



# 2021-2023 Public Transportation Division Grant Solicitation Training

Special Transportation Fund  
FTA Sections 5304, 5310 and 5311



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## How to Ask Questions

- You will be muted during the webinar
- Please submit questions using the chat box
- We will pause at the end of each section to answer pressing questions
- There will be time for a general Q&A at the end of our presentation

# AGENDA

1. Training Objectives
2. Oregon Special Transportation Fund
3. FTA Section 5310
4. FTA Section 5311
5. FTA Section 5304
6. Application Tips
7. Next Steps and Q&A

# Training Objectives

- Understand program goals and eligibility
- Understand agency responsibilities and application processes
- Understand due dates, expectations for accuracy, and where to find additional resources



# FY 2021 – 2023 Solicitation Overview

- Applications
- Solicitation Schedule
- Oregon Public Transportation Plan (OPTP)  
Goals
- GovDelivery

# FY 21-23 Solicitation Schedule

- **March 1, 2021: FTA and STF applications due to PTD**
- April 2021: Award recommendations announced
- April 2021: PTAC recommendation to the OTC
- May 2021: OTC approach
- June 2021: Agreements distributed for signature
- July 1, 2021: Agreements executed



# OPTP Goals

## **Goal 1: Mobility - Public Transportation User Experience**

People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.

## **Goal 2: Accessibility and Connectivity - Getting from Here to There**

Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.

## **Goal 3: Community Livability and Economic Vitality**

Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.





# OPTP Goals (Cont.)

## **Goal 4: Equity**

Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.

## **Goal 5: Health**

Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.

## **Goal 6: Safety and Security**

Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.



# OPTP Goals (Cont.)

## **Goal 7: Environmental Sustainability**

Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.

## **Goal 8: Land Use**

Public transportation is a tool that supports Oregon's state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.



# OPTP Goals (Cont.)

## **Goal 9: Funding and Strategic Investment**


Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians' quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.

## **Goal 10: Communication, Collaboration, and Coordination**

Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.



# GovDelivery – A Great Resource

 Oregon Department of Transportation | News Release

## The new Oregon Public Transportation Plan will help guide decisions about investments

Oct. 2, 2018

For more information: Shelley M. Snow, Communications, 503-881-5362, [shelley.m.snow@odot.state.or.us](mailto:shelley.m.snow@odot.state.or.us)

SALEM – The vision for an Oregon transportation system filled with convenient and affordable public transportation options took a step closer to reality in September when the Oregon Transportation Commission adopted the new Oregon Public Transportation Plan. This action brings to a close more than two years' work by advisory committees and stakeholders in learning from Oregonians about what they value in a public transportation system. Many in-person discussions around the state and several online open houses engaged the public and provided valuable input in shaping the plan. The plan in near-final format is [available online](#); the final version, and a separate executive summary, will be available soon.

Moving forward, the plan will guide investments locally, regionally and statewide in services such as fixed-route bus lines, door-to-door buses, streetcars, light rail, transportation between communities and more. It does not include specific projects, but it does provide a policy foundation aimed at helping create a connected public transportation system for communities and the state. The flexible framework in the plan will help transit and transportation organizations anticipate and respond effectively to change, such as that coming from new technologies and an aging population.

"We are moving forward into the future where we are going to see big changes," said Stephen Dickey of Salem-Keizer's Cherrisots, member of the Policy Advisory Committee. "We need a relevant starting point, and we need a dynamic plan that doesn't lock us into the technologies or the solutions of today but must remain relevant to the changing needs of our communities. This plan is that starting point."


-0-

*The new plan puts forward the following vision:*

"In 2045, public transportation is an integral, interconnected component of Oregon's transportation system that makes Oregon's diverse cities, towns, and communities work. Because public transportation is convenient, affordable, and efficient, it helps further the state's quality of life and economic vitality and contributes to the health and safety of all residents, while reducing greenhouse gas emissions."

###ODOT###

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Find:

- Training opportunities
- Grant solicitations
- Statewide Plan Updates
- TAM updates

...and more!



# Special Transportation Fund

A flexible, coordinated source of State funding to serve senior and disabled public transportation users

- Program overview including goals and changes
- Application requirements and eligible activities
- Obligations

# Special Transportation Fund

## STF Program notes

- Final STF Program solicitation
- No STF Discretionary solicitation this biennium
- STF and STIF combination per Senate Bill 1601
- STF backfill from the STIF Formula program

# Special Transportation Fund

## Overview



- State program
- Funds allocated by population-based formula
- 42 designated entities
- \$21.9 million is available
- STF Agencies develop program policies and procedures to implement and oversee the program
- PTD ensures conformance with state law

# Special Transportation Fund

## Program Purpose



- **Maintain and expand** transportation programs and services for seniors and individuals with disabilities
- **Create new services** for seniors and those with disabilities
- **Plan and develop** transportation services for those not currently served





# Special Transportation Fund

## Eligible Activities



- Capital
- Operating
- Administration
- Can be used to meet local match requirements

# Special Transportation Fund

## STF Agency Responsibilities

- Develop local STF program
- Appoint and consult advisory committee
- Adopt and maintain a Coordinated Plan
- Conduct public project selection process
- Develop and submit STF application
- Establish and monitor agreements with subrecipients, including reporting on activities
- Maintain capital asset inventory



# Special Transportation Fund

## STF Agency Project Selection Process Responsibilities

- Identify local priorities for public transportation
- Consult with STF advisory committee when making funding decisions
- Publish notice of STF advisory committee meetings and hold public comment period
- STF Agency governing body makes final funding recommendations



# STF Questions?



# FTA Section 5310

Enhanced Mobility for Seniors and Individuals with Disabilities

- Overview
- Application
  - Eligible capital projects
  - Lead agency responsibilities
- Obligations
- Questions

# FTA Section 5310

## Overview



- Formula allocation
- Capital focus
- Projects identified in Coordinated Plan
- Lead (STF) Agencies solicit, prioritize and select projects and submit application to PTD



# FTA Section 5310

## Overview



### Small urban formula solicitation

- FTA 5310 and FHWA STBG Funds
- Two applications

### Rural formula solicitation

- FHWA STBG Funds
- One application



Additional statewide rural discretionary solicitation in 2021



# FTA Section 5310

## Match Rates and Common Local Sources

**5310 Small Urban Funds 20%**

**State STBG Funds 10.27%**

- ✓ Program Revenue
  - Advertising
  - Contracts for service
- ✓ In-Kind Volunteer Services
  - Integral to project
  - Documented
  - Valued reasonably
- ✓ Local Contributions
  - Taxes
  - Donations
  - STF
  - STIF
- ✗ Not Allowed
  - Most other federal funds
  - Farebox revenue





# FTA Section 5310

## Eligible Projects



- Vehicles
- Equipment and facilities
- Signs and shelters
- Preventive maintenance
- Purchased service
- Dispatch and asset management software
- Mobility management
- Administrative cost of managing a capital purchase or facility project



# FTA Section 5310

## Public Involvement Requirements for the Lead (STF) Agency

- Appoint advisory committee
- Adopt a coordinated plan
- Conduct public project selection process
- Develop and submit application
- Establish and monitor agreements with subrecipients, including reporting on activities



# FTA Section 5310

## Lead (STF) Agency Requirements for Committee Meetings

- Committee members are considered “public officials”
- Committee meetings are public meetings and require notice
- Meeting locations must be ADA accessible
- Public comment opportunity required
- Protest procedure required



# FTA Section 5310

## Related Obligations



- Federal procurement requirements
- Federal asset useful life requirements
- Federal preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol testing program for services using CDL drivers



# FTA Section 5310

## Related Obligations, continued



- On-site compliance reviews
- Quarterly reporting to PTD
- Transit Asset Management
- NTD asset reporting

# Section 5310 Questions?



# FTA Section 5311

## Formula Grants for Rural Areas

This program applies to rural areas containing populations fewer than 50,000

- Overview
- Application
  - Eligible activities
  - Local match
- Obligations
- Questions

# FTA Section 5311

## Overview

- Funds allocated to subrecipients using a formula:
  - \$100,000 base amount provided to all subrecipients
  - 60% funds by share of revenue miles
  - 40% funds by share of passenger trips
  - Increases limited to 110% of prior biennium
  - Decreases limited to 95% of prior biennium
- 35 subrecipients statewide offering rural local and rural inter-community services
- Allocation is biennial
- Agreement is biennial





# FTA Section 5311

## Eligible Activities



### Capital

(10.27% local match rate)

- Vehicles
- Equipment
- Facilities, signs, shelters
- Preventive maintenance
- Dispatch and asset management software
- Mobility management



### Operating

(43.92% local match rate)

- Direct service expenses including driver and dispatcher salaries
- Maintenance and repairs
- Fuel, bulk oil, supplies
- Purchased or contracted services



# FTA Section 5311

## Eligible Activities, continued



### Planning

(10.27% local match rate)

- Technical studies
- Transportation plan or program development
- Project planning, engineer, design



### Project Administration


(10.27% local match rate)

- Office staff salaries
- Marketing
- Office supplies
- Equipment rental
- Overhead



# FTA Section 5311

## Common Local Match Sources

 Not Allowed:  
farebox revenue  
and most other  
federal funds

 In-Kind Volunteer Services

- Integral to project
- Documented
- Valued reasonably

 Program Revenue

- Advertising
- Contracts for service

 Local Funds

- Taxes
- Donations
- STF
- STIF



# FTA Section 5311

## Related Obligations



- Federal procurement and preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol program with testing, training, and Management Information System reporting



# FTA Section 5311

## Related Obligations, continued

- On-site reviews
- Quarterly reporting to PTD
- Department of Labor reporting
- Charter bus reporting
- Transit Asset Management reporting
- National Transit Database reporting



# Section 5311 Questions?



# FTA Section 5304

## Statewide Transportation Planning Grant Program

- Overview
- Application
  - Eligible activities
  - Local match
- Obligations
- Questions

# FTA Section 5304

## Overview

- FTA direct award to PTD
- Relate projects to the OPTP Goals
- Funds allocated on a statewide competitive basis
- Approximately one million dollars is available
- Periodic funding for planning projects that:
  - Improve mobility
  - Improve transit access
  - Result in more livable and economically vibrant communities
  - Better coordinate public transportation services
- Funding last offered six years ago





# FTA Section 5304 Eligible Projects

## Transit Planning

(20% local match rate)

- Transit Development Plans
- Coordinated Public Transit Human Services Transportation Plans
- Transit marketing plans
- Transit facility site plans
- Civil rights plans
- Integrated transit service plans



## Related Planning


(20% local match rate)

- Transit access planning
- Service implementation plans
- Survey work
- NEPA compliance



# FTA Section 5304

## Common Local Match Sources


 Not Allowed:  
farebox revenue  
and most other  
federal funds

 In-Kind Volunteer Services

- Integral to project
- Documented
- Valued reasonably

 Program Revenue

- Advertising
- Contracts for service

 Local Funds

- Taxes
- Donations
- STF and STIF



# FTA Section 5304

## Related Obligations



- Federal procurement required to engage consultants
- Involve your RTC when engaging consultants
- Federal civil rights requirements (DBE)
- On-site reviews
- Quarterly reporting to PTD



# Section 5304 Questions?



# Application

- Application Tips
- Hands-on Demonstration
- Questions

# Application Tips



- Read questions carefully and answer completely
- Give detailed responses supported by data
- Don't leave items blank
- When in doubt ask your RTC



# Project Need

Describe the who, what, when, where, why and how.

- Define the need
- Demonstrate coordination with existing systems
- Know the financial need for the project
- Provide a sound budget
- Tie the need to the OPTP Goals



# Important Impacts



Connectivity

Economic Development

Expansion of Service

Hitting Target Audience





# Application Links

**Draft Special Transportation Fund**  
Formula Application

**A. Applicant Information**

I am the Special Transportation Fund Agency?  Yes  No

Special Transportation Fund Agency \*

Agency Mailing Address (Street or PO Box) \*  
Address Line 1  
City State

Agency Web Address

Name of Application Contact \* Title of Application Contact \*

Email of Application Contact \* Phone of Application Contact \*

Name of Application Recipient (Person signing Grant Agreement) \* Title of Application Recipient \*

Email of Application Recipient (Person signing Grant Agreement) \* Phone of Contract Recipient \*

Transit Agency Type \* Urbanized Zone \*  
Public Agency

Service Area \*

Does your STF agency delegate the administration of the STF program to a separate agency?  Yes  No

**B. STF Advisory Committee**

**Draft Section 5310 Application**  
Enhanced Mobility of Seniors and Individuals with Disabilities

**Applicant Information**

I am the Special Transportation Fund Agency?  Yes  No

Special Transportation Fund Agency Name \*

For the agencies applying for the small urban, make sure to select the small urban designation from the drop-down.

Special Transportation Fund Agency Federal EIN Special Transportation Fund Agency Urbanized Zone \*

Special Transportation Fund Agency Mailing Address (Street or PO Box) \*  
Address Line 1  
City State Zip Code

Special Transportation Fund Agency Web Address

Name of Application Contact \* Title of Application Contact \*

Email of Application Contact \* Phone Number of Application Contact \* Fax \*

Name of Person signing Grant Agreement \* Title of Person signing Grant Agreement \*

Email of Person signing Grant Agreement \* Phone Number of Person signing Grant Agreement \* Fax \*

Transit Agency Type \* Service Area \*  
Public Agency

What type of Service will be supported with the 5310 grant? (Select all that apply) \*

- Open to the general public at all times
- Open to the general public on a space-available basis
- Open only to seniors and individuals with disabilities
- Limited to defined clientele (e.g. residential home)
- Demand Response
- Deviated Route

**Draft Section 5311 Application**  
A. Applicant Information

State Zip Code

Title of Application Contact \*

Phone of Application Contact \* Fax \*

Title of Person signing Grant Agreement \*

Phone of Person signing Grant Agreement \* Fax \*

agreement or financial staff in the last 2 years? \*

that allows you to completely and accurately track the receipt and disbursement of funds

agency use? \*

that will account for 100% of each employee's time? \*

[5304 Application](#)

[5310 Application](#)



# OPTIS Training

Contact your RTC to  
schedule OPTIS training



The screenshot shows the Oregon Public Transit Information System (OPTIS) website. At the top, there is a banner with the text "OREGON.gov" in a large, white, serif font. Below the banner, the text "Oregon Public Transit Information System" is displayed in a smaller, white, serif font. The main content area is divided into two columns. The left column contains three menu items: "Welcome Screen", "Browse Open Notices", and "Document Search". The right column contains a "Hello" greeting, a "OPTIS" button, and a message stating "The last time you logged onto the system was: 11/25/2020 8:47 AM". Below this message, it says "Welcome to the Oregon Public Transit Information System (OPTIS)."



# Did we meet our Training Goals?

- Understand program goals and eligibility
- Understand agency responsibilities and application processes
- Understand due dates, expectations for accuracy, and where to find additional resources



# Next Steps and Final Questions

- Conduct local project solicitation & selection processes
- Consult your RTC
- Read solicitation materials and documents posted on PTD website
- Final questions

