



Public Transportation Division

**Statewide Transportation Improvement
Fund Discretionary and Statewide Transit
Network Grant Programs
Fiscal Year 2025-2027**



Application Instructions

This document is available in alternative formats upon request.

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1. Program Overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for the Statewide Transportation Improvement Fund Discretionary (STIF Discretionary) and Statewide Transit Network (STN) grant programs. The Statewide Transit Network grant program includes both the STIF Intercommunity Discretionary (STIF Intercommunity) and Federal Transportation Administration Section 5311(f) Intercity Bus Program (FTA 5311(f)) funds. For a more detailed overview of the STIF Discretionary and STN Programs refer to the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#).

Application deadline: September 5, 2024, by 11:59 p.m.

Letter of Interest deadline: July 29, 2024, by 11:59 p.m.

Estimated available funds:

Fund	Amount
STIF Discretionary	\$12,000,000
STIF Intercommunity	\$10,000,000
FTA 5311(f)	\$3,000,000

Grant period: The grant agreement period for planning, operations, administration and capital non-infrastructure projects will be two years. The grant agreement period for capital infrastructure projects (including rolling stock) will be four years. The beginning date that awarded funds will be available for drawdown and reimbursement will be determined as part of the award decision.

Eligible recipients

STIF Discretionary

Public transportation service providers which include mass transit districts, transportation districts, federally recognized tribes, or a city, county, special district, intergovernmental entity, or any other political subdivision or municipal or public corporation that provides public transportation services.

Statewide Transit Network

STIF Intercommunity

Public transportation service providers which include mass transit districts, transportation districts, federally recognized tribes, or a city, county, special district, intergovernmental entity, or any other political subdivision or municipal or public corporation that provides public transportation services.

FTA 5311(f)

Public transportation service providers which include mass transit districts, transportation districts, federally recognized tribes, or a city, county, special district, intergovernmental entity, or any other political subdivision or municipal or public corporation that provides public transportation services. Nonprofit organizations and private for-profit entities that provide public transportation services may also apply for FTA 5311(f) funds. Applicants must meet all eligibility requirements of FTA Section 5311.

Eligible projects

STIF Discretionary

Projects eligible for funding include, but are not limited to, capital projects such as vehicles, facilities, equipment, and technology; and management, planning, and research. Transit-adjacent projects, such as infrastructure updates that improve safety for public transit users or bicycle and pedestrian projects that facilitate greater access to transit services, are also eligible if they have a reasonable connection to public transportation services. Ongoing operations project are not eligible for STIF Discretionary funds.

Statewide Transit Network

Projects eligible for funding include, but are not limited to, capital projects such as vehicles, facilities, equipment, and technology; as well as mobility management, planning, research, and pilot and ongoing operations projects. Projects must support services connecting two or more geographically distinct communities.

Ongoing operations projects funded with Statewide Transit Network funds are subject to risk of not receiving funding in future solicitations because Statewide Transit Network Program grant awards are made every two years following an open competitive decision-making process.

New requirements for all funding programs

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. This requirement does not apply to planning or operations projects. **Appendix A** provides details about 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 estimates that can serve as the basis of the independent cost estimate. If you do not intend to use the DAS/ODOT State Price Agreement, your agency will need to conduct independent research. See **Appendix B** for instructions and DAS/ODOT State Price Agreement cost estimates.

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.

1.1 Evaluation Process and Scoring Criteria

A grant evaluation committee composed of PTD staff and Public Transportation Advisory Committee (PTAC) representatives will score the applications based on the following criteria.

Focus Areas	Selection Criteria	Score Weighting	
		STIF - D	STN
Community Benefits	Project achieves the purpose of the fund source, addresses important community needs, and will deliver a significant benefit to the community.	30%	50%
Equity	Project planning and implementation incorporates meaningful involvement of disadvantaged communities in decision-making. Project sustains or improves access to transportation for disadvantaged communities	20%	15%
Climate Benefits	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	20%	15%
Safety	Project enhances safety of vulnerable road users and transit riders	20%	10%
Readiness to Proceed	Project is well planned and has a high likelihood of success	10%	10%

STIF-D = STIF Discretionary Fund
STN = Statewide Transit Network Program

1.2 Match Requirements

Applicants seeking STIF Discretionary or STIF Intercommunity funds must meet 20 percent of the project’s total costs.

Applicants seeking FTA 5311(f) funds must meet the following local match requirements based on net project cost:

- Operations projects: 50 percent
- Capital projects: 20 percent
- Planning projects: 20 percent

1.3 How to Apply

Prior to submitting a formal application, applicants are **required** to submit a Letter of Interest (LOI) for each project they are applying for STIF Discretionary, STIF Intercommunity, or FTA 5311(f) funding. Formal

applications submitted under these programs will be rejected if they are not reasonably tied to a submitted LOI.

The online LOI form can be accessed [HERE](#). To ensure that you provide all the needed information, please carefully read the form carefully. **Early submission of LOIs is highly recommended.**

An important note about the application process for each project:

A project may have multiple tasks, but projects directly supporting transit operations should describe operations for *a single transit service only*. The applicant must submit a separate application for each different transit service.

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) (<https://www.oregon.gov/odot/RPTD/Pages/OPTIS.aspx>). To apply, log in to OPTIS and select **Open Solicitations**. Section 2 of this document provides instructions on how to create an application.

ODOT may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application. Applicants will have five business days to supply the requested information after ODOT's request.

1.4 How to Get Help

If there are technical problems using the tools in OPTIS, email [Brian Roth](#). For questions about the solicitation, contact your [Regional Transit Coordinator](#).

1.5 More information

For more details regarding this grant solicitation, please refer to the Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program Guidance section of the [Public Transportation Funding Opportunities](#) webpage on ODOT's website and the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#).

2. How to Create a New Application or Access an Existing Application

This section includes step-by-step instructions to create a new application or access an existing application in OPTIS.

2.1 Sign in to OPTIS

Applications will be accepted through the Oregon Public Transit Information System (OPTIS) system. To create a new application or access an existing application, you need to first sign into OPTIS.

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

Click **Access OPTIS Production**.

If you have already registered with OPTIS, click **Login to OPTIS**.

If you have not previously registered with OPTIS, click **Provider Registration** and follow the prompts.

2.2 Create a New Application

Once you have signed into OPTIS, click **Open Solicitations** which is located in the gray menu box on the left side of the OPTIS window. This menu box allows you to navigate throughout your application.

The **Solicitation Search** screen will open with available open solicitations.

Next click on **STIF Discretionary and Statewide Transit Network Application: FY 2025-2027**.

This will load the **Discretionary Application Notice** page, which contains some basic information about the application.

Select **Apply Online** to start an application.

The **Create Application** pop-up screen should open. If it does not be sure to enable pop-ups in your web browser.

In the drop-down menu, select your agency. All agencies in your account will be listed. Select the organization responsible for this application. Once you have selected your agency, click **Next**.

A window will open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.

A new window should open that says **Application Created**.

- To follow the application wizard, click **Continue**. This is recommended for all new applications. The application wizard will lead you through the steps to enter the following information:
 - Application Contact
 - Contact Information for the Application Contact
 - Authorized Representative (must have signature authority for your agency)
 - Contact Information for the Authorized Representative
 - Address of the Transportation Service Provider
- To bypass the application wizard and go directly to the review page, click **View**. Review all the information for accuracy.

*Tips: Click **Save** to save your application so you can return later to complete it. Click on **Finish** at any time to go to the review page to view all sections displayed in one window.*

2.3 Access an Existing Application

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

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

2.4 Forwarding an Existing Application

You can forward an application to others in your agency if they have an OPTIS account. There are two application sections in OPTIS: the **Main Body** and the **Project Detail** sections. You can forward each section

depending on what section you have open when forwarding.

Click on **Actions** while in the application. Select **Forward**. A new window will open with OPTIS account holders for your agency. Select who you want to forward the application to from the list.

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

Note: Only one OPTIS account holder at a time can access the **Main Body** or **Project Detail** application sections for editing. You can forward each subtask of the Project Detail to separate OPTIS account holders in your agency. If you do not have access to the Project Detail for modification, repeat the steps above to forward to yourself.

The remaining sections of this document provide detailed instructions for each question in the application. Required fields are marked with an asterisk (*). If these fields are not completed, the form will prompt you to make the required response before submitting the form. If a required question does not pertain to your project, reply "N/A". The subsections and questions are listed in the order that they appear in the application in OPTIS.

In the **Scored Questions** section of the application there are examples of low scoring and high scoring answers. Applicants are encouraged to review the examples as an aid to providing complete answers.

3. Application Information

3.1 Risk Assessment Information

ODOT conducts a risk assessment for every funding agreement. This section includes a subset of the entire risk assessment, which will be populated by the answers provided in this section and data already reported to ODOT PTD.

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

Yes
No

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

Yes
No

3. What type of accounting system does your agency use?

Automated
Manual
Combined

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

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

Yes
No

5. Was your agency audited by the State and/or Federal government in the past two years?

Yes
No

6. If you answered "Yes" in question 5, did the audit result in one or more audit findings?

Yes
No

7. If applicable, share a list of findings and repeat findings.

8. If applicable, explain any repeat audit findings.

9. List the year of your last audit and include a URL to the audit document.

10. Is the Public Transportation Division currently conducting a forensic audit of your agency?

Yes
No

11. Did your agency stay on budget in the past two years?

Yes
No

12. Certification of Compliance

There is a checkbox for the applicant. By checking the box, the applicant certifies that if they are awarded funding, they will meet and ensure compliance for the term of the agreement with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health

3.2 Delegation of Administration

13. Do you plan to use a subrecipient or contractor to implement the grant supported activity?

Yes
No

14. If you answered "Yes" in question 13, list the subrecipient(s) and/or contractor(s).

15. If you answered “Yes” in question 13, describe how your agency will provide sufficient subrecipient and/or contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

Applicants should describe organizational quality control, compliance, reporting, and overall project management procedures to be used with subrecipients and contractors (e.g., vendors), and how these procedures will be maintained and updated as needed. The applicant may also describe the project manager’s (or other staff’s) experience with relevant eligibility and public transportation compliance requirements. For organizations with little past experience with subrecipients or contractors, applicants should describe a process to create, validate, and continually improve internal procedures.

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

4. Project Information

16. Project Title

The project title should be the same as the project title on the Letter of Interest. It will be used during the review process and in the published list of grant awards. Project titles are also helpful for distinguishing between projects when an applicant has submitted more than one application.

17. Project Description

Clearly describe what the requested fund award would be used to do. The project description is particularly important to help evaluators fully understand the proposed project and establish project eligibility by fund. Avoid generalizations. The project description text box allows 2,000 characters. Maps, graphics, GTFS feeds, and other project details should be included as attachments to support the project description.

If the project supports operations that might conceivably compete with for-profit fixed route transit service, explain why the project will not significantly impact for-profit providers.

Remember: A project may have multiple tasks, but projects directly supporting transit operations should describe operations for *a single transit service only*. The applicant must submit a separate application for each different transit service or route for which they are seeking funding.

Note: Applicants should, where possible, refrain from detailing the benefits and importance of the proposed project in their response to Question 17. The applicant will have the opportunity to provide this context later in the application.

18. What is the main type of service that will be supported with this award?

Choose type of service from the drop down menu. For a definition of each service type use the FTA’s [National Transit Database Glossary](#).

- Commuter
- Complementary Paratransit
- Demand Response
- Deviated Fixed Route

Intercity
Paratransit
Other

19. If you selected “Other” in question 18, please describe.

For instance, if the grant will be used to support multiple types of transit services, describe those services.

20. Describe the task level deliverables, including where applicable the request for proposal or invitation to bid issue date, contract award date, initial delivery date, final delivery date, and contract completion date.

21. Select the fund source(s) for which you would like to be considered for and that you believe your project is eligible to receive. Check all that apply.

STIF Discretionary
STIF Intercommunity Discretionary
FTA Section 5311(f) Intercity

The eligibility requirements for each fund source can be found in the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#).

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

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

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

24. Assume that the match for your project will be 20 percent for all STIF funded projects. If there are enough STIF funds available, a 10 percent match reduction may be applied at the discretion of ODOT. For your project to be considered for a 10 percent match reduction, the project must meet one or more of the four factors identified in OAR 732-044-0005(4)(a).

Please note that a match reduction is not guaranteed.

If you would like to be considered for a 10% match, select each factor that you believe is exemplified by the proposed project.

- Predominantly serves or provides access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less)
- Serves an area outside of the Public Transportation Service Provider’s geographic jurisdiction
- Fills a significant gap in the Statewide Transit Network, i.e. the service connects two or more communities that are 20 or more miles from each other
- Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

25. Will Federal funds be used to complete this project?

Yes
No

Indicate whether federal funds will be used to complete the proposed project. This includes using federal funds as match for an STIF grant award. This information is used to determine whether federal requirements will apply or supersede state requirements about procurement, reporting, and other grant processes.

26. For intercity projects, identify the origin and destination of the proposed service as well as each municipality that the service stops in along the route.

Including a map that shows these locations, will help people who review your application understand your project better.

27. What is the gap in intercity transportation service that it fills?

28. Would this award support ongoing operations of an existing service?

Yes
No

Projects involving ongoing operations are not eligible for STIF Discretionary funds. Both STIF Intercommunity Discretionary and FTA Section 5311(f) Intercity funds may be used to support ongoing operations. However, ODOT encourages incorporating essential ongoing operations into the appropriate STIF Formula Plan (STIF Plan) rather than seeking to fund the service with STIF Intercommunity and FTA 5311(f) funding.

Ongoing operations projects are public transportation projects that were funded partially or entirely with STIF funds during the immediate prior biennium. These projects may not be funded under the STIF Discretionary Program. For the purposes of eligibility for STIF Discretionary funds, expansion or increase in frequency of a public transportation service project or program is not considered “ongoing”.

29. If you answered yes to the question 28, describe any elements of the proposed project that differ from the existing service.

If the proposed project would expand or alter an existing service, please explain how the service proposed in this application would differ from the service as it was operated in the current biennium. If the service is not being changed, reply “N/A.” Applicant may also explain why funding ongoing operations of the service with STIF or FTA 5311(f) funds is necessary.

30. If you answered “Yes” to question 28, provide a brief history of the current service.

31. If you answered “Yes” to question 28, provide the costs for operations for the service for the previous fiscal year.

32. If the service operated in 2022, how many one-way rides were provided by the service?

33. If the service operated in 2022, how many unique riders were served by the service? Answer N/A if not tracked.

34. If the service operated in 2022, how many revenue service hours were provided by the service?
35. If the service operated in 2022, how many revenue service miles were provided by the service?
36. If the service operated in 2023, how many one-way rides were provided by the service?
37. If the service operated in 2023, how many unique riders were served by the service? Answer N/A if not tracked.
38. If the service operated in 2023, how many revenue service hours were provided by the service?
39. If the service operated in 2023, how many revenue service miles were provided by the service?
40. If you answered “No” to question 28, what is the predicted number of one-way rides that will be provided in the first full year of service?
41. If you answered “No” to question 28, what is the predicted number of unique riders that will be served in the first full year of service? Answer N/A if not tracked.
42. If you answered “No” to question 28, what is the predicted number of revenue service hours that will be provided in the first full year of service?
43. If you answered “No” to question 28, what is the predicted number revenue service miles that will be provided in the first full year of service?
44. Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

Yes
No

If you answered “Yes” and your project will be funded by FTA 5311(f) funds, a [Federal Environmental Worksheet](#) including site map(s) showing placement of each item must be submitted to PTD and, where any federal funding will be used to support the project, be approved by FTA prior to payment for any ground-disturbing activities.

If you answered “Yes” and your project will be funded by STIF Discretionary funds, a [State Environmental Worksheet](#) including site map(s) showing placement of each item must be submitted to PTD and, where any state funding will be used to support the project, be approved by PTD prior to payment for any ground-disturbing activities.

*Note: Even for projects funded with STIF funds completing a Federal Environmental Worksheet is **highly recommended** to ensure that the project is eligible for Federal funding in the future.*

*Note: Environmental approvals may extend the timeframe of your project, so **start early**.*

Optional: Upload draft worksheet on Attachments page for RTC review.

45. If this project will involve breaking ground or any other activity that might require environmental review (e.g., facility construction or improvement), what is the address of the project?
46. Describe proposed capital purchases. Capital assets are items that cost at least \$5,000 and have a useful life of at least one year. If no capital assets are included in your application, type N/A.

5. Scored Questions

The **Scored Questions** page contains the primary questions that will be used to evaluate and score applications. The scoring weights are provided in parentheses.

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

The numbers in this section refer to the application section and question as it appears in OPTIS. Text boxes for narrative answers allow 2,000 characters.

Community benefits (STIF Discretionary 30%, STN 50%)

For questions in this section please describe how this project achieves the purpose of the fund source, addresses important community needs, and will deliver a significant benefit to the community.

47. Describe the need this project addresses. Please provide information to support these statements.

Lower scoring answer

“To meet the transportation needs of older adults and people with disabilities. The program aims to improve mobility for older adults and people with disabilities by removing barriers to transportation service and expanding transportation mobility options. This project will improve the quality of life for seniors and individuals with disability by providing greater transportation options.”

Higher scoring answer

“The Assisted Living Center provides residential and supportive services for individuals 65 years and older. Currently, approximately 150 people live at the Assisted Living Center. According to facility staff approximately 100 of the Center’s residents, including many of whom use mobility devices, rely upon public transportation and ride services to access downtown Great City as well as health services at Great City Hospital. Currently, Great City Transit provides limited demand response services between the Center and destinations throughout Great City. Each week we turn down approximately 20-40 requests for transportation from the Center. By increasing staff and operations, this project will allow Great City Transit to meet 30 additional requests for transportation each week.”

Lower scoring answer

“Our Green Mobility Hub will be a community resource that serves our residents and visitors to use transit services as a viable mode of transportation in Anytown, Oregon.”

Higher scoring answer

“This project will create a Green Mobility Hub that will serve as the focal point for various sustainable transportation modes. The hub integrates electric buses, bike-sharing programs, and walking paths to encourage zero-emission commuting. To address equity, we have ensured that the hub is centrally

located and easily accessible for all residents, especially those in underserved disadvantaged transportation communities.

Key features of our hub include:

- Electric Bus Terminal: Electric buses will connect different parts of the town, reducing carbon emissions and promoting public transportation.
- Bike-Share Stations: The bike-sharing stations will include electric-assist bikes for short-distance travel, promoting an active lifestyle and reducing reliance on personal vehicles.
- Walking Paths: The design around the Green Mobility Hub includes pedestrian-friendly pathways leading to the transit center, making it accessible to residents from various neighborhoods.
- Community Gardens: Green spaces and community gardens will be integrated around the hub, promoting sustainability and providing a recreational area for residents.
- Solar Charging Stations: The project will include installing solar-powered charging stations for electric vehicles and bikes, ensuring clean energy usage.
- Equity Focus: We will be offering discounted or subsidized transportation options for low-income residents, ensuring affordability and accessibility for all."

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

Lower scoring answer

"The agency allows public comment during plan development and at all public meetings. Meeting materials are posted online and meetings are open to the public."

High scoring answer

"We conducted extensive outreach to community-based organizations to deliver service to the senior and disability populations. Participation in developing the transportation plan included 750 participants and 100 comments received during public and partner engagement activities. Community engagement included open houses (in-person and online), project flyers, email communication, website notices and pop-up events at locations served by transit dependent populations. After evaluating all the public input, we determined that the Assisted Living Center project met the highest need."

Lower scoring answer

"We used our goals in the transit master plan to show the need of a centrally located transit hub at this location."

High scoring answer

"By combining data analysis, direct engagement with residents through surveys and community events, and partnerships with local organizations, our agency gained a comprehensive understanding of the community's needs and build a strong case for the establishment of a community transit hub at this location. Many locations and areas of Anytown, Oregon were considered and assessed. After we created an initial assessment with an analysis of transportation and demographic information with key partners such as local city and county, the agency did the following activities in the development of this project:

Community Survey

- Design and Distribute Surveys: Developed surveys to collect information on residents' commuting habits, preferred transportation modes, and existing challenges.

- **Multilingual Approach:** Ensured surveys were available in multiple languages to accommodate diverse language preferences within the community.
- **Digital and Paper Distribution:** Used both digital platforms and traditional methods to distribute surveys, reaching a broader spectrum of residents.

Town Hall Meetings

- **Public Forums:** Hosted town hall meetings to discuss transportation issues openly and gather real-time feedback from residents.
- **Interactive Workshops:** Conducted interactive workshops where residents can map out their daily commuting routes, identifying pain points and areas in need of improvement.

Focus Groups

- **Demographic-Specific Groups:** Organized focus groups targeting specific demographics, such as seniors, students, or low-income families, to address their unique transportation needs.
- **Equity Discussions:** Included discussions on equity to understand if there are disparities in transportation access among different segments of the community.

Community Mapping

- **Interactive Mapping Sessions:** Used mapping exercises to identify popular routes, congestion areas, and locations that would benefit the most from a transit hub.
- **Digital Platforms:** Explored the use of digital platforms or apps where residents can mark areas with transportation challenges or suggest potential hub locations.

Partnerships with Community Organizations

- **Collaborate with Local Organizations:** Partnered with local community organizations to leverage their networks and gain insights into transportation issues faced by their members.
- **Community-Led Surveys:** Supported community-led survey initiatives conducted by organizations with strong ties to specific demographics.

Social Media and Online Engagement

- **Online Platforms:** Utilized social media platforms and community forums for ongoing discussions and feedback.
- **Live Q&A Sessions:** Hosted live Q&A sessions to address questions and concerns regarding the proposed transit hub.”

49. Describe the expected community benefits from this project.

Lower scoring answer

“The project will benefit seniors and people with disabilities by offering consistent service for the community.”

Higher scoring answer

“Our transit service is specifically tailored to meet the unique needs of seniors and individuals with disabilities. This includes the provision of door-to-door services, specialized vehicles with ramps or lifts, and trained personnel to assist passengers with boarding and disembarking. Our mobility management efforts have connected with agencies and community living centers to be an integral part of their everyday needs to transport community members most effectively with shared trips to similar locations.

The Assisted Living Center project will improve the health and well-being of seniors by providing access to essential services, medical appointments, and recreational activities. Regular and reliable transportation options will positively impact mental health, reduce social isolation, and promote overall well-being. By connecting seniors and people with disabilities to community resources, social events, and cultural activities, the project fosters a sense of community inclusion. Transportation becomes a means for individuals to remain actively engaged in social and recreational opportunities. By providing 30 additional trips each week, generally to 2-3 passengers per trip, this project will support an addition 60-90 outings for residents of the Center.”

Lower scoring answer

“This transit hub would be an improvement to our existing hub. The current and new transit riders would benefit from more lighting and easier ways to cross major roadways.”

Higher scoring answer

“A Green Transit Equity Hub can yield a variety of social, environmental, and economic benefits for a community. Here are some expected benefits:

Environmental Sustainability

- **Reduced Carbon Emissions:** By promoting and integrating eco-friendly transportation options such as electric buses, bikes, and walking paths, the hub can contribute to a significant reduction in carbon emissions, mitigating the impact of climate change.

Equitable Access

- **Enhanced Mobility for All:** The hub's central location and diverse transportation options make it more accessible to residents from various neighborhoods, including those in underserved or remote areas.
- **Affordable Transportation:** Implementing equity-focused pricing models and subsidies for low-income residents ensures that transportation remains affordable for everyone.

Community Health and Well-being

- **Encouraging Active Lifestyles:** Walking paths, bike-sharing programs, and green spaces around the hub encourage physical activity and promote a healthier lifestyle for residents.
- **Improved Air Quality:** Transitioning to electric buses and encouraging non-motorized modes of transportation will help reduce air pollution, contributing to better overall air quality.

Economic Development

- **Job Creation:** The construction and ongoing operation of the transit hub, along with associated programs such as job training initiatives will create employment opportunities within the community.
- **Local Business Boost:** The hub's central location should attract more foot traffic, benefiting local businesses and fostering economic growth in the surrounding areas.”

50. If this project did not receive funding from this solicitation, what are the expected impacts?

Lower scoring answer

“Seniors will not be able to reach essential services.”

Higher scoring answer

“As previously mentioned, there are approximately 60-90 trips to the grocery store, medical services and recreation that the addition of this service would support. If it is not funded, these trips will either

not be made or made through alternative modes of transportation. In our discussion with the Assisted Living Center, many of their residents rely upon private, paid-for transportation when they cannot access public transportation. Not only is this service more expensive, but it also doesn't meet the mobility needs of many of the residents due to their reliance on mobility devices."

Lower scoring answer

"Delaying the construction of the transit hub would increase the cost and potentially affect the availability of the site considered for procurement.

Higher scoring answer

"If we do not receive funding, we will not build the transit hub. Not building this transit hub could lead to a range of negative outcomes, affecting the environment, equity, economic development, and the overall quality of life in the community. Our project highlights the importance of proactive planning and sustainable infrastructure to address the evolving needs of our town.

Without funding we will reduce the scope of work, focusing only on lighting and striping improvements at the existing hub, which will likely result in fewer environmental benefits. The introduction of sustainable transportation options such as electric buses and green infrastructure elements will be postponed or excluded, leading to a missed opportunity to decrease carbon emissions and enhance environmental sustainability.

Equity challenges will persist. Without sufficient funding, it becomes challenging to implement equity-focused initiatives. Programs aimed at providing affordable transportation options for low-income residents may be compromised, perpetuating existing transportation disparities and limiting access to the benefits of the transit hub for underserved communities."

51. Describe how this project supports positive health outcomes.

How will the applicant explicitly incorporate public health considerations into the tasks and deliverables of the proposed project?

52. Does your project have the potential to increase the use of active transportation, including public transportation?

Yes

No

53. If you answered "Yes" in question 52, please describe how.

If improved passenger amenities, bicycle amenities, or active transportation information are included in the project, describe how they will increase walking or bicycling to/from public transportation. Explain how the project will shift drive alone trips to public transportation and/or encourage walk/biking to/from public transportation.

Examples

- Bike share station at a Key Transit Hub
- Bicycle and/or pedestrian infrastructure improvements that support public transportation
- Closing a gap in bicycle or pedestrian access to Key Transit Hub(s)
- Illumination of transit stops

- Timeshare bike lockers
- Bicycle parking and services
- Projects that result in mode shift to transit
- Projects that reduce reliance on personal vehicle use
- Projects that improve connectivity between active transportation modes and bus, train, and other transit modes
- Outreach and education projects

If you are not applying for Statewide Transit Network (STIF Intercommunity and FTA 5311(f)) funding, go to question 67.

For applications for Statewide Transit Network funding, please answer questions 54-66. For questions that don't apply to this project, respond N/A.

54. Select all that apply to your project.

- Improves the passenger experience.
- Benefits multiple transportation service providers.
- Involves consolidation, coordination, or resource sharing between agencies.
- None apply to my project.

55. Describe how this project would improve each of the items you selected in question 54.

If applicable describe how the proposed project will enhance and improve coordination between Public Transportation Service Providers, agencies, organizations, and other stakeholders. Describe the collaborators, their respective roles, and their level of commitment. Describe how this collaboration will work towards goals of efficiency and a more useful, better coordinated Statewide Transit Network. Upload documentation that demonstrates commitment to cross-provider coordination as attachments to your application.

This criterion might also be demonstrated through projects that improve how public transportation agencies, planners, researchers, and application developers understand, use, plan for, and improve the Statewide Transit Network using standardized data. Describe how this project will support the development or improvement of standardized data and data formats or employ passenger-facing technology to improve the passenger experience.

Projects involving procurement or development of websites, software, and on-board hardware improvements should indicate how they will coordinate with other transit providers implementing similar technology projects.

Representative example projects and scope components include, but are not limited to:

- Joint or consolidated program administration and management
- Education and outreach in coordination with transportation options programs or other agencies
- Shared service area operations plan(s)
- Shared vehicle/service resources
- Coordinating routing and scheduling to make connections between agencies and services simpler and more efficient, including establishing interline agreements

- Regional multi-agency public transportation plans and/or integrating public transportation into multimodal transportation plans
- Coordination of online resources and webpages to support regional and intercommunity travel
- Technology projects that utilize or support existing and emerging public transportation data standards like GTFS, GTFS-ride, GTFS-flex, and GTFS-rt
- Projects that improve access for passengers and planners to public transportation information, particularly if they rely on standardized data formats
- Projects to improve passenger experience across agencies, such as shared fare systems
- Projects supporting the procurement and implementation of hardware and software that improves the passenger experience, including real-time bus tracking, trip-planners, and onboard electronic messaging systems

56. Describe how this project implements technological innovations that improve efficiencies and support a seamless and easy to use Statewide Transit Network.

Projects connecting communities within a single urban area are likely to receive lower scores for this criterion. Projects connecting rural communities to other rural communities, connecting urban areas to other urban areas, or connecting rural communities to urban areas are likely to receive higher scores. If practical, communities served should be urban areas, urban clusters, census places, or census-designated places with populations of 2,500 or more. For very rural counties, projects connecting communities of less than 2,500 may be considered.

Describe how the project is expected to address the following needs and strategies, in particular:

- Connections between communities. This may include a description of community types and locations, how many people and jobs will be accessible by transit after the project, or which public transportation services are connected by the project
- Connections that expand the geographic availability of transportation service, including increasing the frequency of intercommunity service
- Passenger experiences at Key Transit Hubs
- Improving connections between public transportation, passenger rail, and air transportation networks.

Examples

- Projects that support public transportation or vanpool service in underserved corridors or between communities with poor or non-existent public transportation connections
- Projects that improve or create Key Transit Hubs and multi-agency stops
- Projects that fill gaps in the Statewide Transit Network
- Projects that reduce the number of transfers needed to travel between communities
- Projects that increase frequency and reliability of service on corridors that are heavily traveled
- Planning and service feasibility projects that explore possible new statewide connections

57. Describe how this project develops service improvements and/or approaches that can be replicated statewide.

58. Describe how this project improves infrastructure at interregional transit hubs.

59. Describe how this project improves, maintains, or creates a transit stop that is served by two or more fixed route transportation service providers.

60. If this is an intercity service, list the names of any other intercity transportation service such as other public transit services, nonprofit or for-profit transportation services, or passenger rail with which it shares stops.

61. When the intercity service connects with other intercity or local transportation services or passenger rail is the layover time long enough for passengers to reliably transfer to another service?

Yes
No

62. When the intercity service connects with other intercity or local transportation services or passenger rail is the layover time 60 minutes or less?

Yes
No

63. Can riders make a round trip on the intercity transportation service in the same day and have at least three hours at their destination to conduct business?

Yes
No

64. What is the service frequency of the intercity service?

Choose the service frequency from the drop down menu.

- 7 days/week
- 6 days/week
- 5 days/week
- 4 days/week
- 3 days/week
- Less than 3 days/week
- Service does not occur weekly

65. Does the project provide benefits for the Statewide Transit Network that have not been addressed in the previous questions in this section?

Yes
No

66. If you answered "Yes" in question 65, describe any additional project benefits.

Equity (STIF Discretionary 20%, STN 15%)

The term “disadvantaged communities” refers to people whose income is below the poverty level; Black, Hispanic or Latino/a/x, Indigenous, and other people of color; older adults (65+); people with limited English proficiency; and people living with a disability.

For questions 54-59 please refer to the definition of disadvantaged communities in your answers.

67. What are the specific geographic boundaries of your transit service area? If you have a shapefile, file geodatabase, or REST service of your transit service area, please attach it to your application.

Attachments can be added in the **Project Details** section. It is recommended to upload a compressed (zipped) folder of your files as one attachment.

68. If the project serves more than one community (e.g. intercity bus), what are the geographic boundaries (e.g. city, county, and/or urban growth boundaries, etc.) of the primary beneficiaries of the service?

If you have a shapefile, file geodatabase, or REST service of the transit service areas, please attach them to your application. It is recommended to upload a compressed (zipped) folder of your files as one attachment. If not applicable, respond N/A.

69. What engagement has your agency conducted or does it plan to conduct with disadvantaged communities or their representatives in the development of this project?

Lower scoring answer

“Our agency provides opportunity for engagement at public meetings and through notices at bus stops and in our vehicles for riders. Our website is updated to show our latest outreach notices.”

Higher scoring answer

“Our agency is committed to ensuring inclusivity and representation in the development of the senior and disabled transit service. To actively engage members of disadvantaged communities and their representatives, we implemented the following strategies:

Community Outreach and Input Sessions

- We conducted targeted outreach efforts to disadvantaged communities, seeking input through community meetings, forums, and public hearings. These sessions provided an opportunity for community members and their representatives to express their needs, concerns, and preferences letter related to senior and disabled transit services.
- We held three public meetings in which approximately 50 people attended and had five targeted meetings with social service providers.

Formation of Advisory Committees

- Our agency established advisory committees that include representatives from disadvantaged communities, as well as individuals with disabilities and seniors. These committees actively participated in the planning and decision-making processes, ensuring that the project considers diverse perspectives and incorporates feedback from those directly impacted.

Collaboration with Community-Based Organizations

- We partnered with local community-based organizations that have a deep understanding of the needs of disadvantaged communities.

- Through these collaborations, we were able to tap into existing networks, gain insights, and involve community leaders in shaping the project to better address the specific challenges faced by these populations.
- It was through our relationship with the organization Seniors on the Move that we learned about the transportations needs of residents at the Assisted Living Center.

Multilingual Communication

- Recognizing the linguistic diversity within disadvantaged communities, our agency implemented multilingual communication strategies.
- Information about the project, including surveys and outreach materials, was made available in languages commonly spoken in the target communities to ensure broad participation.

Accessibility Considerations

- In the planning and design phases, special attention was given to ensuring the accessibility of the transit services for individuals with disabilities.
- Input from representatives of disabled communities was sought to identify and address specific accessibility requirements and challenges.

Feedback Mechanisms

- Throughout the project's development, we presented multiple project options to community groups and solicited feedback about community preferences.
- Originally, we had considered adding additional county-wide dial-a-ride service, but realized through the feedback that we received that dedicated and reliable service to the Assisted Living Center was the top community preference.

By actively involving members of disadvantaged communities and their representatives in the development of the project, our agency is committed to ensuring that the senior and disabled transit service is inclusive, responsive, and tailored to the unique needs of all community members, particularly those who may face additional challenges or barriers to transportation access.”

70. If such engagement is not important to the success of this project, please explain why.

71. How will disadvantaged communities benefit from this project?

If applicable include how people who are more likely to experience burdens and barriers when trying to access social, economic, political, health, education, and environmental resources will benefit from this project. This might include people who rely on public transportation to meet daily needs, such as low-income populations, seniors and individuals with disabilities, people of color, persons with limited English proficiency, individuals without bank accounts, and veterans.

Lower scoring answer:

“This project will assist our agency to provide consistent services. Our agency relies on this funding to maintain our current services to populations of seniors and people with disabilities.”

Higher scoring answer:

“The Assisted Living Center project is specifically designed to bring substantial benefits to disadvantaged communities, with a focus on inclusivity and collaboration with key partners. The involvement of collaborators such as United Way, Kiwanis Club, Center for Aging, and Special Olympics ensures a holistic and community-driven approach to address the unique needs of these communities.

Increased Access to Essential Services

- The transit service will provide residents of disadvantaged communities with improved access to essential services, including healthcare facilities, employment centers, and educational institutions.
- By addressing transportation barriers, the project enhances opportunities for community members to meet their daily needs more efficiently.

Community Engagement and Social Inclusion

- Collaboration with organizations like Kiwanis Club and Special Olympics emphasizes a commitment to community engagement and social inclusion.
- The transit project will facilitate transportation to community events, social gatherings, and recreational activities, fostering a sense of belonging and connection among residents of disadvantaged communities.

Support for Aging Populations

- The Center for Aging's involvement as a collaborator ensures that the transit service is tailored to meet the unique needs of aging populations within disadvantaged communities.
- Accessible transportation options for seniors enhance their ability to age in place, maintaining connections with their communities and support networks.

Affordable Transportation Options

- United Way's collaboration emphasizes a commitment to affordability and accessibility.
- The transit project will implement fare structures and subsidy programs to ensure that transportation remains economically viable for residents of disadvantaged communities, minimizing financial burdens associated with mobility.

Education and Outreach Initiatives

- Collaborators such as United Way and the Center for Aging will play a crucial role in implementing education and outreach initiatives.
- These programs will inform residents of disadvantaged communities about the transit services available, ensuring that they are aware of the benefits and can make informed choices regarding their transportation needs.

Specialized Support for People with Disabilities

- Special Olympics' collaboration highlights a commitment to supporting individuals with disabilities. The transit project will provide specialized services and accommodations to meet the unique transportation needs of people with disabilities in disadvantaged communities, fostering independence and community participation.

Volunteer and Community Involvement

- Kiwanis Club's collaboration underscores a commitment to community service and volunteerism. The transit project will engage volunteers to assist with various aspects of the service, such as providing support to seniors and individuals with disabilities during their journeys, further strengthening community bonds.

Environmental Considerations

- The project's commitment to sustainability, as reflected in the collaboration with United Way and the emphasis on reduced carbon emissions, benefits disadvantaged communities by contributing to improved air quality and environmental conditions.

In summary, the senior and disabled transit service project, through collaboration with United Way, Kiwanis Club, Center for Aging, and Special Olympics, will directly address the unique needs of disadvantaged communities. By enhancing accessibility, affordability, and community engagement, the project strives to create a more equitable and inclusive transportation system that positively impacts the daily lives of residents in these communities.”

72. How will disadvantaged communities be burdened by this project?

Lower scoring answer

“This project is not expected to burden disadvantaged communities”

Higher scoring answer

“While the senior and disabled transit service project is designed with the intention of providing numerous benefits to disadvantaged communities, it is important to consider potential challenges or burdens that may arise. Identifying and addressing these concerns is crucial for ensuring that the project is implemented in a manner that minimizes negative impacts.

Fare Affordability Concerns

- Despite efforts to provide affordable transportation options, there may still be concerns among disadvantaged communities about the affordability of transit services.
- Residents with limited financial resources may perceive the fares as a burden, especially if there are additional costs associated with regular use.

Communication and Awareness Gaps

- Disadvantaged communities may face challenges related to communication and awareness. If outreach efforts are not adequately tailored to the linguistic and cultural diversity of these communities, there may be a lack of understanding about the project, leading to confusion or hesitation in adopting the new transit services.

Transportation Service Gaps

- While the project aims to improve transportation services, there may be initial challenges in achieving comprehensive coverage.
- Some areas within disadvantaged communities may experience gaps in service, particularly during the early stages of implementation, potentially limiting access for certain residents.

Environmental Justice Considerations

- Disadvantaged communities may already bear a disproportionate burden of environmental challenges.
- It is important to consider whether any aspects of the transit project, such as new infrastructure or increased traffic, could exacerbate existing environmental justice concerns. We do not expect negative impacts from this project.

It is crucial for the project team to proactively address these potential burdens through community engagement, clear communication, and equitable planning. By incorporating feedback from disadvantaged communities and adapting strategies accordingly, the project can minimize negative impacts and enhance overall community well-being.”

Climate mitigation (STIF Discretionary 20%, STN 15%)

73. For planning projects, please describe how the project will lead to reductions in greenhouse gas emissions.

Lower scoring answer

“This project can potentially reduce the number of vehicles on the road, and hence pollution and congestion, if many people are persuaded to use it instead of private cars or taxis.”

Higher scoring answer

“Our demand-response system enables a constant optimization of vehicle movements, thus cutting down on wasted miles driven by empty vehicles. The project aims to significantly reduce greenhouse gas emissions by promoting the use of less carbon-intensive forms of transportation among seniors and disabled individuals. These key strategies will contribute to achieving this environmental objective:

- The project will involve the introduction of a fleet of environmentally friendly vehicles, such as electric or hybrid buses, for senior and disabled transit services. These vehicles produce fewer emissions and contribute to cleaner air quality.
- The project will facilitate ridesharing, enabling seniors and disabled individuals to share rides, thereby reducing the overall number of individual vehicle trips and lowering carbon emissions per passenger. By providing a weekly sign-up sheet, we are encouraging residents to consolidate trips to downtown and other locations, thereby increasing transportation efficiency.
- Education and outreach efforts incorporate an educational program in the service area will be implemented to inform users about the environmental benefits of choosing sustainable transportation options. In our communication the project’s informational materials and community engagement initiatives we’ve emphasized the positive impact of their choices on reducing carbon emissions using transit for all members of the community.

By combining these strategies, the project aims to create a holistic and sustainable senior and disabled transit service that not only meets mobility needs but also contributes significantly to reducing carbon emissions and promoting environmentally responsible transportation choices.”

74. If your agency is proposing a facility construction or renovation project, explain how your agency will reduce the climate impact of the project.

Lower scoring answer

“We plan to address this once we get to the design stage.”

Higher scoring answer

“Both the design and the materials used in the transit hub will be selected to minimize GHG emissions. We are working with a design firm that specializes in low carbon design and materials as well as sustainable design, including passive heating and cooling, low-carbon concrete and steel, and permeable surfaces to reduce stormwater runoff. While the building will not be LEED certified, we are putting significant effort into reducing the environmental impact of the building.”

75. If applicable, describe how this project will reduce greenhouse gas emissions through encouraging people to use less carbon intensive forms of transportation.

Describe how this project takes additional steps to reduce greenhouse gas and other emissions, encourage transit ridership as an alternative to single occupancy vehicle use, or mitigate the impacts of climate change. Describe any initiatives introduced or influenced by the project that will encourage and enable residents to choose low-environmental impact modes of travel. Describe how the project will improve the energy efficiency of your agency's operations.

Examples

- Projects that improve transit access to/from services that improve health outcomes
- Projects promoting active transportation and other mode shift away from single occupancy vehicle use (e.g., bike racks, bike and pedestrian infrastructure)
- Projects providing shared access to charging infrastructure and other alternative fuels for use by other transit agencies

76. Is the proposed project a zero-emission capital project (e.g., facility improvement or vehicle purchase)?

Yes

No

Note: A zero-emission fleet transition plan is required for zero-emission capital projects. For more information, refer to Appendix B in these application instructions.

Answer questions 77-84 if you are applying for funding for one or more standard fuel vehicles. Otherwise, skip to question 85.

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

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

Yes

No

78. If you answered yes to question 77, what low- or no-emission vehicle options did your agency consider? Select all that apply.

Battery electric vehicle

Diesel-electric hybrid

Natural gas

Other alternative fuel

Fuel cell electric vehicle

Gas-electric hybrid

Propane

79. If you answered "Other alternative fuel" for question 78, please explain.

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

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

81. If you selected “Other” for question 80, please explain.

82. If your agency is applying for a standard fuel vehicle, describe the efforts your agency made to determine that an alternative fuel vehicle is not a practicable option currently.

83. For each vehicle you intend to acquire if awarded funding, please provide the vehicle category and propulsion type.

84. For each vehicle you intend to acquire if awarded funding, please estimate the annual total miles each vehicle will be driven for each year of service (i.e., annual vehicle miles travelled).

Safety (STIF Discretionary 20%, STN 10%)

85. Describe the safety improvements or features funded by this project. In particular, how will the project improve the safety of vulnerable road users and transit riders?

Readiness to proceed (10%)

86. Describe why this project is realistic. How will you successfully implement the project and complete it on budget and within the grant agreement period?

Note: The project scope of STIF Discretionary and STIF Intercommunity Discretionary grants cannot be amended.

Lower scoring answer

“The project has the resources and staffing needed to move forward to completion. We are utilizing experienced staff to manage the grant responsibilities. A project manager from our operations team will be leading this project.”

Higher scoring answer

“The proposed project has been carefully considered for a scope that can stay within budget and grant agreement timelines with the capacity of the organization in mind.

Detailed Budgeting Estimates: The budget for the 5310 proposed program was developed with careful consideration of all associated costs of the phases and operational costs from an independent cost estimate for each task. We compared this project other jurisdictions recent costs for similar service capacities in purchased service, preventative maintenance, mobility management and operations.

Partner Collaboration: Extensive collaboration with adjoining local government agencies, community organizations, tribes, and transit users are a cornerstone of the project. This established collaboration

ensures a shared development and implementation with many different funding sources to maintain transit services for people with disabilities and seniors in our county.

In conclusion, the project and its potential completion within budget and grant agreement timelines are a result of careful planning, experienced project leadership, proactive risk management, community collaboration, and a commitment to transparency and accountability throughout the implementation process.”

87. If this project will last beyond the 2025-2027 biennium, describe the plan for ongoing funding including match. If not applicable, respond N/A.

Describe how the proposed project or transportation service will be funded following the upcoming biennium. The applicant may, for example, indicate that the project will be incorporated into a Qualified Entity’s STIF Formula Plan the following biennium. This might be particularly important for pilot programs and services that might be expanded after successful implementation during the upcoming biennium.

88. Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.

If yes, identify the fund source(s) and the anticipated timing of funding certainty. If no, type N/A. This question supplements the match information the applicant will provide in the Project Details section of this application. It provides an opportunity to explain potential funding sources, related budgeting or funding processes, and identify a schedule or plan for pursuing other funding opportunities during the project timeframe. It also indicates whether an award under this solicitation would be contingent on the availability of other funding.

89. If actual costs exceed the budgeted amount for the project, describe your contingency plans.

Examples include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.

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

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

91. Describe the process your agency has for creating and maintaining the public General Transit Feed Specification (GTFS) data that describe the service.

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

6. Comments

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

7. Project Details

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

If your project contains multiple project tasks, each project task must be included in a separate **Project Detail**. For instance, if you project includes a **Purchased Service** and **Preventative Maintenance** or two **Purchased Service** tasks, each task should be entered in its own **Project Detail**.

The Project Detail section will combine total grant application funding requested. Be sure to add major task details, milestones and relevant information in this section.

7.1 Create a new Project Detail

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

OPTIS Close

8. Project Details
(Prod)

Number: P-23-0781 Control #: 10217152

Steps: 1. Application Contact, 2. Authorized Representative, 3. Address, 4. Application Info, 5. Project Info, 6. Scored Questions, 7. Comments, 8. **Project Details**

Skip **Back** Save Next **Finish**

Project Details

Add each project detail for which funds are being requested.

To start creating a Project Detail please press the Create button. To update the Project Detail list please press the Refresh button.

Create **Refresh**

Project Details				
Number	Type	Sub Type	Status	Total
P-23-0781-01	Non-Capital	Operations (Federal)	Incomplete	\$100,000.00
P-23-0781-02	Non-Capital	Mobility Management	Incomplete	\$30,000.00
P-23-0781-03	Capital Asset	Facilities	Incomplete	\$75,000.00

In the **Select Type** drop-down menu, select an appropriate Project Type : **Non-Capital** or **Capital Assets**.

Click **Next**.

Under **Additional Information** select **Type: Mobility Management, Preventative Maintenance, Administration, Operations (Federal), Operations (State), or Planning**.

Click **Create**.

Click **Continue** for the creation wizard. Fill in all the information on each window of the creation wizard.

Click **Next** to move through the creation wizard.

Click **Finish** when you have entered all the information.

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

Click **Save** in the creation wizard if you are not able to finish creating the project detail. You can return to the task by double clicking on the task in the Project Details table and to continue with the creation wizard, click on **Maintain** in the left gray box. This will open a drop down menu for each of the items needed to create a project type.

OPTIS

Print
View PDF
Refresh
View Project Header
Help

Capital Asset
(Prod)

Facilities
Burns Paiute Tribe FY 2025-27

Number: P-23-0778-03
Date: 06/28/2024

Complete Step
(Issue)

Maintain

- Information
- Task Description
- Task Detail Info
- Attachments
- Items
- Task Budget

Task Description
[Provide a description of the task in the space provided. (maximum 400 words)]

Task Budget

Total Project Cost	\$0.00
Match Ratio (Fund/Provider)	80%/20%
Total Grant Request	\$0.00
Match Source	
State	\$0.00
Local	\$0.00
Other	\$0.00

Real Property and Construction Projects

Will this project involve breaking ground or any other activity that might require environmental review per federal requirements?

Actions
View Data

Clicking on **View** allows you to review the page.

Depending on the task type selected, the information collected will vary. Repeat for each task and type of project.

Here are more detailed instructions for the sections of the creation wizard.

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

1. Information

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

2. Task Description

Provide a description of the task in the space provided.

When finished, click **Next**.

3. Task Detail Information

Select Project Type

*Tip: For **Preventive Maintenance**, be sure to have a preventive maintenance plan to attach or provide a status of your plan. For a preventive maintenance project with both facility and vehicle maintenance tasks, please create separate tasks for each.*

Add **Attachments** if applicable. Remember to add your transit agency shapefiles as .zip files if available.

Provide a description of the individual task budget in the **Task Description** space provided.

The **Task Cost** will be the total cost with match. The match will auto populate with the minimum match required.

Select **Add Match Source** to specify if match is from State, Local, In-kind or Other and add the match amount for each source and task. For more information about match requirements review the “Match Requirements” sections in the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#).

Tip: If In-kind match is used, refer to this sample In-kind tracking [worksheet](#) for information that may be required if your project is awarded funding.

When all the project tasks have been entered, click **Finish**.

OPTIS Close

8. Project Details
(Prod)

Number: P-23-0778 Control #: 10216908

Steps: Skip **Back** Save Next **Finish**

Project Details

Add each project detail for which funds are being requested.

To start creating a Project Detail please press the Create button. To update the Project Detail list please press the Refresh button.

Create **Refresh**

Project Details				
Number	Type	Sub Type	Status	Total
P-23-0778-01	Non-Capital	Mobility Management	Incomplete	\$100,000.00
P-23-0778-02	Non-Capital	Preventive Maintenance	Incomplete	\$0.00
P-23-0778-03	Capital Asset	Facilities	Incomplete	\$0.00
P-23-0778-04	Non-Capital	Planning	Incomplete	\$200,000.00
P-23-0778-05	Non-Capital	Operations (Federal)	Incomplete	\$0.00

8. How to Submit a Completed Application

To determine if you have provided all required information, in the grey menu box click on **Actions** and select **Check Integrity**.

The **Check Integrity** function will determine whether the document has met the minimum requirements needed to complete each section of the application. For most issues, the failure reason will also be a link to the area that needs to be modified. Not all issues will have a link.

When an issue has been resolved, click the **Refresh** button. Only unresolved issues will be shown. When the **Check Integrity** window has the message “Document Integrity Ok” and your application includes all the information that you want it to, you are ready to submit your application.

In the grey menu box go to **Complete Step (Create)** to submit the application.

The Review/Approve window will open. Click on **Submit**.

Review/Approve
(Train)

Number: P-23-3022-01 **Control #:** 10198040

Current Step: Issue **Submit**

* Indicates a required field

9. Contact Information

For more details regarding this grant solicitation including a general program overview and detailed information by funding program refer to the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#). Information can also be found on ODOT’s [Public Transportation Funding Opportunities webpage](#).

We in the Public Transportation Division at ODOT are devoted to working with you throughout your application process. Please address any questions that you have about your project or application to your [Regional Transit Coordinator](#).

10. Appendix A: Zero-emission fleet transition plan guidance

General instructions

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

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

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

Format

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

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

Transition Plan requirements

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

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current application and future acquisitions.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Include excerpt or describe how long-term fleet management plan aligns with the zero-emission application.
 - ii. Describe how the procurement plan aligns with the zero-emission application.
2. Address the availability of current and future funding to meet costs for the transition and implementation.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Provide an overview of current funding levels and sources and how that will support/impact the transition.
 - ii. Describe planning or other efforts underway to secure additional resources.
3. Consider policy and legislation impacts on technology.
 - a. Examples of how applicants may address this element (not exhaustive):

- i. Listing of any state or local policies or legislation that support or hinder the implementation of relevant technology the applicant is looking to implement.
 - ii. Analysis of future policy or legislation that the agency is considering that will support the implementation.
- 4. An evaluation of existing and future facilities and their relationship to the technology transition.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Capital inventory relevant to fleet transition that includes information on the state of existing facilities and the scope and timing for future upgrades and/or expansion.
 - ii. Analysis of existing facilities relevant to fleet transition and their ability to integrate relevant technology for both current and future acquisitions.
- 5. Describe the partnership of the applicant with the utility or alternative fuel provider.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Letters of support, contract information, communications, etc. with the fuel or energy provider.
 - ii. Analysis of ongoing coordination with providers and plans for integration and cooperation.
 - iii. Explanation that based on the size of the vehicle fleet that no partnership is needed.
- 6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid the displacement of the existing workforce.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Usage of the FTA's Workforce Evaluation Tool.¹
 - 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?

¹ [Zero-Emission Fleet Transition Plan – Element 6: Workforce Evaluation Tool | FTA \(dot.gov\)](https://www.fta.dot.gov/zero-emission-fleet-transition-plan-element-6-workforce-evaluation-tool)

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 the Transition Plan

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

11. Appendix B: Independent cost estimate requirement for vehicle acquisitions

Overview

For the STIF Discretionary and Statewide Transit Network 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.²

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.cognitofrms.com/ODOT2/IndependentCostEstimate>
3. Submit the ICE on the **Attachments** page in the **Project Details** section of the application in OPTIS.

ODOT/DAS cost estimate and procurement timeline information

Table 1 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.

² Commonly an ICE only includes the expected cost. For STIF Discretionary and Statewide Transit Network grant applications, 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 it may be helpful 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.			