Oregon Department of Transportation

*Public Transportation Division*

# 2024-2026
# Discretionary Vehicle Replacement Grant Program


# Application Instructions

**This document is available in alternative formats upon request.**

01/04/2024

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# 1. Program Overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for Vehicle Replacement Program. The Oregon Transportation Commission has allocated funding for vehicle replacement and right-sizing using transfers from the Federal Highway Administration's Surface Transportation Block Grant (STBG) program. Funds will be transferred to FTA section 5307, 5310, or 5311 programs after award based on recipient eligibility.

**Application deadline:** March 12, 2024 at 4:00 PM

**Estimate available funds:** $9 million
- $4 million for Section 5307
- $5 million for Section 5310 and 5311 projects

**Grant period**: Pending FTA approval, the grant period will be October 1, 2024 – September 30, 2028.

**Eligible recipients:** Large urban, small urban, and rural public transportation agencies that are eligible to receive FTA section 5307, 5310 or 5311 funding.

**Eligible projects**
Vehicle replacement or right-sizing of vehicles in which ODOT holds a security interest. Vehicle to be replaced or right-sized must meet or exceed the age standard or must meet or exceed the mileage standard for the vehicle type at the time of procurement.

*Standard fuel vehicles.* The acquisition of standard fuel vehicles (i.e., diesel or gasoline) are eligible projects. However, the Oregon Transportation Plan has established transitioning to low- or no-emission vehicles as a key strategy for achieving the state goals for reducing greenhouse gas emissions. Therefore, if your agency intends to apply for a standard fuel vehicle, it must demonstrate that it considered applying for a low- or no-emission vehicle and determined that a low- or no-emission vehicle is not a practicable option at this time. On the application you will be asked why a low- or no-emission vehicle is not practicable and what efforts you made to reach this conclusion.

*Zero-emission vehicles*. If you are applying for funding for a zero-emission vehicle (e.g., battery-electric vehicle), you need to include a zero-emission transition plan with your application. **Appendix A** provides describes the requirements of a zero-emission fleet transition plan.

*Independent cost estimate for vehicle acquisition projects*: Vehicle acquisition projects (replacement, right-sizing or expansion) must include an independent cost estimate to demonstrate that the proposed vehicle can be procured according to the proposed budget and timeline. If you intend to use the DAS/ODOT State Price Agreement, PTD has provided cost estimates that can serve as the basis of the independent cost estimate. If you do not intend to use the DAS/ODOT State Price Agreement, your agency will need to conduct independent research. See **Appendix B** for instructions and DAS/ODOT State Price Agreement cost estimates.

**Selection criteria:**[1]
- 5307
    - Climate mitigation 50%

[1] See section **8. Selection Criteria** to learn more about what each of these criteria means.

    - Equity 20%
    - Exceeds useful life standard 10%
    - Community benefit 10%
    - Readiness to proceed 10%
- 5310
    - Climate mitigation 10%
    - Equity 20%
    - Exceeds useful life standard: 10%
    - Community benefit 50%
    - Readiness to proceed 10%
- 5311
    - Climate mitigation 40%
    - Equity 30%
    - Exceeds useful life standard 10%
    - Community benefit 10%
    - Readiness to proceed 10%

**Federal/local match ratios:** 89.73%/10.27%

**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 at Brian.Roth@odot.state.or.us. For program or process questions, contact your ODOT PTD Regional Transit Coordinator.

**More information**
For more details regarding this grant solicitation, please refer to the Mid-Cycle Discretionary Grant Solicitation, 2024-2026 Guidance available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

# 2. How to Create a New Application and Access an Existing Application

This section includes step-by-step instructions to create a new application as well access an existing application.

## 2.1 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.

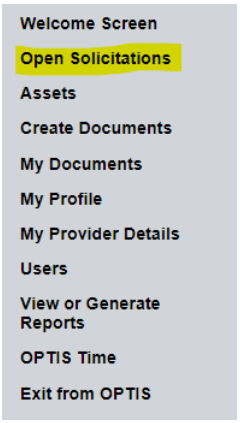
Go to https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx.

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.

## 2.2 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 **Vehicle Replacement Program Discretionary Application, 2024.**

This will load the **Discretionary Application Notice** page, which contains some basic information about the Section 5339 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 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 creation wizard and go directly to the review page, click **View**.

*Tip: Click on* **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.*

## 2.3 Access an Existing Application

To access and complete an existing application, first sign into OPTIS (Section 2.1 above).

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

To go to a specific section of the application, click **Maintain** and then select the desired section.

## 2.4 Forward an Existing Application

You can forward an application to agency staff to review and edit. There are two sections of the application in OPTIS, the main body and the **Project Detail** sections. Each section must be forwarded separately for reviewing and editing. The section that is forwarded is the one that is open when **Forward** is selected.

To forward an application, click on **Actions** while the application is open. Select **Forward**. A new window will open with OPTIS account holders for your agency. Select individual's name from the list.

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

Note: Only one OPTIS account can have access to the main body or **Project Detail** application sections for editing at one time. You can forward each subtask of the **Project Detail** to separate staff to review and edit.

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

# 3. Application Details

Sections 3-8 of this document provide detailed instructions for each question in the application. The subsections and questions are listed in the order that they appear in the application in OPTIS.

Beginning with section 4, numbers refer to the application section and questions as they appear in OPTIS. For example, question 4.1 in these instructions refers to section **4. Application Info**, question **1. Did your agency have any turnover of management or financial staff in the last two years?**

In subsection **6. Scored Questions** there are examples of low scoring and high scoring answers. Applicants are encouraged to review the examples.

## 3.1 Application Contact

Once you have created an application (See **Section 2** above) and selected **Continue**, a window titled **Application Contact** should appear.

In the **Select Contact** drop-down menu, choose the agency contact. This should be the person at your agency that you want ODOT to contact if there is a question about the application.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Authorized Representative** window should appear.

## 3.2 Authorized Representative

Under **Select Contact**, select the name of the individual who has signature authority for your agency.

Review the **Contact Information** and update if necessary.

Click **Next**. The **Address** window should appear.

### 3.3 Address

Review the agency address information and update if necessary.

Click **Next**. The **Application Info** window should appear.

## 4. Application Info

**Risk assessment**

4.1 **Did your agency have any turnover of management or financial staff in the last two years?**

**Yes**
**No**

4.2 **Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

**Yes**
**No**

4.3 **What type of accounting system does your agency use?**

**Automated**
**Manual**
**Combined**

An example of an **Automated** accounting system is a program tool such as QuickBooks. A **Manual** accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A **Combined** system uses a combination of the two systems.

4.4 **Does your agency have a system in place that will account for 100 percent of each employee's time?**

**Yes**
**No**

4.5 **Did your staff members attend required trainings and meetings during prior grant award cycles?**

**Yes**
**No**

Please refer to the training website if your agency needs to participate in a training (https://www.oregon.gov/odot/RPTD/Pages/Training.aspx) or contact your regional transit coordinator.

4.6 **Was your agency audited by the Federal government in the past two years?**

**Yes**
**No**

4.7 **If yes, did the audit result in one or more audit findings?**

**Yes**
**No**

4.8 **If you did have an audit finding, explain any repeat findings, if applicable.** *List the last year of audit with link to document. Share list of findings and repeat findings in this narrative.*

List all findings and describe any repeat findings. Provide the year and link to the most recent audit document.

4.9 **Is the Public Transportation Division currently conducting a forensic audit of your agency?**

**Yes**
**No**

4.10 **Did your agency stay on budget in the past two years?**

**Yes**
**No**

**Fund Sources**

4.11 **Are you applying for Section 5307 funds?**

**Yes**
**No**

4.12 **If you are applying for Section 5307 funding, check to acknowledge the following:**

Click checkbox if applicable.

*I understand that if awarded this grant, my agency is responsible for requesting transfer of funds from FHWA to FTA*

4.13 **Are you applying for Section 5310 funds?**

**Yes**
**No**

4.14 **If you are applying for Section 5310 funding, check to acknowledge the following:**

Click checkbox if applicable.

*I understand that being awarded a Section 5310 grant will require annual reporting to the National Transit Database (NTD).*

4.15 **Are you applying for Section 5311 funds?**

**Yes**
**No**

4.16 **If you are applying for Section 5311 funding, check to acknowledge the following:**

Click checkbox if applicable.

*I understand that being awarded a Section 5311 grant will require annual reporting to the National Transit Database (NTD).*

**Delegation of administration**

4.17 **Will applicant delegate the administration of the grant to a separate agency?**

**Yes**
**No**

4.18 **If yes, provide agency name.**

Once you have answered all the **Application Info** questions, click **Next**. The **Project Info** window should open.

## 5. Project Info

**Planning Project Information**

5.19 **Project title**

5.20 **Project description**

5.21 **Task level deliverables**

5.22 **Project timeline milestones**

5.23 **Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.**

**Large urban**
**Small urban**
**Rural**

*Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under*

*50,000 population). If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.*

**Project Service Type**

5.24 **What is the main type of service that will be supported with this grant?**

**Commuter**
**Complementary Paratransit**
**Demand Response**
**Deviated Fixed Route**
**Fixed Route**
**Intercity**
**Other**
**Paratransit**

5.25 **If you select "Other," please describe.**

5.26 **Expected number of unlinked passenger trips in first year of project?**

One-way passenger rides includes transit travel by mode from one point to another. Using local data, estimate the number of passenger boardings in the second year of the project.

5.27 **Expected number of unlinked passenger trips in second year of project?**

One-way passenger rides includes transit travel by mode from one point to another. Using local data, estimate the number of passenger boardings in the second year of the project.

**Project delivery**

5.28 **How will you deliver the proposed project? Check all that apply.**

**In-house**
**Contractor or Consultant**
**Other**

5.29 **If you selected "Contractor(s) or consultant(s)," please list names of contractor(s) or consultant(s), if known.**

5.30 **If you selected "Other," please describe.**

5.31 **Which delivery approach best describes the proposed project?**

**Single task**
**Two or more complementary tasks**
**Two or more interdependent tasks**

In the **Project Detail** section of OPTIS, you will be asked to define each task of the project and explain how tasks relate to and affect other tasks.

**Project Scalability**

5.32 **What is the estimated total cost to complete this project? Include the total request in this application plus all additional expenditures required to complete the project.**

Provide a total cost to complete the full project in summary form. The breakdown of the project budget by type is entered in the **Project Detail** section.

5.33 **Describe how your project could be scaled down to receive a smaller amount of money than your desired request. If your project cannot be scaled down, write N/A.**

Provide a summary of a scaled down project or write "N/A" if not applicable.

5.34 **If actual costs exceed the budgeted amount for the project, describe your contingency plans. Examples may include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.**

Describe your contingency plans if costs exceed the project's budgeted amount.

5.35 **What is the minimum award amount (grant share only, not including match) that will still allow your project to proceed?**

In certain cases, your agency may be awarded this minimum amount.

Once you have answered all the **Project Info** questions, click **Next**. The **Scored Questions** window should open.

# 6. Scored Questions

The **Scored Questions** page contains the questions that will be used to evaluate and score applications. The scoring weights are provided in parentheses. Scoring weights vary by funding program (i.e., 5037, 5310, 5311).

Please answer the questions completely with relevant details that will help the evaluation committee appraise the merits of the project. For reference, examples of low scoring and high scoring answers have been provided.

**Community benefits (5307 - 10%, 5310 – 50%, 5311 – 10%)**

For questions 6.36 – 6.39 please describe how this project will benefit the community.

6.36 **Describe the need of this project addresses. Please provide information to support these statements.**

Lower scoring answer:
“This project would help our agency begin our transition plan to replace 25% of our gas propulsion fleet with an electric fleet would give our community many benefits that include energy efficiency, quieter and cleaner idling at the transit center and stops, and lower operating costs.”

Higher scoring answer:
“Replacing 25% of a transit agency's gas propulsion vehicles with electric vehicles (EVs) can bring several benefits to the community.

Environmental Impact:

Reduced Emissions: The use of electric vehicles reduces local air pollution and greenhouse gas emissions compared to traditional gas-powered vehicles. This can contribute to improved air quality and a healthier environment for residents.

Health Benefits:

Improved Air Quality: By reducing emissions, the community may experience improved air quality, leading to fewer respiratory issues and health problems associated with air pollution.

Noise Reduction:

Quieter Operations: Electric vehicles are quieter than traditional gas vehicles, contributing to a reduction in noise pollution along transit routes and in residential areas.

Energy Efficiency:

Lower Energy Consumption: Electric vehicles are generally more energy-efficient than internal combustion engine vehicles. This means that, overall, the transit agency may use less energy to operate the fleet, contributing to energy conservation efforts.

Cost Savings:

Lower Operating Costs: While the upfront costs of electric vehicles may be higher, they often have lower operating costs over their lifespan due to lower maintenance and fuel costs. This can result in long-term financial savings for the transit agency, potentially freeing up resources for other community needs.

Technological Innovation:

Encouraging Innovation: Introducing electric vehicles can foster innovation and technological advancement in the transit sector, potentially attracting investments and expertise that benefit the community.

Public Perception and Image:

Environmental Stewardship: Adopting electric vehicles demonstrates the transit agency's commitment to environmental sustainability, contributing to a positive public perception and an image of a forward-thinking and environmentally conscious community.

Government Incentives:

Access to Incentives: Many governments offer incentives for the adoption of electric vehicles, including grants, subsidies, or tax benefits. Replacing a portion of the fleet with electric vehicles may make the transit agency eligible for such incentives, reducing the financial burden of the transition.

Reduced Dependency on Fossil Fuels:

Diversified Energy Sources: Transitioning to electric vehicles reduces the transit agency's reliance on fossil fuels, contributing to energy diversification and potentially increasing the resilience of the transportation system to energy price fluctuations.

Community Engagement:

Educational Opportunities: The introduction of electric vehicles provides opportunities for community engagement and education on sustainable transportation practices. It can raise awareness about the environmental impact of transportation choices and encourage more sustainable behaviors.

Resilience to Fuel Price Fluctuations:

Stable Energy Costs: Electric vehicles are less affected by the volatility of fuel prices, providing the transit agency with more stable and predictable energy costs over time."

6.37 **Describe how your agency determined this need existed, including any community engagement you conducted.**

Lower scoring answer:
"When developing our transit fleet transition plan was shared with local stakeholders, community websites and in public meetings. Such collaboration and community comments shaped our plan. "

High scoring answer:
"Our agency implemented a communications plan for this effort. The developed communications plan completed the following action items.

Identified Key Stakeholders:

Internal Stakeholders: Transit agency staff, drivers, maintenance teams, and other internal stakeholders.

External Stakeholders: Residents, businesses, environmental groups, local government officials, regulatory bodies, and transit users.

Communication Channels:

Traditional Media: Press releases, newspaper articles, and radio interviews were utilized to reach a broad audience.

Digital Media: The transit agency's website, social media platforms, and email newsletters were used for timely updates.

Community Meetings: Town hall meetings and public forums were hosted to engage directly with community members.

Educational Materials: Brochures, fact sheets, and infographics were developed to explain the benefits of transitioning to electric transit.

Key Messages:

Environmental Benefits: Emphasized the positive impact on air quality, reduction in greenhouse gas emissions, and the community's contribution to sustainable practices.

Cost Savings: Highlighted potential long-term financial savings due to lower operating costs and potential incentives.

Health and Quality of Life: Stressed the improvements in public health and quality of life through reduced noise and air pollution.

Innovation and Technological Advancements: Communicated the agency's commitment to embracing cutting-edge technology for the benefit of the community.

Community Engagement:

Public Meetings: Scheduled town hall meetings and public forums to present the plan, address concerns, and gather feedback.

Surveys and Feedback Forms: Distributed surveys to transit users and community members to collect opinions and suggestions.

Online Platforms: Created a dedicated section on the transit agency's website for updates, FAQs, and an interactive forum for community discussions.

Collaborative Workshops: Hosted workshops with local environmental groups, businesses, and residents to discuss the transition plan and gather insights.

Timeline and Milestones:

Clearly outlined the timeline for the transition, including key milestones. This helped manage expectations and kept stakeholders informed about the progress.

Addressing Concerns:

Proactively addressed common concerns such as charging infrastructure, vehicle range, and potential disruptions in transit services during the transition.

Developed clear and concise responses to FAQs to ensure consistent messaging.

Partnerships and Advocacy:

Collaborated with environmental organizations, local businesses, and advocacy groups to build support and leverage collective influence.

Sought endorsements from influential community figures and organizations.

Training and Education:

Provided training sessions for transit agency staff on the operation and maintenance of electric vehicles.

Conducted public education campaigns to inform the community about the benefits of electric transit and how to use the new services.

Monitoring and Adaptation:

Established metrics for monitoring the success of the communications plan.
Were open to feedback and adapted the plan based on the evolving needs and concerns of stakeholders.

Celebrating Success:

Publicly acknowledged milestones achieved during the transition to maintain a positive public perception.

Showcased the positive impacts of the electric fleet on the environment and the community.

6.38 **Describe the expected benefits from this project? If you are applying for Section 5310 funding, be sure to include how will this project benefit seniors and people with disabilities.**

Lower scoring answer:
"Transitioning 25% of a gas propulsion transit fleet to electric vehicles (EVs) is expected to yield a range of benefits for both the community at large and specific demographics, including seniors and people with disabilities. These benefits include reduced emissions and improved air quality."

Higher scoring answer:
"Transitioning to electric vehicles (EV) not only brings about environmental and general community benefits but also has the potential to enhance accessibility, safety, and comfort for seniors and people with disabilities, promoting an inclusive and sustainable public transportation system.

The transition to electric vehicles encourages technological innovation and showcases a commitment to embracing sustainable and advanced transportation solutions as supported by community priorities.

The use of electric vehicles significantly reduces greenhouse gas emissions and air pollutants, contributing to improved air quality and environmental sustainability.

For seniors and people with disabilities, EVs can be designed to be more accessible, providing equitable transportation options for seniors and people with disabilities. Quieter EVs reduce noise disturbance, benefiting individuals with sensitivities to loud sounds, including some seniors and those with sensory disabilities. Cleaner air resulting from reduced emissions is particularly beneficial for the most vulnerable populations such as seniors and individuals with respiratory or cardiovascular conditions, improving their overall health and well-being."

6.39 **If this project did not receive funding from this solicitation, what are the expected impacts? If you are applying for Section 5310 funding, be sure to include how it would impact seniors and people with disabilities.**

Lower scoring answer:
"Without this funding, costs would continue to increase causing this project to be out of reach for future funding. "

Higher scoring answer:
"If our transit agency fails to secure funding for transitioning 25% of its gas propulsion transit fleet to electric vehicles (EVs), there could be several impacts on various aspects of the project and the community. Here's an overview of potential consequences, including considerations for seniors and people with disabilities:

Environmental Impact:

Continued Emissions: The transit agency would continue to operate a fleet with traditional gas propulsion, contributing to ongoing air pollution and greenhouse gas emissions.

Missed Sustainability Targets:

Failure to Achieve Goals: The agency may miss environmental sustainability targets and goals related to reducing carbon footprints and promoting clean energy.

Higher Operating Costs:

Persisting Operational Expenses: Gasoline-powered vehicles generally have higher operating costs over time, potentially leading to increased financial strain on the transit agency.

Limited Technological Advancement:

Missed Innovation Opportunities: The agency may miss the chance to invest in and showcase cutting-edge technologies, potentially falling behind in terms of industry innovation.

Impact on Seniors and People with Disabilities:

Limited Accessibility Improvements:

Delayed Accessibility Enhancements: Funding constraints may hinder the implementation of accessibility features in new electric vehicles, limiting improvements for seniors and people with disabilities.

Continued Noise and Air Pollution:

Impact on Health: Seniors and individuals with respiratory conditions or sensitivities would continue to experience the negative effects of noise and air pollution associated with traditional gas-powered vehicles.

Missed Safety and Comfort Enhancements:

Lack of Advanced Safety Features: Electric vehicles often come with advanced safety features, and the absence of funding could mean a delay in implementing these features, affecting the safety and comfort of passengers, including seniors and those with disabilities.

Limited Mobility Services:

Reduced Accessibility: Without funding, there may be fewer opportunities to enhance overall mobility services and cater specifically to the needs of seniors and people with disabilities.

Inadequate Training and Assistance:

Limited Staff Training: The transit agency may not have the resources to adequately train staff on assisting seniors and individuals with disabilities in using public transit services effectively.

Potential for Increased Isolation:

Social Inclusion Challenges: The lack of improvements in transit services may contribute to continued challenges in social inclusion for seniors and individuals with disabilities, potentially leading to increased isolation.

Missed Opportunities for Community Engagement:

Limited Participation: Funding constraints may limit the agency's ability to engage with the community, gather feedback, and address concerns, leading to reduced community participation, including that of seniors and individuals with disabilities.

Delayed Accessibility Features:

Postponed Infrastructure Improvements: The lack of funding might delay the development of accessible infrastructure, such as charging stations designed to accommodate individuals with disabilities.

In summary, the absence of funding to transition to electric vehicles not only hampers environmental and financial goals but also delays improvements in accessibility, safety, and comfort for seniors and people with disabilities. It may perpetuate existing challenges related to noise and air pollution, limited mobility services, and the social inclusion of vulnerable populations."

**Exceeds Useful Life Standards (10%)**

6.40 **Provide the <u>current</u> mileage, current years of service and current condition for reach vehicle you intend to replace or right-size.**

This data is available in OPTIS under project details.

6.41 **Provide the expected mileage, expected years of service and expected condition for each vehicle you intend to replace or right-size at the <u>time of procurement</u>.**

**Equity (20% operations projects, 10% all other projects)**
*The term "disadvantaged communities" refers to people whose income is below the poverty level; Black, Hispanic or Latino/a/x, Indigenous, and other people of color; older adults (65+); people with limited English proficiency; and people living with a disability.*

*For questions 6.42-6.46 please refer to the definition of disadvantaged communities in your responses.*

6.42 **What are the specific geographic boundaries of your transit service area? If you have a shapefile of your transit service area, please save it as a .zip file and attach it to your application in Attachments page in the Project Details section.**

Please be as specific as possible in your description. PTD will use the geographical boundaries to determine the population served.

6.43 **Did your agency engage or does your agency plan to engage members of disadvantaged communities or their representatives in the development of this project?**

**Yes**
**No**

6.44 **If you answered "Yes," to the previous question, please explain the engagement that you conducted.**

6.45 **How will disadvantaged communities benefit from this project?**

<u>Lower scoring answer</u>:
"This project will assist our agency to provide consistent services. Our agency relies on this funding to maintain our current services to populations identified as transportation disadvantaged."

<u>Higher scoring answer:</u>
"New lower emission transit vehicles can bring significant benefits for disadvantaged populations, addressing their unique needs and contributing to overall community well-being. Here's how:

Environmental Impact:
Lower emission transit vehicles contribute to improved air quality, reducing the environmental burden on disadvantaged communities.

Economic Relief for Low-Income Individuals:
Disadvantaged communities, often characterized by lower income levels, face challenges accessing reliable transportation. Introducing lower emission transit vehicles not only provides a more

affordable and efficient mode of transportation but also reduces the economic strain on individuals who may otherwise struggle with high transportation costs.

Equitable Access for Minority Groups:
The term "disadvantaged communities" encompasses various minority groups, including Black, Hispanic or Latino/a/x, Indigenous, and other people of color. Deploying lower emission transit vehicles ensures that these communities have equal access to sustainable and eco-friendly transportation options.

Serving Older Adults:
Older adults (65+) often face challenges related to mobility and may rely heavily on public transportation. Lower emission vehicles not only enhance the overall quality of public transit but also address the unique needs of older individuals by providing a cleaner and more comfortable commuting experience.

In summary, the introduction of new lower emission transit vehicles not only addresses environmental concerns but also serves as a catalyst for economic relief, social equity, and improved accessibility for disadvantaged populations. By prioritizing the unique needs of those below the poverty level, Black, Hispanic or Latino/a/x, Indigenous, older adults, people with limited English proficiency, and people living with a disability, we contribute to a more inclusive and sustainable public transportation system for all."

6.46 **How will disadvantaged communities be burdened by this project?**

Lower scoring answer:
"This project is not expected to burden disadvantaged populations."

Higher scoring answer:
"New lower emission transit vehicles can bring significant benefits for disadvantaged populations, addressing their unique needs and contributing to overall community well-being. Here's how:

Limited funding for upfront costs:
Disadvantaged communities often have limited financial resources. High upfront costs may strain already tight budgets, making it challenging for transit agencies serving these populations to afford the initial investment required for lower emission vehicles and the necessary infrastructure upgrades while still offering a higher level of service.

Potential for Service Cuts or Delays:
Transit agencies facing budget constraints due to high upfront costs may be forced to make difficult decisions, such as reducing service frequency, cutting routes, or delaying necessary maintenance. These adjustments can negatively impact disadvantaged communities that rely on public transportation as a lifeline, hindering their ability to access critical services and opportunities. Our goal is to keep the services serving the most vulnerable intact, if there are reductions in service.

Collaborative efforts between government agencies, private partners, and community organizations can help mitigate the burdens and ensure that the environmental and health benefits of cleaner transit are realized without exacerbating existing disparities."

**Climate mitigation (5307 – 50%, 5310 – 10%, 5311 - 40%)**

Note: Questions 6.47 - 6.53 will be used to determine project eligibility. Answer these questions if you are applying for funding for one or more standard fuel vehicles (i.e., diesel or gasoline). Otherwise, skip to question 6.54.

A "standard fuel vehicle" is a vehicle that uses diesel or gasoline. "Low- or no-emission vehicles" include battery electric, fuel cell electric, diesel-electric hybrid, gas-electric hybrid, natural gas, propane or other alternative fuel.

6.47 **Does the proposed project include the acquisition of one or more standard fuel vehicles (i.e., diesel or gasoline)?**

**Yes**
**No**

6.48 **If you answered "yes" to question 47, did your agency consider acquiring a low- or no-emission vehicle instead (i.e., battery electric, fuel cell electric, diesel-electric hybrid, gas-electric hybrid, natural gas, propane or other alternative fuel)?**

**Yes**
**No**

6.49 **If you answered "yes" to question 48, what kind of low- or no-emission vehicle(s) did you consider? Select all the apply.**

**Battery electric vehicle**
**Diesel-electric vehicle**
**Natural gas**
**Fuel cell electric vehicle**
**Gas-electric hybrid**
**Propane**
**Other**

6.50 **If you selected "Other" for question 49, please specify. If you selected multiple fuel types, please specify.**

6.51 **Why does your agency believe that a low- or no-emission vehicle is not a practical option currently? Select all that apply.**

**Vehicle cost**
**Maintenance requirements**
**Unfamiliarity with technology**
**Vehicle not available for procurement timeline**
**Infrastructure needs**
**Workforce skills**
**Lack of support from governing body**
**No vehicle will meet route needs**

**Other**

6.52 **If you selected "Other" for question 51, please specify.**

6.53 **If your agency is applying for the purchase of a standard fuel vehicle, describe the efforts your agency made to determine that an alternative fuel vehicle is not a practical option currently.**

6.54 **Does the proposed project include the acquisition of one or more zero-emission vehicles (i.e., battery electric or fuel cell electric)?**

If you answered, "Yes," attach your complete zero-emission fleet transition plan on the attachments screen in the Project Details section. Instructions and resources on how to create a zero-emission fleet transition plan are included in the solicitation guidance in Appendix A.

**Yes**
**No**

6.55 **If your agency is applying for funding to purchase one or more battery electric vehicles, indicate the power source for charging the vehicle.**

**Onsite renewable electricity**
**Local utility grid mix**
**Purchased renewable electricity**
**Unknown**
**Not applicable**

6.56 **Indicate the make, model and propulsion type of each vehicle that your agency will replace if awarded funding. If awarded your full request, how many vehicles by category and propulsion type will be replaced?**

6.57 **Estimate the number of expected annual passenger rides (i.e., one-way passenger rides) in the first year of service for each vehicle.**

*For each vehicle include all one-way passenger rides, even if the vehicle is used across different routes or services.*

6.58 **For each vehicle you intend to acquire if awarded funding, estimate the annual total miles each vehicle will be driven (i.e., annual vehicle miles travelled) or write "N/A."**

6.59 **Indicate the category of vehicle and propulsion type your agency intends to procure if awarded funding. If applying for more than one vehicle, indicate the category for each vehicle you intend to procure.**

*Examples of propulsion types include diesel, gasoline, battery electric, fuel cell electric, natural gas, diesel electric hybrid, gasoline electric hybrid, and propane.*

Resource for vehicle category (A-E) definitions:
https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf

**Readiness to Proceed (10%)**

6.60 **Will your agency be able to complete the project within the funding period?**

**Yes**
**No**

6.61 **Describe why this project is realistic and implementation can be successfully completed on budget and within the grant agreement period.**

Lower scoring answer:
"This project can be completed within the grant period as defined in the scope of work. Our agency has the resources and knowledge to execute and report on this project. Specifically, there are experienced staff at the project management and financial level with competency with the ODOT reporting and funding-specific requirements. In the past, our agency has completed grant awards with minimal amendments or requests for extensions.

in the development of this application, we have done research to verify the availability of vehicles and timelines. These tasks were carefully reviewed. Interdependent tasks were considered and streamlined in our project development processes to eliminate critical path blockades. There is flexibility and room for small shifts that will still provide the deliverables within the parameters of the project."

Higher scoring answer:
"Our confidence in the successful completion of this project within the stipulated grant period is underpinned by several key factors:

Resource Competency:
Our agency boasts a seasoned team proficient in project management and financial processes, we are well-versed in the intricacies of ODOT reporting and funding-specific requirements. Past grant awards have been executed seamlessly, with minimal amendments or extension requests, showcasing our organizational capabilities.

Thorough Project Development:
The groundwork for this application involved meticulous research to validate the availability of vehicles and associated timelines. This process was not merely cursory but involved a comprehensive review of interdependent tasks, independent cost estimates, and verification of cost estimates to the best of our ability. We have focused our project development processes on eliminating potential critical path blockades, ensuring smooth progress.

Flexibility and Contingency Planning:
Our approach integrates flexibility, allowing for slight adjustments without compromising project deliverables. By foreseeing potential shifts in timelines or unforeseen challenges, we've embedded adaptability into our project plan. This proactive stance assures that even with minor deviations, project parameters will be met.

In essence, our agency is not only equipped with expertise but has also strategically positioned itself to navigate potential challenges effectively. This commitment to precision, efficiency, and

adaptability aligns with our track record of successful grant management, reinforcing the viability of our proposed project within the proposed budget and grant agreement period."

Once you have answered all the questions in the **Scored Questions** section, click **Next**. The **Comments** window will open.

## 7. Comments

Providing comments is optional. If there is something additional that your agency would like to communicate to ODOT staff or the evaluation committee, please use this space.

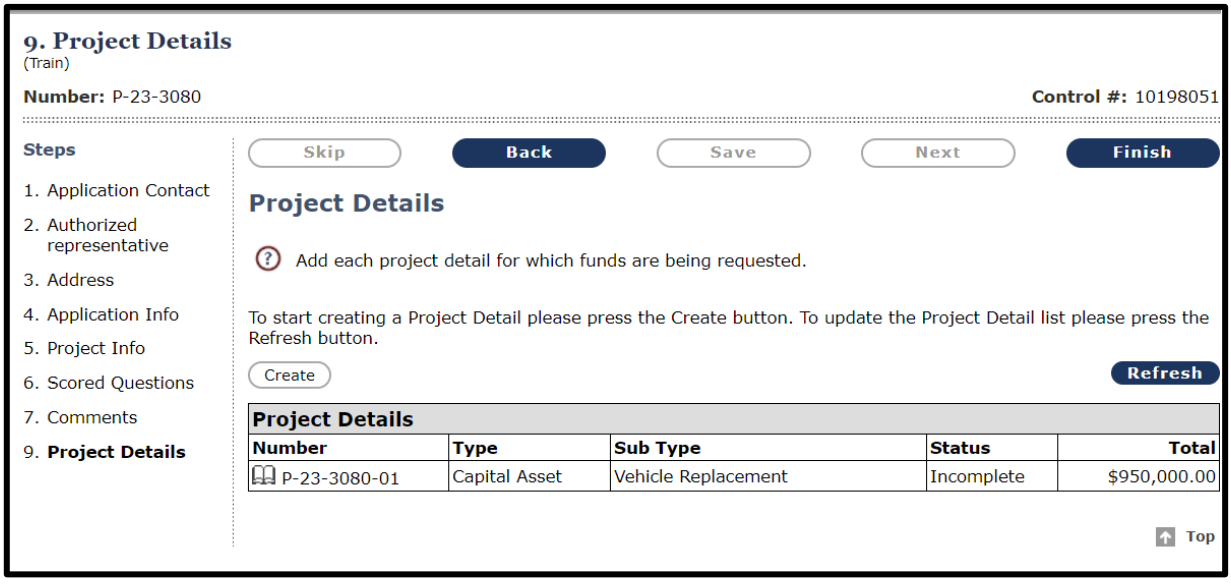
## 8. Project Details

The **Project Details** section collects information about project tasks and budget.

If your project contains multiple project tasks (e.g., multiple vehicle procurements), each project task must be included in a separate **Project Detail**.

### 8.1 Create a new Project Detail

To create a new **Project Detail** click **Create** as shown.




*Tip: To update the* **Project Detail** *list, click the* **Refresh** *button. Your application can have multiple tasks as shown above.*

Once you have selected a task type and clicked **Create**, the **Create Document** screen should appear. Click **Continue** to use the task wizard.

Depending on the task type selected, the information collected will vary. Repeat for each task and type of project. The following instructions are specific to each task type.

1. **Information**

   On the **Information** screen, click **Next**.

2. **Task Description**

   Provide a description of the task in the space provided. The detail in this section only applies to this subtask. You can have multiple subtask entries.

   When finished, click **Next**.

3. **Project Detail Info**

   **Will you use the ODOT/DAS state price agreement contract?**

   **Yes**
   **No**

   **If No, describe the needs not addressed in state contracts (e.g., no contracts for trolley-style vehicles, no contracts for buses larger than 44 passengers, etc.). Note that under new FTA guidelines, piggybacking on outside contracts is strictly limited.**

   **Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?**

   **Yes**
   **No**

   **If Yes, provide details of grouped service activities.**

   **Did you complete an independent cost estimate that included an estimate of the total cost of the vehicle as well as timeline for procurement?**

   If you answered "Yes," attach your required independent cost estimate(s) on the attachments screen. An independent cost estimate (ICE) must be included with all vehicle acquisition projects (vehicle replacement, right-sizing or expansion). Access the ODOT ICE form here: https://www.cognitoforms.com/ODOT2/IndependentCostEstimate

   The ICE must include an assessment of the expected cost and timeline for procurement based on reliable sources, such as paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.

   For more information, refer to Appendix B.

4. **Attachments**

Add attachments if applicable.

*Tip: Be sure to provide required information on zero-emission projects. If you are applying for funding for a zero-emission vehicle (e.g., battery-electric vehicle or fuel cell electric), you need to include a zero-emission transition plan with your application. Appendix A provides describes the requirements of a zero-emission fleet transition plan.*

5. **Assets**

#ALI Entry

Select the ALI by the type of vehicle, you may have to repeat the same code in all three sections.

**Add Brief Description, Quantity, Price**

Select **Add Asset**

Select **Details**

**Item Information**
Complete information as required.

**Indicate the category of vehicle your agency intends to procure if awarded funding. If applying for more than one vehicle, indicate the category for each vehicle you intend to procure.**

Category A: large, heavy-duty transit bus
Category B: medium, heavy-duty transit bus
Category C: medium, heavy-duty transit bus and truck chassis cutaway
Category D: medium, light-duty bus and chassis cutaway
Category E 1: small, light-duty bus
Category E 2: modified van
Category E 3: modified minivan

Resource for vehicle category (A-E) definitions:
https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf

**Total Seats**

Add number of standard seats (per vehicle)

**ADA Seats**

Add number of ADA seats (per vehicle)

**Vehicle Length**

Add Length in feet

**Vehicle Propulsion type**

**Biodiesel**
**Compressed Natural Gas**
**Diesel**
**Electric**
**Ethanol**
**Gasoline (Non-Ethanol)**
**Liquified Natural Gas**
**Other Fuel**
**Propane**
**Renewable Diesel**
**Renewable Natural Gas**
**Renewable Propane**

**Milestones**

Milestones will vary by subtask. These estimated dates will populate your statement of work if awarded. Note that the grant cycle likely will start after October 1, 2024. Vehicle procurement timelines are expected for 4 years. September 30, 2028 is expected as final date of the agreement.

**Vehicles**
Project start date:
Request for proposal/Invitation for bid date:
Construction start date:
Construction end date:
Project completion date:

**Attachments**

Add required transition plans per Appendix A or independent cost estimates per Appendix B.

**Replacements**

For replacement vehicles, select **Add Vehicle.**

**Search** for vehicles in your agency assets recorded in OPTIS.

**Check** the box for the vehicle(s) to be replaced, select **Submit Selected Assets**.

Tip: Select Refresh to see replacement vehicles selected.

Select **Finish.**

6. **Budget Summary**

Task Budget will populate with the Asset section.
Select **Add Match Source.**
Reminder: Federal funds are not eligible as match funds.
**Match Status:**

Select the suitable status for each match source.
**Planned** – funding expected in a future budget scenario, not currently funded.
**Secured** – funding secured from an approved budget source, available for use.
**Pending** – funding anticipated from a source, but not yet confirmed.

Complete and select **Save.**

When finished, click **Finish.** A full screen of all details will open. Review all data in a consolidated window. You can reopen specific sections in this view by clicking on the data. If no changes are required, you can close this window to view the full application.

## 9. How to Submit a Completed Application

To submit your application, complete the **Integrity Check**.

In the main menu, click on **Actions**. Select **Check Integrity**.

> **Check Integrity** checks if the document has met the minimum requirements needed to complete the current step. For most issues, there will be a link to the area that needs to be modified. Not all issues will have a link.

When an issue has been resolved, click the **Refresh** button. Completed issues will not be shown.

Go to **Complete Step (Create)** to submit the application.

## 10. Contact Information

For more details regarding this grant solicitation refer to Mid-Cycle Discretionary Grant Solicitation, 2024-2026 Guidance for general program overview, detailed information by funding program and the full solicitation schedule available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

ODOT PTD is devoted to working with you throughout your application process. Questions may be addressed to your PTD Regional Transit Coordinator.

## 11. Appendix A: Zero-emission fleet transition plan guidance

**General instructions**

All applications for zero-emission capital projects are required to submit a zero-emission fleet transition plan (Transition Plan). This requirement applies to vehicle and equipment procurements as well as facility projects that support zero-emission projects (e.g., battery electric vehicles, fuel cell electric vehicles, charging infrastructure, hydrogen infrastructure, etc.). This requirement does not apply to planning projects or electric hybrid vehicles.

For agencies with smaller fleets, a Transition Plan need not be complex, but must address all six elements described in the "Transition Plan requirements" section below. Applicants may submit an existing plan with a cover letter or addendum identifying the location of the six elements and/or adding any missing elements.

Upload your Transition Plan with your application in OPTIS as an attachment on the **Attachments** page of the **Project Details** section.

**Format**

There is not a required format for the Transition Plan. However, each of the six required elements should be clearly labelled (see "Transition Plan requirements" below).

The Public Transportation Division has created a Zero-Emission Fleet Transition Plan template to aid the development of a Transition Plan. Use of the template is **optional** and should be adapted to your agency's goals and plans. Link to template: https://www.oregon.gov/odot/rptd/pages/electrification.aspx

**Transition Plan requirements**

The Transition Plan requirements are identical to those required by the Federal Transit Administration's Low or No Emission Vehicle Program (5339(c)). The Transition Plan must include the following six elements:

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current application and future acquisitions.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Include excerpt or describe how long-term fleet management plan aligns with the zero-emission application.
        ii. Describe how the procurement plan aligns with the zero-emission application.

2. Address the availability of current and future funding to meet costs for the transition and implementation.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Provide an overview of current funding levels and sources and how that will support/impact the transition.
        ii. Describe planning or other efforts underway to secure additional resources.

3. Consider policy and legislation impacts on technology.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Listing of any state or local policies or legislation that support or hinder the implementation of relevant technology the applicant is looking to implement.
        ii. Analysis of future policy or legislation that the agency is considering that will support the implementation.

4. An evaluation of existing and future facilities and their relationship to the technology transition.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Capital inventory relevant to fleet transition that includes information on the state of existing facilities and the scope and timing for future upgrades and/or expansion.

ii. Analysis of existing facilities relevant to fleet transition and their ability to integrate relevant technology for both current and future acquisitions.

5. Describe the partnership of the applicant with the utility or alternative fuel provider.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Letters of support, contract information, communications, etc. with the fuel or energy provider.
        ii. Analysis of ongoing coordination with providers and plans for integration and cooperation.
        iii. Explanation that based on the size of the vehicle fleet that no partnership is needed.

6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid the displacement of the existing workforce.
    a. Examples of how applicants may address this element (not exhaustive):
        i. Usage of the FTA's Workforce Evaluation Tool.[2]
        ii. Coordination efforts with existing employee representation and/or members.
        iii. Employee retention and agency workforce planning strategies.
        iv. Identification of type of training needed and training provider.

**Frequently asked questions**

1. My agency created a Zero-Emission Fleet Transition Plan to support an application to the Federal Transit Administration's Low and No Emission Vehicle Program and/or Buses and Bus Facilities Competitive Programs (5339 b and c). Can we submit that plan rather than create a new one?

   Yes, if the Zero-Emission Fleet Transition Plan contains the six required elements and it is up to date, you can submit that plan. The Transition Plan requirements are the same as the Low-No and Buses and Bus Facilities Competitive Programs requirements.

2. Must our agency have a plan to replace all its existing vehicles with zero-emission vehicles (ZEV)?

   No. However, the Transition Plan should identify which vehicles it intends to replace or new ZEVs it will deploy.

3. Can our Transition Plan change in the future?

   Yes, a Transition Plan is a living document. It is recommended to update the plan as circumstances and technology changes.

4. Should we include just our agency's service vehicles in the Transition Plan, or should we also include maintenance and administrative vehicles?

   You should include all vehicles you intend to transition to ZEVs, including maintenance and administrative vehicles.

[2] Zero-Emission Fleet Transition Plan – Element 6: Workforce Evaluation Tool | FTA (dot.gov)

**ODOT contact regarding Transition Plan**

If you have additional questions about the Transition Plan requirement, please contact Ryan Phillips (ryan.l.phillips@odot.oregon.gov).

# 12. Appendix B: Independent cost estimate requirement for vehicle acquisitions

**Overview**

For the Mid-Cycle Discretionary Grant Solicitation, an independent cost estimate (ICE) must be included with all vehicle acquisition projects (vehicle replacement, right-sizing or expansion). The ICE must include an assessment of the expected cost and timeline for procurement based on reliable sources, such as paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.[3]

**Background**

Over the past several years, transit agencies have been experiencing unprecedented increases in the cost of vehicles and extended procurement delays. To increase confidence that agencies will be able to procure vehicles within budget and within the grant agreement period, PTD is requiring that agencies submit an independent cost estimate with their application for all vehicle acquisition projects.

**Instructions**

1. Conduct an ICE based on reliable sources for each vehicle(s) for which you are applying for funding to determine the estimate cost and timeline for procurement. Reliable sources of information include paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.

   If you intend to purchase a vehicle from the ODOT/DAS State Price Agreement, use the cost estimate information below. Depending on the propulsion type (e.g., diesel, electric, etc.) and optional features you intend to include, you may need to conduct additional research and increase the estimate. Additionally, you should factor in inflation and your timeline for procurement.

   If you do not intend to purchase a vehicle from the ODOT/DAS State Price Agreement, you should use other reliable sources to estimate the cost of the vehicle and timeline.

2. Complete an ICE worksheet: https://www.cognitoforms.com/ODOT2/IndependentCostEstimate.

3. Submit the ICE on the **Attachments** page in the **Project Details** section of the application in OPTIS.

**ODOT/DAS cost estimate and procurement timeline information**

[3] Commonly an ICE only includes the expected cost. For the Mid-Cycle Discretionary Grant Solicitation, it must also include an estimated timeline for procurement.

**Table 2** contains estimates of the base price cost, cost of required specifications as well as timeline for delivery for each category vehicle included on the ODOT/DAS State Price Agreement. The information was updated in December 2023 based on input from a vehicle distributor and an analysis of the Request for Quotes (RFQ's) Oregon transit agencies received in 2023. There were no RFQ's received for Category A vehicles in 2023.

If your agency intends to use the ODOT/DAS State Price Agreement, use the information in **Table 1** as the basis for your ICE. However, keep in mind that key variables will affect the price, including the make, model and length, propulsion type, required specifications as well as inflation over time. Ultimately, your agency is responsible for the ICE budget and timeline, so you may want to seek out additional information to confirm your calculations.

*Table 1 ODOT/DAS State Price Agreement estimated costs and timeline for delivery*

| Category | Current base price range | Average price quote for required specs (2023) | Price range for required specs (2023) | Number of quotes (2023) | Expected delivery time |
|---|---|---|---|---|---|
| A | $480,000 - $1,000,000 | - | - | 0 | 24+ months |
| B | $190,000 - $410,000 | $70,000 | $50,000-$90,000 | 4 | 12-24 |
| C | $140,000 - $235,000 | $56,000 | $40,000-$70,000 | 3 | 6-18 |
| D | $80,000 - $170,000 | $30,000 | $1,000-$70,000 | 15 | 6-9 |
| E | $60,000- $135,000 | $45,000 | $1,000-$100,000 | 20 | 3-6 |

**Table 2** provides a description of transit vehicle categories for reference.

*Table 2: Transit vehicle categories*

| Category | Approximate GVWR in pounds | Approximate number of seats | Approximate length in feet |
|---|---|---|---|
| A: Large, heavy-duty transit bus | 33,001+ | 35+ | 35 – 40 |
| B: Medium-size, heavy-duty transit bus | 26,001-33,000 | 25-35 | ≥ 30 |
| C: Medium-size, medium-duty transit bus and truck chassis cutaway | 17,000 – 26,000 | 16-30 | ≥ 25 |
| D: Medium-size, light-duty bus & van chassis cutaway | 11,000 – 16,000 | 12-16 | ≥ 22 |
| E 1: Small, light-duty bus<br>E 2: Modified van<br>E 3: Modified minivan | 8,000 – 11,000<br>8,000 – 11,000<br>6,000-8,000 | 10<br><br>5 | E 1: 20 – 22<br><br>E 2/E 3: < 20 |
| E 4 – E 7 vehicle purchase are not allowed using FTA funds. | | | |