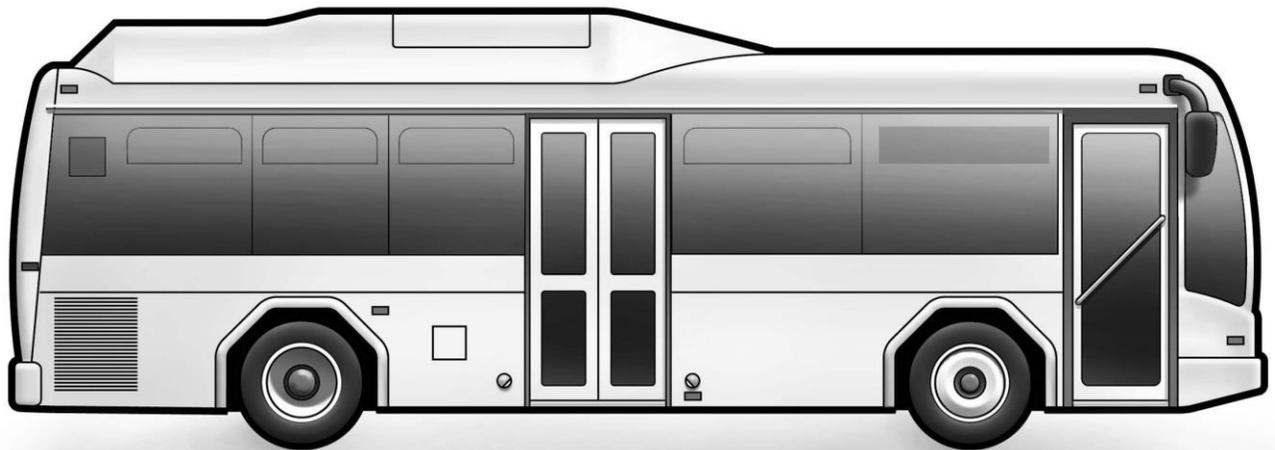




Public Transportation Division

2022-2024

**Discretionary Vehicle Replacement
Section 5307 (for select agencies),
Section 5339, and STBG Programs**



Application Instructions

This document is available in alternative formats upon request.

ODOT Public Transportation Division (PTD) is now accepting applications for the Discretionary Vehicle Replacement Program. The **DEADLINE for this application is Monday, February 14, 2022**. Submit applications by selecting “Apply” at the bottom of the FY 2022-24 Discretionary Vehicle Replacement Application. **Applications submitted in any other way will not be accepted.**

The 5307 mass transit funding program is offered to agencies in the designated Metropolitan Planning Organization (MPO) areas that are eligible direct recipients of Federal Transit Administration (FTA) 5307 Urbanized Area Formula Program funds. Current designated MPO areas are Albany, Bend, Corvallis, Eugene, Grants Pass, Medford, Portland, and Salem.

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

The Oregon Transportation Commission (OTC) has allocated additional funding for vehicle replacement using transfers from the FHWA Surface Transportation Block Grant (STBG) program. Funds will be transferred into the FTA section 5310, 5311, or 5307 programs after award based on project and recipient eligibility. Eligible projects are vehicle replacements for vehicles in which ODOT holds a security interest.

The goal is to replace buses that are in service beyond their established useful life. Funding requests are likely to exceed the funds available. For the 2022-24 solicitation, PTD is prioritizing applications to replace gas or diesel powered vehicles with a low-or no-emission vehicles. This solicitation will be distributing the following per fund section:

- Section 5307 - \$4,000,000
- Section 5339 - \$11,000,000 program totals will be split between vehicle replacements and other projects based on level of interest and committees' recommendation
- STBG - \$5,000,000

Match Rate

The local match rate for Section 5307 is 10.27 percent, Section 5339 (vehicle replacement or right sizing) is 15.0 percent, and STBG is 10.27 percent.

The following criteria will be used to award projects (pass/fail):

- Project eligibility;
- Only replacement or right-sizing vehicles;
- Eligible recipients; and
- Current Agency Risk Assessment on file with ODOT PTD

Each vehicle proposed for replacement will be ranked individually on a point scale. The scoring allows a point for each of the following elements (4 points maximum):

- Replacing with a low-or-no emission vehicle;
- Vehicle age meets or exceeds the standard for the vehicle type;
- Vehicle mileage meets or exceeds the standard for the vehicle type; and

- Vehicle condition is below adequate as reported in OPTIS and described by the applicant.

A grant evaluation committee of PTD staff will score the applications. Vehicles in the worst state of repair will be prioritized when applications receive the same score. Agencies will be informed about selection by May 2022. 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.

Note: A common error in vehicle replacement applications is when an applicant proposes to replace a vehicle that has already been replaced through a previous PTD grant and is being used as a backup vehicle. Review your Oregon Public Transit Information System (OPTIS) Asset Register “Replacement” section to determine if the vehicle you are considering for replacement has already been funded for replacement. Vehicles may only be replaced once using federal funds. Contact your Support Analyst if you require assistance with this process.

This OPTIS check cannot determine replacement status for a vehicle purchased through an FTA-direct grant that is not carried in PTD’s asset inventory. In these cases, the applicant is solely responsible for ensuring that the vehicle is eligible for replacement and has not been previously replaced.

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.

Discretionary Vehicle Replacement Application

SECTION 1. INTRODUCTION

The application is for vehicle replacement projects under Section 5307, Section 5339, and Surface Transportation Block Grant (STBG). Section 5307 will only appear as an option for agencies that are eligible for this program. Scoring will be based on the Transit Asset Management (TAM) Plan calculation of the state of good repair and input from the regional transit coordinator ([ODOT's Transit Asset Management](#)). Vehicles that score the lowest (are in the worst condition) will be prioritized.

For the 2022-2024 solicitation, replacing gas or diesel-powered vehicles with a low-or no-emission type vehicle will be given preference.

If you are applying for an expansion vehicle under the Section 5339 Discretionary Program, use [this link](#).

Select all fund sources for which you are applying. Your application will only be considered under the programs you select.

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 from 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 authorized to 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 For which fund source are you applying? Make sure to select ALL fund sources for which you want to be considered. Only those fund sources selected in this section will be used in the scoring for those programs.

Section 5307 fund transfer acknowledgement. You are required to check the box that states if awarded this grant, agency is responsible for requesting transfer of funds from FHWA to FTA.

Once Mass Transit Vehicle Replacement (Urbanized Area Formula Program, 5307) awards are finalized, ODOT will notify grantees of the award amounts and make adjustments in the Statewide Transportation Improvement Program (STIP) to produce individual STIP key numbers for each agency. These key numbers will be provided to the awarded agencies and their respective Metropolitan Planning Organizations (MPOs).

It is each MPO's responsibility to amend the Metropolitan Transportation Improvement Program (MTIP) to reflect the new STIP keys. Once the STIP keys are finalized, each awarded agency should request a transfer of funds from ODOT to FTA. While agencies apply to ODOT Public Transportation Division for these funds, approved allocations are not awarded through a PTD grant. When the awarded agency is notified that the funds have been transferred, it must apply directly to FTA for the funds.

Section 5339 reporting requirements acknowledgement. You are required to check the fund transfer box, acknowledging being awarded a Section 5339 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).

STBG vehicle title acknowledgement. You are required to check the box acknowledging that only vehicles with the title held by ODOT are eligible for replacement from this funding source.

2.8 Select the designated MPO area your agency is located in: Albany, Bend, Corvallis, Eugene, Grants Pass, Medford, Milton-Freewater, Portland, or Salem

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.Keefe@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; include details such as replacing a specific number of buses, the category of buses and the service or route being used on.

4.2 Project Description – Provide a description of proposed project.

4.3 Project Need - Describe the need for this project. How was this need determined? If this project did not receive funding, how would this affect the overall service?

4.4 What is the population area for this project?

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 Select the fund source(s) that are being applied for in this project task.

5.2 Project Task Title

5.3 Project Task Description

5.4 Project Task Type

5.5 What is the main type of service that will be supported by this replacement vehicle grant?

5.6 What is the estimated total number of vehicles in your agency actively used public transportation service as of today?

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

5.7 Page number(s) of project in plan

5.8 Plan adopted date

5.9 Upload plan or website link to plan

Local Match Information - *Note:* The match amount entered here is only for proof of available match. The application match amount is automatically calculated in the Vehicles to be Purchased section based on the quantity and cost of vehicles.

5.10 Describe the source of your local match funds and the availability of the local match at the time of this submission. This is a required section, so be specific. Enter the source of your local match funds included in your current budget. These funds could be from the Special Transportation Fund, donations, general fund, etc. If your local match is not available now, state when it will be available (e.g., January 2023).

5.11 Source

5.12 Match Amount

Vehicle Replacement Project Task

5.13 Vehicles to be Replaced - Enter the vehicle year, make, and model of each vehicle. Select vehicle category (ALI) (A-E). Enter Vehicle Identification Number (VIN), number of regular seats, number of ADA stations, fuel type, current odometer reading, and date mileage recorded.

Use “+” and “x” buttons to add or delete vehicles as needed.

5.14 Condition of Vehicle(s) - In this section enter the VIN and indicate the vehicle condition: good, adequate, marginal, or poor. Explain vehicle maintenance history, right-sizing justification, etc.

5.15 Will you use the ODOT/DAS state price agreement? Select Yes or No. If No, describe the needs not addressed in state contracts. Under FTA guidelines, piggybacking on outside contracts is strictly limited.

5.16 Vehicle(s) to be purchased - Select vehicle category for each vehicle proposed to be replaced. Enter the quantity per category and estimated cost per vehicle; the application will compute the Total Cost. Enter the number of regular passenger seats, number of ADA stations, and total vehicle passenger capacity.

Choose the fuel type for the requested vehicle: biodiesel (BD), compressed natural gas (CNG), diesel (D), electric (E), gas (G), hybrid diesel (HD), hybrid gas (HG), propane (LPG), renewable diesel (RD), or renewable natural gas (RNG).

Enter the estimated order and delivery dates.

Use “+” and “x” buttons to add or delete vehicles as needed.

Project Task Total

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

Click on the +Add Task button to add task.

SECTION 6. APPLICATION TOTALS

Application Totals

The application will automatically calculate the project total cost, match amount, and grant amount based on the information you entered in the Project Details section. Verify and make changes in the project details section as necessary before submitting your application.

6.1 Based on the application totals, will you have enough match funds to cover the highest match rate awarded?

SECTION 7. SUBMITTING YOUR APPLICATION:

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!