine committees to meet the requirements of these rules as long as that committee also meets all of the committee requirements contained herein.

(6) The Qualified Entity shall appoint an Advisory Committee composed of members that represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035.

(7) In addition to any other duties, the Advisory Committee may also propose any changes to the policies or practices of the Governing Body of the Qualified Entity that the Advisory Committee considers necessary to ensure that:

(a) A Public Transportation Service Provider that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and

(b) A Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

Stats. Implemented: ORS 184.758(4), ORS 184.761

732-040-0035
Advisory Committee Composition

(1) If the Qualified Entity is an Indian Tribe, then the Advisory Committee must be composed of at least three members, each of whom must be able to represent the public transportation needs of individuals served by the Indian Tribe. The Governing Body may authorize a larger Advisory Committee.

(2) If the Qualified Entity is a Transportation District or county, then the Advisory Committee must be composed of at least five members. The Governing Body may authorize a larger Advisory Committee.

(3) If the Qualified Entity is a Mass Transit District, then the Advisory Committee must be composed of at least seven members. The Governing Body may authorize a larger Advisory Committee.

(4) If the Advisory Committee is a joint Advisory Committee formed by two or more Qualified Entities, then the minimum number of Advisory Committee members will be determined based on the types of Qualified Entities participating in the joint Advisory Committee. The minimum number of members of the joint Advisory Committee must be equal to the highest minimum number that would be required for each type of Qualified Entity participating in the joint Advisory Committee.

(5) To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation or Mass Transit District or county, or on a joint Advisory Committee in which a Transportation or Mass Transit District or county participates, an individual must:

(a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation or Mass Transit District or county; and
(b) Be a person who is a member of or represents one or more of the following:
(A) local governments, including land use planners;
(B) Public Transportation Service Providers;
(C) non-profit entities which provide public transportation services;
(D) neighboring Public Transportation Service Providers;
(E) employers;
(F) public health, social and human service providers;
(G) transit users;
(H) transit users who depend on transit for accomplishing daily activities;
(I) individuals age 65 or older;
(J) people with disabilities;
(K) low-income individuals;
(L) social equity advocates;
(M) environmental advocates;
(N) bicycle and pedestrian advocates;
(O) people with limited English proficiency;
(P) educational institutions; or,
(Q) major destinations for users of public transit.

(6) Notwithstanding other provisions of this rule, if a Qualified Entity is a Mass Transit
District, a Transportation District or a county, then its Advisory Committee, or the
joint Advisory Committee in which it participates, must include at least one member
who is a member of or represents each of the following three groups:
(a) low-income individuals;
(b) individuals age 65 or older or people with disabilities; and
(c) Public Transportation Service Providers or non-profit entities which provide
public transportation services.

(7) A Qualified Entity that is a Mass Transit District or a Transportation District shall
include Advisory Committee members from the district's area of responsibility, both
within and outside district boundaries. If a Mass Transit District or a Transportation
District is party to a joint Advisory Committee agreement, the joint Advisory
Committee must also include at least one member from outside the district’s
boundary but within the district’s area of responsibility.

Stat. Auth.: ORS 184.761(4)(a), ORS 184.761(5)
Stats. Implemented: ORS 184.761

732-040-0040
Qualified Entity Management and Joint Management of STIF Funds
(1) Two or more Qualified Entities may jointly manage the STIF moneys disbursed to
them. The Qualified Entities shall enter into a written agreement pursuant to ORS
chapter 190.
(2) When two or more Qualified Entities jointly manage their STIF Formula Fund
moneys, they shall designate their respective roles and responsibilities in the written
agreement and shall send a copy of the executed agreement to the Agency within
30 days of execution.
(3) Qualified Entities intending to jointly manager STIF moneys under this rule may, but
are not required to, establish a joint Advisory Committee as described in OAR 732-
040-0030(2).

Stat. Auth.: ORS 184.758(3)(e)
Stats. Implemented: ORS 184.758(6)
732-040-0045
Withholding Funds

(1) The Agency may withhold payment of STIF moneys to a Recipient if:
   (a) The Recipient or its Sub-Recipient is not using STIF funds in accordance
       with applicable laws, these rules or the terms of the STIF Plan or agreement
       under which the funds were distributed;
   (b) The Recipient or its Sub-Recipient has not submitted required reporting;
   (c) The Agency determines that there is any unresolved audit finding relating to
       the accounting for STIF moneys; or
   (d) The Agency determines that there is any unresolved compliance review
       finding relating to the use of STIF moneys.

(2) If an audit or a review of a Recipient or its Sub-Recipient’s implementation of an
    agreement under which STIF moneys were distributed determines that the Recipient
    or its Sub-Recipient used STIF moneys inconsistently with the agreement, the
    Agency may withhold future STIF funding.

(3) A Qualified Entity may appeal the Agency’s decision to withhold STIF Formula Fund
    moneys as described in OAR 732-040-0050.

Stat. Auth.: ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.758(3)(e)
Stats. Implemented: ORS 184.758, ORS 184.766

732-040-0050
Appeal Procedures

(1) Appeals are allowed only in the following instances:
   (a) A Qualified Entity may appeal the Commission’s rejection of its STIF Plan.
   (b) A Qualified Entity may appeal the Agency’s decision to withhold STIF
       Formula Fund moneys.
   (c) A Qualified Entity may appeal the Agency’s decision to take action with
       respect to a Capital Asset as described in OAR 732-042-00405(10).

(2) Appeals must be filed in writing within 15 days of the date the notice of appealable
    action was emailed by the Agency. A Qualified Entity that fails to file timely shall be
    deemed to have waived its appeal rights. Appeals must be addressed to the
    Commission and a copy must be sent to the Agency’s STIF Administrator.

(3) Appeals must identify the appellant, the appellant's designated contact person, and
    the decision under appeal. In addition, appeals must include the following
    information:
       (a) For appeal of a Commission decision, the requested remedy and any
           arguments why the decision should be reconsidered.
       (b) For appeal of an Agency decision, the requested remedy, any arguments
           pertaining to the appeal and any other material the appellant considers
           relevant to the appeal.

(4) Upon review or reconsideration, the Commission may make a decision to grant the
    requested remedy, deny the appeal, or, in the case of Agency decisions under
    appeal, remand the decision to the Agency with instructions to reconsider.

(5) The Commission shall review the appeal and make its decision within 90 days of
    receipt.

Stat. Auth.: ORS 184.758(3)(d), ORS 184.758(3)(e)
Stats. Implemented: ORS 184.758

Chapter 732, Division 044
DISCRETIONARY STIF FUNDS
**732-044-0000**

**Purposes of the Funds**

(1) The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.

(2) The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

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**732-044-0005**

**Project Eligibility and Match**

(1) Projects eligible to receive grants under the Discretionary Fund include, but are not limited to: capital projects such as vehicles, facilities, equipment, and technology, as well as mobility management, planning, and research. Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period.

(2) 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. Pilot and ongoing operations projects may be considered for funding under the Intercommunity Discretionary Fund if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period.

(3) Projects eligible to receive grants under the Discretionary and Intercommunity Discretionary Funds must appear in a Local Plan, as defined in OAR 732-040-0005(17), or be a Project that meets one or more of the characteristics in sections (4)(a)(C)-(D) of this rule.

(4) Match Requirements:

(a) An applicant shall demonstrate the ability to provide a match of at least 20 percent of the total Project’s cost, unless any of the following characteristics exist in which case the applicant shall demonstrate the ability to provide a 10 percent match:

   (A) The Project will predominantly serve or provide access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less);

   (B) The Project will serve an area located outside of a Public Transportation Service Provider’s geographic jurisdiction;

   (C) The Project will fill a significant gap in the Statewide Transit Network; or

   (D) The Project will provide statewide benefits to multiple Public Transportation Service Providers. The applicant shall identify the benefits to areas outside the jurisdiction where the Project will be located.

(b) Eligible Project match sources may include federal funds and certain state funds (STIF Formula or Special Transportation Funds) for public transportation purposes, local funds, private contributions, and in-kind labor or contributions. Match contributions, including Capital Assets such
as property, shall be used only once as match on a single Project and may not be used again as a match. Fare box revenues are not eligible match.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0010
Solicitation and Application Submission Periods
(1) The Agency shall announce time periods and dates for submitting applications for funding.
(2) Applications that are rejected may be resubmitted during subsequent application submission periods.
(3) The Agency may combine Discretionary Fund and Intercommunity Discretionary Fund solicitations with each other or with other state or federal fund solicitations and offer them in a single grant solicitation cycle.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0015
Application Requirements
(1) Public Transportation Service Providers interested in receiving discretionary STIF moneys shall submit a written application to the Agency.
(2) The Agency will prescribe the application format and content. At a minimum, for each Project proposed, the grant application must include:
   (a) A description of the Project scope, schedule, budget, deliverables and expected quantifiable outcomes;
   (b) A phasing plan for multi-phase Projects that is planned to be completed after the funding period specified in the solicitation;
   (c) A description of how the Project will support the purpose, as applicable, of either the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
   (d) A budget that specifies amounts by source, including match and any other funds that may be leveraged to complete the proposed Project;
   (e) A list of any Sub-Recipients of the grant funds, if applicable;
   (f) For capital construction Projects, documentation to validate the Project schedule and costs and documentation of control of any real property, as applicable;
   (g) A description of the dollar amount and source of the applicant’s matching funds as described in OAR 732-044-0005(4); and
   (h) A written explanation of how the applicant meets the Recipient Qualifications described in OAR 732-044-0020.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.761(2)
Recipient Qualifications

(1) Only Public Transportation Service Providers are eligible to be Recipients of Discretionary Fund and Intercommunity Discretionary Fund moneys.

(2) Recipients shall meet, or demonstrate the capacity to meet, the following qualifications, as applicable to the type of Project being funded.
   (a) Be an entity eligible to enter into agreements;
   (b) Have the legal, managerial and operational capacity to perform the Project within the agreed schedule;
   (c) Not be debarred or suspended from receiving federal grants;
   (d) Maintain compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
   (e) Comply with applicable laws, these rules, and the policies of the applicable grant fund;
   (f) Properly use STIF moneys; and
   (g) Perform the Project in a safe, prudent and timely manner.

(3) A Recipient may require additional eligibility qualifications of Sub-Recipients.

(4) The Recipient shall confirm the eligibility of a Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient.

(5) The Recipient shall ensure that Sub-Recipients maintain eligibility while receiving STIF moneys.

(6) If the Agency determines that a Sub-Recipient has been ineligible for any period during which it receives STIF moneys, the Agency shall require the Recipient to repay moneys received by the Sub-Recipient during the period of ineligibility. If a Recipient determines that a Sub-Recipient becomes ineligible at any time when it was receiving STIF funds, the Recipient shall promptly notify the Agency’s STIF Administrator in writing.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stat. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

Advisory Committee Review of Projects Under the Discretionary STIF Funds

(1) The Agency shall provide a copy of any grant application it receives to the appropriate Qualified Entity.

(2) Each Qualified Entity that receives a copy of a grant application from the Agency shall timely provide the copy to its Advisory Committee or the joint Advisory Committee in which it participates.

(3) Each Advisory Committee shall review Project applications submitted to it and shall provide a written recommendation to its respective Qualified Entity(ies) stating whether the Commission should award funding for the Project.

(4) Each Qualified Entity shall submit the recommendation of its Advisory Committee, or the joint Advisory Committee in which it participates, to the Agency within the timelines specified in the grant solicitation cycle.

(5) Each Advisory Committee may recommend a prioritized list of Projects to the Qualified Entity(ies) that formed it, concerning the Qualified Entity’s(ies’) area(s) of responsibility. Each Qualified Entity shall provide the prioritized list of Projects to the Agency within the timelines specified in the grant solicitation cycle.
An Advisory Committee shall conduct its review and activities in compliance with its written bylaws, as described in OAR 732-040-0030.

When reviewing a Project proposal for acceptance, rejection or prioritization, an Advisory Committee shall consider the extent to which the Project:
(a) Supports the Purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
(b) Meets the criteria established under OAR 732-044-0030(1); and
(c) Meets any additional criteria established by the Commission.

Project Selection
(1) The Commission shall determine its investment priorities with input from the Public Transportation Advisory Committee prior to Agency public notice of grant solicitation for discretionary STIF moneys. The Commission's investment priorities are:
(a) Improvement of Public Transportation Service to Low-Income Households;
(b) Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;
(c) Consistency with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
   (A) Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.
   (B) Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.
   (C) Advancement of State greenhouse gas emission reduction goals.
   (D) Support or improvement of a useful and well connected Statewide Transit Network; (d) Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;
(d) Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and
(e) Other factors as determined by the Commission.
(2) The Agency shall review applications for compliance with the Application Requirements described in OAR 732-044-0015. The Agency may ask the applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application. Applicants shall respond to Agency inquiries within the time frame described in the solicitation documents.
(3) The Agency shall make Project applications available to ACTs for review and comment to the Public Transportation Advisory Committee.
(4) The Agency shall prepare a recommendation to Public Transportation Advisory Committee with a prioritized list of applications to be accepted and applications to be rejected considering input from the Advisory Committees and ACTs.
(5) The Public Transportation Advisory Committee shall review and recommend a list of prioritized Projects for funding to the Commission, considering input from the Agency, Advisory Committees, and ACTs.
(6) The Commission shall determine the acceptance or rejection of grant applications for discretionary STIF moneys.
(7) The Agency shall email notice of the Commission's determination to applicants within seven days of the Commission's determination.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0035

Agreements

(1) The Agency and a Recipient shall enter into a written agreement after approval of the Recipient's application for STIF moneys and prior to the disbursement of the approved funds. At a minimum, the agreement must include:

(a) A statement of work, describing the use of the STIF moneys;
(b) A beginning and termination date;
(c) Provisions which allow termination of the agreement, suspension of disbursement of funds, and which obligate the Recipient to repayment of funds, in accordance with these rules;
(d) Provisions to accomplish other applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements;
(e) Provisions which permit withholding or require repayment of funds if the Recipient fails to comply with the requirements of the agreement or these Rules; and
(f) Provisions which recognize that the Recipient is responsible for the performance, oversight, and legal or regulatory requirements described in the agreement, and for management and repayment of STIF funds, regardless of any agreement which contains an assignment or delegation to a Sub-Recipient or any other party, and that any such agreement must be in writing.

(2) Project activities described on the grant application must be reflected in the Project descriptions as set forth in the grant agreement.

(3) The Recipient shall enter into written agreements with Sub-Recipients for projects funded with discretionary STIF moneys within 90 days of the Commission’s decision to award funding. Such agreements must include provisions obligating Sub-Recipients to carry out or assist Recipients to carry out, the obligations imposed by these rules, including but not limited to audit and compliance requirements, accounting requirements, reporting requirements, repayment of funds, and capital asset requirements.

(4) The Recipient shall submit copies of its agreements with Sub-Recipients to the Agency within 30 days of execution.

(5) The Recipient shall be responsible for performance, oversight, and legal or regulatory requirements described in its agreement with the Agency, and for management and repayment of STIF moneys, regardless of any agreement which contains an assignment or delegation to a Sub-Recipient or any other party. If a Recipient determines that a Sub-Recipient has failed to meet a term or condition of the agreement, the Recipient shall promptly notify the Agency in writing, identifying the Sub-Recipient and describing the nature of its failure.

(6) The Agency may terminate or suspend an agreement between itself and a Recipient, and may require repayment of funds by the Recipient to the Agency, if the Recipient fails to take appropriate action against a Sub-Recipient failing to comply with the written agreement between the Recipient and Sub-Recipient.
(7) Any unused discretionary STIF moneys will be de-obligated at the end of the agreement period and redistributed as part of the next Discretionary Fund or Intercommunity Discretionary Fund solicitation cycle, as applicable.

Stats. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0040
Reporting Requirements
(1) Quarterly Reports:
   (a) Using a form or web-based system provided by the Agency, each Recipient shall prepare a quarterly report to the Agency which details Project progress, outcomes achieved, and expenditures of discretionary STIF moneys by itself and its Sub-Recipients.
   (b) The Agency may require additional documentation or deliverables appropriate to the type of Project specified in the grant agreement with the Recipient. Recipients may require additional reporting from its Sub-Recipient.
   (c) The Quarterly report must be submitted no later than 45 days following the end of each quarter. The fourth and eighth quarter reports may be preliminary reports, subject to adjustment after the completion of the Recipient’s audit.
(2) Capital Assets: Recipients that have acquired, purchased or leased Capital Assets using STIF discretionary funds shall provide the Agency with a report of the Capital Asset inventory, described in OAR 732-044-0050. Recipients of Capital Assets will report regularly as specified by the Agency, during the period of useful life or exceeding useful life while still in use for public transportation of the Capital Asset.

Stats. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0045
Withholding or Repayment of Funds
(1) The Agency may withhold payment of discretionary STIF moneys to, or seek reimbursement from, a Recipient if:
   (a) The Recipient or its Sub-Recipient is not using STIF moneys in accordance with applicable laws, these rules or the terms of the agreement under which the funds were distributed;
   (b) The Recipient or its Sub-Recipient has not submitted required reporting;
   (c) The Agency determines that there is any unresolved audit finding relating to the accounting for STIF moneys; or
   (d) The Agency determines that there is any unresolved compliance review finding relating to the use of STIF moneys.
(2) If an audit or a review of a Recipient or a Sub-Recipient’s implementation of an agreement under which STIF moneys were distributed determines that the Recipient or a Sub-Recipient used STIF moneys inconsistently with the agreement, the Recipient shall repay the STIF portion used improperly to the Agency.
Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.786

732-044-0050

Capital Asset Requirements

(1) Recipients shall ensure Satisfactory Continuing Control of a Capital Asset purchased in whole or part with STIF funding during the period of its useful life.

(2) Recipients shall inventory Capital Assets purchased in whole or part with STIF moneys. The inventory will include a description of the Capital Asset, date of purchase, purchase price, amount of STIF moneys contributed to the purchase, the source of other funds, the authorized use, the Recipient or Sub-Recipient using the Capital Asset, and the condition of the asset.
   (a) If Capital Asset is a vehicle, the inventory must include the size of vehicle, the total number of passenger seats, the total number of ADA stations, the total number of seats when all ADA stations are deployed, the current mileage, and its current condition.
   (b) If Capital Asset is an improvement to real property, such as a facility, building, or transit shelter, the inventory must include the location of the Capital Asset and its current condition.

(3) Vehicles may be replaced using STIF funding only if:
   (a) Recipient holds clear title to the vehicle(s) being replaced. Salvaged titles will not be accepted.
   (b) The vehicle(s) has met the useful life guidelines established by Agency.
   (c) The vehicle has not been previously replaced.

(4) To be eligible to receive discretionary STIF moneys to acquire vehicle(s), a Public Transportation Service Provider shall demonstrate in its grant application and grant agreement that the Recipient or Sub-Recipient who will acquire the Capital Asset has committed to continually use the vehicle for the approved purpose for the useful life of the vehicle(s).

(5) To be eligible to receive discretionary STIF moneys for a real property Capital Asset, such as a transit facility, bus barn, maintenance facility, land, or administration building, a Public Transportation Service Provider shall demonstrate in its grant application one or more of the following:
   (a) Recipient or Sub-Recipient ownership of the property upon which the Capital Asset will be located;
   (b) Recipient or Sub-Recipient possession of an executed lease agreement for the property location that will be in place for the useful life of the Capital Asset;
   (c) Recipient or Sub-Recipient possession of an executed lien on the property for the useful life of the Capital Asset;
   (d) 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
   (e) In the case of a Project to purchase land, an option to purchase the land identified in the Project.

(6) Recipients shall:
   (a) Establish useful life standards for Capital Assets acquired pursuant to their discretionary grant agreements which meet or exceed the duration of those established by the Agency.
(b) Use the Agency's published procedures or substantially similar procedures and ensure that Sub-Recipients use the same procedures for the disposition of Capital Assets acquired with STIF moneys.

(c) Retain the net proceeds from a sale or other disposition of a Capital Asset to reinvest in a future STIF capital Project or return the net proceeds to the Agency. Net proceeds are the disposal proceeds less original value, less depreciation, less disposal costs. If non-STIF funds were used in the original purchase, then only the proportion representing STIF contribution to the purchase is subject to this rule.

(d) Establish written procedures to ensure that a Capital Asset is maintained in safe operating condition.

(e) Maintain insurance coverage, or require Sub-Recipients to maintain insurance coverage, that meets or exceeds the standards in ORS 806.070.

(f) Ensure that vehicles purchased in whole or in part with STIF moneys are titled with the Oregon Department of Transportation Driver and Motor Vehicle Services Division pursuant to ORS 803.045 and supporting rules, with the Agency listed as a security interest holder, subject to the following additional requirements:
   
   (A) If the vehicle is registered in the name of a Sub-Recipient receiving the vehicle, and the Sub-Recipient is not a Qualified Entity or Public Transportation Service Provider, then the Qualified Entity or Public Transportation Service Provider must be listed on the vehicle title as the primary security interest holder.
   
   (B) If the vehicle was purchased with federal funds in addition to STIF moneys, and the federal funding source requires the vehicle to be titled otherwise than provided in this rule, then the federal titling requirements prevail.

(7) A Recipient shall notify the Agency of the sale, transfer or other disposition of a Capital Asset purchased with discretionary STIF moneys and shall report the use of proceeds, if any, from the sale to the Agency.

(8) Capital Assets purchased in whole or part with STIF discretionary moneys must be managed as described in this rule, unless otherwise specified in a written grant agreement approved by the Agency.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)
Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)