![Oregon Department of Transportation logo]
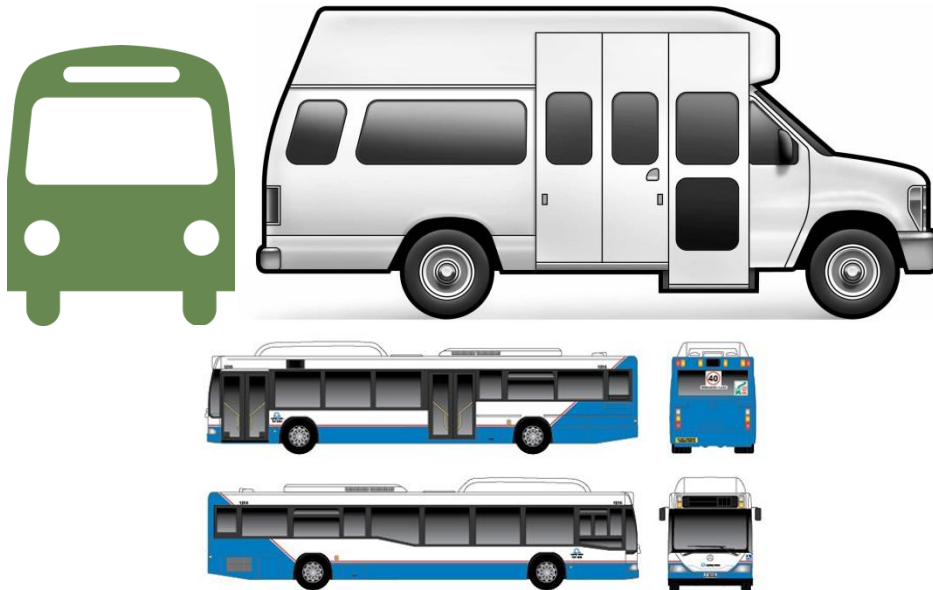
2022-2024
Discretionary Grant Program
5339 Bus and Bus Facilities

Application Instructions

Equipment, Facilities, Passenger Shelters, Signs, and Vehicle Expansion Projects

This document is available in alternative formats upon request.

ODOT Public Transportation Division (PTD) is now accepting applications for the 5339 Bus and Bus Facilities Program for equipment, facilities, passenger shelters, signs, and vehicle expansion projects. **The DEADLINE for this application is Monday, February 28, 2022.** Submit applications by selecting "Apply" at the bottom of the FY 2022-24 5339 Discretionary Application. **Applications submitted in any other way will not be accepted.**

This funding program is offered to eligible recipients of FTA Section 5339 Program funds located in designated rural and small urban areas. PTD is offering $11,000,000 split between vehicle replacement, and vehicle expansion, and facilities-related projects (such as equipment, signs, and shelters). There are typically more requests for project funds than funds available.

Each project will be ranked based on the local need for the project and how well it meets the following:

- Project Description - Score Value 10
- Project Need - Score Value 30
- Sustainable Building Practices - Score Value 30
- Improved Access to Active and Public Transportation - Score Value 30

A grant evaluation committee of PTD staff will score the applications. Agencies will be informed of application results by email in May 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 to allow applicants and PTD to communicate about the applications, seek clarification, resolve issues, and determine replacement priorities. At the end of this period, a final list of recommended awards will be posted on the PTD website. A project list will be given to the Oregon Transportation Commission (OTC) for review. After OTC review is complete, PTD will execute grant agreements by July 1, 2022.

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; however the link to the form will not change based on revisions.

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.

Please submit one application for each separate project you seek to fund. If you seek funding for two unrelated projects, submit two separate applications.

Discretionary Bus and Bus Facility Applications

SECTION 1. INTRODUCTION:
This application is for Bus and Bus Facilities Non-Replacement Vehicle Projects Only: Equipment, Facilities, Passenger Shelters, Signs, and Vehicle Expansion Projects.

If you are applying for replacement vehicles under the 5339 Discretionary Solicitation, use this link.

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.

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).

2.7 Section 5339 reporting requirements acknowledgement. Check box that states you acknowledge being awarded a 5339 discretionary grant will require developing a FTA-compliant drug and alcohol testing program if one is not already present and annual reporting to the National Transit Database (NTD).

2.8 Are any FTA-funding buildings that your transit agency owns located in a flood zone? More information on floodplains. If yes, do you have flood insurance?

SECTION 3. RISK ASSESSMENT
The following questions are required of all applicants (if not already on file with PTD). 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:
4.1 Project Title - Be specific in your project such as route name, location of project, type of project etc.

4.2 Project Description (Score Value: 10) – Provide a description of proposed project.

4.3 Project Need (Score Value: 30) - Describe the need for this project. How was this need determined or assessed? If this project did not receive funding, how would this impact your overall service?

4.4 Sustainable Practices (Score Value: 30) - How will the applicant incorporate sustainable practices into the proposed project? For example, using recycled materials for signs, shelters and equipment, decreased fuel usage or alternative fuel vehicle, energy-efficient design, water-saving technology, or use of sustainable building materials. If the facility will be designed to achieve LEED certification, provide an explanation. [Energy Trust of Oregon](#)

4.5 Improved Access to Active and Public Transportation (Score Value: 30) – How does this project improve access to active and public transportation? For example, does the facility improve safety, allow for increased connections, or enable additional frequencies? Will amenities for biking or walking be enhanced? [ODOT's Strategic Action Plan](#)

4.6 What is the population area for this project?

4.7 Is this project part of a group of activities or projects that are dependent on each other (for example, a bus washing station dependent on a facility)? If yes, explain the dependent activity and its level of completion.

4.8 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.

4.9 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.

4.10 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
Task 1 - If you are requesting grant funds for multiple services, each service should be separated out into its own task.

5.1 Project Task Title - Include Project Task Type in the title: New Passenger Shelters, New Facility, Signage etc.

5.2 Project Task Description – Explain the project and why it is needed.

5.3 Project Task Type – Enter project task type.

5.4 What is the main type of service that will be supported with this 5339 grant? – Enter the service that will be supported with this 5339 grant.

Local Plan Information – Describe how this project addresses a need identified in local and or regional transit plans, such as a transit development plan, capital improvement plan or coordinated plan

5.5 Page number(s) of project in local plan

5.6 Local plan adopted date

5.7 Upload plan or website link to plan

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 Enter source

5.10 Enter amount

Use the +Add Match Source as needed.

Equipment Project Task –
Equipment Project Requested – Must be over $5,000 for individual item or "system" to be eligible as capitalized equipment.

5.11 Enter equipment description, quantity, individual cost, total will auto-calculate, estimated order date, and estimated delivery date.

Click on +Add Equipment as needed.

Equipment Project Cost (Match Amount + Grant Amount), Equipment Match Amount, and Equipment Grant Amount will auto-calculate.

Facility Project Task –
Facility Project Requested

5.11 Enter description, quantity, individual cost, total will auto-calculate, estimated order date, and estimated delivery date.

Click on +Add Facility as needed.

5.12 Will this project disturb the ground? If yes, a Documented Categorical Exclusion Worksheet, including site map(s) showing placement of each item, must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities. Environmental approvals may substantially extend the timeframe of your project.

Facility Project Details

5.13 Total scope of entire facility project?

5.14 Portion of project scope applied for in this grant. (If all, state this.)

5.15 Proposed total square feet of facility

5.16 Other secured funding sources for this project

5.17 Other anticipated funding sources for this project

5.18 Other anticipated funding sources for this project

5.19 Designated partner agencies for this project – Write NA if this does not apply

5.20 Other stakeholders for this project and how their support is being enlisted

5.21 Describe how support from local elected officials or bodies has been formally received for this project

5.22 Describe how this project fits into the local plan

5.23 Has this project been thoroughly discussed with your Public Transportation Division Regional Transit Coordinator and has the Regional Transit Coordinator been involved with preliminary project planning efforts? If no, explain why

5.24 Has your local Area Commission on Transportation been involved and is it in support of this project? If no, explain why

Facility Project Milestones

5.25 Project phase/milestone, cost, and estimated completion date

Click on +Add Phase/Milestone as needed.

5.26 Estimated final completion date of all project activities.

5.27 Does the agency own the property at issue? If no, will the property or facility remain available to be used for the purpose proposed in this application throughout its useful life or until disposition? If this is an acquisition, has a firm offer been made and accepted on this project, and when?

5.28 Has preliminary project planning been accomplished for this project? If no, does this grant application include project planning as an initial phase?

5.29 Have requisite local agency planning, zoning, building permits and all approvals been applied for and received for this project? If no, what is the current status of these approvals?

5.30 Does this project involve changes to any railroad rights of way? Changes to railroad rights of ways automatically disqualifies the project form funding consideration.

5.31 Will all relevant project documents be attached with your grant application? If yes, list and describe relevant project document attachments.

5.32 Is there any other information you wish reviewers to understand about this project? If yes, describe.

Facility Project Cost (Match Amount + Grant Amount), Facility Match Amount, and Facility Grant Amount will auto-calculate.

Passenger Shelters Project Task – Passenger Shelters Requested

5.11 Enter description, quantity, individual cost, total will auto-calculate, estimated order date, and estimated delivery date.

Click on +Add Passenger Shelters as needed.

5.12 Enter passenger shelters ALI section

5.13 How many stops does your system currently have?

5.14 How many shelters does your system currently have?

5.15 Will this project disturb the ground? If yes, a [Documented Categorical Exclusion Worksheet](), including site map(s) showing placement of each item, must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities. Environmental approvals may substantially extend the timeframe of your project.

5.16 Is the location of the proposed shelter ADA accessible?

Passenger Shelters Project Cost (Match Amount + Grant Amount), Passenger Shelters Match Amount, and Passenger Shelters Grant Amount will auto-calculate.

Signs Project Task – Signs Requested

5.11 Enter description, quantity, individual cost, estimated order date, and estimated delivery date.

Click on +Add Signs as needed.

5.12 Enter Bus Route Signage ALI selection

5.13 How many stops does your system currently have?

5.14 How many signs does your system currently have?

5.15 Will this project disturb the ground? If yes, a [Documented Categorical Exclusion Worksheet](), including site map(s) showing placement of each item, must be submitted to PTD and approved by FTA prior to payment for any ground-disturbing activities. Environmental approvals may substantially extend the timeframe of your project.

Signs Project Cost (Match Amount + Grant Amount), Signs Match Amount, and Signs Grant Amount will auto-calculate.

Vehicle Expansion Project Task

5.11 Will you use the Oregon state price agreement contract? If no, describe the needs not addressed in state contracts. Note that under new FTA guidelines, piggybacking on outside contracts is strictly limited.

5.12 Vehicles to be purchased – Enter vehicle ALI, quantity, individual cost, total will auto-calculate, numbers of seats/ADA stations, number of seats with ADA deployed, fuel type,

estimated order date, and estimated delivery date.

Click on +Add Vehicles as needed.

5.13 Describe the need for the expansion vehicle(s). What is your current plan for expanding service? Will this vehicle alleviate overcrowding on an existing route?

Vehicle Expansion Project Cost (Match Amount + Grant Amount), Vehicle Expansion Match Amount, and Vehicle Expansion Grant Amount will auto-calculate.

Click on the +Add Task button to add task.

SECTION 6. APPLICATION TOTALS AND SUBMITTING YOUR APPLICATION

Application Totals

Total Project Cost (Match Amount + Grant Amount), Total Match Amount, and Total Grant Amount will auto-calculate.

Submitting Your Applications

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!