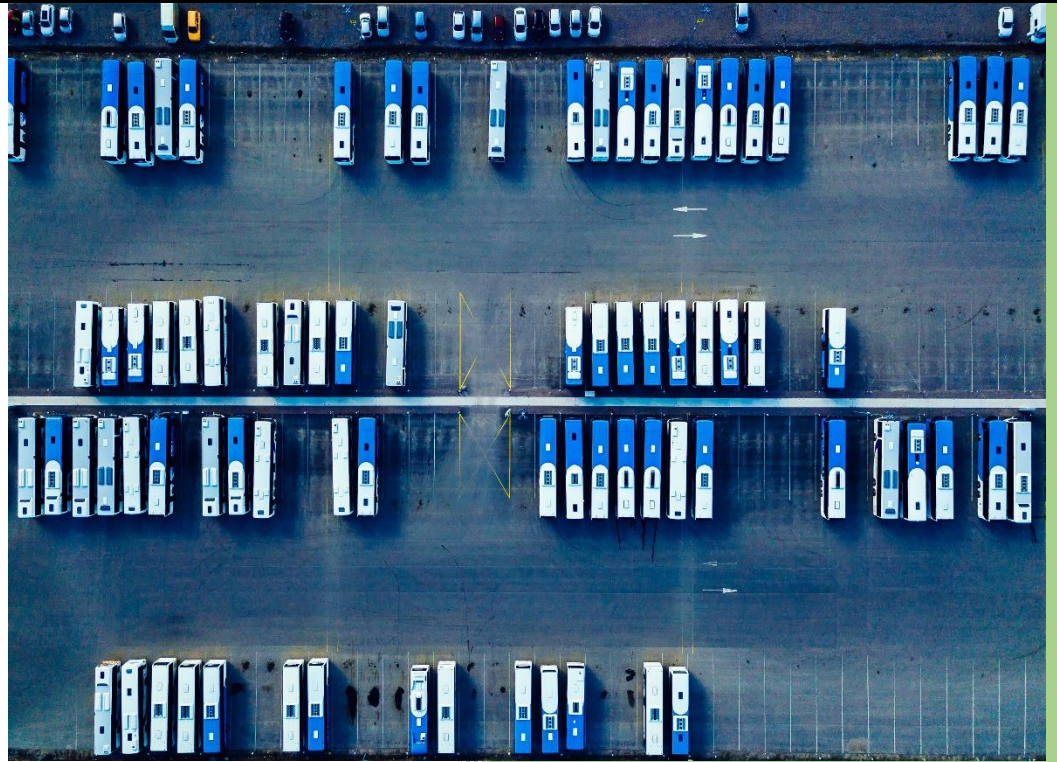
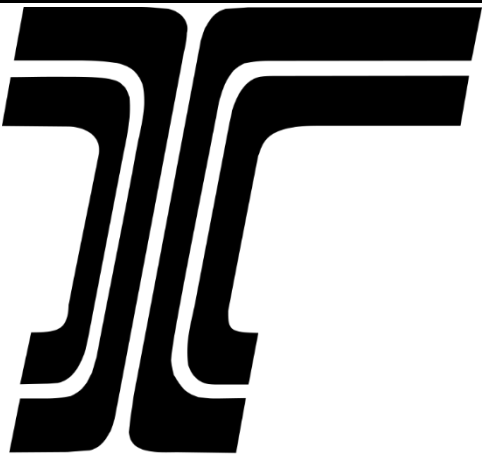


Mid-Cycle Discretionary Grant Solicitation, 2024-2026  
Oregon Department of Transportation  
Public Transportation Division



Public Transportation Division  
Oregon Department of Transportation  
1/4/2024

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# Mid-Cycle Discretionary Grant Solicitation, 2024-2026

## 1. Solicitation overview

The Mid-Cycle Discretionary Grant Solicitation awards capital, operations, and planning funding to transit agencies on a competitive basis for projects that enhance Oregon’s public transportation system. Funding for the grant solicitation is provided by the Federal Transit Administration and the Federal Highway Administration. The solicitation opens on January 4, 2024 and the application deadline is March 12, 2024.

Pending FTA approval, the grant agreement period for planning, operations, mobility management, and purchased service projects is from October 1, 2024 to September 30, 2026. The grant agreement period for all other capital projects, including rolling stock, is October 1, 2024 to September 30, 2028.

**Table 1** provides an overview of the available funding by program. See **Section 3** of this document for additional details regarding each funding program.

*Table 1 Estimated funding availability by program*

Program	Eligible recipients	Eligible projects examples	Federal/local match ratios	Estimated allocation
<b>Sec. 5304 Statewide Transportation Planning</b>	Rural public transportation agencies <sup>1</sup>	Planning projects leading to improved mobility and accessibility	80/20	\$300,000
<b>Sec. 5310 Enhanced Mobility of Seniors and Individuals with Disabilities</b>	Rural public transportation agencies	Operations Mobility management Purchased service Preventive maintenance	Operations: 50/50 All others: 80/20	\$3 M
<b>Sec. 5339 Bus and Bus Facilities</b>	Small urban and rural public transportation agencies <sup>2</sup>	Vehicle replacement Vehicle expansion Bus equipment	Vehicles: 85/15 Vehicle-related equipment and facilities that comply	\$4.6 M

<sup>1</sup> “Rural” public transportation agencies serve geographical areas with a population less than 50,000.

<sup>2</sup> “Small urban” public transportation agencies serve geographical areas with a population between 50,000 and 199,999. “Large urban” public transportation agencies serve geographical areas with a population greater than 199,999.

		Signs and shelters	with Clean Air Act or Americans with Disabilities Act:	
		Bus and administrative facilities	90%/10%	
		Bicycle facilities	Bicycle facilities: 90%/10%	
			All others: 80%/20%	
<b>Vehicle Replacement Program (STBG)</b>	Large urban, small urban, and rural public transportation agencies	Vehicle replacement  Vehicle right-sizing	89.73/10.27	\$9 M
<b>Grand Total</b>				<b>\$16.9 M</b>

## 2. New to this solicitation

In June 2023, the Oregon Transportation Commission approved an update of the Oregon Transportation Plan. To advance the policy goals and objectives of the Oregon Transportation Plan and better reflect the Oregon Department of Transportation’s (ODOT) priorities, Public Transportation Division (PTD) staff performed a review and update of the Mid-Cycle Discretionary Grant Solicitation. The following changes have been incorporated into this year’s grant solicitation:

- *Application process:* Applications will be accepted through the Oregon Public Transit Information System (OPTIS) system. If you do not currently have access to OPTIS, please contact [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov) or your [Regional Transit Coordinator](#).
- *Funding priorities:* The Oregon Transportation Plan identifies safety, equity and climate mitigation as ODOT’s strategic priorities. As a result, safety, equity, and climate mitigation will be emphasized in project evaluation and selection. See section **8. Evaluation criteria**.
- *Financial risk:* Agencies that are currently undergoing a forensic audit or have repeat audit findings of significant deficiency regarding internal control over final reporting may be deemed ineligible for funding. PTD will conduct a financial risk review of submitted applications to determine eligibility. See section **7. Evaluation process**.
- *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 developed cost estimates that can serve as the basis of the independent cost estimate (<https://www.cognitofirms.com/ODOT2/IndependentCostEstimate>). If you do not intend to use

the DAS/ODOT State Price Agreement, your agency will need to conduct independent research. See section **12. Appendix B** for instructions.

- *Standard fuel vehicles.* The acquisition of standard fuel vehicles (i.e., diesel or gasoline) are eligible projects for Section 5339 and Vehicle Replacement Program funding. 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 capital projects.* If you are applying for funding for a zero-emission capital project, either a zero-emission vehicle (e.g., battery-electric vehicle) or related infrastructure (e.g., charging equipment), you need to include a zero-emission transition plan with your application. Section **11. Appendix A** provides describes the requirements of a zero-emission fleet transition plan.

### 3. Detailed information by funding program

The Mid-Cycle Grant Program will award several sources of federal funding on a competitive basis. Eligibilities, selection criteria, federal/local match ratios, and available funds vary by funding program. When submitting an application, applicants will need to indicate which funding source(s) they are applying for.

#### 3.1 Section 5304 Statewide Transportation Planning

**Purpose:** Support statewide public transportation planning efforts and assist local improvements in the public transportation network.

**Eligible recipients:** Public transportation agencies that serve rural areas (population less than 50,000).

**Eligible projects:** Planning projects leading to improved mobility and accessibility for Oregonians. Proposed projects should align with the goals and priorities of regional transit plans and the [Oregon Transportation Plan](#), the [Oregon Transit Network Report](#), and/or the [ODOT Strategic Action Plan](#).

**Project selection criteria:**<sup>3</sup>

- Equity: 30%
- Safety: 25%
- Climate mitigation: 25%
- Readiness to proceed: 10%
- Community benefits: 10%

**Federal/local match ratio:** 80%/20%

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<sup>3</sup> See section **8. Selection Criteria** to learn more about what each of these criteria means.

**Estimated available funds:** \$300,000

**Grant agreement period:** Pending FTA approval, the grant period will be October 1, 2024 to September 30, 2026.

### 3.2 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

**Purpose:** Fund projects targeted toward meeting the transportation needs of seniors and individuals with disabilities.

**Eligible recipients:** Agencies providing transportation services in rural areas (less than 50,000 population), limited to:

- Public agencies that certify to Governor that no nonprofit corporations or associations are readily available to provide the service; and public agencies designated by PTD under ORS 190;
- Public agencies approved by the state to coordinate services for seniors and individuals with disabilities; and
- Private non-profits if coordinated with public transportation services and human service agencies.

**Eligible projects:** Mobility management, purchased service, preventive maintenance, and operations projects to meet the specific needs of seniors and individuals with disabilities in rural areas. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. All projects funded with Section 5310 funding must be derived from a locally developed coordinated public transit-human service transportation plan, in Oregon known as the “Coordinated Plan.”

**Selection criteria:**<sup>4</sup>

- Mobility management, purchased service, and preventative maintenance projects:
  - Equity: 20%
  - Safety: 10%
  - Climate mitigation: 10%
  - Community benefits: 50%
  - Readiness to proceed: 10%
- Operations projects
  - Safety: 20%
  - Equity: 20%
  - Community benefits: 50%
  - Readiness to proceed: 10%

**Federal/local match ratios:**

- Mobility management, purchased service, and preventative maintenance: 80%/20%
- Operations: 50%/50%

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<sup>4</sup> See section 8. **Selection Criteria** to learn more about what each of these criteria means.

**Estimated available funds:** \$3 million

### 3.3 Section 5339 Bus and Bus Facilities

**Purpose:** Fund bus and bus-related capital projects that will support the continuation and expansion of public transportation services in the United States.

**Eligible recipients:** Transportation agencies that serve small urban (50,000-199,999 population) and rural areas (less than 50,000 population). Recipients must fulfill drug and alcohol testing requirements and reporting per 49 CFR Part 655. Eligible recipients include:

- Public agencies
- Private non-profits that are engaged in public transportation

**Eligible projects:** Replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities that serve small urban and rural areas. Preventive maintenance is not an eligible expense, with the exception of rolling stock overhauls to make sure rolling stock reaches its useful life. For vehicle replacement or right-sizing, the vehicle to be replaced or right-sized must meet or exceed the age or mileage useful life 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 capital projects.* If you are applying for funding for a zero-emission capital project, either a zero-emission vehicle (e.g., battery-electric vehicle) or related infrastructure (e.g., charging equipment), you need to include a zero-emission transition plan with your application. Section **11. 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 section **12. Appendix B** for instructions and DAS/ODOT State Price Agreement cost estimates.

Eligible projects include:<sup>5</sup>

- Acquisition of buses for fleet and service expansion
- Bus maintenance and administrative facilities

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<sup>5</sup> For a detailed description of eligible projects and activities, see U.S. Department of Transportation Federal Transportation Administration, "Bus and Bus Facilities Formula Program: Guidance and Application Instructions," May 18, 2015, III-2-III-7, [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_FTA\\_C\\_5100\\_4-16-15.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_FTA_C_5100_4-16-15.pdf).



- Transfer facilities
- Bus malls
- Transportation centers
- Intermodal terminals
- Park-and-ride stations
- Acquisition of replacement vehicles
- Bus rebuilds
- Passenger amenities such as passenger shelters and bus stop signs
- Accessory and miscellaneous equipment such as: mobile radio units, supervisory vehicles, fare boxes, computers, and shop and garage equipment
- Clean fuels projects
- Introduction of new technology: transit-related technology, such as innovative and improved products that provide benefits to transit, including Intelligent Transportation Systems (ITS)
- Bicycle facilities
- Joint development improvements

**Selection criteria:**<sup>6</sup>

- Equity: 30%
- Safety: 20%
- Climate mitigation: 20%
- Readiness to proceed: 10%
- Infrastructure and multi-modal connectivity: 10%
- Community benefits: 10%

**Federal/local match ratios:**

- Vehicles: 85%/15%
- Vehicle-related equipment and facilities that comply or maintain compliance with Clean Air Act or Americans with Disabilities Act: 90%/10%
- Bicycle facilities: 90%/10%
- All others: 80%/20%

**Estimated available funds:** \$4.6 million

### 3.4 Vehicle Replacement Program (STBG)

**Purpose:** 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.

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

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<sup>6</sup> See section 8. **Selection Criteria** to learn more about what each of these criteria means.



**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 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. Section **11. Appendix A** provides describes the requirements of a zero-emission fleet transition plan.

*Independent cost estimate for vehicle acquisition projects:* Applications 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 **12. Appendix B** for instructions.

**Selection criteria:**<sup>7</sup>

- 5307
  - Climate mitigation: 50%
  - 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 ratio:** 89.73%/10.27%

**Estimated available funds:** \$9 million

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<sup>7</sup> See section **8. Selection Criteria** to learn more about what each of these criteria means.

- \$4 million for Section 5307
- \$5 million for Section 5310 and 5311 projects, and pending funding availability, Section 5307 projects

## 4. Submission instructions

**Application deadline:** 4:00 PM on Friday March 12, 2024

**Accessing OPTIS:** Please submit your grant applications electronically through the Oregon Public Transit Information System (OPTIS) system. If your agency does not already have an account, PTD must create an account for you. To set up an account contact Patty McNeil at [Patricia.C.McNeil@odot.oregon.gov](mailto:Patricia.C.McNeil@odot.oregon.gov) or (503) 507-3701. OPTIS can be accessed online at <https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>.

**Contact information:**

- For program-specific inquiries, contact Jovi Arellano, ODOT Regional Transit Coordinator at [jovi.arellano@odot.oregon.gov](mailto:jovi.arellano@odot.oregon.gov) or (971) 718-1050.
- For technical assistance with the application process, contact the Optis Administrator at [OPTIS@odot.oregon.gov](mailto:OPTIS@odot.oregon.gov).

**Additional information:** Applicants are encouraged to carefully review the program guidelines and eligibility criteria before submitting their applications. Incomplete or late submissions will not be considered.

## 5. Grant solicitation schedule

December 7, 2023	Advanced notice (GovDelivery)
January 4, 2024	Solicitation opens: guidance and application materials available
January 16	Grant training for providers (recorded meeting)
March 12	Application due (4:00 PM)
June 3	PTAC presentation of award selection
June 10	Announcements of awards
October 1	Execution of grant agreement by Administrator

## 6. Funding agreement effective dates

Pending FTA approval, the effective dates for funding agreements are as follows:

- Planning, operations, mobility management, purchased service, and preventive maintenance: two years from 10/1/2024 - 9/30/2026
- Vehicle acquisitions and other capital projects: four years from 10/1/2024 - 9/30/2028

## 7. Evaluation process

The Mid-Cycle Discretionary Grant Solicitation awards funding on a competitive basis. PTD staff and members of the Public Transportation Advisory Committee, representing both transit providers and transit riders, will comprise the application evaluation committee.

*Financial risk:* PTD will conduct a financial risk review of submitted applications. Agencies that are currently undergoing a forensic audit or have repeat audit findings of significant deficiency regarding internal control over final reporting will be considered high risk. After completing a financial risk review, PTD will communicate financial risk concerns with relevant agencies. Such agencies are eligible to apply for funding; however, if PTD determines that they are unable to mitigate financial risk concerns, they will be deemed ineligible for funding.

## 8. Selection criteria

Evaluation criteria and weights vary by funding program. Section **3. Detailed information by funding program** of this document provides the selection criteria and weight for each funding program.

Selection criteria for the Mid-Cycle Discretionary Grant Solicitation include:

- **Equity** – Project planning and implementation incorporates meaningful involvement of disadvantaged communities in decision-making. Project sustains or improves access to transportation for disadvantaged communities.
- **Safety** – Project enhances safety of vulnerable road users and transit riders.
- **Climate mitigation** – Project advances state goals for reducing greenhouse gas emissions by maintaining or increasing transit ridership, deploying low- or no-emission vehicles, or using low carbon materials or carbon-efficient design.
- **Community benefits** – Project achieves the purpose of the fund source, addresses important community needs, and will deliver a significant benefit to the community.
- **Readiness to proceed** – Applicant demonstrates that project will be successfully completed by end of grant agreement period.
- **Exceeds useful life standard** – Vehicles to be replaced or right-sized exceed useful life standard for the vehicle category in terms of miles, age, and condition at the time of procurement.
- **Infrastructure and multimodal connectivity** – Project improves condition of transit-related infrastructure and/or multimodal connectivity of public transportation system.

## 9. Appeals process

PTD will follow the appeals process identified on page 34 of the State Management Plan for Public Transportation Programs, available at:  
<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/State-Management-Plan.pdf>.<sup>8</sup>

## 10. 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. Performance reports 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.

## 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.

### Format

There is not a required format for the Zero-Emission Fleet 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>

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<sup>8</sup> The Rail and Public Transit Division has been renamed the Public Transportation Division.

## 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.<sup>9</sup>
    - 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.

### **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](mailto:ryan.l.phillips@odot.oregon.gov)).

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<sup>9</sup> [Zero-Emission Fleet Transition Plan – Element 6: Workforce Evaluation Tool | FTA \(dot.gov\)](#)

## 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.<sup>10</sup>

### 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.cognitofirms.com/ODOT2/IndependentCostEstimate>
3. Submit the ICE in the Attachments section of the application in OPTIS.

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

**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.

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<sup>10</sup> Commonly an ICE only includes the expected cost. For the Mid-Cycle Discretionary Grant Solicitation, it must also include an estimated timeline for procurement.



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 - \$160,000	\$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	8,000 – 11,000	10	E 1: 20 – 22
E 2: Modified van	8,000 – 11,000	5	E 2/E 3: < 20
E 3: Modified minivan	6,000-8,000		
E 4 – E 7 vehicle purchase are not allowed using FTA funds.			