

Oregon Department of Transportation
Public Transportation Division

2025-2027 Federal Formula Grant Program Guidance
FTA Section 5311

August 22, 2024



August 2024



Table of Contents

Definitions.....	4
Introduction	5
Match Requirements	6
Funding Availability Timeline	Error! Bookmark not defined.
Application Submission	8
Grant Program Schedule	8
Appeals Process	9
Reporting Requirements	9
Environmental Compliance and Capital Asset Requirements	10
National Transit Data Base (NTD) yearly	12
Charter Service Reporting, Quarterly	12
The Americans with Disability Act	12
Contact.....	13

Definitions

FTA Section 5311 Formula Grants for Rural Areas – Federal Transit Administration funding program provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations.

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.

Recipient – An entity that receives a grant of formula program funds directly from FTA. In Oregon ODOT is the recipient of the federal formula 5311 funds.

Rural area – A service area located outside of a U.S. Census-designated urban area with a population of 50,000 or more.

Subrecipient – A state or local governmental authority, a nonprofit organization, or operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient.

Introduction

This document provides guidance for eligible subrecipients applying for Federal Transit Administration (FTA) Section 5311 Formula Grants for Rural Areas Program (Section 5311) formula funding. This program funds eligible administration, operations, vehicle preventive maintenance, mobility management, and capital projects for public transportation service providers providing general public transportation services in rural areas.

The FTA apportions Section 5311 funds to states using a formula. States then allocate those funds to subrecipients.

Section 5311 program requirements are guided by:

- [FTA Circular C 9040.1.G](#)
- [ODOT State Management Plan for Public Transportation Programs](#)
- [FTA Circular C 5010.1E \(grant management\)](#)
- [FTA Circular C 4220.1F \(procurement\)](#)

Program Purposes

Section 5311 funds are intended to:

- Enhance access in rural areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural areas.
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services.
- Provide financial assistance to help carry out national goals related to mobility for all.
- Encourage mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development.

Eligible Subrecipients

Section 5311 funds are distributed to prequalified subrecipients operating transit services in rural communities with populations of fewer than 50,000 people. Subrecipients include:

- Public agencies,
- Non-profit organizations, and
- Indian Tribal Governments

Eligible Projects

Section 5311 funds may be used for administration, operations, preventive maintenance, mobility management, and capital projects that support public transportation in rural areas.

Match Requirements

The match requirements for projects awarded through this solicitation will vary based on the type of project:

- Capital, administration, preventive maintenance, and mobility management projects:
 - Federal funds – 89.73%
 - Local match – 10.27%
- Operations:
 - Federal funds – 56.08%
 - Local match – 43.92%

Funding Availability Timeline

Subrecipients can begin incurring eligible expenses on July 1, 2025 or once ODOT and the subrecipient have signed the grant agreement, whichever is later. While subrecipients will be able to incur eligible expenses after July 1, 2025, the date funds will be available for reimbursement will vary from subrecipient to subrecipient, and most funding will be available once the Federal Transit Association (FTA) grants are executed with ODOT. This is consistent with ODOT policy, and is a change from previous solicitations. Due to processing times, we anticipate that funds will be available for reimbursement between September 2025 and March 2026, once the FTA grants are executed.

How does this affect my agency?

- For the 2025-2027 Federal Formula, if your grant agreement is signed by ODOT and your agency by July 1, 2025, you may begin incurring eligible expenses on July 1 or once your grant agreement is signed, whichever is later.
- For most awards, ODOT will begin reimbursing expenditures between Q4 2025 and Q2 2026.
- Limited funding may be available in the near term for high needs. These funds will be targeted to maintain essential services and address critical needs for agencies that do not have the financial ability to cover their costs until FTA grants are executed.

PTD will work to make funding available as soon as possible.

What do I need to do?

Please see **Risk Assessment Section** of the grant application to describe your agency's funding circumstances. Because ODOT has limited funds to pay reimbursement requests prior to FTA grants being executed between Q4 2025 – Q2 2026 the **Risk Assessment Section** will ask applicants to:

1. 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.
2. Provide details about potential sources of funding other than Section 5311 that may be used to cover the expenses detailed in the previous question.
3. If you would like PTD to consider reimbursing eligible 5311 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.

Background

ODOT submits its grant application to the Federal Transit Administration (FTA) once the solicitation process is complete and award amounts are determined. Consistent with the “No Subrecipient Payments Before FTA Grant Execution” policy effective Dec. 6, 2017, "Moneys are not available for drawdown until the Federal grant has been fully executed by ODOT RPTD and FTA. Drawdowns are done on a reimbursement basis; therefore, federal grants have to be fully executed before a drawdown can occur."

Funding

ODOT provides a \$100,000 biennial base for each subrecipient and proportional consideration for rural service miles and rides. The 2025-2027 allocations maintain funding for all subrecipients at a minimum of 95 percent of the previous biennium’s allocation.

Provider Name	2025-2027 Allocation Estimate
Basin Transit Service Transportation District	\$ 1,447,506
Benton County	\$ 445,881
Central Oregon Intergovernmental Council	\$ 1,785,503
City of Canby	\$ 745,157
City of Lebanon	\$ 262,657
City of Pendleton	\$ 440,202
City of Sandy	\$ 996,600
City of Silverton	\$ 140,123
City of Sweet Home	\$ 363,172
City of Woodburn	\$ 374,303
Clackamas County	\$ 1,137,115
Columbia County	\$ 945,385
Community Connection of Northeast Oregon, Inc.	\$ 1,301,577
Confederated Tribes of Grand Ronde Community of Oregon	\$ 335,075
Confederated Tribes of the Umatilla Indian Reservation	\$ 1,109,932

Coos County Area Transportation District	\$ 569,809
Curry County	\$ 672,814
Grant County Transportation District	\$ 703,615
Harney County	\$ 432,069
Hood River County Transportation District	\$ 952,893
Josephine County	\$ 605,495
Klamath Tribes	\$ 408,581
Lane Transit District	\$ 532,753
Lincoln County Transportation Service District	\$ 1,808,784
Linn County	\$ 607,249
Malheur County	\$ 573,598
Mid-Columbia Economic Development District	\$ 576,330
Morrow County	\$ 405,390
Ride Connection, Inc.	\$ 457,461
Salem Area Mass Transit District	\$ 818,333
South Clackamas Transportation District	\$ 689,744
Sunset Empire Transportation District	\$ 1,731,273
Tillamook County Transportation District	\$ 2,079,868
Umpqua Public Transportation District	\$ 1,372,867
Yamhill County	\$ 2,021,373
Grand Total	\$ 29,850,487

Application Submission

Applications for the 2025-2027 Section 5311 grant solicitation are due to PTD **no later than 5:00 p.m. on November 20, 2024**. After reviewing the applications, PTD may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application.

Grant Program Schedule

August 2, 2024	Advance Notice
August 22, 2024	Solicitation opens - guidance, application instructions, and application materials available.
September 18, 2024	Grant training on Zoom
November 20, 2024, 5:00 PM	Deadline to submit grant applications
March 1, 2025	Eligibility check and red flag review complete
Summer 2025	Award announcement posted on PTD's website

Appeals Process

PTD will follow the appeals process identified on page 34 of the [State Management Plan for Public Transportation Programs](#).

Reporting Requirements

Subrecipients and their contractors are required to report on federally funded activities. There are several required reports, including fiscal, performance, vehicle procurement, drug and alcohol management, and capital asset management. The majority of these reports are submitted using the Oregon Public Transit Information System ([OPTIS](#)), and are due no later than 45 days following the end of each quarter.

Drug and Alcohol Management Information System (DAMIS)

The annual drug and alcohol testing data being submitted for a specific calendar year is to be submitted by March 15th of the following calendar year.

Example: If you are required to submit drug and alcohol testing data for the calendar year of 2023, then you must submit your data by March 15, 2024.

All annual compliance reviews have two parts:

- A partial day site visit to the transit agency and contractor
- A partial day site visit to the transit agency's service agents

More information can be found at [ODOT's Drug and Alcohol Compliance Reviews](#) webpage.

Performance Reporting and Agency Periodic Report (APR)

PTD requires performance reports and Agency Periodic Reports (APRs) (and vehicle reports as applicable) from contractors for each of its funding programs. Grant payment is based on receipt and approval of these reports along with reimbursement requests and supporting documentation. Performance reports document the number of rides, hours, and miles. Fiscal reports authenticate quarterly revenues and expenditures, local contributions, sources of contribution, and other data as required by the specific funding source. Capital reimbursements are made based on vendor receipts or maintenance descriptions which are used to verify eligible expenses. Depending upon the type of grant, PTD may require other types of documentation to process reimbursement requests.

In addition to general periodic reporting requirements, PTD may require additional documentation and deliverables, as appropriate to the project and per specific grant agreement statements of work. Examples of performance reporting may include metrics focused on operations, capital, administration, or other deliverables.

Subrecipients may include requirements in their agency contracts to obtain reporting and/or additional information from contractors, but recipients are ultimately responsible to provide all required reporting information to PTD.

PTD requires subrecipients to submit copies of contract agreements to PTD within 30 days of fully executing the contract agreement.

Fiscal and performance reports must be submitted utilizing OPTIS within 45 days of the quarter ending.

Vehicle Procurement Reporting

Subrecipients that have acquired, purchased, or leased capital assets must enter asset information, or work with PTD to ensure it is entered into OPTIS. OPTIS is PTD's inventory system of record. The inventory must include the following information:

- Purchase date
- Purchase price
- Date installed or put into revenue service
- Matching fund amount and source used for the purchase
- Owner and operator
- Asset description as follows
 - Vehicles: make, model, quantity, length, number of securement stations, number of seats with and without securement stations deployed, fuel system, mileage, number of bike racks, Gross Vehicle Weight Rating (GVWR), and condition
 - Improvements to real property (facilities, buildings, shelters): location, current disposition, condition, and status
 - Equipment: description, make, model (for non-revenue vehicles which are classified as equipment), quantity, and condition
 - Signs and shelters: address and location(s)
 - Facilities: description, address, square footage, lot size (feet or acres), and percentage of use for public transportation

The capital asset inventory must be updated at regular intervals as specified by PTD. Reporting is required if the capital asset is in use for public transportation, regardless of the expected useful life of the asset. More information about asset reporting can be found on the PTD [website](#).

Environmental Compliance and Capital Asset Requirements

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 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

Environmental compliance program requirements are guided by

- eCFR :: 23 CFR Part 771 [Environmental Impact and Related Procedures](#)
- [FTA C 5010.1E Circular](#)
- eCFR :: 49 CFR Part 622 [Environmental Impact and Related Procedures](#)

All Federal grants go through an environmental review process before award (the approval of federal funding is one of the main triggers for National Environmental Policy Act (NEPA) review). The difference is that some grants (operational assistance, planning activities, preventive maintenance on vehicles, etc.) may qualify for a much simpler environmental review during the grant approval process as they are unlikely to cause an environmental impact (ODOT can screen for programmatic environmental concurrences/NEPA). Projects that cannot be explicitly determined to qualify for this simpler review may need to complete an environmental review process prior to final authorization of funding.

Subrecipients must seek an environmental review and retain FTA's concurrence (Determination of Categorical Exclusion/Categorical Exclusion/Environmental Assessment/Environmental Impact Statement) for **any** construction related projects **before construction activities and the purchase of any real property or construction related equipment** (examples: signs, posts, charging stations, shelters, luminaires, solar panels, etc.).

Examples: of activities requiring environmental review and FTA concurrence include (but are not limited to) the following types/categories of work:

- Building/facility/hub construction
- Building/facility/hub renovation, reconstruction, and/or any physical change (including painting even if the same color)
- Shelters/bus stops and/or any structures
- Signage, posts, luminaire lighting, solar panels, benches, etc. – any equipment related to the installation/construction
- Charging stations (including utility work, digging/trenching, and concrete/asphalt work)
- Acquisition of property for any of the projects described above.

Capital Asset Requirements

A subrecipient or contractor who acquires a capital asset(s) commits to continually use the asset for the approved purpose for the useful life of the asset(s). A capital asset inventory report is required for as long as the capital asset is in use for public transportation.

Before breaking ground on a construction project, purchasing any real property, or purchasing construction related equipment (including EV chargers) NEPA concurrence must be obtained. Failure to comply with NEPA will result in loss of Federal funding. There are some allowable actions that a subrecipient can take prior to a NEPA review

Examples of allowable preliminary acquisition activities prior to NEPA concurrence:

- Title Searches
- Right-of-way (ROW) Acquisition Cost Estimates
- ROW Relocation Cost Estimates or Relocation Plan
- ROW Plans, Exhibits, or Legal Descriptions
- Public Meetings or Hearings
- Environmental Site Assessments (ESAs)
- Appraisals

Prohibited acquisition activities prior to NEPA concurrence include:

- Any offer to purchase
- Any negotiation to purchase
- Any discussion on price
- Any commitment to purchase or establishing any conditions of purchase
- Any commitment to proceed to settlement

National Transit Data Base (NTD) yearly

Subrecipients must submit a NTD report through PTD and can work with their Regional Transit Coordinator (RTC) to prepare their report. RTCs reach out to subrecipients to provide reporting information and links to current resources every year.

Subrecipients, funded through PTD, must submit NTD reports to PTD by mid-October so PTD can submit its report by October 31. The report covers the most recent fiscal year.

Example: The 2021 NTD report includes data from July 1, 2020, to June 30, 2021.

Charter Service Reporting, Quarterly

The FTA protects private charter operators from unfair competition by restricting federal fund recipients from providing most types of charter service. This report is used to collect and report to FTA about what, if any, charter service has been provided.

PTD emails agencies a reminder to report each quarter. Follow the link included in the email and respond "no" if you did not provide charter service. Respond with a completed Charter Reporting form if you did provide charter service.

The Americans with Disability Act

All vehicle requests must meet the requirements of the ADA. Agencies wishing to purchase non-accessible vehicles must sign a Certification of Equivalency assuring PTD they have the ability to meet ADA requirements. PTD held a training on ADA compliance in winter in 2024, which you can find [here](#).

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: [Regional Transit Coordinators](#).

For information about Public Transit Division resources and services contact us at 971-701-1569 or Jori Messner at jorilynn.messner@odot.oregon.gov.