2021-2023
Public Transportation Division
Grant Solicitation Training

Special Transportation Fund
FTA Sections 5304, 5310 and 5311
Mark Bernard, Region 2B Transit Coordinator
FTA and STF Program Coordinators
Web Forms Developer

Public Transportation Division
Oregon Department of Transportation
How to Ask Questions

- You will be muted during the webinar
- Please submit questions using the chat box
- We will pause at the end of each section to answer pressing questions
- There will be time for a general Q&A at the end of our presentation
AGENDA

1. Training Objectives
2. Oregon Special Transportation Fund
3. FTA Section 5310
4. FTA Section 5311
5. FTA Section 5304
6. Application Tips
7. Next Steps and Q&A
Training Objectives

- Understand program goals and eligibility
- Understand agency responsibilities and application processes
- Understand due dates, expectations for accuracy, and where to find additional resources
FY 2021 – 2023 Solicitation Overview

• Applications
• Solicitation Schedule
• Oregon Public Transportation Plan (OPTP) Goals
• GovDelivery
FY 21-23 Solicitation Schedule

- **March 1, 2021**: FTA and STF applications due to PTD
- **April 2021**: Award recommendations announced
- **April 2021**: PTAC recommendation to the OTC
- **May 2021**: OTC approach
- **June 2021**: Agreements distributed for signature
- **July 1, 2021**: Agreements executed
OPTP Goals

Goal 1: Mobility - Public Transportation User Experience
People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.

Goal 2: Accessibility and Connectivity - Getting from Here to There
Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.

Goal 3: Community Livability and Economic Vitality
Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.
**Goal 4: Equity**
Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.

**Goal 5: Health**
Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.

**Goal 6: Safety and Security**
Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.
OPTP Goals (Cont.)

Goal 7: Environmental Sustainability
Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.

Goal 8: Land Use
Public transportation is a tool that supports Oregon’s state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.
**Goal 9: Funding and Strategic Investment**

Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians’ quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.

**Goal 10: Communication, Collaboration, and Coordination**

Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.
The new Oregon Public Transportation Plan will help guide decisions about investments

Oct. 2, 2018
For more information: Shelley M. Snow, Communications, 503-855-9502, shelley.m.snow@odot.state.or.us

SALEM – The vision for an Oregon transportation system filled with convenient and affordable public transportation options took a step closer to reality in September when the Oregon Transportation Commission adopted the new Oregon Public Transportation Plan. This action brings us a close to the vision outlined by advisory committees and stakeholders in learning Oregonians about what they value in a public transportation system. Many in-person discussions around the state and several online open houses engaged the public and provided valuable input in shaping the plan. The plan in near-final form is available online; the final version, and a separate executive summary, will be available soon.

Moving forward, the plan will guide investments locally, regionally and statewide in services such as fixed-route bus lines, door-to-door buses, streetcars, light rail, transportation between communities and more. It does not include specific projects, but it does provide a policy framework aimed at helping create a connected public transportation system for communities and the state. The flexible framework in the plan will help transport and transportation organizations anticipate and respond effectively to change, such as that coming from new technologies and an aging population.

"We are moving forward into the future where we are going to see big changes," said Stephen Dickey of Salem-Keizer’s Corvallis, member of the Policy Advisory Committee. "We need a relevant starting point, and we need a dynamic plan that doesn’t lock us into the technologies or the solutions of today but must remain relevant to the changing needs of our communities. This plan is that starting point."

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The new plan puts forward the following vision:

"In 2045, public transportation is an integral, interconnected component of Oregon’s transportation system that makes Oregon’s diverse cities, towns, and communities work. Because public transportation is convenient, affordable, and efficient, it helps further the state’s quality of life and economic vitality and contributes to the health and safety of all residents, while reducing greenhouse gas emissions."

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GovDelivery – A Great Resource

Find:

• Training opportunities
• Grant solicitations
• Statewide Plan Updates
• TAM updates
...and more!
Special Transportation Fund

A flexible, coordinated source of State funding to serve senior and disabled public transportation users

• Program overview including goals and changes
• Application requirements and eligible activities
• Obligations
Special Transportation Fund

STF Program notes

• Final STF Program solicitation
• No STF Discretionary solicitation this biennium
• STF and STIF combination per Senate Bill 1601
• STF backfill from the STIF Formula program
Special Transportation Fund

Overview

- State program
- Funds allocated by population-based formula
- 42 designated entities
- $21.9 million is available
- STF Agencies develop program policies and procedures to implement and oversee the program
- PTD ensures conformance with state law
Special Transportation Fund
Program Purpose

- Maintain and expand transportation programs and services for seniors and individuals with disabilities
- Create new services for seniors and those with disabilities
- Plan and develop transportation services for those not currently served
Special Transportation Fund
Eligible Activities

- Capital
- Operating
- Administration
- Can be used to meet local match requirements
Special Transportation Fund

STF Agency Responsibilities

• Develop local STF program
• Appoint and consult advisory committee
• Adopt and maintain a Coordinated Plan
• Conduct public project selection process
• Develop and submit STF application
• Establish and monitor agreements with subrecipients, including reporting on activities
• Maintain capital asset inventory
Special Transportation Fund

STF Agency Project Selection Process Responsibilities

• Identify local priorities for public transportation
• Consult with STF advisory committee when making funding decisions
• Publish notice of STF advisory committee meetings and hold public comment period
• STF Agency governing body makes final funding recommendations
STF Questions?
FTA Section 5310
Enhanced Mobility for Seniors and Individuals with Disabilities

• Overview
• Application
  - Eligible capital projects
  - Lead agency responsibilities
• Obligations
• Questions
FTA Section 5310
Overview

- Formula allocation
- Capital focus
- Projects identified in Coordinated Plan
- Lead (STF) Agencies solicit, prioritize and select projects and submit application to PTD
FTA Section 5310
Overview

Small urban formula solicitation
- FTA 5310 and FHWA STBG Funds
- Two applications

Rural formula solicitation
- FHWA STBG Funds
- One application

Additional statewide rural discretionary solicitation in 2021
FTA Section 5310
Match Rates and Common Local Sources

5310 Small Urban Funds 20%
State STBG Funds 10.27%

- **Program Revenue**
  - Advertising
  - Contracts for service

- **Local Contributions**
  - Taxes
  - Donations
  - STF
  - STIF

- **In-Kind Volunteer Services**
  - Integral to project
  - Documented
  - Valued reasonably

- **Not Allowed**
  - Most other federal funds
  - Farebox revenue
FTA Section 5310
Eligible Projects

- Vehicles
- Equipment and facilities
- Signs and shelters
- Preventive maintenance
- Purchased service
- Dispatch and asset management software
- Mobility management
- Administrative cost of managing a capital purchase or facility project
FTA Section 5310
Public Involvement Requirements for the Lead (STF) Agency

• Appoint advisory committee
• Adopt a coordinated plan
• Conduct public project selection process
• Develop and submit application
• Establish and monitor agreements with subrecipients, including reporting on activities
Committee members are considered “public officials”
Committee meetings are public meetings and require notice
Meeting locations must be ADA accessible
Public comment opportunity required
Protest procedure required
FTA Section 5310
Related Obligations

- Federal procurement requirements
- Federal asset useful life requirements
- Federal preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol testing program for services using CDL drivers
FTA Section 5310
Related Obligations, continued

- On-site compliance reviews
- Quarterly reporting to PTD
- Transit Asset Management
- NTD asset reporting
Section 5310 Questions?
FTA Section 5311

Formula Grants for Rural Areas

This program applies to rural areas containing populations fewer than 50,000

• Overview
• Application
  - Eligible activities
  - Local match
• Obligations
• Questions
Funds allocated to subrecipients using a formula:
- $100,000 base amount provided to all subrecipients
- 60% funds by share of revenue miles
- 40% funds by share of passenger trips
- Increases limited to 110% of prior biennium
- Decreases limited to 95% of prior biennium

35 subrecipients statewide offering rural local and rural inter-community services

Allocation is biennial

Agreement is biennial
FTA Section 5311
Eligible Activities

Capital
(10.27% local match rate)
• Vehicles
• Equipment
• Facilities, signs, shelters
• Preventive maintenance
• Dispatch and asset management software
• Mobility management

Operating
(43.92% local match rate)
• Direct service expenses including driver and dispatcher salaries
• Maintenance and repairs
• Fuel, bulk oil, supplies
• Purchased or contracted services
FTA Section 5311
Eligible Activities, continued

Planning
(10.27% local match rate)
• Technical studies
• Transportation plan or program development
• Project planning, engineer, design

Project Administration
(10.27% local match rate)
• Office staff salaries
• Marketing
• Office supplies
• Equipment rental
• Overhead
FTA Section 5311
Common Local Match Sources

❌ Not Allowed:
farebox revenue
and most other
federal funds

✅ In-Kind Volunteer Services
- Integral to project
- Documented
- Valued reasonably

✅ Program Revenue
- Advertising
- Contracts for service

✅ Local Funds
- Taxes
- Donations
- STF
- STIF
FTA Section 5311
Related Obligations

- Federal procurement and preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol program with testing, training, and Management Information System reporting
FTA Section 5311
Related Obligations, continued

• On-site reviews
• Quarterly reporting to PTD
• Department of Labor reporting
• Charter bus reporting
• Transit Asset Management reporting
• National Transit Database reporting
Section 5311 Questions?
FTA Section 5304
Statewide Transportation Planning Grant Program

- Overview
- Application
  - Eligible activities
  - Local match
- Obligations
- Questions
FTA Section 5304
Overview

• FTA direct award to PTD
• Relate projects to the OPTP Goals
• Funds allocated on a statewide competitive basis
• Approximately one million dollars is available
• Periodic funding for planning projects that:
  – Improve mobility
  – Improve transit access
  – Result in more livable and economically vibrant communities
  – Better coordinate public transportation services
• Funding last offered six years ago
FTA Section 5304
Eligible Projects

Transit Planning
(20% local match rate)
• Transit Development Plans
• Coordinated Public Transit Human Services Transportation Plans

Related Planning
(20% local match rate)
• Transit access planning
• Service implementation plans
• Survey work
• NEPA compliance

Transit marketing plans
• Transit facility site plans
• Civil rights plans
• Integrated transit service plans
FTA Section 5304
Common Local Match Sources

Not Allowed:
- farebox revenue
- and most other federal funds

In-Kind Volunteer Services
- Integral to project
- Documented
- Valued reasonably

Program Revenue
- Advertising
- Contracts for service

Local Funds
- Taxes
- Donations
- STF and STIF
FTA Section 5304
Related Obligations

- Federal procurement required to engage consultants
- Involve your RTC when engaging consultants
- Federal civil rights requirements (DBE)
- On-site reviews
- Quarterly reporting to PTD
Section 5304 Questions?
Application

• Application Tips
• Hands-on Demonstration
• Questions
Application Tips

- Read questions carefully and answer completely
- Give detailed responses supported by data
- Don’t leave items blank
- When in doubt ask your RTC
Project Need

Describe the who, what, when, where, why and how.

– Define the need
– Demonstrate coordination with existing systems
– Know the financial need for the project
– Provide a sound budget
– Tie the need to the OPTP Goals
Important Impacts

Connectivity
Economic Development
Expansion of Service
Hitting Target Audience
Application Links

5304 Application

5310 Application
Contact your RTC to schedule OPTIS training
Did we meet our Training Goals?

- Understand program goals and eligibility
- Understand agency responsibilities and application processes
- Understand due dates, expectations for accuracy, and where to find additional resources
Next Steps and Final Questions

- Conduct local project solicitation & selection processes
- Consult your RTC
- Read solicitation materials and documents posted on PTD website
- Final questions