**Oregon Department of Transportation**

# 2022-2024
# Discretionary Grant Program
# 5310 Enhanced Mobility of Seniors
# and Individuals with Disabilities

# Application Instructions

**This document is available in alternative formats upon request.**

ODOT Public Transportation Division (PTD) is now accepting applications for the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. **The DEADLINE for this application is Monday, February 14, 2022.** Submit applications by selecting "Apply" at the bottom of the FY 2022-24 Section 5310 Discretionary Application. **Applications submitted in any other way will not be accepted.**

This funding program is distributed to states in separate allocations for rural and small urban areas. For this solicitation, PTD is offering $2.9 Million (Including $135k in American Rescue Plan operating assistance) for public transportation services provided in **rural areas** with populations of less than 50,000. Eligible projects are operations, mobility management, purchased service, and preventive maintenance. There are typically more requests for project funds than funds available.

**Match Rate**
Since this funding is from the federal apportionment for rural areas in Oregon and is not eligible for a sliding match scale, the local match rate for operation applications is 50 percent. The local match rate for mobility management, purchased service, and preventive maintenance is 20 percent.

**The following criteria will be used to award projects**:  local need for the project, and scoring based on the below scoring criteria:

- Project Description – maximum score 15
- Project Need – maximum score 25
- Outcomes for Seniors and Individuals with Disabilities – maximum score 30
- Improved access to active and public transportation – maximum score 30

A grant evaluation committee of PTD staff will score the applications. Agencies will be informed about selections by email in March of 2022.

A grant evaluation committee of PTD staff and a Public Transportation Advisory Committee (PTAC) representative will score the applications. There will be a two-week period following the application deadline for applicants and PTD to communicate about applications, clarify and resolve issues, and determine replacement priorities. At the end of the review period, a final list of recommended awards will be posted on the PTD website and provided to the Oregon Transportation Commission (OTC) for review. After OTC review, PTD will execute grant agreements by July 1, 2022.

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**Application Format and Use**

The application is an automated form with built-in logic that will show and hide fields based on your answers. Chrome, Firefox, and Edge are the recommended web browsers. (There may be formatting limitations and errors when using Internet Explorer.)

The form uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. If there are technical problems using the form, email Brian.Roth@odot.state.or.us. For program or process questions, contact your ODOT PTD Regional Transit Coordinator.

You may save your progress as you work through the application by clicking the "Save" button on the last page of the application, allowing completion of applications over multiple sittings. You may invite collaborators to work on their application by sharing the form hyperlink, but we recommend that only one person work on the form at a time. Be sure to save the form before sharing with a colleague.

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

When you are finished, select "Apply." You will receive an email acknowledging PTD's receipt of the application. A PDF copy of your application will be sent with the message and it can be opened and saved for your records.

**Section 5310 Discretionary Application**

**SECTION 1. INTRODUCTION**
**1.1** Are you the STF Agency? If yes, do you acknowledge that you followed the process for soliciting, reviewing, and prioritizing projects before applying? If no, what process did you use to review and approve the project? State Management Plan project selection criteria found on page 96-97.

**SECTION 2. APPLICANT INFORMATION**
Complete this section *using the name of the agency to whom the grant agreement will be written.* Also, if the person authorized to sign the grant agreement is different than the application contact, be sure to include both individuals in this section.

**Applicant Information**

**2.1** Enter transit agency legal name – (grant recipient)

**2.2** Current agreements with PTD?

**2.3** Enter agency address

**2.4** Enter the first and last name, title, email address, and phone number of the contact person for this application

**2.5** Enter the first and last name, title, email address, and phone number of the person who will sign the grant agreement

**2.6** Enter agency's Federal Employer Identification number (EIN). If you are a county, district, or tribe, enter Dun & Bradstreet number (DUNS).

**SECTION 3. RISK ASSESSMENT**
The following questions are required of all applicants. The risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to PTD.
Contact Andrew.S.OKeefe@odot.state.or.us for assistance with the risk assessment.

**3.1** Did your agency have any turnover of management or financial staff in the last 2 years?

**3.2** Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

**3.3** What type of accounting system does your agency use?

**3.4** Does your agency have a system in place that will account for 100% of each employee's time?

**3.5** Did your staff members attend required trainings and meetings during prior grant awards?

**3.6** Was your agency audited by the Federal government in the past 2 years? If yes, did the audit result in one or more audit findings?

**3.7** Did your agency stay on budget in the past two years?

## SECTION 4. APPLICATION QUESTIONS
**Application Questions**

**4.1** Project Title

**4.2** Project Description (Score Value: 15) - Provide a description of proposed project.

**4.3** Project Need (Score Value: 25) - Describe the need for this project. How was this need determined or assessed? If this project did not receive funding, how would this affect your overall service?

**4.4** Outcomes for Seniors and Individuals with Disabilities (Score Value: 30) - Describe the expected outcomes of this project for seniors, people with disabilities, and other populations. Identify the estimated number of customer contacts, customers trained, products or services produced by this project.

**4.5** Improved Access to Active and Public Transportation (Score Value: 30) - How does this project improve access to active and public transportation? Are schedules or locations being enhanced to help people get to work, school, or appointments and back again? (Examples: added route(s), increased frequency, improved scheduling.) ODOT's Strategic Action Plan

**4.6** Is this project part of a group of activities or projects that are dependent on each other (for example, a bus purchase that is dependent on receiving operating funds for a specific route.)? If yes, explain the dependent activity and its level of completion.

**4.7** Explain how this project will directly benefit transportation-disadvantaged communities. Include outcomes such as service to low-income housing, to shift-workers travelling in high-priority corridors, to people with limited English proficiency, and/or to historically marginalized populations.

**4.8** Describe your community engagement practices in the project's planning process. How did the planning for this project engage historically-marginalized and transportation-disadvantaged populations in your service area? Describe how you selected a diverse range of leaders and stakeholders to assess needs, identify gaps, establish priorities, and develop solutions. If available, attach to this application any meeting minutes or other materials used for community engagement purposes.

**4.9** What challenges did you encounter during your outreach process? How did the input you gathered affect the decision making that led to this proposal?

## SECTION 5. PROJECT DETAILS
**Project Detail Questions**

**Task 1** - If you are requesting grant funds for multiple services, each service should be separated out into its own task.

**5.1** Enter Project Task Title

**5.2** Enter Project Task Description

**5.3** Enter Project Task Type

**5.4** What is the main type of service that will be supported with this 5310 grant?

**Coordinated Plan Information** – Where is this project described in your Coordinated Plan and when was your plan adopted?

**5.5** Enter Page Number(s) of project in Coordinated Plan

**5.6** Enter Coordinated Plan Adopted Date

**Project Budget**

**5.7** Enter Total Project Cost (Match Amount + Grant Amount)

**Local Match Information** - Enter the match description, source and amount for each type of match being applied to this project task.

**5.8** Describe the source of your local match funds and the availability of the local match at the time of this submission.

**5.9** Source - Choose from the options. If none of the options apply, choose "Other" and provide a description.

**5.10** Amount

**Project Deliverables and Outcomes**

**5.11** Answer questions related to Project Task Type

**SECTION 6. PROJECT SCALABILITY AND APPLICATION TOTALS**
**Project Scalability Information**

**6.1** Describe how your project could be scaled down to receive a smaller amount of money than your desired request. If your project cannot be scaled down, respond N/A.

**6.2** What is the minimum award amount (grant share only, not including match) that will allow your project to proceed?

**Application Totals**

Total project cost, total match amount, and total grant amount will auto calculate.

## SECTION 7. SUBMITTING YOUR APPLICATION

Signature – The person signing the form must have the legal authority to submit this application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of his or her knowledge.

After attaching any supporting documents and signing the application, submit your application to PTD by clicking the "Apply" button.

Questions about the form or the grant process may be addressed to your PTD Regional Transit Coordinator.

Thank you!