

ODOT Rail and Public Transit Division 2019-2021 Advance Solicitation Notice

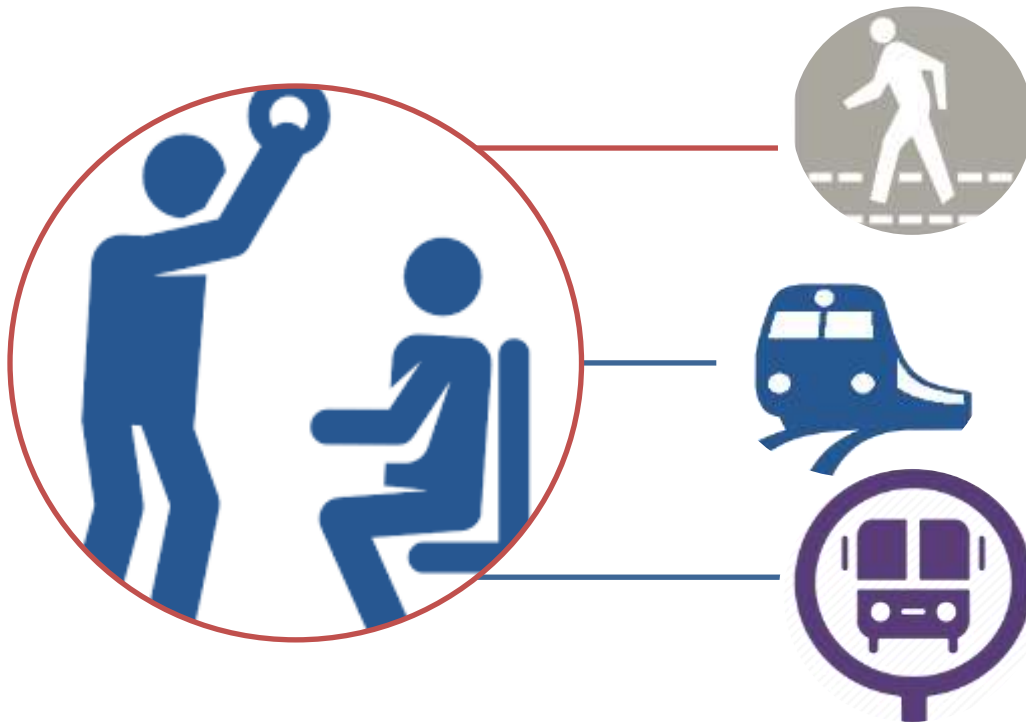


Table of Contents

| | |
|---|-----------|
| Table of Contents | 2 |
| Introduction | 3 |
| Funding Summary | 3 |
| New This Biennium..... | 4 |
| Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)..... | 5 |
| Formula Grants for Rural Areas Program (Section 5311)..... | 6 |
| Special Transportation Fund Formula Program (STF) | 6 |
| Statewide Transit Network Program | 7 |
| FTA Section 5310 Small Urban and ODOT STP Estimated 19-21 Biennial Targets | 8 |
| FTA Section 5311 Estimated 19-21 Biennial Targets..... | 9 |
| Special Transportation Fund Formula Estimated 19-21 Biennial Targets | 10 |
| 2018-2019 Grant Program Schedule..... | 11 |

Introduction

The Oregon Department of Transportation (ODOT) Rail and Public Transit Division (RPTD), with input from the Public Transportation Advisory Committee (PTAC), is gearing up for new investments in public transportation for the 2019-2021 biennium. The following information will help program participants prepare for the next round of grants which will begin later this year with grant solicitation training workshops and the posting of grant applications. Refer to the [**Grant Program Schedule**](#) on page 11 to help plan your local application processes, review timelines and find training information.



This notice provides estimated allocations for three formula programs: Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), FTA Formula Grants for Rural Areas (Section 5311), and State Special Transportation Fund (STF). The table below reflects current funding estimates; the final amount available could vary depending on legislative action during the upcoming session. We are currently anticipating a slight increase in STF funding and a modest increase in Section 5311 funding as compared to the previous biennium. Additional details about anticipated changes in funding levels are found in each program section.

Note: Discretionary funds available for the Statewide Transit Network Program Section 5311(f) combined with the Statewide Transportation Improvement Fund (STIF) Intercommunity sources will be announced at a later date.

Funding Summary

| Program | Estimated Allocation |
|--|----------------------|
| Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) | \$24,002,244 |
| Formula Grants for Rural Areas (Section 5311) | \$18,598,284 |
| Special Transportation Fund (STF) | \$21,928,328 |
| Grand Total | \$64,528,856 |

New This Biennium

Risk Assessment Tool

Federal regulations (2 CFR 200.205) require ODOT to evaluate grant applicants for risk prior to awarding federal transit funds. RPTD has developed a multiple-choice risk assessment tool to evaluate applicants based on a series of factors including financial stability, quality of management systems, history of performance, and findings from previous reviews and audits.

The purpose of the risk assessment is to identify and monitor risks. It is not punitive; instead, the goal is to help transit agencies to be successful and to provide targeted support and training to ensure accountability of funds.

Agencies will be assessed based on the answers to questions listed on each funding application as well as other performance indicators tracked by RPTD. Each agency will then be given a risk assessment classification of high, medium, or low. Agencies identified as moderate or high risk will receive a targeted training and supervision plan from RPTD. The plan will be developed collaboratively with the agency and may include action items such as enhanced invoice scrutiny, scheduled communication with regional transit coordinators, specialized training sessions, or scholarships for additional trainings. Special grant agreement conditions that correspond to the degree of risk assessed may be specified; and intervals between on-site compliance reviews may be adjusted based on risk classification.

Cognito Forms

RPTD is introducing a new online application tool for formula grant applications with this solicitation. *Cognito Forms* is an online form development software that simplifies the application process for the applicant with an easy-to-navigate web-based tool. *Cognito* gives the applicant the ability to view and fill out forms both on desktop and mobile devices. Applicants can save and return to the application at a more convenient time without losing information already entered.

Note: Internet Explorer has intermittent issues with online applications, so we recommend using another browser, such as Google Chrome, to apply.

RPTD will continue to use the *ZoomGrants* tool for the discretionary grants process.

Application Submittal

RPTD will return incomplete or inaccurate applications to the applicant for correction. This includes applications that are missing required attachments.

Helpful Tips

- If you are replacing a vehicle, you must indicate on your application what vehicle in your fleet is being replaced. The vehicle proposed for replacement cannot have been replaced previously. You may view vehicle and asset data in OPTIS to determine asset replacement status as you are completing your application.
- Answer all of the risk assessment questions on both the Section 5310 and Section 5311 applications.
- Submit your application(s) prior to the posted deadlines. Late applications may be rejected and will be delayed while applications submitted on time are processed. Notify your regional transit coordinator no later than two weeks before the published deadline if you believe you will not be able to submit your application on time.



Program Information

Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)

This program funds eligible capital, contracted service, and preventive maintenance projects for transportation agencies serving seniors and individuals with disabilities. In addition to the federal formula allocation of Section 5310 funds, Oregon has, through the Jobs and Transportation Act (JTA), supplemented Section 5310 funds with flexible Federal Highway Administration (FHWA) Surface Transportation Program (STP) funding. In recent years, as much as 88% of Section 5310 funding distributed by the state was due to ODOT STP funds transferred to the Section 5310 program.

The FTA allocates Section 5310 funds to states in separate rural and small urban area allocations. The allocation ODOT Rail and Public Transit is distributing in this solicitation includes the *small urban* funding specifically designated by the FTA to the seven small urban agencies in Oregon, as well as the FHWA STP funds transferred into Section 5310 for all STF agencies.

RPTD will offer a discretionary solicitation for the federally designated Section 5310 *rural-only* program funding (\$2 million) in 2019, for agreements starting before July 1, 2020.

Per our State Management Plan, and approved by the Oregon Transportation Commission (OTC), Section 5310 small urban funds and State STP funds are distributed by formula to Lead Agencies (STF Agencies), who then conduct a local solicitation process and select projects for funding from their allocated amount. The formula used to allocate funds to Lead Agencies is based on total population and on senior and disabled population.

As noted above, only capital projects, as defined by FTA, are eligible for these funds. Eligible agencies with small urban areas will submit separate applications to the lead agency; one for the

small urban portion of 5310 funds and one for the State STP funds. The FTA 5310 and State STP funds have different match rates (see match below).

Refer to the **5310 FTA Small Urban and ODOT STP Estimated Biennial Targets** table on page 8 for estimated funding details.



Lead agencies are invited to develop and recommend a prioritized project list up to 10% above their allocation for this solicitation. If additional funds become available, RPTD staff may review and award the 110% lists in collaboration with the applicants.

Local Match: 5310 Small Urban Funds 20%; State STP Funds 10.27% – for capital, mobility management, contracted service, and preventive maintenance projects

Formula Grants for Rural Areas Program (Section 5311)

This program provides operating, capital, planning, and administrative assistance to communities with a population of fewer than 50,000. The funds are used to support general public transportation services. The majority of funds are distributed to 35 eligible entities through a formula that was updated this biennium through a PTAC work group process and approved by the OTC. The formula includes a base amount for each participant with additional funds distributed using rides and miles information from the National Transit Database. A modest increase in funding is estimated for 2019-21 as compared to the previous biennium.

Agencies providing or wanting to provide general public transportation services not currently funded by the Section 5311 Program that are interested in participating should contact their regional transit coordinator who can share the “start-up” process.

Refer to the **5311 Biennial Targets** table on page 9 for estimated funding details.

Local Match: 43.92% for operating projects and 10.27% for capital, planning, and project administration projects

Special Transportation Fund (STF) Formula Program

This program provides 42 STF Agencies (transportation districts, county governments where no transportation districts exist, and federally-recognized tribal governments) designated by statute with an annual formula-based allocation of state funds from state cigarette taxes and other sources. Per statute, the formula is based on population. The program funds transportation services benefiting seniors and individuals with disabilities.

STF revenues come from cigarette taxes, sales of ID cards, non-auto gas taxes, and the State of Oregon General Fund. Our biennial targets are based on estimates of each of these revenue sources, including an estimate of the General Fund dollars that depend on legislative approval of the Governor’s Budget. This fund includes three accounts: state administration (up to 10% of total

funds), formula (75% of the remainder after administration is deducted), and discretionary (25% of remainder, if available and at ODOT's discretion). For this solicitation, uncertainty around STF revenues does not suggest sufficient funding to offer a discretionary project solicitation. If revenues exceed current estimates, an STF Discretionary solicitation may be offered mid-biennium.



The estimated statewide STF Formula funding of \$21.9 million represents a statewide average increase of 1% from FY 2017-19 to FY 2019-21.

Refer to the **STF Biennial Targets** table on page 10 for estimated funding details.

STF Agencies are encouraged to use the information in this advance grant notice to begin working with their local advisory committees to identify investment priorities, taking changes in all fund sources into consideration.

Local Match: No match is required for these funds.

Statewide Transit Network Program

The Statewide Transit Network Program 2019-2021 discretionary grant solicitation materials will be released in late October 2018. Funding for this solicitation will be from FTA 5311(f) and State STIF Intercommunity Discretionary Sources. Grant agreements under this solicitation are expected to be in place by November 1, 2019.

ODOT expects to amend current 2017-2019 Transit Network/Intercity discretionary operating agreements to extend the agreement period and provide funds to close the gap between the current June 30, 2019 grant end and the expected November 1, 2019 start date of new STIF-funded statewide transit network grant agreements.

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

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

For information about other Rail and Public Transit Division resources and services contact us at 503-986-3300 or ptd@odot.state.or.us.

FTA Section 5310 Small Urban and ODOT STP Estimated 19-21 Biennial Targets

| STF Agency Name | FTA Allocation Estimate | STP Allocation Estimate | Total Allocation Estimate |
|--|-------------------------|-------------------------|---------------------------|
| Baker County | | 164,947 | 164,947 |
| Basin Transit Service | | 487,574 | 487,574 |
| Benton County | 224,047 | 364,426 | 588,473 |
| Burns Paiute | | 90,460 | 90,460 |
| Columbia County | 7,055 | 333,820 | 340,875 |
| Confederated Tribes of Coos, Lowe Umpqua and Suislaw | | 91,509 | 91,509 |
| Confederated Tribes of Grand Ronde | | 98,095 | 98,095 |
| Confederated Tribes of Siletz | | 97,620 | 97,620 |
| Confederated Tribes of Umatilla | | 94,453 | 94,453 |
| Confederated Tribes of Warm Springs | | 101,076 | 101,076 |
| Coos County | | 498,814 | 498,814 |
| Coquille Indian Tribe | | 91,489 | 91,489 |
| Cow Creek Tribe of Umpqua Indians | | 91,826 | 91,826 |
| Crook County | | 188,431 | 188,431 |
| Curry County | | 216,037 | 216,037 |
| Deschutes County | 300,703 | 914,745 | 1,215,448 |
| Douglas County | | 880,994 | 880,994 |
| Gilliam County | | 99,419 | 99,419 |
| Grant County Transportation District | | 129,990 | 129,990 |
| Harney | | 119,831 | 119,831 |
| Hood River County Transportation District | | 153,728 | 153,728 |
| Jefferson County | | 163,444 | 163,444 |
| Josephine County | 181,296 | 507,617 | 688,913 |
| Klamath Tribes | | 96,570 | 96,570 |
| Lake County | | 124,074 | 124,074 |
| Lane Transit District | | 2,016,742 | 2,016,742 |
| Lincoln County | | 395,209 | 395,209 |
| Linn County | 204,539 | 623,206 | 827,745 |
| Malheur County | | 208,778 | 208,778 |
| Morrow County | | 122,342 | 122,342 |
| Rogue Valley Transportation District | 552,935 | 1,018,383 | 1,571,318 |
| Salem Area Mass Transit District | | 2,132,664 | 2,132,664 |
| Sherman County | | 97,791 | 97,791 |
| Sunset Empire Transportation District | | 277,950 | 277,950 |
| Tillamook County Transportation District | | 199,585 | 199,585 |
| Tri County Metropolitan Transportation District | | 7,470,832 | 7,470,832 |
| Umatilla County | 31,669 | 460,678 | 492,347 |
| Union County | | 183,789 | 183,789 |
| Wallowa County | | 125,588 | 125,588 |
| Wasco County | | 185,937 | 185,937 |
| Wheeler County | | 98,084 | 98,084 |
| Yamhill County | | 681,455 | 681,455 |
| Grand Total | 1,502,244 | 22,500,000 | 24,002,244 |

FTA Section 5311 Estimated 19-21 Biennial Targets

| Agency Name | Allocation Estimate |
|--|----------------------|
| Basin Transit Service Transportation District | 1,104,664 |
| Benton County | 252,312 |
| Central Oregon Intergovernmental Council | 1,169,971 |
| City of Canby | 561,325 |
| City of Cottage Grove | 247,930 |
| City of Lebanon | 190,417 |
| City of Pendleton | 274,887 |
| City of Sandy | 790,281 |
| City of Silverton | 134,606 |
| City of Sweet Home | 209,030 |
| City of Woodburn | 279,992 |
| Clackamas County | 235,382 |
| Columbia County | 873,502 |
| Community Connection of Northeast Oregon, Inc. | 862,294 |
| Confederated Tribes of Grand Ronde Community of Oregon | 100,000 |
| Confederated Tribes of the Umatilla Indian Reservation | 613,063 |
| Coos County Area Transit Service District | 429,533 |
| Curry County | 389,143 |
| Douglas County | 974,664 |
| Grant County Transportation District | 277,464 |
| Harney County | 297,575 |
| Hood River County Transportation District | 304,536 |
| Josephine County | 183,331 |
| Klamath Tribes | 259,368 |
| Lane Transit District | 176,062 |
| Lincoln County Transportation Service District | 1,221,836 |
| Linn County | 288,420 |
| Malheur County | 434,213 |
| Mid-Columbia Economic Development District | 259,498 |
| Ride Connection, Inc. | 489,416 |
| Salem Area Mass Transit District | 728,310 |
| South Clackamas Transportation District | 564,055 |
| Sunset Empire Transportation District | 1,002,443 |
| Tillamook County Transportation District | 790,716 |
| Yamhill County | 1,628,045 |
| Grand Total | \$ 18,598,284 |

Special Transportation Fund - Formula Estimated 19-21 Biennial Targets

| STF Agency Name | Allocation Estimate |
|--|---------------------|
| Baker County | 135,400 |
| Basin Transit Service Transportation District | 324,363 |
| Benton County | 442,139 |
| Burns Paiute Tribe | 135,400 |
| Columbia County | 247,006 |
| Confederated Tribes of Coos, Lower Umpqua and Siuslaw | 135,400 |
| Confederated Tribes of Grand Ronde Community of Oregon | 135,400 |
| Confederated Tribes of Siletz Indians | 135,400 |
| Confederated Tribes of the Umatilla Indian Reservation | 135,400 |
| Confederated Tribes of Warm Springs | 135,400 |
| Coos County | 303,634 |
| Coquille Indian Tribe | 135,400 |
| Cow Creek Band of Umpqua Tribe of Indians | 135,400 |
| Crook County | 135,400 |
| Curry County | 135,400 |
| Deschutes County | 869,772 |
| Douglas County | 530,193 |
| Gilliam County | 135,400 |
| Grant County Transportation District | 135,400 |
| Harney County | 135,400 |
| Hood River County Transportation District | 135,400 |
| Jefferson County | 135,400 |
| Josephine County | 409,365 |
| Klamath Tribes | 135,400 |
| Lake County | 135,400 |
| Lane Transit District | 1,757,977 |
| Lincoln County | 230,985 |
| Linn County | 590,915 |
| Malheur County | 154,716 |
| Morrow County | 135,400 |
| Rogue Valley Transportation District | 1,030,545 |
| Salem Area Mass Transit District | 1,992,724 |
| Sherman County | 135,400 |
| Sunset Empire Transportation District | 187,727 |
| Tillamook County Transportation District | 135,400 |
| Tri County Metropolitan Transportation District | 8,579,178 |
| Umatilla County | 384,991 |
| Union County | 135,400 |
| Wallowa County | 135,400 |
| Wasco County | 135,400 |
| Wheeler County | 135,400 |
| Yamhill County | 507,097 |
| Grand Total | 21,928,328 |

2018-2019 Grant Program Schedule

