

Item 5-C



BENTON COUNTY
STATEWIDE TRANSPORTATION
IMPROVEMENT FUND
ADVISORY COMMITTEE

PROJECT APPLICATION
PACKET



BENTON COUNTY

STATEWIDE TRANSPORTATION IMPROVEMENT FUND

ADVISORY COMMITTEE

TO: Applicants for 2019-21 Benton County Statewide Transportation Improvement Fund (STIF) Formula Funds

Packet Information: This packet contains the following:

- This cover letter with general guidance and instructions
- Project Application Form (Public Transportation Service Provider (PTSP) Project Template)
- Detailed Instructions for the application form (template)

Overview: Funding from the Statewide Transportation Improvement Fund (STIF), administered through the Oregon Department of Transportation (ODOT), is available in Benton County to enhance or improve transportation services for the period July, 2019 through June, 2021. House Bill 2017 provides statewide funding for public transportation service from a new payroll tax of 0.01% on wages paid to employees. Proceeds from the payroll tax are deposited into the Statewide Transportation Improvement Fund (STIF), beginning July 1, 2018.

Eligibility: Eligible project applicants include existing and proposed new Public Transportation Service Providers within Benton County. There are strict definitions of this category of service provider. Please see ODOT published guidance on the entirety of the STIF Formula Funds program, which can be found here:

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Application-Guidance.pdf>

STIF Formula Funds may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs including, but not limited to, the following:

- Creation of new systems and services with origins, destinations or stops in Benton County;
- Maintenance or continuation of systems and services (only in certain circumstances); and
- Planning for and development of a Local Plan or future STIF Plan to improve public transportation service.

Eligible types of projects include transit operations for new and expanded services; capital improvements; transit vehicle acquisition; transit planning & development; and transit facilities upgrades & technology. Examples on non-eligible projects would include client-only services that are not open to the general public, or are difficult to access for the general public; or any private for-profit transit operations.

Review Criteria: All projects will ultimately be reviewed at several levels, including the Benton County Board of Commissioners; the Oregon statewide Public Transit Advisory Committee to ODOT; and the Oregon Transportation Commission (OTC) of the State Legislature, which must review and approve all STIF projects. Investment priorities have been established by the OTC for the use of STIF Formula Funds. For our area, these include the following:

- Improve service frequency, expand bus routes, and reduce fares to areas with a high percentage

of low-income households

- Improve coordination between transportation service providers and reduce service gaps and fragmentation of service
- Improve frequency and reliability of service between communities inside and outside the Transportation Service Provider or County's service area (for example, extending service to the perimeter of the urban service boundary)
- Be consistent with the established goals of the Oregon Public Transportation Plan (see list below)
- Investing a minimum of 1% of the funds in programs to provide student transit service for students grades 9 - 12
- Investing in projects that have a sustainable operations funding plan that doesn't rely on state discretionary funding

The Benton County STIF Advisory Committee is responsible for reviewing project applications and recommending project plan priorities and funding allocations to the County Board of Commissioners for submission to ODOT in the County's STIF Plan. Staff of the STIF Committee may contact you for additional information regarding your project proposal.

Deadline: The application deadline is 3:00pm, Thursday February 7, 2019. Applications may be submitted by pressing the "Submit" button at the end of the Project Plan template, but please note: you must also either send a PDF copy of each project application either by email to Joyce.Galloway@co.benton.or.us or Kathy.Goss@co.benton.or.us or you may mail a copy to: Kathy Goss or Joyce Galloway, Benton County Public Works Department, 360 SW Avery Ave, Corvallis, OR 97333; or you may hand deliver a copy to the same individuals at the same address by said deadline. Regardless of the secondary delivery method, the County must be in receipt of your agency's application both by electronic submission, and by one of the three secondary submission methods, by 3:00pm on the deadline date.

All applicants must also submit (with your secondary copy) a copy of your agency's current certificate of general liability, vehicle, and workers' compensation insurance coverage.

Attached are: (1) the STIF application Project Plan form (a fillable form); (2) the detailed instructions.

Additional information can be obtained from Lee Lazaro, Special Transportation Coordinator, at lee.lazaro@corvallisoregon.gov or 541-754-1748.

IMPORTANT - Link to Cognita Forms Project Plan Template: Use this link to access the fillable project plan template form:

<https://www.cognitofrms.com/ODOT2/PTSPProjectTemplate>

Oregon Public Transportation Plan 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.

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.

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.

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.



PTSP Project Template

1. Public Transportation Service Provider

Service Provider Name *

Employer Identification Number (EIN)

*

Service Provider Website *

Service Provider Contact Name *

Service Provider Contact Title *

Service Provider Phone Number *

Service Provider Email *

Service Provider Type *



1.2 Qualified Entity representing Public Transportation Service Provider

Qualified Entity Name *



STIF Plan Contact Name *

STIF Plan Contact Title *

STIF Plan Contact Phone Number *

STIF Plan Contact Email *

This email address will receive the completed PTSP Project Template.

2. Local Plan Compliance

2.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name *

Governing Body that adopted Local Plan *

Plan Adoption Date *



Local Plan web address *

Upload copy of Local Plan if it's not available on a website. *

or drag files here.

Limit 100 MB

 Add Local Plan

2.2 Local Plan requirements

I agree all Local Plans are consistent with the STIF requirements specified in OAR 732-040-0005(17) *

Yes

No, one or more Local Plans are not yet consistent with STIF rule requirements.

3. Projects

3.1 Project Detail Entry

Project 1

Public Transportation Service Provider or Qualified Entity Name *

Project Name *

Limit 50 characters

Project Description *

What is the prioritized ranking for this project?

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service *

100%

Maintain Service

0 %

Local Plan this project is derived from: *

Local Plan Page Number

Multi-Phase Project

Is your project part of a larger multi-phase project? *

3.1.1 Project Scope

✖ Task 1

Category *

3.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

Fund Type *		2019	2020	2021	Total
Fund Source 1	STIF <input type="checkbox"/>				\$0.00
	Federal <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00

Fund Type *	2019	2020	2021	Total
✖ Fund Source 2				\$0.00
✖ Fund Source 3 Other State <input type="text"/>				\$0.00
✖ Fund Source 4 Local <input type="text"/>				\$0.00
✖ Fund Source 5 Other Fund <input type="text"/>				\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Fund Source

3.1.3 Outcome Measures

Optional Outcome Measures

✖ **Outcome Measure 1**

All Project Types

Other Measure:

Number of Units:

+ Add Outcome Measure

+ Add Task

3.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2019 STIF Total
\$0.00

FY 2020 STIF Total
\$0.00

FY 2021 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not remove or add additional criterion.

Criterion	FY 2019 *	FY 2020 *	FY 2021 *
 # 1 Criterion 1 <input type="checkbox"/>			
 # 2 Criterion 2 <input type="checkbox"/>			
 # 3 Criterion 3 <input type="checkbox"/>			
 # 4 Criterion 4 <input type="checkbox"/>			
 # 5 Criterion 5 <input type="checkbox"/>			
 # 6 Criterion 6 <input type="checkbox"/>			
 # 7 Criterion 7 <input type="checkbox"/>			
	0 %	0 %	0 %

+ Add #

3.3 Oregon Public Transportation Plan Goals

Select at least one goal.

Select the OPTP goals that apply to your STIF Plan Projects. *

- 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 -- 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.
- 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.
- 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.
- 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.

3.4 Project Summary

Project Name

STIF Project Grand Total	Amount in District	Amount out of District
\$0.00	\$0.00	\$0.00
FY 2019 STIF Project Total	FY 2020 STIF Project Total	FY 2021 STIF Project Total
\$0.00	\$0.00	\$0.00
FY 2019 percent of STIF Funds supporting student transportation	FY 2020 percent of STIF Funds supporting student transportation	FY 2021 percent of STIF Funds supporting student transportation

+ Add Project

4. All Projects Totals

PTSP Projects Total
\$0.00

FY 2019 Total STIF Funds
\$0.00

FY 2020 Total STIF Funds
\$0.00

FY 2021 Total STIF Funds
\$0.00

FY 2019 Student STIF Funds
\$0.00

FY 2020 Student STIF Funds
\$0.00

FY 2021 Student STIF Funds
\$0.00

**FY 2019 Percent of STIF Funds
supporting student transportation**

**FY 2020 Percent of STIF Funds
supporting student transportation**

**FY 2021 Percent of STIF Funds
supporting student transportation**

Please explain why your allocation of STIF Funds to support student transportation is less than 1 %. *

Limit 500 Characters

Submit Projects

Save



BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE

Formula Fund Application – Project Plan Template:
Detailed Instructions

“PTSP Project Template”

This is an ODOT Cognita Forms fillable form with fields that can be filled with typed-in entries, or populated by selecting from drop-down menus.

Click the link provided to open the Sub-Recipient Application Form:
<https://www.cognitofrms.com/ODOT2/PTSPProjectTemplate>

1. “Public Transportation Service Provider” Section: Complete this section for your agency which is applying for the funds. From top to bottom, left to right, enter:

- Service Provider Name - your agency name
- Employer Identification Number – your federal EIN number
- Service Provider Website – your agency website
- Service Provider Contact Name – the contact person for your project
- Service Provider Contact Title – job title for contact person
- Service Provider Contact Phone Number
- Service Provider Contact Email Address
- Service Provider Type – from the drop-down menu, select the type of agency you represent

1.2. “ Qualified Entity Representing Public Transportation Service Provider” Section: this will be Benton County. Please complete this section entering the information exactly as shown below, selecting “Benton County” (third down on list) from the drop-down menu in the first data field.

1.2 Qualified Entity representing Public Transportation Service Provider

Qualified Entity Name *

Benton County

STIF Plan Contact Name *

Lee K. Lazaro

STIF Plan Contact Title *

Transportation Svcs Coordinator

STIF Plan Contact Phone Number *

(541) 754-1748

STIF Plan Contact Email *

lee.lazaro@corvallisoregon.gov

This email address will receive the completed PTSP Project Template.

2. **“Local Plan Compliance” Section:** In this section, you need to reference the local plan from which your project is derived. Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans. Your Plan must have been adopted by the appropriate governing body, such as the City Council, County Board of Commissioners, or MPO Governing Board.

All of the required Local Plan components do not need to appear in one single Local Plan document, if they are incorporated by reference. For example, if your agency has a Plan that includes all of the elements except for the prioritized list of capital projects, but references the need for such a list to be developed in order to implement the plan; and you have a separate transit capital project list, as referenced by the Plan - in combination, those two documents would be interpreted as complying with the Local Plan requirement.

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name *	Governing Body that adopted Local Plan *	Plan Adoption Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Local Plan Web Address *

Upload copy of Local Plan if it is not available on a website. *

or drag files here

Limit 100 MB

Enter:

- The name of your Local Plan
- The governing body that adopted your Local Plan
- The date it was adopted (select from the calendar feature)
- The website link where the Plan can be found
- If the Plan is not available online, you will need to upload a copy using the “Upload” button
- You may add a second Local Plan, if needed, by clicking he “Add Local Plan” button

3.2 Local Plan requirements

I agree all Local Plans are consistent with the STIF requirements specified in OAR 732-040-0005(17) *

- Yes
- No, one or more Local Plans are not yet consistent with STIF rule requirements

In this box, you need to check that your Local Plan(s) are, or are not, compliant with the STIF Rules requirements under OAR 732-042-0010(2). If you select "No", a drop-down text box appears where you will explain your plan and schedule to bring it into compliance. Check the OAR section above and ODOT guidance for the Formula Funds for specific compliance Local Plan compliance information.

3. PROJECTS

The Projects section collects detailed information about the specific Projects that Public Transportation Service Providers will implement using STIF funds.

3.1 Project Detail Entry

Enter the following:

- Public Transportation Service Provider Name - your agency name
- Project name (or title)
- Project Description - This narrative box is the opportunity to provide concise information about the project purpose and service elements. Suggested elements include the project location or scope, service area, frequency, stops, intended ridership, vehicles, equipment, and marketing or other activities needed to implement service. The Project description should provide concise information about the Project purpose, service elements, and anticipated outcomes.
- Project Prioritized Ranking - for your agency, out of your total list of projects that you are submitting what ranking do you assign to this project, with one being the highest? (For example, if you are submitting three projects, this may be priority no. 3 out of 5.) Percentage of Project budget allocated in district for mass transit districts and public transportation districts
- Percentage of budget share to improve/expand a service or maintain an existing service

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service *

100%



Maintain Service

0 %

In this area, you need to assign a percentage to how much this project is about improving or expanding service. You only need to assign a percentage from the drop-down menu at the left. If you select a percent below 100%, the maintenance percent will be automatically calculated, and a narrative box will drop down, will you will explain the rationale for using a portion of the project to maintain existing service. NOTE: it is not necessarily "bad" to maintain existing service for a portion of your project, it just should not be all of your project, and you should have a good rationale for why it is necessary.

- Local Plan - in the next two boxes, enter from Section 2.2 the name of the Local Plan from which this particular project is derived, and the page number on which it can be found.
- Multi-Phase Project - Some capital public transportation Projects may not be completed within a single STIF Plan period, and may extend over multiple STIF Plan periods. If your Project is part of a larger multi-phased project, select "Yes" from the drop-down box.

Multi-Phase Project

Is your project part of a larger multi-phase project? *

Yes

Project Timeline *

Write here

Total Project Budget (All Phases) *

Other Planned Funding Sources *

STIF Federal Other State Local

Other Planned Funding Sources is required

Phase represented in current STIF Plan *

Write here

- If you select “Yes”, enter the estimated Project Timeline (start to completion dates) and the estimated Total Project Budget (all phases) in the text boxes provided. Select the applicable boxes for the Other Funding Sources which may include STIF (includes future Formula or discretionary funds), Federal, Other State, and Local funds.
- In the narrative box, briefly describe the phase which is represented in the current STIF Plan (example: “This is Phase I which includes project planning, preliminary design and engineering, and environmental testing and assessment.”)

3.1.1 Project Scope: A Project Scope must be entered for each Project; it includes one or more task categories, activity types, and activity details. These appear in successive drop-down menus where the selected task category then generates a drop-down menu of corresponding activity types. The selected activity type in turn generates a drop-down menu of corresponding activity details. The task categories, activities and activity details drop-down menus enables the agency to:

- Report STIF outcomes by project type using FTA Activity Line Items as is currently done with other ODOT RPTD grant agreements; and
- The application form will auto-populate outcome measures that are associated with the Project task categories

Entering the data in these drop-down levels is intended by ODOT to simplify data entry, by providing the fewest number of choices possible in each menu.

Task Categories

Ten choices are available. The choices include seven related to capital items, including vehicles, transit-ways, bus stops, equipment, power, communications and other. There are also scope items for operations, planning, mobility management, and administration. Select the category that best matches the task.

Activity Type

Activity type includes one to eight choices, depending on the task category selected above. Activity type is a mid-level category linked to activity detail. Select the category that best matches the task.

Activity Detail

Activity detail is the final and most detailed category of the three. Choose the detail category that best

matches the task.

If you should happen to select the incorrect category, activity type or activity detail, and a different category, activity type or activity detail is desired, go back in and select the red x in front of the Task header and the form will reset itself back to the category selection level. If you have problems with this section, contact Mark Bernard.

Some Task Examples:

If your Project is to buy buses, and you select “**Capital 111-00 Bus Rolling Stock**” as your Task, you will get the following choices for Activity Types; and then based on that selection, another group of choices for Activity Details.

6.1.1 Project Scope

The screenshot shows a software interface for task selection. At the top, there is a red expand/collapse icon next to the text "Task 1". Below this is a "Category" dropdown menu with a red 'x' icon on the right, currently displaying "Capital 111-00 Bus Rolling Stock". Underneath the category menu is a section titled "111-00 Bus Rolling Stock Activity Type" with a red asterisk. This section contains a list of radio button options: "Engineering & Design - Capital Bus 11.11", "Buy Replacements - Capital Bus 11.12" (which is selected), "Buy Expansion - Capital Bus 11.13", "Rehab / Rebuild Capital Bus 11.14", "Mid Life Rebuild 11.15", "Lease - Replacement - Capital Bus 11.16", "Vehicle Overhaul - Up to 20% Vehic Maint 11.17", and "Lease Expansion - Capital Bus 11.18". Below this is another section titled "Buy Replacements - Capital Bus 11.12 Activity Detail" with a red asterisk. This section contains two columns of radio button options: "11.12.01 Bus STD 40 FT", "11.12.02 Bus STD 35 FT", "11.12.03 Bus 30 FT" (which is selected), "11.12.04 Bus < 30 FT", "11.12.06 Bus Articulated", "11.12.07 Bus Commuter / Suburban", "11.12.08 Bus Intercity", "11.12.09 Bus Trolley STD", "11.12.10 Bus Trolley Artic.", "11.12.11 Bus Double Deck", "11.12.12 Bus Used", "11.12.14 Bus Dual Mode", "11.12.15 Vans", and "11.12.16 Sedan / Station Wagon".

If your Project is transit operations, and you select “**Operations 300-00 Operations**” as your Task, you will first be asked the Mode of operations (fixed route or demand response), and then get the following choices for Activity Types; and then based on that selection, another group of choices for Activity Details – see below.

The other eight Task choices will result in their own corresponding drop down menus of Activity Types and Activity Details.

6.1.1 Project Scope

Task 1

Category *

Operations 300-09 Operations

Specify the mode that this task will support.

Fixed Route Demand Responsive

300.00 Operations Activity Type *

Operating Assistance 30 09

Operating Assistance Activity Detail *

30 09 01 Operating Assistance

44 26 14 Communications

11 7L 00 Mobility Management

Please contact the ODOT Regional Transit Coordinator Mark Bernard for more assistance with any portion of this Project Template.

Mark Bernard: 503-986-3283 mark.bernard@odot.state.or.us

3.1.2 Expenditure Estimates

A budget is required for each Project. This subsection provides a table where the budget is entered by Fund Type by STIF Plan fiscal year. There are five Fund Types are listed: STIF, Federal, Other State, Local, and Other Funds.

Enter the amount for each of Fund Type as applicable. Values must be entered in each cell for all five Fund Types. Only five Fund Types are allowed. Enter "0" in each cell where no funding is anticipated. Do not attempt to delete a Fund Source/Type. Do NOT attempt to add a sixth Fund Type/Source by selecting the orange "+Add Fund Source" button. Both actions will result in an error message. (Sorry, everyone – this comes from ODOT. ☺ IKI)

- **STIF:** This amount should include the funds requested from the STIF to support the transportation Project activity in this STIF Plan application.
- **Federal:** This amount should include any funds expected from any federal sources to fund the transportation Project activity. Examples include Federal Transit Administration (FTA) Sections 5310, 5311 and 5307 grant programs. You do not need to input the specific funding program, only the total amount of federal funding expected. You must specify whether the federal funds have already been awarded or otherwise committed by the local, state, or federal agency responsible for distributing the funds.
- **Other State:** This amount should include any other state funds expected to fund the transportation Project activity, such as from State STF funds.
- **Local:** This amount should include any funds generated or collected by the agency to be applied to the transportation Project activity. Examples include local tax revenues, service agreements with local agencies, and general funds.
- **Other:** This value will include all other fund sources that are budgeted to fund this project,

such as private fund-raising activities to support a capital project.

6.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

Fund Type	2019	2020	2021	Total
Fund Source 1 STIF	\$50,000.00	\$10,000.00	\$10,000.00	\$70,000.00
Fund Source 2 Federal	\$50,000.00	\$10,000.00	\$0.00	\$60,000.00
Fund Source 3 Other State	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source 4 Local	\$50,000.00	\$10,000.00	\$10,000.00	\$70,000.00
Fund Source 5 Other Funds	\$0.00	\$0.00	\$0.00	\$0.00
	\$160,000.00	\$30,000.00	\$20,000.00	\$200,000.00

[+ Add Fund Source](#)

3.1.3 Outcome Measures

Outcome measures are required for each STIF Plan Project. Outcome measures are quantifiable, discrete ways to describe the benefits you expect to achieve after implementing Project over the STIF Plan period.

ODOT has identified a number of required outcome measures for certain capital and operations task categories. Optional outcome measures for other task categories have also been included. Applicants may also specify other outcome measures.

The required and optional outcomes are described below, organized by the associated task category in the STIF Plan. The descriptions include suggested methods, where applicable as examples, and are not required procedures. ODOT will use the estimated outcomes to monitor progress and report program results to the OTC and the legislature.

Operations - Operating

- **Revenue miles:** The distance that project vehicles will travel in revenue service over the STIF Plan period. Example:
 - A new route will cover 10 miles round trip, and operate 10 round trips per day, resulting in 100 miles revenue miles per day.
 - The route will operate Monday through Friday, or 255 weekdays per year, on average; the product is in 25,500 revenue miles per year.

- The total revenue miles for a two-year STIF Plan results is 51,000.
- **Revenue hours:** The time project vehicles will spend operating in revenue service over the STIF Plan period. Example:
 - A new bus route will operate 12 hours per day (7 a.m. to 7 p.m.).
 - 6.1.A new bus route will operate 12 hours per day (7 a.m. to 7 p.m.).
 - The route will operate seven days per week, or 365 days per year, resulting in 4,380 revenue hours annually.
 - The total revenue hours for a two-year STIF Plan results is 8,760
- **Rides:** The number of passengers who board project vehicles in revenue service over the STIF Plan period. Example:
 - A new route is expected to operate 8,760 revenue hours over the two-year STIF Plan period.
 - The public transportation provider's systemwide average ridership is 10 rides per revenue hour (i.e. NTD-reported annual ridership divided by annual revenue hours).
 - Multiply average riders per revenue hour by the total revenue hours, resulting in 87,600 rides over the two-year STIF Plan period.
- **Number of people with access to transit:** The number of people within one-half mile of a project-specific fixed-route transit stop or within a demand response transit service area. This outcome is most simply estimated using Remix, an online transit planning software the Agency provides to all transit providers in Oregon (contact Mark Bernard for more information).
- **Number of Low-Income Households with access to transit:** The number of Low-Income Households within one-half mile of a Project-specific transit stop or within a demand response transit service area. This outcome is most simply estimated using Remix, an online transit planning software the Agency provides to transit providers in Oregon. (contact Mark Bernard for more information).
- **Number of new shared stops with other transit providers:** This outcome should reflect how projects will reduce fragmentation in transit services, as applicable. The outcome will be the number of new project-specific transit stops with two or more transit providers providing general public transit service.

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles *

Revenue Hours *

Rides *

Number of people with access to transit (within ½ mile of transit stop for fixed route) *

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route) *

Number of new shared stops with other transit providers (reducing fragmentation in transit services) *

Operations – Student Transportation

- Number of students in grades 9-12 with free or reduced fare transit pass:
- Number of students in grades 9-12 attending a school served by transit:
- Number of students in grades 9-12 served by demand response:
- Number of rides provided to students in grades 9-12:

Student transportation outcomes will be used to understand how the STIF program is serving high school aged students statewide. If you have a student transportation project, you must select at least one measure from the four provided in the STIF template, based on data availability and project relevance. Data to report may include:

- Reduced fare transit passes sold to schools or directly to riders
- Total enrollment at high schools within one-half mile of project- specific bus stops
- Total enrollment at high schools within a demand response transit service area
- Other data collected to reflect students' public transit access.

Is this project supporting student transportation? *

Yes

Choose at least one

Operations *

Number of students in grades 9-12 with free or reduced fare transit pass

Number of students in grades 9-12 attending a school served by transit

Number of students in grades 9-12 served by demand response

Number of rides provided to students in grades 9-12

Other

Number of students in grades 9-12 served by demand response *

Operations – Communications

- **Number of impressions:** The number of times a person receives intentional communications or marketing developed as part of the project, to reflect the expected communications and marketing program effectiveness.
- **Number of new users due to communications project:** The number of people riding public transit because of a communications, marketing or outreach effort. The data must be generated by survey, either of the communications project audience, or of a rider survey, conducted after the communications campaign.

Operations – Mobility Management

- **Number of individuals that received transit training:** Travel training participants are typically registered in advance and attendance is monitored regularly. To estimate future transit trainings,

assume a typical class training attendance and multiply by the number of trainings likely to occur each year. If creating a new travel training program where none previously existed, consider consulting public transit providers of similar size and service type that have provided transit training in the past.

- **Number of individuals that are served by a coordinated demand response call center:**
This outcome is intended to capture the number of people calling in and using a transit call center. This should include the number of expected unique demand response riders expected to use the services over the next two years. If expanding the call center hours, a transit provider could assume the average number of callers per hour on a given day (or other time period) multiplied by the number of new hours.

Other Outcome Measures

- Select "Other" if you have a performance measure other than the options list. Selecting "Other" will generate two new text boxes. Describe the other outcome measure in the "Other Measure" text box. Specify the Number of Units in the corresponding text box.

Optional Outcome Measures

⊕ Outcome Measure 1

All Project Types

Other Measure:

[This project will result in the completion of a new 10 year Transit Development Plan for the all of Region 5 x

Number of Units

1

3.2 Allocation of STIF Funds by Project

Oregon Revised Statutes require applicants to specify the amount of Formula funds allocated to each of seven areas or criterion. Applicants will identify what percentage of a STIF project budget is allocated to each of the seven criteria by fiscal year. **You do not have to address all seven criteria in every project!**

The total for each criterion in each fiscal year may be a percentage ranging from 0% to 100%. A single Project may have benefits that meet more than one criterion. Using your best professional judgement, you must specify which percentage of the funding meets each of the applicable criterion. The STIF Plan template will auto- calculate the amount of funding allocated to each of the seven criteria based on the percentages you specify.

See below for the section which lists the seven criterion, and the table which displays the percentages for each.

- Enter the % applicable for each criterion, for each of the three fiscal years. If zero, enter "0". The dollar amount will be calculated automatically.

6.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2019 STIF Total
\$0.00

FY 2020 STIF Total
\$0.00

FY 2021 STIF Total
\$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not remove or add additional criteria.

Criterion	FY 2019 *	FY 2020 *	FY 2021 *
1 Criterion 1 <input type="checkbox"/>			
2 Criterion 2 <input type="checkbox"/>			
3 Criterion 3 <input type="checkbox"/>			
4 Criterion 4 <input type="checkbox"/>			
5 Criterion 5 <input type="checkbox"/>			
6 Criterion 6 <input type="checkbox"/>			
7 Criterion 7 <input type="checkbox"/>			
	0.0 %	0.0 %	0.0 %



3.3 Oregon Public Transportation Plan Goals

Applicants are required to identify how each Project is consistent with Oregon Public Transportation Plan (OPTP) goals and policies. The Project Plan template form includes OPTC goals and policies. A drop-down menu of policies will appear for each goal that is selected.

- Identify the extent to which your Project is consistent with the OPTP by selecting at least one of the OPTP goals that apply to your Project. When an OPTP goal is selected, the policies for that particular goal are displayed. Check the boxes for the applicable policies.

6.3 Oregon Public Transportation Plan Goals

Select at least one goal

Select the OPTP goals that apply to your STIF Plan projects. *

- 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 -- 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.
- 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.
- 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.
- 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.

Goal 4 Policies - Select all that apply. *

- Policy 4.1: Engage populations recognized as transportation disadvantaged in public transportation service decision making.
- Policy 4.2: Understand and communicate how disparities, barriers, and needs affect the ability of people to access and use public transportation, especially those who are transportation disadvantaged.
- Policy 4.3: Identify disparities, barriers, and needs that impact people's ability to access and use public transportation.
- Policy 4.4: Address the disparities, barriers, and needs that impact people's ability to access and use public transportation.
- Policy 4.5: Integrate equity criteria into funding decisions.

3.4 Project Summary

This section auto-populates from what you have already entered for your project. Double-check the totals for each year to be sure they are accurate and match your records. It also summarizes the percent of STIF Formula moneys that would be dedicated to student transit services for students in grades 9-12 each year of the STIF.

“Add Project” Button: If you have more than one project you are requesting funds for (for example, one existing project, and one new project, click the “Add Project” button to fill in similar information for a second project. If you don't have a second project, proceed to the “Submitting Your Application” section.

6.4 Project Summary

Project Name

STIF Project Grand Total
\$0.00

Amount in District
\$0.00

Amount out of District
\$0.00

FY 2019 STIF Project Total
\$0.00

FY 2020 STIF Project Total
\$0.00

FY 2021 STIF Project Total
\$0.00

FY 2019 percent of STIF Funds supporting
student transportation

FY 2020 percent of STIF Funds supporting
student transportation

FY 2021 percent of STIF Funds supporting
student transportation

+ Add Project

4. All Projects Total

This section is very similar to the “Project Summary”, but summarizes the total of all the Projects which you have entered, by fiscal year, with a grand total at the top. Double-check this to make sure that it matches you records.

You may ignore the narrative box regarding explaining student transportation expenditures – we are approaching this requirement as an entire County and not Provider by Provider.

“Submit Application”: If you filled in the email correctly (lee.lazaro@corvallisoregon.gov) in the box provided under the **“Qualified Entity Representing Public Transportation Service Provider”** section, when you hit the “Submit Application” button, that email should pop up and you can send the completed application form. If you have questions about this, contact Lee Lazaro or Mark Bernard.