Oregon Department of Transportation
Public Transportation Division

2025-2027 Federal Formula Grant Solicitation Instructions
FTA Section 5311

August 22, 2024

August 2024

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Program Overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for the Federal Transit Agency (FTA) Section 5311 Formula Grants for Rural Areas. FTA's Formula Grants for Rural Areas program is intended to enhance access in rural areas to health care, shopping, education, employment, public services and recreation.

Application deadline: November 20, 2024, 5:00 PM

Eligible recipients

Section 5311 funds are distributed to prequalified subrecipients operating transit services in rural communities with populations of fewer than 50,000 people. This includes local governments, non-profit organizations, and tribal governments.

Eligible projects

Section 5311 funds may be used for administration, operations, preventive maintenance, mobility management, and capital projects that support public transportation in rural areas.

Federal/local match:

Capital, administration, preventive maintenance, planning, and mobility management projects: 89.73/10.27%
Operations: 56.08/43.92%

Funding Availability

There is a $100,000 biennial base for each subrecipient and proportional consideration for rural service miles and rides. The estimate funding is conservatively estimated for 2025-2027.

Provider Name	2025-2027 Allocation Estimate
Basin Transit Service Transportation District	$ 1,447,506
Benton County	$ 445,881
Central Oregon Intergovernmental Council	$ 1,785,503
City of Canby	$ 745,157
City of Lebanon	$ 262,657
City of Pendleton	$ 440,202
City of Sandy	$ 996,600
City of Silverton	$ 140,123
City of Sweet Home	$ 363,172
City of Woodburn	$ 374,303
Clackamas County	$ 1,137,115
Columbia County	$ 945,385
Community Connection of Northeast Oregon, Inc.	$ 1,301,577
Confederated Tribes of Grand Ronde Community of Oregon	$ 335,075
Confederated Tribes of the Umatilla Indian Reservation	$ 1,109,932
Coos County Area Transportation District	$ 569,809
Curry County	$ 672,814

Grant County Transportation District	$	703,615
Harney County	$	432,069
Hood River County Transportation District	$	952,893
Josephine County	$	605,495
Klamath Tribes	$	408,581
Lane Transit District	$	532,753
Lincoln County Transportation Service District	$	1,808,784
Linn County	$	607,249
Malheur County	$	573,598
Mid-Columbia Economic Development District	$	576,330
Morrow County	$	405,390
Ride Connection, Inc.	$	457,461
Salem Area Mass Transit District	$	818,333
South Clackamas Transportation District	$	689,744
Sunset Empire Transportation District	$	1,731,273
Tillamook County Transportation District	$	2,079,868
Umpqua Public Transportation District	$	1,372,867
Yamhill County	$	2,021,373
Grand Total	**$**	**29,850,487**

Grant agreement 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.

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

How to get help
If there are technical problems using the tools in OPTIS, email Brian Roth at Brian.Roth@odot.state.or.us. For questions about the solicitation, contact your ODOT Regional Transit Coordinator.

More information
For more details regarding this grant solicitation, please refer to the FTA Section 5311, 2025-2027 Guidance available at www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx

Application Format

The application form is an OPTIS fillable, web-based document that requires an internet connection. Chrome, Firefox, and Edge are the recommended web browsers. You may face formatting limitations and errors if using Internet Explorer. If you have technical problems using the form, please call Brian Roth at 541-508-9862. For answers to programmatic or process-specific questions, please contact your Regional Transit Coordinator (RTC).

The form uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents, and adding information.

You may save your progress as you work through the application by clicking the "Save" button on the last page of the application. Thus, applications may be completed over multiple sittings. You may invite collaborators to work on your application by sharing the form hyperlink, but we recommend that only one person work in the form at a time. Be sure to save the form before sharing with a colleague.

For some questions, a "yes" or "no" response expands the field where you will be asked for additional information. Required fields are marked with an asterisk; if these fields are not completed, the form will prompt you to complete the field before submitting the form.

When you are finished, select "Submit Application". You will receive a message acknowledging PTD's receipt of the application. You will receive a message acknowledging PTD's receipt of the application. A link to a PDF version of your application appears in this message and it can be opened and saved for your records.

Step-by-step application instructions are listed below to provide additional clarity. Be sure to answer each question. Some fields auto-calculate based on what is entered in a previous field; and some fields present additional text boxes based on your responses.

Applications for the 2025-2027 Section 5311 grant solicitation are due to PTD no later than 5:00 p.m. on Wednesday, November 20, 2024.

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.

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.

Create a new application

Once you have signed into OPTIS, click **Open Solicitations**.

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.

Create a new application

Once you have signed into OPTIS, click **Open Solicitations**.

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

Next click on **Section 5311, Federal Formula Solicitation**

> This will load the **Federal Formula Application Notice** page, which contains some basic information about the Section 5311 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 should open with the header **Additional Information**. Make sure the agency in the **Issued By** field is correct and click **Create**.

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

> To follow the application wizard, click **Continue**. This is recommended for all new applications.

> To bypass the application wizard and go directly to the review page, click **View**.

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

Access an Existing Application

To access and complete an existing application, first sign into OPTIS.

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

Forwarding an Existing Application

You can forward an application to agency staff. There are two sections of the application in OPTIS, the **main body** and the **project detail** sections. You can forward each section depending on what section you have accessed when forwarding.

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

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

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

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

Application Instructions

For each inquiry in this section, provide detailed instructions. The subsections and questions are listed in the order that they appear in the application in OPTIS.

Applicant Contact

Select Contact. Utilize the drop-down menu to select the contact name. If your name is not an option, provide the details in the section below. **The person provided as the contact needs to be able to indebt the agency.**

Application Contact Information. Enter the name, title, email address, and telephone number of the contact person for this application. PTD will contact this person if we have any questions about your application. **They need to be able to indebt the agency.**

Address. Ensure that the address provided is up to date and correct if not.

Risk Assessment Information

Answers to risk assessment questions will help PTD identify relative risks of agencies applying for federal funding. The goal is to help transit agencies be successful and to target training to any areas (such as negative audit findings or weak management systems) that need improvement.

Staff Turnover. Report if there has been staff turnover in the positions that manage financial compliance. Additional trainings will be provided to promote successful compliance and applications.

Grant Accounting System. Answer if your agency has an accounting system for managing grant receipt and disbursement. For the accounting system type question, the following definitions apply:

> "Manual" is an accounting system that is updated and maintained by hand, without using a computer system or any automatic system.
> "Automated" is a system using a computer which automatically maintains records without the need for any human input. Report what software it utilized.
> "Combined" uses both manual and automated systems. Report what software is utilized.

Employee Time Tracking. Report either yes or no. If "Yes," provide the name of the software utilized.

Required Trainings. If your staff attended one or more required trainings last year, please select all that apply.

Federal Government Audit. If you have had a Federal Audit this past two years and had one or more findings please report that.

Budget. If your agency wasn't able to stay on budget the past two years, please report that.

Agency contractors supported through this award. If an agency contractor will provide any of the service(s) provided by this award, click "Yes". You will be asked to provide information about each subrecipient and/or contractor supported through this award:

> Enter the legal name of the agency contractor.
> Enter the complete address.
> Enter the contact person's name.
> Enter the contact person's title.
> Enter the contact person's email address.
> Enter the person's telephone number.
> If there is more than agency contractor, click "Add Agency" to add another.

ODOT has limited funds to pay reimbursement requests prior to FTA grants being executed between Q4 2025 – Q2 2026. Provide the expected reimbursement request amounts that are necessary to sustain existing service and/or avoid other significant hardships for Q3 2025, Q4 2025, Q1 2026 and Q2 2026. Please include all expected expenditures for which you may seek reimbursement.

Provide details about potential sources of funding other than Section 5310 that may be used to cover the expenses detailed in the previous question.

If you would like PTD to consider reimbursing eligible 5310 expenditures for your agency prior to Q2 2026, please explain why the funding is necessary to sustain existing service and/or avoid other significant hardships.

Agency Information

Participation in the Oregon Public Transportation Division Transit Asset Management. Indicate if your agency is currently or will be participating in the Oregon Public Transportation Division Transit Assessment Management. If "no" you will be asked if you agency developed a Transit Asset Management Plan.

Flood Zone Information. Indicate if any FTA-funded buildings you own are in a flood plain. If you are not sure if your project is located in a flood zone, use the Federal Emergency Management Agency (FEMA) website to locate the project address. If you check "Yes", answer the question regarding flood insurance.

Select the types(s) of service that will be supported by this award. Select all that apply.

Select the types(s) of service that will be supported by this award. Select all that apply.

Does your agency provide services in any area where another provider also provides transportation services? If "Yes" please list other providers and areas of coordinated service.

Are there any transit agency contractors supported through this award. If "Yes," please provide the agency legal name, mailing address, a contact name, contact title, contact email, and contact telephone.

Certification Statement. Check the box acknowledging that to the best of your knowledge and belief the information provided herein is true, complete, and accurate. You are aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact , may be subject you to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Transit Agency Project

Click **Create** to move to the next page

Select if the project is a **Capital Asset** project or **Non-Capital** project

Projects

For a Capital Asset project. Utilize the drop-down menu to select what type of asset.

Click **Create** to move to the next page

Click **Continue** to continue the application

Project Name. Avoid punctuations, abbreviations, and acronyms when possible. Some acceptable abbreviations are Ave for avenue, Br for bridge and RR for railroad. Colons, parentheses, periods, forward slashes and dashes are acceptable punctuations. Do not use the following punctuations: ~$^*_+={}!|> or ?. It is important to retain the same name for a project throughout its life.

Some examples of acceptable project names are:
I-5: S. Broadway St at Newmark, Phase 1 (Roseburg)

Disadvantaged Business Enterprise/Supportive Services FFY21
Oregon Transportation Network - TriMet FFY22

Click **Next** to continue the application

Administrative Project

Project Description. Your response to this will be used to help create the statement of work for your grant agreement. Enter a complete description of how project funds will be used to support the administration of your service.

Match Source. Describe the match source

Total Project Cost. Enter the total cost of the project.

Operations Project

Project Description. Your response to this will be used to help create the statement of work for your grant agreement. Include the area(s) where the service is provided, the type(s) of service provided, and the days of week and times that service is provided.

Match Source. Select the primary source of match for this project using the drop-down box.

Total Project Cost. Enter the total cost of the project.

Preventive Maintenance Project

Project Description. Your response to this will be used to help create the statement of work for your grant agreement. Describe how preventive maintenance funds will be used to support your service.

Match Source. Indicate the primary source of match for this project using the drop-down box.

Total Project Cost. Enter the total cost of the project. When you click out of this box, Total Match Amount and Total Grant Amount for the project is calculated and will display automatically.

Mobility Management Project

Project Description. Describe how mobility management funds will be used to support your service. Please note that mobility management does not include operating public transportation services or selling public transportation tickets. Capital purchases are not eligible.

Are you managing this Mobility Management project internally? If you are not managing your own mobility management project, please provide the name of the agency contracted for this project.

Match Source. Indicate the primary source of match for this project using the drop-down box.

Total Project Cost. Enter the total cost of the project.

Vehicle Purchase Project

Project Description. Your response to this will be used to help create the statement of work for your grant agreement. Provide a general description of the vehicle(s) to be purchased and how they support your service. Provide additional details in the section(s) below.

Indicate if you are replacing a vehicle or expanding your fleet by checking the appropriate box(es).

Replacement Vehicle

Vehicles to be Replaced. Complete the table for each proposed replacement vehicle. Each vehicle you enter must meet or exceed the age or mileage useful life standard for its category at the time of replacement, and cannot have been replaced in an earlier award cycle. You can check the available vehicles for replacement in OPTIS. For definitions, you can visit PTD's website to check definitions. Complete two tables for each vehicle to be replaced: one for the vehicle being replaced and one for the new vehicle.

Vehicle(s) to be Replaced. Each vehicle to be replaced must meet or exceed the age or mileage useful life standards and cannot have been replaced previously. If you are right-sizing a vehicle, include the information in the Vehicle Replacement category and in the Vehicle Maintenance History box.

Enter the Year, Make (manufacturer), and Model (name) of each vehicle being replaced. For example: 2025 Nova Diesel or 2025 Turtle Top Executive VanTerra Ford.

Select a Category from A to E using the drop-down box. For category descriptions, see the section "Find definitions for Categories A-E and their useful life benchmarks" on the PTD website here.

Enter the Vehicle Identification Number

Enter the total number of seats including ADA seats

Enter the number of ADA seats

Enter current mileage

Choose the current vehicle condition from the drop-down box. Explain the reason for a marginal or poor determination in the Vehicle Maintenance History box (e.g., extensive maintenance issues, unexpected repairs). If you have selected a condition of Adequate, please provide the replacement justification. Keep explanations simple. For example: VIN ### Poor – 5 years over useful life; VIN ### Adequate vehicle at maximum passenger capacity; requesting a larger vehicle.

Continue adding vehicles to be replaced using the "Add Vehicle" button

Expansion Vehicle(s)

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency's Coordinated Plan. All projects must be included in a Coordinated Plan to be eligible. Contact your RTC for more information.

Date Coordinated Plan Adopted. Enter the Coordinated Plan adoption date.

Will you use the ODOT/DAS state price agreement contract? Select "Yes" or "No". NOTE: Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select "No", state the reason your agency must conduct its own procurement. You are required to obtained approval from PTD prior to the procurement.

Grouped Activities or Projects. If a project is dependent on another project, for instance it is a bus washing station dependent on a facility, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

Describe the gap(s) in current service that will be addressed by the project. Describe any expanded service area, and how the new vehicle(s) will address the service need. For a vehicle right-sizing project, describe changes in use from the purpose of the vehicles being replaced. (Ridership increases could justify purchasing slightly larger vehicles; or several smaller vehicles could replace a large bus.

Select a category from A to E using the drop-down menu. For descriptions, see "Find definitions for categories A-E and their useful life benchmarks" on the PTD website.

Enter the quantity of each vehicle type to be purchased

Enter the full cost of each vehicle. Include any options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.
Enter total number of seats including ADA seats

Enter number of ADA seats

Select the fuel type from the drop-down box. Gas, Diesel, Battery electric, Fuel cell electric, CNG (Compressed Natural Gas), Hybrid Gas, Hybrid Diesel.

RFP/IFB Issue Date. Provide the RFP/IFB issue date.

Contract Award Date. Provide the contract award date.

Initial Delivery Date. Provide the initial delivery date. Work with your vendor to determine this.

Final Delivery date. Provide the Final Delivery date. Work with your vendor to determine this.

Contract Completion date. Provide the date that the contract is complete.

Local Match Details. Enter the source of local match contributions for this project. For example, enter STIF funds, program revenue, or agency funds. Farebox proceeds cannot be used as match for federal grants. Include an explanation of when the matching funds will be available if they are not available at the time of application.

Vehicle(s) to be Purchased

Complete the chart for each vehicle to be purchased. If you are replacing vehicles on a like-for-like basis, this is not an expansion project. Please remove these vehicles and select replacement vehicles instead. Include graphics and equipment required to put the vehicle into service.

PTD recommends that you contact vendor representatives for cost estimates and be sure to include all options in the requested vehicle cost, to ensure your application includes sufficient funds to complete the project.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency's Coordinated Plan. All projects must be included in a Coordinated Plan to be eligible. Contact your RTC for more information.

Date Coordinated Plan Adopted. Enter the Coordinated Plan adoption date.

Will you use the ODOT/DAS state price agreement contract? Select "Yes" or "No". NOTE: Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select "No", state the reason your agency must conduct its own procurement. You are required to obtained approval from PTD prior to the procurement.

Grouped Activities or Projects. If a project is dependent on another project, for instance it is a bus washing station dependent on a facility, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project.

Describe the gap(s) in current service that will be addressed by the project. Describe any expanded service area, and how the new vehicle(s) will address the service need. For a vehicle right-sizing project, describe changes in use from the purpose of the vehicles being replaced. (Ridership increases could justify purchasing slightly larger vehicles; or several smaller vehicles could replace a large bus.

Select a category from A to E using the drop-down menu. For descriptions, see "Find definitions for categories A-E and their useful life benchmarks" on the PTD website.

Enter the quantity of each vehicle type to be purchased

Enter the full cost of each vehicle. Include any options (including graphics and equipment costs required to put the vehicle into service). Work with vendor representatives for cost estimates as needed before completing this section. Annual vehicle price adjustments are allowed for new model year vehicles.

Enter total number of seats including ADA seats

Enter number of ADA seats

Select the fuel type from the drop-down box. Gas, Diesel, Battery electric, Fuel cell electric, CNG (Compressed Natural Gas), Hybrid Gas, Hybrid Diesel.

RFP/IFB Issue Date. Provide the RFP/IFB issue date.

Contract Award Date. Provide the contract award date.

Initial Delivery Date. Provide the initial delivery date. Work with your vendor to determine this.

Final Delivery Date. Provide the Final Delivery date. Work with your vendor to determine this.

Contract Completion Date. Provide the date that the contract is complete.

Local Match Details. Enter the source of local match contributions for this project. For example, enter STIF funds, program revenue, or agency funds. Farebox proceeds cannot be used as match for federal grants. Include an explanation of when the matching funds will be available if they are not available at the time of application.

Purchase Project

Environmental compliance review worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the "Buy a Non-Vehicle Capital Asset" tab of the Public Transportation Division website, or at this link.

Equipment

Capital equipment must have a value of $5,000 or more. If a single item does not meet this threshold, but combined with other related equipment it does reach the $5,000 threshold, it is considered to be capital equipment. Examples of combined capital equipment projects:

Desktop computers, a server, and a printer (not typically costing $5,000 each) grouped as a system.
Grouped similar items such as ten route signs or three bike racks.
Multiple shelters and seats, purchased at the same time, but installed at different locations.

Signs and Amenities

You may choose to have the sign manufacturer or supplier do the installation, have your own maintenance staff install, or have installation done by a contractor. Remember to check all applicable street and building codes, and obtain permission from any governing jurisdictions, before proceeding with any shelter project.

Enter equipment for linked projects on one line. For example, one line item may be computer equipment and software related to a shared call center, while another set of computer equipment and software may be requested for dial-a-ride service dispatch service. Use a separate line for equipment for different projects. Use "grouped activities" to identify links between activities/projects and equipment requested.

Complete the table for all equipment, signs and amenities, or shelters to be purchased. Work with vendor representatives for cost estimates and be sure to include all optional items in the requested equipment cost.

Passenger shelters require one line of data unless multiple types of shelters with differing prices are being purchased. Installation may be a separate line item, or installation included in the price of the item.

Equipment, Signs, and Amenity Project(s)

Project Description. Explain why this project is needed and how the equipment, signs and amenities, or shelter will support the Section 5311 program goals. Briefly note what gaps in current services the equipment, signs and amenities, or shelter project will address.

Equipment selection. Click the drop-down menus to select the specific type of project.

Enter a description. Enter a description of the equipment, signs and amenities, or shelter project. **Provide estimated order and delivery dates.** You may need to check with a vendor for a typical delivery schedule for customized or special-order equipment.

Enter the quantity of items to be acquired

Enter the full cost. including all options, for each item

Click **"Add Item"** to ensure the project is added.

Local Match Details. Enter the source of local match contributions for this project such as program revenue, and agency funds. Farebox proceeds cannot be used as match for federal grants. Provide when the match funds will be available.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

Date Coordinated Plan adopted. Enter the Coordinated Plan adoption date.

Grouped Activities or Projects. If a project is dependent on another project, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project. If amenities support multiple projects, describe each line item and the associated linked project.

Provide the location. Make sure to have the exact location in longitude/latitude format.

Do you anticipate needing environmental/NEPA compliance. If "No," please provide a detailed explanation as to why not.

Estimated cost. Provide the estimated cost for completing environmental/NEPA compliance.

Facilities including Transit Centers, Bus Barns, and Transit Agency Buildings

Please contact your RTC before you apply if you are considering a large-scale, multi-phase project that will require funding beyond the biennium for which you are applying.

Environmental worksheets and concurrence by FTA are required prior to project work for any project potentially affecting the environment or historical or cultural areas. The worksheet is located online at the "Buy a Non-Vehicle Capital Asset" tab of the Public Transportation Division website, or at this link. You will be asked to attach your DCE worksheet for each project.

Major capital projects are often not eligible for a documented categorical exclusion. Consultation with local planning and environmental officials is mandatory for planning these types of projects. Include detailed site maps and building plans along with the DCE worksheet.

Project Title. Provide a clear title of your project.

Project Description. Explain why this project is needed and how the equipment, signs and amenities, or shelter will support the Section 5311 program goals. Briefly note what gaps in current services the equipment, signs and amenities, or shelter project will address.

Equipment selection. Click the drop-down menus to select the specific type of project.

Enter a description. Enter a description of the equipment, signs and amenities, or shelter project.

Provide estimated order and delivery dates. You may need to check with a vendor for a typical delivery schedule for customized or special-order equipment.

Enter the quantity of items to be acquired

Enter the full cost. including all options, for each item

Click **"Add Item"** to ensure the project is added.

Local Match Details. Enter the source of local match contributions for this project such as program revenue, and agency funds. Farebox proceeds cannot be used as match for federal grants. Provide when the match funds will be available.

Adopted Coordinated Plan page. Enter the page number that identifies the project or service in your agency's plan. All projects must be included in a Coordinated Plan. Contact your STF Agency Coordinator or your RTC for more information.

Date Coordinated Plan Adopted. Enter the Coordinated Plan adoption date.

Grouped Activities or Projects. If a project is dependent on another project, select "Yes" and provide details in the box provided. Select "No" if this does not apply to the project. If amenities support multiple projects, describe each line item and the associated linked project.

Provide the location. Make sure to have the exact location in longitude/latitude format.

Do you anticipate needing environmental/NEPA compliance. If "no" please provide a detailed explanation as to why not.

Estimated cost. Provide the estimated cost for completing environmental/NEPA compliance.

Operations Project(s)

Project Description. Enter a detailed description.

Provide the total project cost

Local match source. Enter the source of local match contributions for this project such as program revenue, and agency funds. Farebox proceeds cannot be used as match for federal grants. Provide the date when the match will be available.

Section 5311 Project(s) Total

Total Project(s) Cost

Total Match Amount

Total Grant Amount

Submitting Your Application

Document Upload

At the bottom of the application, you may upload any files associated with your projects. **You must upload any agency contracts.** This may include GIS files, maps, Coordinated Plan documents, compliance documentation, joint management agreements, etc.

Each application has room for 200 MB of uploaded documents. For larger files, consider placing the file on a website or accessible drive such as Dropbox or Google Drive, and linking to the file, rather than uploading it.

Application Submittal

When your application is complete, select the "Save" box outlined in orange, located at the bottom right corner of the application. This will open a pop-up box where you can enter your email address. The form software will email you your saved application.

After submitting your application, you should receive an automated email response from PTD with the subject "Section 5311 [Agency Name] Submission". If you do not receive this response, please contact Brian Roth at Brian.Roth@odot.state.or.us or 503-986-3394 as soon as possible.

Contact Information

Additional information and an electronic version of this notice can be found on the Public Transportation Division's website here: Public Transportation Division.

Regional Transit Coordinators are a valuable resource for questions about this notice. Contact information here: Link to Regional Transit Coordinators

For information about Public Transportation Division resources and services contact us at 503-986-3300 or Jori Messner at jorilynn.messner@odot.oregon.gov.