



Public Transit Division Discretionary Grant Programs:

- Older Adults and People with Disabilities Program
- Job Access and Reverse Commute Program (JARC)
- New Freedom Program

2009 - 2011 Biennium

Instructions for STF Agencies

This guidebook is a companion to the

- *Discretionary Grant Project Applications and*
- *Application Instructions.*

**Oregon Department of Transportation
Public Transit Division Discretionary Grant Program**

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For additional copies of this document and for copies of the other Public Transit Division Discretionary Grant Program documents, please go to the Public Transit website:
http://www.oregon.gov/ODOT/PT/PROGRAMS/disc_grant_program.shtml:

Or contact:

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

Oregon Department of Transportation Public Transit Division Discretionary Grant Program

Overview of this Instruction Guidebook

This guidebook will describe the program opportunities for:

- Older Adult and People with Disabilities Program
- Job Access and Reverse Commute Program (JARC)
- New Freedom Program

Additional Discretionary Grant Programs include Intercity Bus and Mass Transit Programs. Applications and program information for the Intercity Bus and Mass Transit Programs is available at the Public Transit Division (PTD) website:

<http://www.oregon.gov/ODOT/PT/index.shtml>

This guidebook does not provide a comprehensive description of all aspects of the individual grant programs. Special Transportation Fund (STF) Agencies and potential applicants should also review the State Management Plan and Oregon law for more information about these programs. Here are the links:

State Management Plan:

http://www.oregon.gov/ODOT/PT/PROGRAMS/SHARED/state_mgmt_plan.shtml

Special Transportation Fund Oregon Revised Statute and Administrative Rules:

http://www.oregon.gov/ODOT/PT/PROGRAMS/stf_program.shtml

Additional discretionary grant program information and materials are in the appendices.

- Appendix A: Allocation of Older Adults and People with Disabilities Funds: 5310 and STF discretionary funds by STF Agency; and Total funds available for transit grant programs.
- Appendix B: Excerpts from the STF Administrative Rule relating to Applicant Eligibility, Dispute Resolution, and Agreements with Recipients
- Appendix C: Vehicle Useful Life and Replacement Criteria
- Appendix D: Optional Review Materials
- Appendix E: Evaluation Criteria for Job Access Reverse Commute and New Freedom programs
- Appendix F: Consolidated List of Applications to be submitted to PTD by STF Agencies. (Note: You may remove these final pages from this guidebook, print the final few pages or contact PTD for a form.)

The grant application forms and application instructions are found at the PTD website, www.oregon.gov/odot/pt, and are available in paper copy as needed.

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Grant Program Background and Fund Information

The 2009-2011 Discretionary Grant Program has changed significantly: Public Transit Division (PTD) is no longer combining all sources of discretionary funds into a single-entry program. With the exception of the two funds targeted to older adults and people with disabilities, all of the programs will be offered as separate grant opportunities.

This guidebook provides information for the Special Transportation Fund (STF) Agency to use in managing the tasks associated with the:

- Older Adult and People with Disabilities Program (state STF Discretionary and Federal Transit Administration §5310 funds)
- Job Access and Reverse Commute Program (JARC; FTA §5316)
- New Freedom Program (FTA §5317)

PTD coordinates with the designated STF Agencies to complete the review and selection process for these three programs.

Applications are due to PTD on February 13, 2009, after completion of the review and selection process for the three programs.

The *Older Adult and People with Disabilities Program* is composed of the Special Transportation Fund discretionary funds and Federal Transit Administration (FTA) §5310 funds. It is the largest of PTD's discretionary grant programs for transportation benefiting older adults and people with disabilities. The funds are allocated on the basis of a formula to each of the STF Agencies, who then determine the projects to fund. More information follows in the next section of this guidebook.

New Freedom and *JARC Programs* are being offered as coordinated, but separate, grant opportunities that may complement the Older Adult and People with Disabilities Program. The application period and review process will be concurrent with the Older Adults and People with Disabilities Program. STF Agencies are asked to review and comment on applications, which are then submitted to PTD. Project selection is based on a state-wide competition. More information about the new Freedom and JARC programs starts on Page 9 of this guidebook.

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About the Older Adults and People with Disabilities Program

Public Transit Division is combining the FTA §5310 and STF discretionary funds into a single joint program, called Older Adults and People with Disabilities Program.

The allocation of funds in the Older Adults and People with Disabilities program is pre-determined:

1. Each of the STF Agencies will be eligible for a share of the §5310 and STF discretionary funds based on a formula. Refer to Appendix A for the distribution.
2. The STF Agency will determine how the funds are spent, subject to eligibility determination by PTD;
3. PTD will review all applications for applicant and project eligibility. If the projects are eligible, PTD will honor the applications.
4. STF Agency is the recipient of the STF discretionary funds, and is the presumptive recipient of the §5310 funds. Other options will be considered only in cooperation with the STF Agency and after projects have been approved and selected for funding.

Fund Availability

There is approximately \$13 million of §5310 and \$2.5 million of STF discretionary funds available.

Please be aware that the STF revenues are coming in lower than the original forecast. If revenue trends remain the same, there will be less STF (formula and discretionary) available for distribution.

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.

In the event of an increase of funds, the funds will be allocated to each of the STF Agencies using the same formula. It is unlikely that we will know if there are additional funds until the end of June 2009.

At this time, the total funds available in all programs this biennium is about \$4 million less than last biennium. This is due to the Public Transit Division making available uncommitted or unassigned grant funds from prior years during the 2007-2009 biennium. These additional grant funds had the effect of increasing the amount of money available for many STF Agencies for a limited period of time. Grant funds are returning to a “normal” level.

Public Transit Division will be evaluating the “spending pattern” for all discretionary fund projects awarded for 2009-2011. If the projects demonstrate a pattern of expenditure that indicates that funds will remain after the biennium is over, PTD may reassign a portion of the funds prior to the end of the biennium to move to another eligible project.

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STF Agency Eligibility to Participate in Older Adults and People with Disabilities Program

STF Agencies must demonstrate eligibility to receive the allocations of §5310 and STF discretionary funds. STF Agencies are eligible for the allocation if:

1. They have adopted the required Coordinated Plan and submitted the adopted plan to PTD (see The Coordinated Plan, below); and,
2. There is a financial need for the funds.
 - STF Agencies with unspent (also called “unobligated”) STF formula funds are expected to use those funds first, before allocating additional projects to the §5310 and STF discretionary funds.
 - Funds retained at the local level in reserve accounts for a defined future purpose are not considered to be “unspent”: they have a purpose defined by the agency’s budget document. STF formula allocated to contingency may not exceed 10% of the funds available; any additional unallocated funds would be available for projects.

Public Transit Division will not amend current (2007-2009) discretionary grant agreements to carry unspent funds into the next biennium—the unspent funds will be reallocated to another project in the future.

The Coordinated Plan

An adopted Coordinated Plan is required for the Older Adults and People with Disabilities Program. Each project proposed for funding will need to be derived from the Coordinated Plan. At this time, most STF Agencies have submitted the required plans.

→ For STF Agencies who have NOT submitted their Coordinated Plan to PTD: the adopted plan must be submitted to PTD by December 31, 2008.

It is a requirement of the grant programs that projects funded with these funds are coordinated with other public and human service transportation projects financed with state and federal funds. Coordination of services and resources will be addressed in the Coordinated Plan. The goals of coordination include and are not limited to: reducing duplication of service, increasing the number of rides, reducing cost (if possible), increasing service availability, and reducing redundant activities.

STF Agency as Recipient of Grant Funds

The STF discretionary funds will be granted to the STF Agency. The STF Agency is the presumptive grant recipient of the §5310 funds. The §5310 funds may be either granted to the STF Agency, as the coordinator of services, or may be granted directly to the local applicants: PTD will discuss these options with the STF Agency AFTER the projects are approved and selected for funding.

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Project Eligibility Policy Changes

Public Transit Division is changing several policies which affected project eligibility in past grant programs.

- Preventive maintenance: In the past, preventive maintenance was limited to not more than \$3000 per vehicle per biennium. This cap is lifted for the current program.
- Operations of Complementary Paratransit: In the past, the operating cost of complementary paratransit was a disallowed use. This restriction is lifted.
- Vehicle replacements must meet either age or mile requirements for the type of vehicle, not both as in the past. This determination is at the discretion of the STF Agency, who may require a higher standard for replacement.

Fund Use and Match

It is the responsibility of the STF Agency to determine how best to use the funds allocated to it for a variety of programs. The STF Agency may choose to limit the use of funds for particular purposes.

Special Transportation Discretionary Funds:

- PTD does not require that projects financed by the STF discretionary allocation to be matched by other funds, but an STF Agency may choose to add that requirement
- An STF discretionary allocation may be used as match for other transit grants, including for Medicaid waived transportation, for the §5310 allocation and the Small City and Rural Area (rural general public §5311) formula award.

STF discretionary, like the STF formula funds, may be used for any purpose associated with public or special transportation projects 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 allocation include:

- Vehicle replacement (89.73% federal share/10.27% local share)
- Expansion vehicles (89.73/10.27%)

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- 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.)*
- Facility projects require an environmental assessment before they will be approved for funding. Refer to the Application Instructions for more information.

Financing Large Scale Projects

Large scale projects that require more funding than is available from the allocation of §5310 or STF discretionary have several potential options. Please note that Public Transit Division is unable to make grant program commitments for the 2011-2013 biennium.

- Current grant funds and prospective future grants may be used to leverage an Oregon Transportation Infrastructure Bank loan from ODOT. For more information about OTIB, please contact Tom Meek at 503.986.3921, and see the website: <http://www.oregon.gov/ODOT/CS/FS/otib.shtml>.
- The project may be phased so that the first phase occurs in the 2009-2011 biennium.
- Capital projects may be eligible for FTA funds that are congressionally appropriated. For more information about federal fund appropriations, contact the Public Transit Division.
- STF Agencies may choose to defer spending a percentage of the STF discretionary funds (NOT §5310) available to them until the 2011-2013 biennium. The STF Agency should prepare an application that documents the purpose and amount of funds to be deferred. The application will be reviewed along with other applications received by the STF Agency. If approved, the funds will be retained by PTD until the 2011-2013 biennium.

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

The New Freedom and Job Access Reverse Commute Programs are statewide competitive programs that will be offered concurrently with the Older Adults and People with Disabilities Program. The estimated amount of New Freedom grant funds available is \$815,000 and JARC is \$1.32 million.

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.

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 “beyond the ADA” 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 of Portland urban area including Wilsonville, Salem-Keizer and Eugene-Springfield urban areas are not eligible, as these urban areas receive funds directly from the Federal Transit Administration.
- 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

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(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.

Expanding public transportation (e.g., days and hours of service) that is provided to the public at large is not an eligible activity under the New Freedom program.

New Freedom funds can be used to expand the scope of that ADA paratransit service beyond the minimum requirements of the ADA to enhance the mobility to individuals with disabilities.

Vehicle modifications that are beyond the ADA, such as equipment to accommodate over-sized wheelchairs, or increased securement locations on vehicles, would be an eligible New Freedom expense on fixed route or demand-response vehicles in urban and rural areas.

Other types of eligible services that can be implemented in rural and urban areas include travel training and mobility management activities, and transit service where none previously existed, including the addition of new feeder service to an outlying area for which ADA complementary paratransit is not required. In addition, alternatives to public transportation such as accessible taxis and volunteer driver programs are eligible. Other innovations meeting the intent of the program may be proposed.

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.
- Service within the large urban areas of Portland urban area including Wilsonville, Salem-Keizer and Eugene-Springfield urban areas are not eligible, as these urban areas receive funds directly from the Federal Transit Administration.

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- 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%)

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Managing with Less Funding in the Grant Program

Transit agencies are being asked to provide more service with declining resources and increased cost. In 2006, the number of rides provided in Oregon to seniors and people with disabilities was about 17 million. This number is estimated to rise by at least 3% per year. The price paid for fuel in fiscal year 2008 was 31% higher than 2007, as reported by 40 Oregon transit agencies.

A recent survey of large transit agencies by the American Public Transit Association¹ identified that the majority of agencies are at capacity and unable to meet rising demand. The recent increased cost of fuel and other expenses such as insurance and labor are causing these agencies to consider fare increases; service cuts; delay or cancel service increases; delay or cancel capital improvements; and transfer of funds from capital to operating. These same agencies are also looking for additional revenues from state and local sources. A recent Oregon survey indicates similar issues—many agencies have aging fleets, local funds are constrained, they are unable to increase services, and fares are rising.

Governor Kulongoski has indicated that he may request additional funds for transit from the Oregon Legislature. Many individuals and groups are working to encourage the US Congress to increase the amount of federal funds available for transit. However, at this time, we should not plan as if funding will be available. We need to plan for the funds we have.

Having less money available means that the allocation for many of the STF Agencies is less than what is needed to sustain operations currently supported by a variety of discretionary grants.

What options exist to manage with less discretionary grant money?

- First, evaluate all of the services currently being funded by all sources of state and federal funds to determine which services are most critically needed by the community.
- The evaluation of need and priority should be based on the adopted Coordinated Plan. The bottom line is that in an environment of limited funding, it is critically important to determine which projects have the highest priority and should continue.
- Identify new revenue that may be available to support services. For example, Business Energy Tax Credit program provides incentives for:
 - Transportation services
 - Transit passes
 - Vehicles, including Alternative fuel vehicles

For more information about Department of Energy programs, contact the department at 503-378-4040 or go to the website:

<http://www.oregon.gov/ENERGY/TRANS/transhm.shtml>

¹ Passenger Transportation, Volume 66, No. 43, September 8, 2008

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- Other new sources of revenue include grants from foundations and other private sources; funds from cities, local businesses and human service agencies who are supported by local transit; and earned income from advertising.
- Consider fare increases.
- Conserve local resources and provide new revenues by coordination and partnership with other agencies to reduce redundancy of services and common activities such as purchasing, training and scheduling rides.
- Administration is a necessary transit function – do not skimp on managing the program. Transit management can be a source of cost savings through education and coordination. For example, through assessment of service delivery it may be possible to reduce service miles and retain ridership by altering a schedule or route. Service data are particularly useful when evaluated on a regular basis to identify trends and opportunities.
- JARC, New Freedom and Intercity Bus grant funds may be available to support eligible projects selected in a competitive, statewide program by Public Transit Division.

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Grant Program Procedures

Responsibilities of the STF Agency

The STF Agency is a key partner for coordinating local community transportation resources, and is the only eligible agency to receive STF awards from PTD. STF Agencies will be the lead agency for managing the grant application and review process, and will identify the projects proposed to be funded with the allocations of §5310 and STF discretionary funds. STF Agencies:

- Develop and adopt a Coordinated Plan.
- Coordinate the discretionary project application, public comment and review processes for the local area.
- Ensure that STF and §5310 grant projects and New Freedom and JARC projects are derived from the Coordinated Plan.
- Submit a consolidated STF and §5310 application to PTD on behalf of the providers in the community **by February 13, 2009**.

STF Agencies may delegate the tasks associated with the grant program to another agency. The governing body of the STF Agency must act on the advice provided by its appointed review committee.

Developing Local Procedures

STF Agencies may establish grant program policies and procedures as necessary to identify projects for funding. There are several grant program requirements that must be built into the local process, such as public involvement.

The local process may include activities that are not described below, since the STF Agency may add steps as necessary to complete the local process. For example, the STF Agency may use a locally-defined application or other project identification process to identify projects for funding; the actual application that is submitted to Public Transit Division may be completed after the project is selected for funding.

The local process must be fair and equitable to applicants. Per the §5310 requirements, any potentially eligible applicant should have the opportunity to apply. If the STF Agency uses a pre-application process, or other screening process other than the application prepared by Public Transit Division, to identify projects for funding, please ensure that all potential applicants have access to the local application, as appropriate, and process information.

Program Coordination between two or more STF Agencies

Public Transit Division would be very pleased if STF Agencies would consider coordinating their discretionary grant programs. There are several good reasons for this:

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resource enhancement, increased communication of mutual needs, and shared investment in services crossing service areas and constituencies, etc.

Two or more STF Agencies may pool their funds and conduct a collaborative local 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.

If you want to formally join two or more STF Agencies, please contact PTD for more information.

Public Involvement

There must be an opportunity for public comment during the grant application review process. The public, including public and private transportation providers; users of service; potential passengers including seniors, people with disabilities and people with low income; and agencies serving seniors, people with disabilities and people with low income; and other stakeholders such as local businesses, should have the opportunity to comment on the applications and the potential impact of the proposals. See the sample public notice below.

People selected by the STF Agency to serve on the review committee are “public officials”. All meetings of the review committee must be public meetings, with an agenda and a public notice. The review committee should take steps to avoid conflict of interest and the appearance of conflict of interest.

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Protest Procedure

Each STF Agency must have a process to resolve protests of funding decisions. If the STF Agency does not have a procedure, one must be created. The protest procedure for Public Transit Division is in Appendix B.

Tasks Required Prior to the Local Review

- **Review the Coordinated Plan.** Finalize and adopt the plan as required to be eligible for the program. Update the plan as needed.
- **Establish and publish a local timeline** for project submission, review and approval. The schedule should include the:
 1. Date for applications or project descriptions, as determined through the local process, to be submitted to the STF Agency. Applications will be available on the PTD website. Paper version of the application may be distributed by the STF Agency; and the STF Agency should refer potential applicants to the PTD website. If the STF Agency uses a locally defined application, be sure to make the application publicly available.
 2. Date(s) the applications will be reviewed. Pick date(s) prior to the STF Agency governing body meeting with sufficient time to do the review.
 3. Public comment period, prior to or concurrent with the application review and approval process.
 4. Date the STF Agency governing body will review the recommendations from the STF Advisory Committee and any public comments.
 5. NOTE: If the STF Agency is unable to submit the applications to PTD until after February 13, 2009, the STF agency must negotiate with PTD in advance to set an alternative date for submission.
- **Appoint the Review Committee.** Since most STF Agencies will want to review all projects (Older Adults and People with Disabilities, JARC and New Freedom) using the same process, the review committee should not be composed solely of the members of the STF advisory committee. The review committee should include a cross-section of stakeholders, including the STF Committee, and should include additional members representing people with low income, the business community and agencies serving people with low income. In areas with a metropolitan planning organization (MPO), the MPO should be invited to participate in the review. Larger STF Agencies may choose to separate the review tasks: one review (and review committee) for the Older Adults and People with Disabilities Program and another for JARC and New Freedom.
- **Assist in distributing applications** by making a public announcement that the grant application is available. See the sample public announcement, which may be modified to meet the requirements of the local process. JARC and NF applications will be available from PTD – the STF Agency should direct requests to the website.

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Sample Public Announcement – Availability of Funds

(*STF Agency*), in (*county/counties*), announces the opportunity for eligible transportation providers to apply for an *Older Adults and People with Disabilities Grant*. Funds are allocated to the (*STF Agency*) by the Oregon Department of Transportation. Grant applications are for the 2009-2011 Biennium. Projects providing transportation services for seniors and people with disabilities are eligible for grant funding. Applications are available at the Public Transit Division Web site: www.oregon.gov/ODOT/PT/ The application packet includes instructions and eligibility guidelines. Applications submitted for projects in (*county/counties*) must be submitted to (*STF Agency*), not later than 5:00 PM on (*date*). Contact (*person, phone, email*) for more information.

- **Collect and review the applications.** STF Agencies will accept all applications, including JARC and New Freedom. If PTD receives an application, we will send it to the STF Agency for review.
- **Provide an opportunity for public input by publishing a public notice** after the applications are submitted to the STF Agency and before funding decisions are made. Please offer at least a 10-day comment period. You must provide at least an opportunity for written comment. A public meeting is desirable and probably more effective. See the sample notice:

Sample Public Announcement – Request for Public Comment

(*STF Agency*), in (*county/counties*), is requesting comments for the following projects proposed for funding from the *Public Transportation Discretionary Grant program* offered by the Oregon Department of Transportation.

(*list the applicant – amount of funds requested – type of project, example:*

- *XYZ Public Transit, \$40,000 to replace one bus*
- *124 Agency, \$25,000 to operate transit service for seniors and people with disabilities*
- *ABC Inc, \$15,000 for three passenger shelters*

Additional information is available from (*contact, address, city, and phone number*). (*STF Agency*) invites comments on the proposed applications by sending a written response by (*date*) to: (*contact, address, city, zip*) (*Optional: and by attending the public meeting scheduled on day, time, and location*).

Application Review

The application review for the STF discretionary and §5310 funds is a two-step process. The local review committee will meet to review and make recommendations to the governing body of the STF Agency. The recommendations will include:

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- identification of the projects selected for funding, including any recommendation of changes from the original application, and
- the amount and source of funds for each project recommended for funding.

The final decision is made by the governing body.

The second step will be a confirmation review process conducted by the Public Transit Division. (See below, Page 20.)

The JARC and New Freedom applications will be reviewed for recommendation and ranking (if more than one of each type of application is received). The primary purpose of the review is to ensure that the project is derived from the Coordinated Plan, as required, and that the project is supported by the STF Agency.

Preparing for the Review

Prior to the review, the review committee should make decisions regarding the following opportunities available in the grant program:

- Identification of specific priorities for use of the funds, based on the Coordinated Plan.
- Will any of the STF Discretionary funds be used for match to other grants? How much?
- Will the STF Agency require a local match to the STF Discretionary funds as a means to extend the discretionary fund available? If yes, how much match will be required? (Note: the grant applications are structured so that match is required.)
- Are there projects potentially eligible for JARC and NF that should be directed towards those sources of funds? Also, certain projects may qualify for Intercity Bus funds.

The STF Agency will inform potential applicants of any decisions made regarding opportunities or limitations of the grant program defined by the STF Agency.

Review by the Review Committee

Decisions made by the Review Committee in preparation for the discretionary grant program should be documented and used consistently during the review.

The review committee may choose to use the sample worksheets in Appendix C, or may use a process that results in the same information.

For the Older Adults and People with Disabilities Program:

1. **Consider the project for eligibility and priority.**
 - a. Is the project derived from the Coordinated Plan?

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- b. Does the project advance one or more of the priorities defined by the Coordinated Plan and review committee?
- c. Does the project meet the program guidelines for eligibility?

2. Consider the applicant's eligibility and capability to manage the project.

In the opinion of the review committee and the STF Agency:

- a. Is the applicant eligible to participate in the grant program?
- b. Does the applicant provide adequate fiscal, managerial and operational management of the project? Consider the following:
 - Applicants must be capable of compliance with the various state and federal requirements. For example, transportation services must meet applicable civil rights, drug and alcohol testing, motor carrier, etc. requirements. If you have questions regarding a specific provider or regulation, contact the Public Transit Division.
 - Applicants must have sound fiscal policies and procedures, with accurate books and records, and maintain adequate managerial and operational practices. Applicants that are non-profit agencies will need to ensure that the board of directors actively manages the corporation, including prudent financial management.
 - Advisory Committees should consider the productivity of current projects when reviewing applications for new projects.

For the New Freedom and JARC Applications:

In the opinion of the review committee and the STF Agency:

- Is the project derived from the Coordinated Plan? Does the project advance one or more of the priorities defined by the Coordinated Plan?
- Establish a rank for each application in each program, if there is more than one New Freedom and JARC Application.

STF Agency Review

The governing body of the STF Agency will consider the recommendations from the review committee and will make a final decision. The review and decisions must be made in a public meeting. It may be at a special meeting or one of the STF agency's regularly scheduled meetings.

- For the STF discretionary and §5310 funds, the governing body will confirm the projects and fund award for each project proposed for funding.

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- For JARC and NF programs, the governing body will confirm that the projects recommended for funding are derived from the Coordinated Plan and will identify a priority.

Submit the Applications

See Appendix E for information to document and submit the applications to Public Transit Division.

Public Transit Division Review

After the application packets are submitted PTD staff will review all projects identified for funding to ensure that the projects and applicants are eligible for the funding sources.

- If a project meets the criteria, the project will be funded as submitted.
- If a project does not meet the criteria, the staff will contact the STF Agency regarding the problem. The STF Agency will have two weeks to resolve the problem or to substitute another project that does meet the program criteria.

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APPENDIX A: ALLOCATION OF 5310 AND STF FUNDS BY STF AGENCY

STF Agency	Total 5310 Allocation	Total STF Allocation	Total	% 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 Trans 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 Tribe	\$ 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%

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**Analysis of Estimated Discretionary Funds Available for
2009-2011 Public Transit Division Discretionary Programs**

Biennial Fund Source	Revenue			Increase(+) or decrease(-)
	2007-2009 Actuals	2009-2011 Estimates Until Appropriated	Difference for 09-11	
E&D Program				
5310	\$ 2,700,000	\$ 3,000,000	\$ 300,000	+11%
5310 STP	\$ 10,000,000	\$ 10,000,000	\$ -	0
State	\$ 2,600,000	\$ 2,500,000	\$ (100,000)	- 4%
JARC	\$ 1,320,000	\$ 1,320,000	\$ -	0
New Freedom	\$ 700,000	\$ 815,000	\$ 115,000	+16%
Subtotal	\$ 17,320,000	\$ 17,635,000	\$ 315,000	+1%
Special Purpose Programs				
Intercity	\$ 2,700,000	\$ 2,700,000	\$ -	0
Mass Transit	\$ 4,000,000	\$ 4,000,000	\$ -	0
Subtotal	\$ 6,700,000	\$ 6,700,000	\$ -	0
Subtotal Biennial	\$ 24,020,000	\$ 24,335,000	\$ 315,000	+1%
* Additional Spent in 07-09				
E&D 5310	\$ 354,000		\$ (354,000)	
5310/5311 STP	\$ 1,150,000		\$ (1,150,000)	
5311	\$ 1,900,000		\$ (1,900,000)	
Intercity	\$ 395,000		\$ (395,000)	
JARC	\$ 80,000		\$ (80,000)	
Mass Transit	\$ 172,000		\$ (172,000)	
Subtotal	\$ 4,051,000	\$ -	\$ (4,051,000)	
Total	\$ 28,071,000	\$ 24,335,000	\$ (3,736,000)	-13%

* One time fund source: Moneys available from prior years' PTD programs. Are estimated at end of each biennium. Not yet available to be included in current biennium estimates.

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APPENDIX B: Excerpts for the STF Administrative Rules

Applicant Qualifications

732-005-0076

Recipient Qualifications

(1) To be eligible to receive STF moneys for a Project, a Recipient will meet, or have the capacity to meet, the following qualifications, as applicable to the type of Project being funded. A Recipient will:

- (a) Be an entity eligible to enter into agreements;*
- (b) Have the legal, managerial and operational capacity to perform the Project;*
- (c) Not be debarred or suspended from federal grants;*
- (d) Maintain compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;*
- (e) Comply with the laws or rules of this program;*
- (f) Properly use STF moneys; and*
- (g) Perform the Project in a safe, prudent and timely manner.*
- (h) If a Recipient is identified as ineligible to receive other funds offered by the state or federal government resulting from a failure to meet the criteria identified in subsection (a) through (g) of this section, the Recipient may be ineligible to receive STF moneys.*

(2) A STF Agency may require additional eligibility qualifications of Recipients as necessary to implement its STF Program.

(3) The Division may require additional eligibility qualifications of Recipients as necessary to implement the Discretionary Program.

(4) The STF Agency will confirm the eligibility of a Recipient prior to awarding STF moneys and entering into an agreement.

(5) The STF Agency will ensure that Recipients maintain eligibility while receiving STF moneys.

(6) A Recipient found by the STF Agency or Division to be ineligible may be required to repay moneys received during the period of ineligibility.

Dispute Resolution

732-005-0071

Protest Procedure

The Division will conduct a process to resolve protests of funding decisions made by the Oregon Department of Transportation.

(1) Within 30 days of notification of a funding decision, the STF Agency may file a protest of the decision.

(a) The STF Agency will address the protest to the Administrator of the Division; and

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(b) The protest will identify the project or proposed project affected by the funding decision, the Recipient or proposed Recipient affected by the decision, any arguments pertaining to the protest, and the requested remedy.

(2) The Division will investigate the protest and will make a written statement of finding within 30 days.

(3) Within 10 working days of receipt of the statement of finding, the STF Agency may request a review of the statement of finding. After a review of the statement of finding, the Administrator of the Division will issue a final decision.

Agreements with Recipients

732-005-0061

Management of Agreements

(1) The Division will enter into an agreement with a STF Agency after approval of the STF Agency's application for STF moneys.

(a) The agreement will include:

(A) A description of the use of the funds;

(B) A beginning and end date;

(C) Termination and suspension clauses;

(D) Other applicable requirements of these rules; and

(E) Sanctions for failure to comply with the requirements of the agreement, including and not limited to, withholding and repayment of funds for cause.

(b) Inspection of records and Projects:

(A) An STF Agency, and any organization acting on the STF Agency's behalf, will permit the Division, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, access to all data and records relating to the STF moneys.

(B) The Division, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, may inspect the Projects financed with STF moneys including, but not limited to, the financial records, physical premises and Capital Items used to deliver Public Transportation Services.

(2) The STF Agency will enter into written agreements with Recipients for Projects financed with Formula Program and Discretionary Program moneys.

(a) The form of the agreement will include:

(A) A statement of work to be performed in consideration of the STF moneys;

(B) A beginning and end date;

(C) Termination and suspension clauses;

(D) Other applicable requirements of OAR 732-005-0000 through 732-020-0045; and

(E) Sanctions associated with failure to perform, including but not limited to, withholding and repayment of funds for cause.

(F) The STF Agency may impose additional requirements under its own authority.

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(b) The STF Agency will submit copies of Recipient agreements to the Division.

(c) The STF Agency will monitor the performance of the agreement on a regular basis, and will take action when the terms and conditions of the agreement are not being met.

(d) Recipients, and any organization acting on the Recipient's behalf, will permit the STF Agency, the Division, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, access to all data and records relating to the transportation system supported in whole or part by the STF, and will allow inspection of the Projects supported in whole or part by the STF including, but not limited to, the physical premises and Capital Items used to deliver transportation services.

(e) The Division may terminate or suspend an agreement between itself and a STF Agency, and may require repayment of funds, if the STF Agency fails to take action against a Recipient failing to comply with OAR 732-005-0000 through 732-020-0045.

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Appendix C: Vehicle Descriptions and Useful Life Standards

CATEGORY A: Large, Heavy-Duty Transit Bus

Built on heavy duty chassis, lift equipped. Minimum 2 ADA stations required. (This category includes articulated buses.)

Length: 35' – 40'

Passengers: 35 – 40+

Useful Life: 12 Years or 500,000 miles

Price Range: \$200,000 - \$300,000+

CATEGORY B: Medium-Size, Heavy-Duty Transit Bus

Built on heavy-duty chassis, lift-equipped. Minimum 2 ADA stations required.

Length: ~ 30' – 35'

Passengers: 25 – 35

Useful Life: 10 Years or 350,000 miles

Price Range: \$150,000 - \$280,000 (~ \$10,000 more for diesel)

CATEGORY C: Medium-Size Medium-Duty Transit Bus

Built on medium duty chassis, lift equipped. Minimum 2 ADA stations required.

Length: ~ 25 – 30'

Passengers: 16 – 30

Useful Life: 7 Years or 200,000 miles

Price Range: \$70,000 - \$175,000 (~ \$7,000 to \$10,000 more for diesel)

CATEGORY D: Medium-Size, Light-Duty Cut-Away Bus (aka Body-on-Chassis)

Built on a medium-duty chassis, lift equipped. Minimum 1 ADA station if < 22 ft. in length; minimum 2 ADA stations required if 22 ft. or greater in length.

Length: 20' – 25'

Passengers: 12 – 16

Useful Life: 5 Years or 150,000 miles

Price Range: \$40,000 – \$65,000 (\$5,000 to \$10,000 more for diesel)

CATEGORY E: Small, Light-duty Bus, Van, Mini-Van, Station Wagon, and Sedan

1. Small, light-duty bus (9-12 passenger with 1-2 ADA stations)
2. Lift- or ramp-equipped, lowered floor/raised roof, ADA accessible vans; minimum 1 ADA station.
3. Modified minivan; minimum 1 ADA station.
4. Standard van
5. Standard minivan
6. Standard station wagon
7. Standard sedan

Passengers: 3 – 14

Useful Life: 4 Years or 100,000 miles

Price Range: \$18,000 - \$55,000

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APPENDIX D: Optional Review Materials

STF Agencies should consider the following items when reviewing project applications. Public Transit Division staff will use similar considerations when evaluating eligibility of applicants and projects.

Applicant Qualifications

- Applicant has positive history of past grants – reports on time, accurate, match available as required, etc.
- (If a non-profit agency) Applicant is current in agency incorporation, registration and annual report submissions to state and federal governments.
- Applicant is fiscally responsible and is capable of managing grant funds. Agency has a budget that includes all sources and uses of funds. The budget is adopted, managed and revised as necessary by the governing board.
- Applicant has adequate staff and resources to manage the project.
- The staff has basic knowledge of transportation and receives training as required for duties.
- Services currently operated by applicant have no pattern of complaints, accidents, or service disruptions.
- Vehicles are maintained appropriately.

Project Qualifications:

- Project design is for, or benefits, older adults and/or people with disabilities as its primary purpose.
- Project design is appropriate to purpose and type of project.
- Service is accessible to people with disabilities in conformance to ADA.
- Vehicles are appropriate for type of service, and meet age or mile replacement requirements, as appropriate (see chart in Application Packet).
- Agency has adequate revenue to maintain services and meet matching obligations.

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Sample Review Worksheet

Applicant: _____

Project Description _____

Total project cost \$ _____ Grant Request \$ _____ Local Share \$ _____

1. Project is derived from the Coordinated Plan (pass/fail) YES NO
Page number _____
2. Justification for the Project (25 points) **POINTS** _____
- Project meets local needs
 - Project is cost effective
 - Project does not unnecessarily duplicate existing service
3. Project planning and budget (25 points) **POINTS** _____
- The project design and planning is adequate
 - The project budget is appropriate for scale of project
 - The match/local share is appropriate and available
4. Project Management (25 points) **POINTS** _____
- The applicant will provide adequate fiscal, managerial and operational management
 - The applicant has a good history of project management
5. Efficiency and Effectiveness (25 points) **POINTS** _____
- The project will make the local services more reliable.
 - The project will provide more rides or will improve access to the local services.
 - The project improves coordination, e.g., reducing duplication or leveraging resources.

TOTAL POINTS _____

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APPENDIX E: JARC and New Freedom Scoring Criteria – FOR Information ONLY

JARC and New Freedom applications will be selected on a statewide competitive basis. The following criteria will be used to select applications for funding.

- a. *Project Needs/Goals and Objectives:* The proposal will address transportation gaps and/or barriers identified through the Coordinated Plan; will identify the overall program goals and objectives; and will discuss how the project is consistent with the objectives of the JARC or New Freedom programs.
- b. *Implementation Plan – Existing Service:* For projects seeking operational or capital support, the proposal will demonstrate why the current project should continue.

For JARC: The proposal will identify the potential number of jobs made available by the service and the actual number of trips provided to date by the current grant.

For New Freedom: The proposal will identify how the current service has improved access for people with disabilities and the actual number of trips provided to date by the current grant.

A mobility management project proposal for JARC or New Freedom will describe how the project has improved coordination among public transportation and other transportation providers and/or access to services, and will provide an updated implementation plan, including timeline, for completing the project.

-OR-

- c. *Implementation Plan – New Service:* For proposals seeking operational or capital support to create new service, the proposal will include a well-defined operations plan, including implementation steps and timelines. The applicant will discuss their institutional capability to carry out the project as described.

For JARC: The proposal will indicate the estimated number of jobs that will be accessed by the new service and the number of trips expected to be provided.

For New Freedom: The proposal will identify how the project improves access beyond the ADA for people with disabilities and the number of trips expected to be provided.

For proposals seeking funds for a new mobility management project, the proposal will describe how the project will improve coordination among public transportation and other transportation providers, including an implementation plan and timelines.

- d. *Project Budget:* Proposed projects will be evaluated on the adequacy of the budget, including match and sources of match.
- e. *Coordination and Program Outreach:* Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources, including identified project stakeholders.

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APPENDIX F:

**Consolidated List of Applications
Submitted to the
Public Transportation Discretionary Grant Program**

Instructions

Submission Guidelines

1. STF Agency Cover Page: Include one cover page for all projects. An individual designated by the STF Agency must sign the certification.
2. Public Transit Division has a copy of all of the adopted Coordinated Plans. However, if your plan has been amended, submit a copy of the adopted amended plan. Be sure that the date of adoption is identified on the cover of the plan or an attached document. If the plan is being amended and has not yet been adopted, submit the draft amendment. The plan will need to be adopted and submitted by May 31, 2009.
3. Complete two Consolidated Lists of Applications Recommended for Funding—one for §5310 applications and one for STF discretionary applications. Each should include the following information:
 - a. Identify each project separately.
 - b. Indicate whether the project is derived from the Coordinated Plan.
 - c. Identify the page of the plan (either the original plan or the amended plan, as appropriate) on which the project is derived or identified.
 - d. Identify the amount of grant funds being requested – this is especially important if the amount is different from the original request.
 - e. Indicate if the application is recommended with conditions and provide comments, as needed.
 - f. Send copies of applications for all projects, including those not recommended.
4. For New Freedom and JARC:
 - a. Identify each project separately.
 - b. Indicate whether the project is derived from the Coordinated Plan.
 - c. Identify the page of the plan (either the original plan or the amended plan, as appropriate) on which the project is derived or identified.
 - d. Identify the rank of the project. When establishing project rank, do not include projects that were not reviewed or are not recommended for funding. For example, if ten applications were submitted to the STF Agency and only six are recommended for funding, the application with the highest priority would be #1 of 6.

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**Consolidated List of Applications
Submitted to the
Public Transportation Discretionary Grant Program**

Mail the Consolidated List of Applications with all applications and supporting documentation to: ODOT Public Transit Division, Attn: Discretionary Grant Program, 555 13th Street NE Suite 3, Salem OR 97301.

Application deadline: Postmarked by February 13, 2009.

STF Agency: _____

Contact Person: _____ Phone: _____

Email: _____ Fax _____

Mailing Address: _____

City

Zip

STF Agency Certification:

As an authorized representative of the STF Agency, I acknowledge these applications.

I also certify that the governing body of the STF Agency has consulted with a grant review committee regarding the proposed projects; and that the projects that are recommended for further consideration for funding is consistent with the STF Agency's Coordinated Plan.

Signature of authorized representative

Name (print or type) Telephone number

Title Date signed

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Public Transit Division Discretionary Grant Program**

RECOMMENDED Projects to be funded with §5310

Allocation of 5310: \$ _____

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived with the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived with the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived with the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

Total 5310 funding allocated: \$ _____

Please copy this page if additional pages are needed.

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Public Transit Division Discretionary Grant Program**

RECOMMENDED Projects to be funded with STF Discretionary

Allocation of STF discretionary funds: \$ _____

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

• Applicant: _____

Type of Project: _____

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

This project is recommended with conditions: _____

Comments:

Total STF Discretionary funding allocated: \$ _____

Please copy this page if additional pages are needed.

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Public Transit Division Discretionary Grant Program**

RECOMMENDED Projects for Job Access and Reverse Commute Program

Number of applications received _____

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments:

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments:

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments:

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Public Transit Division Discretionary Grant Program**

RECOMMENDED Projects for New Freedom Program

Number of applications received _____

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments:

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments:

• Applicant: _____

Type of Project: _____

Rank for this application: # _____ of _____ applications recommended.

Total Project Cost \$ _____ Grant Request \$ _____

This project is derived from the Coordinated Plan. Page _____

Comments: