



***Rail and Public Transit Division***

# **Transit Network Discretionary Grant Program**

Application Due Date: **April 18, 2016**

## **2016 GRANT APPLICATION INSTRUCTIONS**

For a version of this document with increased font size or in other formats,  
contact the Rail and Public Transit Division  
555 13th Street NE, Salem OR 97301  
Phone (503) 986-3300 or Fax (503) 986-4189

For other assistance, contact your  
Rail and Public Transit Division Regional Transit Coordinator (RTC)  
(For contact information, select the “Regional Transit Coordinator Team” tab at:  
<http://www.oregon.gov/ODOT/PT/Pages/contact.aspx>)

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## General Information

### *Introduction*

The purpose of this grant program is to support projects that enhance Oregon’s statewide fixed route transit network. Successful applicants will make the case that their project either improves the overall transit network in ways that go beyond normal practices of local and regional transit agencies, or will improve one or more “key transit hubs” (see Selection Criteria for complete description).

The “Statewide fixed route transit network” is the collection of all fixed route transit service (including passenger rail) that operates in Oregon and serves the general public.

### *Funding Available*

Approximately **\$1 million** will be awarded – with a **\$100,000** maximum project award. Funding comes from a variety of sources administered by the Rail and Public Transit Division (RPTD).

While RPTD will make every effort to match selected projects with appropriate funds, it is possible that worthy projects will not receive funds due to a mismatch between available funding, funding categories, and project characteristics.

Transit operating projects are eligible for funding under this grant solicitation, but there is no clear path to continued funding through RPTD. Depending on the availability of funding and the outcome of this grant process, there may or may not be another transit network grant solicitation in two years.

### *Match Requirements*

Match rates vary depending on project type, ranging from 56.08% to 89.73%.

### *Applicant Eligibility*

Transit agencies, Transportation Options programs, non-profit agencies, local governments (cities, counties, tribes, and MPOs), universities, and colleges are eligible applicants. Applicants that are not transit agencies must partner with a transit agency in development of the application. For-profit entities are not eligible for this solicitation. Partnerships with for-profit transit providers are encouraged. Each applicant can submit up to two grant applications.

## Selection Criteria

Successful applications will make a significant improvement to the statewide fixed route transit network. Projects that improve a single transit agency's service without a clearly articulated significant benefit to the overall network are not likely to receive a grant award.

Improvements to "key transit hubs" (multimodal hubs) served by three or more transit services will be considered to be making a significant improvement to the statewide fixed route transit network. Improvements to multimodal access to and from those hubs, planning related to hub location or hub expansion, as well as investments at key transit hubs may all be considered hub improvements.

The map below displays a programmatically generated map of Oregon's key transit hubs. Key transit hubs are served by at least three transit services (where each service has a unique coverage area, i.e. one service is not wholly contained within the coverage area of another).

**Oregon Key Transit Hub Map:** <https://goo.gl/nWa7NR>

**Additional information about Oregon's Key Transit Hubs:**

<http://www.oregon.gov/ODOT/PT/PROGRAMS/transportation-options/AboutKeyTransitHubs.pdf>

Other desirable project attributes include:

- Leveraging of other funding sources (more funding will be applied to the overall project than just the transit network grant award and required match).
- Applicant team with proven experience and/or expertise relevant to the project.

### ***Eligible Projects***

Operating, capital, planning, research, marketing/information, technology, transportation options, and mobility management projects are all eligible for funding.

Examples include projects that:

- Better coordinate timing of transfers among transit agencies, particularly when one or more agencies provide long distance transit service.
- Improve spatial coordination of transit services, i.e. consolidation of transit stops across agencies, particularly when one or more agency provides long distance transit service.
- Evaluate, re-locate, or prepare for the future of key transit hubs.
- Improve key transit hubs or multi-modal access to key transit hubs. This can include investments in passenger amenities, passenger safety, passenger information, or multimodal access to and from key transit hubs.
- Improve passenger experience using or getting to and from the statewide transit network.
- Close transit service gaps of special importance to the overall transit network.
- Improve collaboration and coordination of service across transit agencies, including support for changes in organizational control or governing bodies.

- Improve cross modal connections (bike parking, closing gaps in sidewalk or bike lane system, wayfinding signage, etc. that tie into transit service, particularly at key transit hubs).
- Improve understanding, planning, policies, and investment in/for/of the statewide transit network.
- Encourage the use and awareness of the transit network.
- Connect efficient transportation options (walking, biking, ridesharing).
- Improve Oregon’s fixed route transit network by improving efficiency or functionality.

### **Review Process**

Applications will be screened and ranked by a committee composed of ODOT RPTD staff and representatives from other entities such as: Transportation Options Group of Oregon (TOGO), Oregon Transportation Association (OTA), ODOT’s Public Transit Advisory Committee (PTAC), the ODOT Active Transportation Section, and the ODOT Transportation Planning Section.

### **Solicitation Schedule**

- **Applications are due to RPTD no later than Monday, April 18, 2016**
- Selection committee review and award recommendations: May 2016
- PTAC review and awards finalized: July 2016
- Agreements executed: August 2016

No reimbursements for expenses incurred prior to a fully executed transit network grant agreement are allowed under this program.

### **Application Instructions**

**Please complete all highlighted fields in the application.**

#### **Section A. Applicant Information**

Indicate whether the applicant is currently engaged in a grant agreement with RPTD, complete the applicant’s contact information, and provide a brief description of the applicant’s organization (organization type, organizational purpose, transit provider or not).

#### **Section B. Project Budget**

Complete the project cost table by selecting the project type(s) that best match the proposed project and entering the total project costs. Grant amounts and match amounts will calculate automatically. Transit vehicle purchases and capital purchases require additional details in secondary tables that display when those two project types are checked.

Projects related to **ridesharing** might be eligible for 100% match rate. RPTD will determine the final match rate of rideshare projects at the time of project award.

## Transit Vehicle Purchase Table Instructions:

- Select the vehicle category A-E. Vehicle category description table: <http://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-useful-life-standards.pdf>
- Enter the quantity per category, estimated cost per vehicle, and total cost.
- Enter the number of regular passenger seats, number of ADA stations, and total vehicle passenger capacity.
- Indicate fuel type: gas (**G**), diesel (**D**), biodiesel (**B**), hybrid-gas (**HG**), hybrid-diesel (**HD**), compressed natural gas (**CNG**), or other alternative fuel (**OF**).
- Enter the estimated order and delivery dates (minimum time is usually 160 days for ADA accessible vehicles.)

### **Section C. Match Source Detail**

Enter descriptive text about required match and its source(s). Also describe any project funding in addition to the grant and its required match amounts.

### **Section D. Partner Coordination Information**

List partner or collaborating organizations, if any, and describe their roles in the project. If the entity submitting this grant application is not a transit agency, there must be a transit agency partner involved in the project, and a letter of support from the partner transit agency must accompany the application.

### **Section E. Project Description and Scope**

Describe the project and how it improves Oregon's fixed-route transit network. The content of these sections will be the primary focus of the application evaluation. Provide a clear description of expected project outcomes and tangible deliverables. Complete all of sub-section 3 if your project improves one or more key transit hubs.

### **Section F. Performance Measures**

How will you determine if your project was worthwhile, evaluate project results, and learn from the project's successes and failures?

### **Section G. Qualifications**

Describe the applicant organization, partner organization, and individual team member experiences that demonstrate your team has the experience and expertise to successfully complete the proposed project.

### **Section H: Application Attachments**

Describe any attachments to the application. Attachments not listed in this section may not be received by the review panel.

## **Further Questions**

For programmatic questions, contact your Regional Transit Coordinator (RTC). Contact information is

listed on the “Regional Transit Coordinator (RTC) Team” tab of the RPTD contact page: <http://www.oregon.gov/ODOT/PT/Pages/contact.aspx>.

For technical issues with the application form, please contact Liz Rickles at 503-986-3394.