

Oregon Department of Transportation
Public Transportation Division

2025-2027 Federal Formula Grant Solicitation Instructions
FTA Section 5310

August 22, 2024



August 2024



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Program Overview

Purpose

Federal Transportation Agency's (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities program provides formula funding to improve mobility for seniors and individuals with disabilities when the transportation service provided is unavailable, insufficient or inappropriate to meeting these needs.

Application deadline: November 20, 2024, 5:00 PM

Eligible recipients

Section 5310 funds are available to public transportation agencies as coordinators of services for public transportation, including transportation for seniors and individuals with disabilities: counties, transportation districts or tribal governments.

Transportation services limited to client-only, and not open to the general public, may be eligible for FTA Section 5310 funding. To be eligible, the client-only provider must either allow federally funded vehicles to be used by other public transportation providers when the vehicles are not scheduled for client services, or the client-only provider must provide rides to non-clients itself in a coordinated system when vehicles are not scheduled for client services.

Eligible projects

Capital purchases such as vehicles, passenger shelters and other equipment that supports transportation to meet the special needs of seniors and persons with disabilities.

Mobility management, which includes developing and operating systems for improving coordinated access to transportation.

Contracted or purchased services, procured through a process which meets federal procurement requirements.

Vehicle and facility preventive maintenance.

All projects funded with Section 5310 must be derived from a locally developed and adopted Coordinated Plan.

Federal/local match

- Small urban allocation
 - Federal funds – 80%
 - Local funds – 20%
- Surface Transportation Block Grant (STBG) allocation¹
 - Federal funds – 89.73%
 - Local funds – 10.27%

Funding availability

¹ STBG funding can be used for project that serve both rural and urban areas.

PTD estimated funding availability for the Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program is displayed in the following table:

Provider Name	FTA 5310 Small Urban Allocation Estimate	5310 STBG Allocation Estimate	Total 2025-2027 Allocation Estimate
Baker County	-	160,567	160,567
Basin Transit Service Transportation District	-	566,930	566,930
Benton County	360,484	307,763	668,248
Burns Paiute Tribe	-	90,275	90,275
Columbia County	10,244	374,976	385,220
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	-	90,263	90,263
Confederated Tribes of Grand Ronde Community of Oregon	-	92,492	92,492
Confederated Tribes of Siletz Indians	-	91,586	91,586
Confederated Tribes of the Umatilla Indian Reservation	-	99,419	99,419
Confederated Tribes of Warm Springs	-	98,628	98,628
Coos County Area Transportation District	-	558,758	558,758
Coquille Indian Tribe	-	92,702	92,702
Cow Creek Tribe of Umpqua Indians	-	90,524	90,524
Crook County	-	186,387	186,387
Curry County	-	204,135	204,135
Deschutes County	577,436	875,337	1,452,772
Gilliam County	-	98,152	98,152
Grant County Transportation District	-	123,503	123,503
Harney County	-	120,288	120,288
Hood River County Transportation District	-	150,810	150,810
Jefferson County	-	177,917	177,917
Josephine County	300,754	435,704	736,458
Klamath Tribes	-	90,277	90,277
Lake County	-	121,526	121,526
Lane Transit District	-	1,944,714	1,944,714
Lincoln County	-	446,573	446,573
Linn County	335,026	629,713	964,739
Malheur County	-	228,927	228,927
Morrow County	-	125,754	125,754
Rogue Valley Transportation District	926,375	750,230	1,676,605
Salem Area Mass Transit District	-	2,311,301	2,311,301
Sherman County	-	97,843	97,843

Sunset Empire Transportation District	-	329,945	329,945
Tillamook County Transportation District	-	204,602	204,602
Tri County Metropolitan Transportation District of Oregon	-	7,348,074	7,348,074
Umatilla County	43,885	514,082	557,967
Umpqua Public Transportation District	-	923,347	923,347
Union County	-	174,449	174,449
Wallowa County	-	118,678	118,678
Wasco County	-	180,862	180,862
Wheeler County	-	97,693	97,693
Yamhill County	-	774,293	774,293
Grand Total	2,554,203	22,500,000	25,054,203

Grant agreement period

The grant agreement period for planning, administration and capital non-infrastructure projects will be two years. The grant agreement period for capital infrastructure projects (including rolling stock) will be four years.

How to apply

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) (<https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>). To apply, log into OPTIS and select **Open Solicitations**. Section 2 of this document provides instructions on how to create an application.

How to get help

If there are technical problems using the tools in OPTIS, email Brian Roth (Brian.Roth@odot.state.or.us). For questions about the solicitation, contact your [ODOT Regional Transit Coordinator](#).

General Information

Project solicitation is to be managed by the subrecipient through an internal process described in the Coordinated Plan. The subrecipient is responsible for reviewing, selecting, and prioritizing completed applications and electronically submitting all those approved to the Public Transportation Division (PTD) in the application. In addition, **the signed contracts for these projects must be included in the application.**

PTD has created an optional [project application](#) for subrecipients to use in their local project solicitations. This application allows transit agencies or contractors to submit project applications to subrecipients; the same instructions, detailed below, apply to this optional agency or contractor project form.

Application Format

The application form is an OPTIS fillable, web-based document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. You may face formatting limitations

and errors if using Internet Explorer. If you have technical problems using the form, please call Brian Roth at (541) 508-9862. For answers to programmatic or process-specific questions, please contact your regional transit coordinator (RTC).

The form uses a combination of check boxes, “yes” or “no” questions, text boxes, and buttons for uploading documents, and adding information.

You may save your progress as you work through the application by clicking the “Save” button on the last page of the application. Thus, applications may be completed over multiple sittings. You may invite collaborators to work on your application by sharing the form hyperlink, but we recommend that only one person work in 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 “Submit Application”. You will receive a message acknowledging PTD’s receipt of the application. A link to a PDF version of your application appears in this message and it can be opened and saved for your records. **Note: subrecipients with small urban areas will need to submit two applications to PTD, one for the small urban allocation, and one for STBG allocation.**

Step-by-step application instructions are listed below to provide additional clarity. Be sure to answer each question. Some fields auto-calculate based on what is entered in a previous field; and some fields present additional text boxes based on your responses.

Applications for the 2025-2027 Section 5310 grant solicitation are due to PTD no later than 5:00 p.m. on Wednesday, November 20, 2024.

Create a New Application or access an Existing Application

This section includes step-by-step instructions to create a new application or access an existing application in OPTIS.

Sign in to OPTIS

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) system. To create a new application or access an existing application, you need to first sign into OPTIS.

Go to <https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>.

Click **Access OPTIS Production**.

If you have already registered with OPTIS, click **Login to OPTIS**.

If you have not previously registered with OPTIS, click **Provider Registration** and follow the prompts.

Create a new application

Once you have signed into OPTIS, click **Open Solicitations**.

The **Solicitation Search** screen will open with available open solicitations.

Next click on **Section 5310, Federal Formula Solicitation**

This will load the **Federal Formula Application Notice** page, which contains some basic information about the Section 5310 application.

Select **Apply Online** to start an application.

The **Create Application** pop-up screen should open. If it does not be sure to enable pop-ups in your web browser.

In the drop-down menu, select your agency. All agencies in your account will be listed. Select the organization responsible for this application.

Once you have selected your agency, click **Next**.

A window should open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.

A new window should open that says **Application Created**.

To follow the application wizard, click **Continue**. This is recommended for all new applications.

To bypass the application wizard and go directly to the review page, click **View**.

Tip: Click **Save** to save your application and return later to complete it. Click on **Finish** at any time to go to the review page to view all sections displayed in one window.

Access an Existing Application

To access and complete an existing application, first sign into OPTIS.

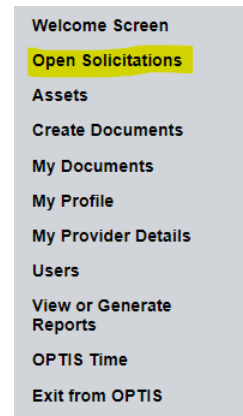
Click on **Open Solicitations**. Select the **Solicitation** category. Choose **View My Applications** and select the document number. The application should open.

Forwarding an Existing Application

You can forward an application to agency staff but selecting **Actions**, and then select **Forward**. You can then select a contact from within the agency and provide any comments.

A forwarded application will be accessed in **Document Search** under **Currently Active** files in OPTIS.

If you do not have access to the **Project Detail** for modification, repeat the steps above to forward to yourself.



Application Instructions

For each inquiry in this section, provide detailed instructions. The subsections and questions are listed in the order that they appear in the application in OPTIS.

Applicant Information

Select Contact. Utilize the drop-down menu to select the contact name. If your name is not an option, provide the details in the section below. The person provided as the contact needs to be able to indebt the agency.

Application Contact Information. Enter the name, title, email address, and telephone number of the contact person for this application. PTD will contact this person if we have any questions about your application. This person must be able to indebt the agency.

Address. Ensure that the address provided is up to date and correct if not.

Risk Assessment Information

Answers to risk assessment questions will help PTD identify relative risks of agencies applying for federal funding. The goal is to help transit agencies be successful and to target training to any areas (such as negative audit findings or weak management systems) that need improvement.

Staff Turnover. Report if there has been staff turnover in the positions that manage financial compliance. Additional trainings will be provided to promote successful compliance and applications.

Grant Accounting System. Answer if your agency has an accounting system for managing grant receipt and disbursement. For the accounting system type question, the following definitions apply:

“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 which automatically maintains records without the need for any human input. Report what software it utilized.

“Combined” uses both manual and automated systems. Report what software is utilized.

Employee Time Tracking. Report either “yes” or “no”. If “yes”, provide the name of the software utilized.

Required Trainings. If your staff attended one or more required trainings last year, please select all that apply.

Federal Government Audit. If you have had a Federal Audit this past two years and had one or more findings please report that.

Budget. If your agency wasn't able to stay on budget the past two years, please report that.

Agency contractors supported through this award. If an agency contractor will provide any of the service(s) provided by this award, click "yes". You will be asked to provide information about each subrecipient and/or contractor supported through this award:

Enter the legal name of the agency contractor.

Enter the complete address.

Enter the contact person's name.

Enter the contact person's title.

Enter the contact person's email address.

Enter the person's telephone number.

If there is more than agency contractor, click "Add Agency" to add another.

ODOT has limited funds to pay reimbursement requests prior to FTA grants being executed between Q4 2025 – Q2 2026. Provide the expected reimbursement request amounts that are necessary to sustain existing service and/or avoid other significant hardships for Q3 2025, Q4 2025, Q1 2026 and Q2 2026. Please include all expected expenditures for which you may seek reimbursement.

Provide details about potential sources of funding other than Section 5310 that may be used to cover the expenses detailed in the previous question.

If you would like PTD to consider reimbursing eligible 5310 expenditures for your agency prior to Q2 2026, please explain why the funding is necessary to sustain existing service and/or avoid other significant hardships.

Agency Information

Service Area. Utilize the drop-down menu to define what service area this application is for. Note: if your agency services rural and small urban areas you will need to submit an application for each of those.

Agency Urbanized Zone. Utilize the drop-down menu to define what urbanized zone service is provided.

Select the type(s) of service that will be supported by this award. Select all that apply. Utilize the drop-down menus.

Does your agency currently or will you be participating in the Oregon Public Transportation Division Transit Asset Management? "Yes" or "no".

Has your agency developed a Transit Asset Management Plan? You must attach the Transit Asset Management Plan to this application.

Are any FTA-funded buildings that your transit agency owns located in a flood zone? If "yes", answer the next question concerning flood insurance.

Certification Statement. Check the box acknowledging that to the best of your knowledge and belief the information provided herein is true, complete, and accurate. You are aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may be subject you to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

5310 Transit Agency Projects

This section asks for detailed information related to each project.

Projects

Urbanized Zone. Utilize the drop down menu to select the appropriate zone.

Agency Web Address. Provide the website.

Service Type. Utilize the drop down menu to select the service type.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Select Contact. Utilize the drop-down menu to select the contact name. If your name is not an option, provide the details in the section below. **The person provided as the contact needs to be able to indebted the agency.**

Application Contact Information. Enter the name, title, email address, and telephone number of the contact person for this application. PTD will contact this person if we have any questions about your application. **They need to be able to indebted the agency.**

Click **Create** to start the next section.

Identify the project type, Non-Capital or Capital Asset

Then select using the drop-down menu, select the type of capital asset or non-capital project.

Purchased Service Project(s)

Purchased services are transportation services purchased by your agency to conduct service or a portion of service in your stead. In these cases, a contractor operates the transit vehicles and/or other support services. The transit agency or the contracted service provider may provide vehicles or maintenance facilities. Purchased service projects must meet at least one of the following criteria:

- Contractor must be selected through a public procurement process consistent with FTA procurement requirements and local procurement policies.
- A written agreement, signed by both parties(contract), exists that obligates the contractor to provide the service for a specific monetary consideration; and must be provided to PTD.
- A written agreement, signed by both parties, exists that specifies a contractual relationship for a certain time period and service; and must be provided to PTD.

- A written agreement, signed by both parties, exists that obligates the contractor to provide to the transit agency the operating statistics required by the National Transit Database (NTD) Annual Report; and must be provided to PTD.
- The transit agency purchasing the service must report fully allocated costs and service, assets, and resource data that the NTD requires; and must be provided to PTD.
- Users of the service must recognize that the buyer of the service is actively managing and funding the service and that the contractor operates the service on behalf of the transit agency.

Purchased Service

Project Details. Provide a detailed project description.

Project Service Description. Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Project Service Description. Briefly describe how this purchased service project will support the Section 5310 program goals.

Is project derived from a Coordinated Plan? “Yes” or “no”.

Adopted Coordinated Plan page.

Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Estimated number of unduplicated individuals supported. Enter the estimated number of distinct individuals the project will serve during the two-year grant period.

Estimated number of one-way rides. Enter the estimated number of total one-way rides (for all customers) that the project will provide during the two-year grant period.

Grouped Activities or Projects. If a project is dependent on another project, for instance, it is a new transit service requiring new operating funds, select “Yes” and provide details in the box provided. Select “no” if this does not apply to the project.

Existing Transit Contract. Select “yes” or “no”. If “yes”, enter the name of the contractor. A copy of new or existing contracts must be provided to PTD, as specified in the grant agreement language. If “no,” describe how the services will be procured.

Project cost and match information. Enter the Total Project Cost. The application will auto-calculate the local match and grant amounts.

Local Match Details. Enter the source of local matching funds for this project. For example, enter STIF funds, program revenue, or agency funds. Farebox proceeds cannot be used as match for federal grants.

Include an explanation of when the matching funds will be available if they are not available at the time of application.

Mobility Management Project(s)

Mobility management is an innovative approach for managing and delivering coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. It also focuses on coordinating these services and providers to achieve a more efficient transportation service delivery system.

Per FTA guidance, mobility management activities eligible for funding include:

- Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;
- Coordinating transportation services for seniors, individuals with disabilities, and individuals with low incomes;
- Supporting local partnerships that coordinate transportation services;
- Staffing for the development and implementation of coordination plans;
- Providing travel training and trip planning activities for customers;
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel;
- Planning and implementing the acquisition and purchase of intelligent transportation technologies (under \$5,000) to operate a coordinated system. Note that equipment over \$5,000, in total, is considered a capital asset, so any equipment purchase over that amount should be entered as a capital purchase project.

FTA guidance on [mobility management here](#).

Project

Project Details. Provide a detailed project description.

Project Service Description. Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Project Service Description. Briefly describe how this purchased service project will support the Section 5310 program goals.

Is project derived from a Coordinated Plan? “Yes” or “no”.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Task Type. Utilize the drop-down menu to select the type of mobility management project.

Are you managing this Mobility Management project internally? If “no,” please provide the name of the agency providing the service.

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project.

Project cost and match information. Enter the Total Project Cost. The application will auto-calculate the local match and grant amounts.

Local Match Details. Enter the source of local matching funds for this project. For example, enter STIF funds, program revenue, or agency funds. Farebox proceeds cannot be used as match for federal grants. Include an explanation of when the matching funds will be available if they are not available at the time of application.

Vehicle Purchase Project

Project Description. Your response to this will be used to help create the statement of work for your grant agreement. Provide a general description of the vehicle(s) to be purchased and how they support your service. Provide additional details in the section(s) below.

Indicate if you are replacing a vehicle or expanding your fleet by checking the appropriate box(es).

Replacement Vehicles

Project Details. Provide a detailed project description.

Project Service Description. Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Project Service Description. Briefly describe how this purchased service project will support the Section 5310 program goals.

Is project derived from a Coordinated Plan? “Yes” or “no”.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Will you use the ODOT/DAS state price agreement contract. “Yes” or “no”.

Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select “no”, state the reason your agency will conduct its own

procurement. Please be aware that you are required to obtain approval from PTD prior to the procurement.

Is this task part of a group of tasks that are dependent on each other (for example, bus washing station dependent on facility)? If “yes”, provide details of the independent tasks.

Vehicles to be replaced. Complete the table for each proposed replacement vehicle. Each vehicle you enter must meet or exceed the age or mileage useful life standard for its category and cannot have been replaced in an earlier award cycle. You can check the available vehicles for replacement in OPTIS. For definitions, you can visit [PTD’s website](#) to check definitions.

Has the vehicle met or exceeded the age or mileage useful life standard: If “no,” please provide reason for replacement.

Enter year, make (manufacturer), and model (name) of each vehicle being replaced. (For example: 2025 Nova Diesel or 2025 Turtle Top Executive VanTerra Ford.)

Enter vehicle identification number

Enter total number of seats including ADA seats

Enter number of ADA seats

Enter current mileage

Condition of Vehicles. Enter the VIN and select the condition (Adequate, Marginal, or Poor) from the drop down menu for each vehicle. Explain the reason for a marginal or poor determination (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. (For example: VIN ### Poor – 5 years over useful life; VIN #### Adequate vehicle at maximum passenger capacity, requesting a larger vehicle.)

Continue adding vehicles to be replaced using the “Add Vehicle” button

Expansion Vehicle(s)

Complete the chart for each vehicle to be purchased. These vehicles should correspond in number and category to the vehicles listed for replacement. If this is not a like-for-like replacement project, please remove these vehicles and select the expansion vehicle category instead.

Project Details. Provide the a detailed project description.

Project Service Description. Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Project Service Description. Briefly describe how this purchased service project will support the Section 5310 program goals.

Is project derived from a Coordinated Plan? Select “Yes” or “No”.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Will you use the ODOT/DAS state price agreement contract. Select “Yes” or “No”.

Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select “no”, state the reason your agency will conduct its own procurement. Please be aware that you are required to obtain approval from PTD prior to the procurement.

Is this task part of a group of tasks that are dependent on each other (for example, bus washing station dependent on facility)? If “Yes”, provide details of the independent tasks.

Vehicles to be Replaced. Complete the table for each proposed replacement vehicle. Each vehicle you enter must meet or exceed the age or mileage useful life standard for its category and cannot have been replaced in an earlier award cycle. You can check the available vehicles for replacement in OPTIS. For definitions, you can visit [PTD’s website](#) to check definitions.

Has the vehicle met or exceeded the age or mileage useful life standard: If “no”, please provide reason for replacement.

Enter year, make (manufacturer), and model (name) of each vehicle being replaced. (For example: 2025 Nova Diesel or 2025 Turtle Top Executive VanTerra Ford.)

Enter vehicle identification number

Enter total number of seats including ADA seats

Enter number of ADA seats

Enter current mileage

Condition of Vehicles. Enter the VIN and select the condition (Adequate, Marginal, or Poor) from the drop down menu for each vehicle. Explain the reason for a marginal or poor determination (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. (For example: VIN ### Poor – 5 years over useful life; VIN #### Adequate vehicle at maximum passenger capacity, requesting a larger vehicle.)

Continue adding vehicles to be replaced using the “Add Vehicle” button

Vehicle(s) to be Purchased

Complete the chart for each vehicle to be purchased. If you are replacing vehicles on a like-for-like basis, this is not an expansion project. Please remove these vehicles and select replacement vehicles instead. Include graphics and equipment required to put the vehicle into service.

PTD recommends that you contact vendor representatives for cost estimates and be sure to include all options in the requested vehicle cost, to ensure your application includes sufficient funds to complete the project.

Project Details. Provide a detailed project description.

Project Service Description. Briefly describe the service that this mobility management project will support and how it will support the Section 5310 Program goals.

Project Title. Enter a descriptive title for the project such as “Dial-a-ride Service to Awesome, Oregon”.

Project Service Description. Briefly describe how this purchased service project will support the Section 5310 program goals.

Is project derived from a Coordinated Plan? Select “Yes” or “no”.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Will you use the ODOT/DAS state price agreement contract. Select “Yes” or “no”.

Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select “no”, state the reason your agency will conduct its own procurement. Please be aware that you are required to obtain approval from PTD prior to the procurement.

Is this task part of a group of tasks that are dependent on each other (for example, bus washing station dependent on facility)? If “yes”, provide details of the independent tasks.

Vehicles to be Replaced. Complete the table for each proposed replacement vehicle. Each vehicle you enter must meet or exceed the age or mileage useful life standard for its category and cannot have been replaced in an earlier award cycle. You can check the available vehicles for replacement in OPTIS. For definitions, you can visit [PTD’s website](#) to check definitions.

Has the vehicle met or exceeded the age or mileage useful life standard: If “no”, please provide reason for replacement.

Enter year, make (manufacturer), and model (name) of each vehicle being replaced. (For example: 2025 Nova Diesel or 2025 Turtle Top Executive VanTerra Ford.)

Enter vehicle identification number

Enter total number of seats including ADA seats

Enter number of ADA seats

Enter current mileage

Condition of Vehicles. Enter the VIN and select the condition (Adequate, Marginal, or Poor) from the drop-down menu for each vehicle. Explain the reason for a marginal or poor determination (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. (For example: VIN ### Poor – 5 years over useful life; VIN #### Adequate vehicle at maximum passenger capacity, requesting a larger vehicle.)

Continue adding vehicles to be replaced using the “Add Vehicle” button

Vehicle Preventive Maintenance Project

Is project derived from a Coordinated Plan? Select “Yes” or “no.”

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency’s plan. All projects must be included in a Coordinated Plan. Contact your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Indicate preventative maintenance type. Choose from facility or fleet.

Describe how this project coordinates with other services. Describe how the requested preventive maintenance project supports your agency’s transit service. (Examples: “dial-a-ride service is part of a coordinated system”, “this is the only transit service provided in the county”, “this service brings riders to the city where connections are made to another service”.)

Is a Vehicle Preventive Maintenance Plan submitted. Select “Yes” or “no”. If you answer “no,” explain how and when it will be provided. Agencies applying for capitalized preventive maintenance must submit a vehicle preventive maintenance plan to PTD prior to grant agreement execution; however, the plan is not required for your application to be considered.

Number of Vehicles. Enter the size of the fleet included in this project. For some agencies, such as those providing general public dial-a-ride service or deviated fixed route service, this will be the entire fleet. For others, such as those with fixed route service, it will be only vehicles providing paratransit or dial-a-ride service to the targeted population.

Describe how the vehicle(s) will be used for seniors and individuals with disabilities.

Describe the gap(s) in service that will be addressed by the project, the expanded service area, and how the new vehicle(s) will address the service need.

Is this task part of a group of tasks that are dependent on each other (for example, bus washing station dependent on facility)? If “yes”, provide details of the independent tasks.

Project cost. Provide the total project cost.

Local Match Details. Enter the source of local match contributions for this project. For example, enter program revenue, or agency funds. Farebox proceeds cannot be used as match for federal grants. Include an explanation of when the matching funds will be available if they are not available at the time of application.

Equipment, Signs and Amenities, and Shelters

Documented Categorical Exclusion (DCE) worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the “Buy a Non-Vehicle Capital Asset” tab of the Public Transportation Division website, or at [this link](#).

Equipment

Capital equipment must have a value of \$5,000 or more. If a single item does not meet this threshold, but combined with other related equipment it does reach the \$5,000 threshold, it is considered to be capital equipment. Examples of combined capital equipment projects:

Desktop computers, a server, and a printer (not typically costing \$5,000 each) grouped as a system.

Grouped similar items such as ten route signs or three bike racks.

Multiple shelters and seats, purchased at the same time, but installed at different locations.

Signs and Amenities

You may choose to have the sign manufacturer or supplier do the installation, have your own maintenance staff install, or have installation done by a contractor. Remember to check all applicable street and building codes, and obtain permission from any governing jurisdictions, before proceeding with any shelter project.

Enter equipment for linked projects on one line. For example, one line item may be computer equipment and software related to a shared call center, while another set of computer equipment and software may be requested for dial-a-ride service dispatch service. Use a separate line for equipment for different projects. Use question 6 “grouped activities” to identify links between activities/projects and equipment requested.

Passenger shelters require one line of data unless multiple types of shelters with differing prices are being purchased. Installation may be a separate line item, or installation included in the price of the item.

Project Description. Explain why this project is needed and how the equipment, signs and amenities, or shelter will support the Section 5310 program goals. Briefly note what gaps in current services the equipment, signs and amenities, or shelter project will address.

Equipment Request. Complete the table for all equipment, signs and amenities, or shelters to be purchased. Work with vendor representatives for cost estimates and be sure to include all optional items in the requested equipment cost.

Enter a description of the equipment, signs and amenities, or shelter project

Enter the quantity of items to be acquired

Enter the full cost, including all options, of each item

Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order equipment.

Local Match Details. Enter the source of local match contributions for this project such as program revenue, and agency funds. Farebox proceeds cannot be used as match for federal grants. Provide when the match funds will be available.

Adopted Coordinated Plan page

Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Grouped Activities or Projects. If a project is dependent on another project, select "Yes" and provide details in the box provided. Select "no" if this does not apply to the project. If amenities support multiple projects, describe each line item and the associated linked project.

Project Location. Make sure to have the exact location in longitude/latitude format.

Do you anticipate needing environmental/NEPA compliance. If "no" please provide a detailed explanation as to why not.

Provide the estimated cost for completing environmental/NEPA compliance

Facilities including Transit Centers, Bus Barns, and Transit Agency Buildings

Please contact your RTC before you apply if you are considering a large-scale, multi-phase project that will require funding beyond the biennium for which you are applying.

Environmental worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the "Buy a Non-Vehicle Capital Asset" tab of the Public Transportation Division website, or at [this link](#).

Major capital projects are often not eligible for a documented categorical exclusion. Consultation with local planning and environmental officials is mandatory for planning these types of projects. Include detailed site maps and building plans along with the DCE worksheet.

Project Title. Provide a clear title of your project.

Project Description. Explain why this project is needed and how it will support the Section 5310 program goals. Briefly note what gaps in current access to service the project will be addressing.

Facility Project Request. Describe major activities or subcategories.

Enter a description of each major activity or subcategory. If the PTD-grant funded portion of the entire facility project is construction only, simply enter "Facility Construction". If you are including planning, engineering, etc., subcategories are required.

Enter the quantity to be acquired for each activity.

Enter the cost associated with each activity.

Enter estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order items. If you are entering more than one activity, click the "+ Add entry" to add another row to the table.

Local Match. Enter the source of local match contributions for this project such as program revenue, and agency funds. Farebox proceeds cannot be used as match for federal grants. Provide the date when the match will be available.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Grouped Activities or Projects. If this project is dependent on another project, such as a route extension project, select "Yes" and provide information regarding the linked project(s). If signs or amenities support multiple projects, describe each line item and the associated linked project. Select "no" if this does not apply to the project.

Provide the location. Make sure to have the exact location in longitude/latitude format.

Do you anticipate needing environmental/NEPA compliance. If "no" please provide a detailed explanation as to why not.

Provide the estimated cost for completing environmental/NEPA compliance.

If you are the subrecipient agency, please select the “+ Add contract agency project” button to continue adding Section 5310 transit agency contract applications. This allows the subrecipient to create one consolidated application to submit to PTD.

Submitting Your Application

Document Upload

You may upload any files associated with your projects. This may include GIS files, maps, Coordinated Plan documents, compliance documentation, joint management agreements, etc. **You must include project contracts for ALL projects contracted out.**

Click the Upload button to begin uploading documents. A small browser window will pop up. If the pop-up window does not appear, make sure your internet browser is not blocking pop-up windows.

Each application has room for 200 MB of uploaded documents. 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 it.

Application Submittal

When your application is complete, select the “Save” box located at the bottom right corner of the application. This will open a pop-up box to enter your email address. The form software will email you your saved application.

After submitting your application, you should receive an automated email response from PTD with the subject “Section 5310 Application [Subrecipient Agency Name] Submission”. If you do not receive this response, please contact Brian Roth at Brian.Roth@odot.state.or.us or 503-986-3394 as soon as possible.

Contact

Additional information and an electronic version of this notice can be found on the Public Transportation Division’s website here: [Public Transportation Division](#).

Regional Transit Coordinators are a valuable resource for questions about this notice. Contact information here: [Link to Regional Transit Coordinators](#)

For information about Public Transit Division resources and services contact us at 503-986-3300 or Jori Messner at jorilynn.messner@odot.oregon.gov.