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Staff Contacts

Questions about the Section 5304 Statewide Transportation Planning Grant solicitation should be directed to your regional transit coordinator or to Mel Hanna, Technical Resource Center Coordinator at Melani.Hanna@odot.state.or.us or by telephone at 503-986-3264.

An electronic version of this document is located in the Section 5304 Statewide Transportation Planning Grant section of the Public Transportation Funding Opportunities Page located here: Funding-Opportunities.
PART 1: FTA SECTION 5304 STATEWIDE TRANSPORTATION PLANNING GRANT PROGRAM OVERVIEW AND GUIDANCE

Introduction

This document provides program guidance and application instructions for the Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) solicitation for Federal Transit Administration (FTA) Section 5304 Statewide Transportation Planning Grant Program.

These funds are apportioned to states by a formula that includes each state’s urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors. States can receive no less than .5 percent of the amount apportioned. These funds, in turn, are sub-allocated by states for local planning needs.

Per the FTA, applicants may use these funds for planning activities that increase the safety of the transportation system for motorized and nonmotorized users; increase the security of the transportation system for motorized and nonmotorized users; increase the accessibility and mobility of people and for freight; protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

Several key factors are necessary and must be maintained for eligibility for Section 5304 funding:

1. An application is submitted to PTD that describes the plan for use of Section 5304 funds; and
2. All reports are submitted as required.

The requirements and parameters of this fund are guided by 49 USC §5304.

Definitions

- **Key Transit Hub** – a transit stop or stop cluster served by three or more fixed route transit services, where none of the three services are wholly contained within the service area of either of the other two services. A list of key transit hubs is updated periodically by ODOT based on available GTFS data. The current list of transit hubs is located [here](#).

- **Metropolitan Planning Organization (MPO)** – The organizational entity designated by law with lead responsibility for developing transportation plans and programs for urbanized areas of 50,000 or more in population.

- **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. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

- **Oregon Public Transportation Plan (OPTP)** - An ODOT plan that establishes statewide policies and strategies relating to traditional public transportation modes. It also considers how these modes relate to services such as taxis, transportation network companies (TNCs), such as Uber and Lyft, carsharing, carpooling, and vanpooling. It addresses transportation services provided throughout Oregon by public agencies (including cities, counties, tribal governments, and transit or transportation districts) and private sector entities such as intercity bus contractors. The plan supports decision making by the state, tribes, regional and local agencies, as well as public transportation providers. It will be used by all these agencies as they develop local policies, plans, and investment programs. Other public transportation stakeholders and all Oregonians can reference this plan to understand the statewide vision and priorities for public transportation. (For additional public transportation definitions, see [Oregon Public Transportation Plan, Appendix A - Acronyms and Glossary.](#))

- **Urbanized Area** – An area that contains 50,000 or more population, plus incorporated surrounding areas, and meets size or density criteria established by the U.S. Census Bureau.

### Section 5304 Solicitation and the Oregon Public Transportation Plan

The [Oregon Public Transportation Plan](#) (OPTP), adopted by the Oregon Transportation Commission (OTC) in September 2018, provides overarching policy guidance for public transportation in Oregon. The OPTP contains 10 state public transportation goals. Applicants must consider these goals in their project application process.

**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.

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.

Additionally, a resource for using the OPTP in local planning efforts is available on the PTD Technical Resource Center website. The guide is a resource which explains the OPTP policies and strategies and includes examples and experiences from providers across the state that are successfully implementing policies reflected in the OPTP.
Program Purposes and Eligibility

Section 5304 grant funds are available to fund planning projects that lead to improved mobility and accessibility for people in Oregon, more livable and economically vital communities, and efficient, connected, and coordinated public transportation systems.

Eligible Applicants

Per federal law, cities, counties, councils of government, transit districts in rural areas, tribal governments, small urban MPOs, and ODOT are eligible to apply for Section 5304 grant funds. Agencies who are required to submit quarterly reports must be current.

Eligible Projects

Section 5304 grant funds may be used for studies related to management, planning, operations, capital requirements, and economic feasibility; evaluation of previously financed projects; peer reviews and exchanges of technical data, information, assistance, and related activities in support of planning and environmental analyses among metropolitan planning organizations and other transportation planners; and similar and related activities preliminary to and in preparation for constructing, acquiring, or improving the operation of facilities and equipment.

Funding Availability

For the July 1, 2021, through June 30, 2023 grant agreement period, PTD estimates that $1,000,000 will be available for allocation.

Match Requirements

Grant recipients must provide 20 percent of the total project cost in local matching funds. The value of in-kind contributions (agency staff time and materials) may be used as local match to the grant funding.

Application Submission

Applications for the 2021-23 Section 5304 grant solicitation are due to PTD no later than 5:00 p.m. on March 1, 2021, to ensure the first quarterly disbursement by July, 2021. PTD may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application, as part of PTD’s completeness review.
Project Selection Process and Schedule

PTD will select planning projects based on each project’s technical merit, the applicant’s success in describing how each project addresses current priorities, and staff knowledge of area needs. Applications will be evaluated based on their potential for meeting local community, regional, and state needs. Project recommendations will be posted for public comment and presented to the Public Transportation Advisory Committee (PTAC) for concurrence before OTC approval.

Project Selection Criteria

PTD has established criteria to prioritize applications that implement the OPTP Goals. (See page 5 of the PTAC Work Plan). Examples of successful planning projects are included in the OPTP Local Practitioner’s Guide for Local Jurisdictions and Providers.

Examples of eligible projects include, but are not limited to:

- Americans with Disabilities Act (ADA) Paratransit Plan
- Business Plan
- Environmental Justice or Diversity Equity and Inclusion Plan
- Environmental Impact Analysis
- Facilities Plan which may include a needs assessment, site selection study, engineering or architectural services
- Coordinated Public Transit-Human Services Transportation Plan
- Mobility-as-a-Service Plan
- Ridership Survey
- Service Coordination Plan
- Transit Development Plan (TDP)
- Transit Element of a Transportation System Plan (TSP) or other Multimodal Plan
- Transit Marketing Plan
- Transit Service Implementation Plan
- Other examples of eligible projects per Chapter 12 of the TDP Guidebook:
  - Comprehensive Operations Assessment
  - Performance Measurement Program
  - Title VI Program
  - Transit Asset Management Plan
## Table 1: 2021-23 Section 5304 Selection Criteria

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Selection Criteria</th>
<th>Score Weighting</th>
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| Regional and Statewide Transit Network Connections | • Provide consistent and reliable public transportation services that people can count on to meet their travel needs (Goal 1, Policy 1.1).  
• Provide customers access to clear, accurate information about public transportation services through multiple sources and media (Goal 1, Policy 1.2).  
• Enact fare policies that reflect the needs of the community served; ensure that public transportation fares are understandable and easy to pay (Goal 1, Policy 1.3).  
• Coordinate and enhance mobility management services and strategies to better coordinate services to enable riders and potential riders to use public transportation (Goal 1, Policy 1.4).  
• Advance efficient mobility and reduce traffic congestion by enabling and promoting reliable, efficient service on corridors identified as public transportation priority corridors (Goal 1, Policy 1.5).  
• Work proactively with state and local planning bodies to support local and regional public transportation plans and goals throughout the state (Goal 1, Policy 1.6).  
• Enhance existing and identify new public transportation connections and services (Goal 2, Policy 2.1).  
• Provide coordinated, seamless regional and intercity bus and rail public transportation services to enable trips for commuting and recreation, and assist rural residents to access services in larger communities (Goal 2, Policy 2.3).  
• Encourage employers, educational institutions, and others to provide opportunities for employees’ and clients’ use of public transportation, carpool, vanpool, shuttles, and other shared rides (Goal 2, Policy 2.4).  
• Provide access to healthy lifestyle options by supporting the ability of people to reach goods and services such as groceries, recreation, parks and natural areas, health care, and social opportunities via public transportation (Goal 5, Policy 5.1).  
• Integrate health considerations into public transportation planning and decision making at the local, regional, and state level (Goal 5, Policy 5.2).  
• Connect public transportation riders to health and social services (OPTP Goal 5, Policy 5.3).  
• Support public transportation investments as a key approach to reducing greenhouse gas (GHG) emissions, as emphasized in state policy (Goal 7, Policy 7.1).  
• Coordinate communication and marketing to promote knowledge and understanding of available public transportation services (Goal 10, Policy 10.1).  
• Collaborate with various agencies, jurisdictions, and... | 25               |
transportation providers in support of effective public transportation that is reliable and easy to use and helps meet state, regional, and community goals (Goal 10, Policy 10.4).
• Collaborate among agencies, jurisdictions, and providers to ensure the public transportation system is integrated as a component of the broader multimodal transportation system in Oregon. Provide leadership for public transportation activities and build upon efforts to coordinate public transportation services, especially statewide services (Goal 10, Policy 10.5).

| Plan Integration | • Increase the use of public transportation by fully integrating public transportation with other community plans including transportation [such as coordinated public transit-human services transportation plans, transit development plans, and transportation system plans], land use, and economic development plans (Policy 8.1).  
• Elevate public transportation in developer, employer, community service provider, and public agency decision making, such as siting and development decisions. Recognize the impact land use has on people's ability to use public transportation and other transportation options (Policy 8.2).  
• Foster the development of housing near public transportation routes and service (Policy 8.3). |

| Transit and Transportation Options to Vulnerable Populations | • Engage populations recognized as transportation disadvantaged in public transportation service decision making (Policy 4.1).  
• Understand and communicate how disparities, barriers, and needs affect the ability of people to access and use public transportation, especially those who are transportation disadvantaged (Policy 4.2).  
• Identify disparities, barriers, and needs that impact people's ability to access and use public transportation (Policy 4.3).  
• Address the disparities, barriers, and needs that impact people's ability to access and use public transportation (Policy 4.4).  
• Integrate equity criteria into funding decisions (Policy 4.5). |

| First and Last Mile Barriers | • Improve access to and ease of use for public transportation by connecting routes and services, including linking stops and stations to bicycle and pedestrian facilities (Goal 2, Policy 2.2).  
• Plan for, design, and locate transit stops and stations to support safe and user-friendly facilities, including providing safe street crossings (Goal 6, Policy 6.1).  
• Promote public transportation as a safe travel option through public outreach campaigns and rider education programs (Goal 6, Policy 6.4). |
**Economic Development and Job Creation**

**OPTP goal:**
- Community Livability and Economic Vitality (Goal 3)
- Funding and Strategic Investment (Goal 9)

**PTAC Work Plan:**
- *State Funding*

- Enhance access to education and employment via public transportation (Goal 3, Policy 3.1).
- Promote and support use of public transportation for tourism and special events in Oregon (Goal 3, Policy 3.2).
- Promote the use of public transportation to foster greater community livability (Goal 3, Policy 3.3).
- Invest strategically in maintenance, planning, transit service, and capital improvements to preserve and enhance public transportation (Goal 9, Policy 9.1).
- Foster creative investments and partnerships among public agencies and private organizations to improve the efficiency and effectiveness of public transportation services (Goal 9, Policy 9.2).
- Pursue stable and consistent funding for public transportation operations and capital investments that maintain services and address identified needs (Goal 9, Policy 9.3).

**Technologies**

**OPTP goal:**
- Safety and Security (Goal 6)
- Communication, Collaboration, and Coordination (Goal 10)

**PTAC Work Plan:**
- Public Transportation Technology

- Incorporate innovations, such as new technologies and strategies, to increase public transportation safety and security (Goal 6, Policy 6.5).
- Collaborate and share costs for resources, supplies, and services that can be used by multiple agencies (Goal 10, Policy 10.2).
- Identify and advance opportunities to share data resources and collection methods (Goal 10, Policy 10.3).

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**Appeals Process**

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

**Reporting Requirements**

PTD requires quarterly performance and fiscal reports from subrecipients for each of its funding programs. These performance reports are submitted through the Oregon Public Transportation Information System (OPTIS) online grant management program. They document the number of rides, hours, miles, senior rides, and disabled passenger rides. Fiscal reports authenticate quarterly revenues and expenditures, local contributions, sources of contribution, and other data as required by the specific funding source.
In addition to general periodic reporting requirements, PTD may require additional documentation and deliverables beyond those indicated in an application, as appropriate to the project and per specific grant agreement statements of work.

Section 5304 recipients are required to report on a quarterly basis. Reports are due no later than 45 days after the end of each quarter. Guidance for Agency Periodic Reports (APRs), which include Section 5304 reporting, is on the PTD website, OPTIS - Oregon Public Transit Information System.
PART 2: APPLICATION INFORMATION

Please read all information and instructions before completing the application.

General Information

These instructions cover the application process to apply for Section 5304 Statewide Transportation Planning Grant Program funding. The application is for projects for the entire 2021-2023 biennium.

The application is located on the ODOT Public Transportation Division Funding Opportunities webpage.

Application Format and Use

The application form is a fillable, web-based document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. You may experience formatting limitations and errors if 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, please call Brian Roth, Web and Forms Developer, at 503-986-3394. For answers to programmatic or process-specific questions, contact your 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. 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.

Applications for the 2021-2023 Section 5304 grant solicitation are due to PTD no later than 5:00 p.m. on Monday, March 1, 2021.
**Application Instructions**

Step-by-step 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.

**A. Applicant Information**

Check the “Yes” or “No” radio button to answer the question: “Does your agency have an active grant agreement with PTD?” If you do not have an active agreement and select “No”, additional fields appear where you can provide agency and contact information.

In each applicant information field, enter or select from the drop down menu all of the requested information, beginning with choosing your agency name if you are not a new applicant. Place your cursor in the “Legal Name of Agency” name box to see the list of agencies.

- The application contact should be the person you wish PTD to contact with any questions about your application.
- The person signing the grant agreement should be the person who has authority to sign the agreement or the person who will route it to that person; it is to this person that the agreement will be emailed from OPTIS.

**B. 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. The questions on the application are only part of the entire risk assessment plan. Please contact Andrew O’Keefe at 503-986-3267 or Andrew.S.OKeefe@odot.state.or.us for assistance with the risk assessment plan.

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.
- “Combined” uses both manual and automated systems.

**C. Planning Project Information**

This section asks for detailed information related to the project, including a project title, purpose, timeline, and other information that will help reviewers confirm the project’s eligibility. Answer
all questions and enter all required information in this section. Descriptions should be brief, but complete.

**Project Title:** Enter a name for your project that is easy to understand and identifies it specifically. (For example, “2021-2023 Onboard Ridership Survey”.)

**Project Purpose:** Describe the need for this project and what it will accomplish.

**Project Description, Deliverables, and Timelines:** Briefly summarize project activities, describing relevant characteristics of the project area (e.g., small urban/rural/geographic characteristics, location), the timeline for project completion, and deliverables.

**How does this project meet 2021-2023 OPTP goals and PTAC Work Plan goals?** Explain how the project addresses the need identified in 2. Project Purpose. Briefly describe how the project addresses the 2021-23 Section 5304 selection criteria, including OPTP and PTAC Work Plan goals, outlined earlier in this document (on pages 5 and 6 and pages 9 through 11).

**Will your agency be using a consultant to assist in this planning project, if funded?** Answer “Yes” or “No”. Please involve your regional transit coordinator prior to any procurement or consultant selection process.

**Total Project Cost:** Enter the total amount of the proposed project, including both grant funds and local match. The Match Amount and Grant Amount fields will auto-calculate.

**Match Source:** State STF or Statewide Transportation Improvement Fund (STIF) formula funds granted to agencies through the designated STF Agency are considered local funds and may be used as match for Section 5304 funds. Other local funds and program income, except fare box revenue, may be used as match. However, if the original source of the funds used to pay the contract is from a USDOT source, then the contract revenue cannot be used as match. Non-cash in-kind contributions, such as volunteer labor, may be used for local match.

**Provide the proposed budget:** The application form provides you with two expense type options: Staff Wages and Benefits and Professional Services. You may use one or both of these or overwrite them if you have a different expense type which is eligible under the 5304 Program. Use the Add Expense button to add more expense types, if needed.

**Other Information:** Briefly provide any additional information that supports your application.
D. Submitting Your Application

Signature Box

In the Signature Box, use your mouse and sign the application; this serves as your official signature. Type your name in the box next to the signature box. Submitting the application electronically also attests that the application is complete to the best of your ability.

Document Upload Information

You may upload files associated with your grant application such as GIS files, maps, Coordinated Plan documents, compliance documentation, joint management agreements, and letters of support. Drag files to the Upload section or click the Upload button. If you use the Upload button, a small window will pop up where you can locate saved documents you wish to upload. If the pop-up window does not appear, make sure your internet browser is not blocking pop-up windows. The 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.

Signature Box

In the Signature box, use your mouse to sign the application. Type your name in the Printed Name box. Submitting the application electronically serves as your certification that the application is accurate and complete.

Application Submittal

When your application is complete, select the “Save” box outlined in orange, located on the bottom right corner of the application. This will open a pop-up box on your screen to enter your email address; the program will email you your saved application.

After submitting your application, you should receive an automated email response from PTD with the subject “Section 5304 Application [Applicant 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.
APPENDIX: REFERENCES

FTA Metropolitan and Statewide Planning and NonMetropolitan Transportation Planning Information for 5303, 5304, 5305

PTD Regional Transit Coordinator Contact Information

Key Transit Hubs
ODOT’s Key Transit Hubs Key Transit Hub Report (September 2020)
About Key Transit Hubs

Oregon Procurement Information System (ORPIN)
https://orpin.oregon.gov/open.dll/

Oregon Buys
https://www.oregon.gov/das/ORBuys/Pages/vendorregistration.aspx