



Oregon

Theodore R. Kulongoski, Governor

Department of Transportation

Public Transit Division
Mill Creek Office Building
555 13th Street NE, Suite 3
Salem, OR 97301-4179
Telephone (503) 986-3300
FAX (503) 986-4189
www.oregon.gov/ODOT/PT/

September 10, 2008

Oregon Public Transit Providers

Announcing: ODOT 2009-2011 Discretionary Grant Program

We are preparing for the upcoming biennium's grant program by simplifying the process. In response to the past program complexities where we combined all program activities into one huge solicitation, we have decided to scale the program back to the special needs funding where the bulk of the activity occurs. Other programs will be handled in separate application processes.

To explain the program changes, we are enclosing a document entitled, *NEW: A Remodeled Public Transit Discretionary Grant Program*. The document summarizes program goals, changes in the 2009-2011 program, a schedule for the grant program that includes training opportunities, and the allocation targets for funding by STF Agencies.

The application forms, program information, and a training schedule will be posted to our Web site at www.oregon.gov/odot/pt and updated with any changes. We are planning a robust training schedule throughout October and November, with a couple of final sessions in Portland and Salem in early December. An overview of the new program will be held at the Oregon Public Transit Conference in Seaside in late October.

Transit providers will be hearing from STF Agencies for local deadlines for grant applications and public comment for projects in your area. STF Agencies will review, rank and submit all applications for the FTA 5310 Program and the STF Discretionary Program to ODOT Public Transit Division by mid-February 2009. We expect most grants to be signed and in place by July 1, 2009.

Please contact me or Jean if you have any questions.

Sincerely,

Joni D. Bramlett
Capital Program Manager
(503) 986-3416
joni.d.bramlett@odot.state.or.us

Jean Palmateer
Special Transportation Program
Manager
(503) 986-3472
jean.m.palmateer@odot.state.or.us

Enclosures

NEW: A Remodeled Public Transit Discretionary Grant Program

Background: The Public Transit Division (PTD) is remodeling the discretionary grant program for the upcoming biennium (July 1, 2009 through June 30, 2011) to simplify the application process for the providers and for PTD. In preparation for this change, PTD consulted with the Public Transportation Advisory Committee (PTAC) to identify appropriate goals and program design options for the remodeled program.

Program Goals: The following grant program improvement goals were established:

1. Simplify the program applications and processes;
2. Stabilize fund expectations of providers;
3. Support local decision-making and coordination efforts;
4. Ensure equity (including geographic distribution) and fairness;
5. Preserve current services and infrastructure; and
6. Leverage STF formula and discretionary funds for matching federal funds.

The New Program Design: PTD and the PTAC considered several program design options that could meet the established goals. After consideration, the following design was chosen.

1. Federal Transit Administration §5310 and state Special Transportation Fund (STF) discretionary grant funds will be combined into a single grant solicitation.
 - a. Each of the STF Agencies will be eligible for an allocation of §5310 and STF discretionary funding. The allocation for is based on a formula. Please refer to the attached chart.
 - b. There is approximately \$13 million of FTA §5310 and \$2.5 million of STF discretionary funds available. ***Please note that the STF discretionary fund is an estimate that will be adjusted at the end of this fiscal year (May 2009) and federal funds are estimates until appropriated by Congress.***
 - c. The STF Agencies will use their adopted “Coordinated Plans” to identify projects for funding by the allocated §5310 and STF discretionary funds.
 - d. STF Agencies, in consultation with stakeholders, will document the funding decisions in an application to PTD.
 - e. PTD will review all applications for applicant and project eligibility. If all projects are eligible, PTD will honor the applications.
2. The FTA’s New Freedom and Job Access and Reverse Commute (JARC) programs will be offered concurrently as coordinated but separately managed

Public Transportation Discretionary Grant Program Information for FY 2009-2011

grant opportunities. They will have separate applications. (See New Freedom and JARC information, below.)

About the Formula Factors and Fund Allocation Process: The PTAC recommended that PTD consider the following factors when creating a formula for allocating the §5310 and STF discretionary funds:

- Percentage of seniors in each STF area in relation to the total statewide number of seniors;
- Percentage of people with disabilities in each STF area in relation to the total statewide number of people with disabilities;

PTD used the recommended factors plus a general population factor to create a formula:

- One half of the available funding in each fund source was allocated to each STF Agency by dividing the available funds by the general population of the area.
- The remaining funds were divided equally to the senior and people with disabilities factors.

Overview of Proposed Grant Program Design: The following is a brief description of the key points of the new grant program design.

Eligibility for funds: There are pass-fail requirements to qualify for the allocation of §5310 and STF discretionary funds. The STF Agency needs to demonstrate a need for the funds, and the proposed recipients of funds must be qualified to participate in the grant program.

STF Agencies are eligible for the allocation if:

- 1) They have adopted the required Coordinated Plan and submitted the adopted plan to PTD; and,
- 2) There is need for the funds, meaning that there is a financial need. STF Agencies with current or anticipated unobligated STF formula funds are expected to use their funds first, before allocating projects to the §5310 and STF discretionary funds. *(Note: Funds retained at the local level in reserve accounts for a defined future purpose are not considered to be "unobligated." If you have questions about this, please contact PTD.)*

Funds that are not needed by an STF Agency will be retained by PTD for potential distribution later in the fiscal period of July 1, 2009 through June 30, 2011. Pending additional funds becoming available during the grant period, PTD may distribute funds in the second year of the biennium.

Recipients identified for funding must be qualified to participate in the discretionary grant program.

Public Transportation Discretionary Grant Program Information for FY 2009-2011

Role of the Plan and Timing of the Plan update: To be eligible for funding, individual projects proposed to be funded with §5310, STF discretionary, New Freedom and JARC funds must be derived from the Coordinated Plans adopted by the STF Agencies. Since many of the plans will be updated in the next few months, information from plans that are being amended will be acceptable at the time of application. Final amended plans will be submitted to PTD prior to award of the funds (the issuance of an agreement for signature).

Local Process: The policy framework for the local project identification and prioritization process is found in the STF law and in the State Management Plan. STF Agencies are the only entities who can apply for and receive STF. PTD has designated the STF Agencies as the “coordinators” and “lead agencies” for the §5310 funds. PTD also requires that the plans for the STF program and for the FTA programs be combined in a “Coordinated Plan” adopted by the STF Agencies.

STF Agencies will lead the local process to identify the projects to be funded with the §5310 and STF discretionary allocation, or for application to New Freedom and JARC. This is similar to the local process conducted by the STF Agencies in the past.

- Using applications from PTD, STF Agencies will solicit for potential projects from providers in its STF area.
- The STF Advisory Committees, complemented by additional representation of people with low income and other individuals as necessary to ensure a well-rounded local review committee, will review the proposed projects in reference to the Coordinated Plan.
- The projects will be ranked according to local priority as defined by the Coordinated Plan.
- The STF Agency will identify the projects to fund with the §5310 and STF discretionary funds and will concur with those which come forward to the New Freedom and JARC grant programs.
- Applicants for New Freedom and JARC grant programs may be eligible entities other than the STF Agency, however, applicants will need to demonstrate that their projects were reviewed as part of the local process, and are derived from the Coordinated Plan.
- STF Agencies will be encouraged to identify additional high priority projects for funding, pending additional funds becoming available during the grant period (July 1, 2009 through June 30, 2011).

Coordination between two or more STF Agencies: Two or more STF Agencies may pool their funds and conduct a collaborative local grant identification process. Guidance for managing a jointly-managed grant program process is found in the STF Administrative Rule, [OAR 732-005-0066](#):

STF Agency Joint Management of the STF Program

(1) Two or more STF agencies may jointly manage their STF Programs. Joint Management means two or more STF Agencies joining together to manage their STF Programs by consultation and acting independently, or by jointly managing the functions of the STF program.

(a) Joint management through consultation does not require an agreement between the parties.

(b) Joint management of the functions including, and not limited to, pooling STF moneys and jointly allocating funds to Projects, requires an agreement between the STF Agencies.

(2) When two or more STF Agencies jointly manage the functions of the STF program, they will:

(a) Designate a lead STF Agency who will perform all of the functions of the program as defined in this rule;

(b) Ensure that the Advisory Committee appointed by the lead STF Agency is representative of each of the participating STF Agencies; and

(c) Meet together for consultation and review of the jointly managed STF Program at least once per year.

Applications: Although the funds will be allocated for STF Agency decision, they are still discretionary funds. Applications describing the projects are required.

Application review and approval: PTD will review all projects proposed for funding. The review criteria will include PTD concurrence that a project is derived from the adopted coordinated plan, and that the project and applicant are eligible for funds. Eligibility will include past grant performance, availability of local match (as appropriate to the project) and other grant program criteria, such as fiscal, operational and managerial capacity.

Grant awards: For the STF Funds, the STF Agency will be the grantee per the requirements of Oregon law. For the §5310 funds, the STF Agency will be the presumptive grant recipient; allocating grants directly to other agencies will be made on a case by case basis, in consultation with the STF Agency.

Project eligibility and match:

Special Transportation Discretionary Funds:

- The STF discretionary allocation will not require match, and
- The STF discretionary allocation may be used as match for other transit grants, including for Medicaid waived transportation, and for the §5310 allocation and the Small City and Rural Area (rural general public §5311) formula award.

Public Transportation Discretionary Grant Program Information for FY 2009-2011

STF discretionary, like the STF formula funds, may be used for any purpose associated with public or special transportation benefiting older adults and people with disabilities, including but not limited to:

- Match to other transportation grants (as described above.)
- Operations, administration, capital or planning projects.
- Mobility management, which is a project to benefit transportation coordination and is of limited duration.
- The STF Agency may require local match for the STF discretionary funds as a means to stretch or conserve the money.

§5310 funds require local match. Projects eligible to be funded with the §5310 portion of the target include:

- Vehicle replacement (89.73% federal share /10.27% local share)
- Expansion vehicles (89.73/10.27%)
- Preventive maintenance (89.73/10.27%)
- Mobility management (89.73/10.27%)
- Purchased Service (89.73/10.27%)
- Other capital, e.g., passenger shelters, computer and communications equipment and associated software and installation (89.73/10.27%)
- 5310 Pilot Operations program (56.08/43.92%) (*NOTE PTD will be providing additional guidance on the use of funds for the pilot program, which has a statewide limitation of \$900,000.*)

About New Freedom and Job Access and Reverse Commute Grant Programs:

The New Freedom and JARC programs are statewide competitive programs that will be offered concurrently with the §5310 and STF discretionary funds.

These two programs will be managed directly by PTD as distinct and separate programs from each other and from the §5310 and STF discretionary funds. Applications will be available from the Public Transit Division.

To be eligible, New Freedom and JARC projects must be derived from a Coordinated Transportation Plan that has been adopted by an STF Agency. Other eligibility factors include past grant performance, availability of local match (as appropriate to the project) and other grant program criteria, such as fiscal, operational and managerial capacity. Applicants who have not been participants in Public Transit Division programs in the past are subject to a prequalification procedure prior to award of grant funds.

The STF Agencies will review and concur with applications for New Freedom and JARC programs.

Public Transportation Discretionary Grant Program Information for FY 2009-2011

New Freedom and JARC projects will be awarded through a statewide competitive selection process. The Public Transit Division will review, score and rank the project applications and submit funding recommendations to the Public Transportation Advisory Committee (PTAC) for concurrence.

New Freedom (FTA §5317) provides funding to reduce barriers to transportation services and expand mobility options available to people with disabilities.

Eligible Applicants:

- The New Freedom Grant Program is available to providers who offer service for people with disabilities operated in the small urban areas (Cities of Corvallis and Bend, and the Rogue Valley urban area) and in the non-urban areas of the state.
- Service within the large urban areas (Portland urban area including Wilsonville, Salem-Keizer and Eugene-Springfield urban areas) is not eligible.
- Applicants may include private non-profit organizations and local governmental authorities including Indian tribes.

Eligible Projects: New Freedom Program funds are intended to fund both new public transportation services and new public transportation alternatives that go beyond the requirements of the Americans with Disabilities Act (ADA) and must:

- (1) Be targeted toward individuals with disabilities; and
- (2) Meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

Projects funded with New Freedom funds in the past may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the Coordinated Plan.

Projects eligible to be funded with New Freedom (and the match requirements) include:

- Mobility management (80% federal share / 20% local share)
- Transportation operations including administration (50/50%)
- Vehicles (80/20%)
- Other capital, e.g., passenger shelters, computer and communications equipment and associated software and installation (80/20%)

Job Access and Reverse Commute Grant Program (FTA §5316) provides funding to support the development and maintenance of services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

Eligible Applicants:

- The JARC program is available to providers who offer service for people with low incomes operated in the small urban areas (Cities of Corvallis and Bend and Rogue Valley urban areas) and in the non-urban areas of the state.

Public Transportation Discretionary Grant Program Information for FY 2009-2011

- Service within the large urban areas (Portland urban area including Wilsonville, Salem-Keizer and Eugene-Springfield urban areas) is not eligible.
- Applicants may include private non-profit organizations, and local governmental authorities including Indian tribes.

Projects funded with JARC funds in the past may continue to be eligible for JARC funding indefinitely as long as the project(s) continue to be part of the coordinated plan. The continuation of existing, qualified programs and services is a priority of this grant program.

Projects eligible to be funded with JARC (and the match requirements) include:

- Mobility management (80% federal share / 20% local share)
- Transportation operations (including administration) (50/50%)
- Vehicles (80% federal share /20% local share)
- Other capital, e.g., passenger shelters, computer and communications equipment and associated software and installation (80/20%)

For more information about the Public Transit Discretionary Grant Program:

Joni Bramlett, Capital Program Manager, 503-986-3416,
joni.d.bramlett@odot.state.or.us

Jean Palmateer, Special Transportation Program Manager, 503-986-3472,
jean.m.palmateer@odot.state.or.us

Sherrin Coleman, Planning Program Manager, 503-986-4305,
sherrin.k.coleman@odot.state.or.us

Grant Program Schedule:

- July through December 2008: STF Agencies update their Coordinated Plans in anticipation of making application to the programs.
- August and September 2008: Preliminary information about the new program is distributed to the STF Agencies and other stakeholders via e-mail and posted to PTD Web site.
- October 2008: Applications and program materials published.
- October through December 2008: Grant-related training and technical assistance offered throughout the state as follows:

<u>Date</u>	<u>Location</u>
October 2008	
10/7/2008	Salem
10/9/2008	Portland
10/16/2008	Eugene
November 2008	
11/4/2008	Pendleton
11/5/2008	La Grande
11/7/2008	Bend
11/24/2008	Roseburg
11/25/2008	Medford
December 2008	
12/2/2008	Portland
12/4/2008	Salem

- February 13, 2009 (Friday): Grant applications due to PTD.
- February through May: Grant review and approval processes. Notification of awards in mid May.
- June 2009: PTD distributes grant agreements.

Public Transportation Discretionary Grant Program Information for FY 2009-2011

Allocations for Each Special Transportation Fund Agency

STF Agency	Total 5310 Target	Total STF Target	Total Target	% of funds available
Baker County	\$ 104,345	\$ 22,566	\$ 126,911	0.82%
Basin Transit Service	\$ 225,204	\$ 41,936	\$ 267,140	1.72%
Benton County	\$ 229,027	\$ 42,218	\$ 271,246	1.75%
Columbia County	\$ 147,838	\$ 30,832	\$ 178,670	1.15%
Coos County	\$ 246,785	\$ 46,120	\$ 292,905	1.89%
Crook County	\$ 111,682	\$ 23,977	\$ 135,659	0.88%
Curry County	\$ 132,781	\$ 28,035	\$ 160,816	1.04%
Deschutes County	\$ 464,857	\$ 85,956	\$ 550,813	3.55%
Douglas County	\$ 383,236	\$ 71,470	\$ 454,705	2.93%
Gilliam County	\$ 69,261	\$ 15,819	\$ 85,080	0.55%
Grant County Transportation District	\$ 80,462	\$ 17,974	\$ 98,436	0.63%
Harney County	\$ 81,410	\$ 18,156	\$ 99,566	0.64%
Hood River County Transportation District	\$ 99,107	\$ 21,559	\$ 120,666	0.78%
Jefferson County	\$ 105,595	\$ 22,807	\$ 128,402	0.83%
Josephine County	\$ 305,954	\$ 57,075	\$ 363,029	2.34%
Lake County	\$ 81,908	\$ 18,252	\$ 100,160	0.65%
Lane Transit District	\$ 1,088,357	\$ 201,966	\$ 1,290,323	8.32%
Lincoln County	\$ 174,005	\$ 35,963	\$ 209,968	1.35%
Linn County	\$ 368,485	\$ 68,526	\$ 437,012	2.82%
Malheur County	\$ 120,887	\$ 25,747	\$ 146,634	0.95%
Morrow County	\$ 84,231	\$ 18,698	\$ 102,929	0.66%
Rogue Valley Transit District	\$ 664,595	\$ 123,478	\$ 788,072	5.08%
Salem Area Mass Transit District	\$ 1,158,701	\$ 214,754	\$ 1,373,455	8.86%
Sherman County	\$ 69,216	\$ 15,811	\$ 85,027	0.55%
Sunset Empire Transit District	\$ 138,395	\$ 29,114	\$ 167,509	1.08%
Tillamook County Transit District	\$ 128,264	\$ 27,166	\$ 155,430	1.00%
TriMet	\$ 4,528,052	\$ 836,690	\$ 5,364,742	34.61%
Umatilla County	\$ 224,981	\$ 41,750	\$ 266,731	1.72%
Union County	\$ 113,479	\$ 24,323	\$ 137,801	0.89%
Wallowa County	\$ 80,726	\$ 18,024	\$ 98,750	0.64%
Wasco County	\$ 112,479	\$ 24,131	\$ 136,610	0.88%
Wheeler County	\$ 69,196	\$ 15,807	\$ 85,003	0.55%
Yamhill County	\$ 278,739	\$ 51,623	\$ 330,362	2.13%
Burns Paiute	\$ 66,335	\$ 15,257	\$ 81,591	0.53%
Confederated Tribes of Grand Ronde	\$ 90,592	\$ 19,922	\$ 110,514	0.71%
Confederated Tribes of Siletz	\$ 91,294	\$ 20,057	\$ 111,351	0.72%
Confederated Tribes of Umatilla	\$ 79,681	\$ 17,823	\$ 97,504	0.63%
Confederated Tribes of Warm Springs	\$ 103,219	\$ 22,350	\$ 125,569	0.81%
Coquille Indian Tribe	\$ 69,507	\$ 15,867	\$ 85,373	0.55%
Cow Creek Tribe of Umpqua Indians	\$ 71,171	\$ 16,187	\$ 87,357	0.56%
Confederated Tribes of Coos, et al	\$ 69,654	\$ 15,895	\$ 85,549	0.55%
Klamath Tribes	\$ 87,342	\$ 19,297	\$ 106,639	0.69%
TOTAL	\$ 13,001,035	\$ 2,500,974	\$15,502,010	100%