



Statewide Transportation Improvement Fund

Formula Fund Guidance and Application Instructions

FY 2021-23

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Definitions and Acronyms

- **Advisory Committee** means either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in [ORS 184.761\(1\)](#) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).
- **Agency** means Oregon Department of Transportation (“ODOT”).
- **Capital Asset** means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
- **Commission** means the Oregon Transportation Commission (“OTC”) established under ORS 184.612.
- **Discretionary Fund** means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to [ORS 184.758\(1\)\(b\)](#).
- **Governing Body** means the decision-making body or board of a Qualified Entity.
- **Indian Tribe** means a federally-recognized Indian Tribe in Oregon that has members residing on a reservation or in tribal trust lands in Oregon.
- **Intercommunity Discretionary Fund** means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to [ORS 184.758\(1\)\(c\)](#).
- **Intergovernmental Entity** means entities organized under [ORS 190.010](#).
- **Low-Income Household** means a household the total income of which does not exceed 200 percent of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of [42 U.S.C. 9902\(2\)](#) for the 48 Contiguous States and the District of Columbia.
- **Local Plan** means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization. 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.
- **Mass Transit District** means a district organized under [ORS 267.010 to 267.390](#).
- **Project** means a public transportation improvement activity or group of activities eligible for STIF funds and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of Project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
- **Public Corporation** means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
- **Public Transportation Advisory Committee (PTAC)** means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.

- **Public Transportation Service Provider** means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
- **Public Transportation Services** means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.
- **Qualified Entity** means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.
- **Recipient** means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
- **Special District** means a service district organized under [ORS 451.010\(1\)\(h\)](#).
- **STIF Formula Fund** means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to [ORS 184.758\(1\)\(a\)](#).
- **STIF or Statewide Transportation Improvement Fund** means the fund established under [ORS 184.751](#).
- **STIF Plan** means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
- **Sub-recipient** means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
- **Transportation District** means a district organized under [ORS 267.510 to 267.650](#).

PART 1: Formula Funds Overview

Introduction

Section 122 of [House Bill 2017](#)* provides statewide funding for public transportation service from a payroll tax of one-tenth of one percent on wages paid to employees. Proceeds from the payroll tax are deposited into the Statewide Transportation Improvement Fund (STIF). The Oregon Department of Revenue began assessing the tax July 1, 2018. The Oregon Department of Transportation (Agency) will implement the Formula Fund program with 90 percent of these revenues distributed by formula to Qualified Entities.

Formula Fund requirements are specified in Oregon Administration Rules (OARs) Chapter 732, Divisions [40](#) and [42](#). This document outlines the STIF Formula Fund application process, provides guidance for complying with the rules, and provides instructions for completing and submitting the STIF Plan. The STIF Plan serves as the application for STIF Formula funding.

Program Purpose and Eligible Projects

The STIF Formula Fund is intended to expand and improve public transportation services for current and future transit users. STIF funds are appropriated to finance investments in public transportation services, and priority will be given to plans that improve or expand services. STIF 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 Oregon;
- Maintenance or continuation of systems and services in certain circumstances; and
- Planning for and development of a Local Plan or future STIF Plan to improve public transportation service.

In the first funding cycle, the majority of STIF funds were directed toward improving or expanding service. However, as services continue to improve and expand, ongoing costs associated with operation and maintenance of expansion will increase, and those services will need to be maintained. [OAR 732-040-0010\(2\)\(b\)](#), which specifies that STIF funds may be used to maintain or continue systems and services, is directed to future scenarios where a Qualified Entity has expanded service by using STIF funds and now needs to maintain that expansion. This section may also govern instances where one-time funds are no longer available (e.g., federal one-time discretionary funds or federal ARRA funds).

During the 2020 Special Legislative Session, the Oregon Legislature passed [Senate Bill 1601](#) which made various amendments to the statutes controlling the STIF programs. One such amendment to [ORS 184.751\(1\)](#) allows STIF Formula funds to be used to preserve existing transportation services as of July 7, 2020. Previously, STIF Formula funds could only be used to expand or improve public transportation services. This amendment to allow preservation of service is intended to help address the negative fiscal impacts of the COVID-19 pandemic on transit providers.

*House Bill 2017, also known as Keep Oregon Moving, was signed into law following the 2017 legislative session.

STIF funds are not intended to supplant local funding sources to maintain existing services. The legislative intent of STIF funding is to prioritize improvement or expansion of service. If a proposed STIF Plan Project was previously funded by local dollars that are now being reallocated for non-transit purposes, this may result in denial of the funding request since it could be considered supplanting. If you have a question about a situation that might be considered supplanting, please discuss this with your regional transit coordinator before submitting your next STIF Plan.

Qualified Entities are also permitted to carry funds forward, whether planned or unplanned. A Qualified Entity may wish to carry funds forward:

- to maintain an operating reserve for STIF Projects;
- to save for a large or multi-phased capital Project; or
- if revenues received exceeded actual expenditures.

Client-only transportation services are generally not eligible to receive STIF funding if the proposed use of the money is to pay for services that are not open to the general public. Client-only transportation providers are both governmental and private agencies who offer transportation services to limited groups of individuals. Examples include a mental health department of a county that provides a limited transportation service to mental health clients, and a city agency operating a senior center with transportation services for seniors in the community. Non-profit organizations and private businesses may also have client-only services. One example of this might be a social service agency offering transportation services to their clients only. In all examples, the transportation services are not open to the general public.

Client-only agencies participating in a planned and coordinated community transportation program could be eligible for STIF. The coordinated transportation system, when viewed in the big picture, would be open to the general public and marketed to the public as public transportation. The level of coordination and participation of client-only providers, and the amount of STIF funds individual agencies qualify for, would be associated with their levels of participation in the coordinated public transportation system.

Environmental Compliance

Recipients are responsible for:

- complying with all applicable local, state, and federal environmental rules and regulations;
- coordinating with relevant agencies; and
- managing any environmental review procedures required to fulfill the Project scope of work and deliverables.

Proposals contemplating real property improvements should provide a description of the property in question, including size, adjacent roads, access, existing and proposed buildings (including historic preservation status), and any relevant natural features and hazards, such as FEMA mapped flood zones, tsunami inundation zones, geologic hazard areas, and nearby water features. The written description should be accompanied by a legible site map depicting narrated features.

Federal Transit Administration (FTA)-funded Projects must comply with the National Environmental Policy Act (NEPA) and the rules adopted by the FTA to comply with NEPA. FTA regulations require different levels

of analysis and documentation based on Project type and environmental impact. It is the Recipient's responsibility, in coordination with the Agency, to determine and complete the correct level of environmental review. To fulfill this requirement, a federal environmental worksheet, located at this link: [Link](#) (including site map/s showing placement of each item) must be submitted to Agency and, where any federal funding will be used to support the Project, be approved by the FTA prior to payment for any ground-disturbing activities.

Where Projects involving possible environmental impact are funded solely with state and/or local funds, a state environmental worksheet, located at this link: [Link](#) (including site maps showing placement of each item) must be submitted to and approved by Agency prior to payment for any ground-disturbing activities.

Funding Availability

The Agency has updated the Formula Fund allocation estimate which forecasts the funding that is likely to be available to Qualified Entities each fiscal year of the funding period. There is little historic data to drive the calculation; as more data are collected, the forecast will become more accurate. The Agency will only distribute the revenue it receives, which may be more or less than this estimate, up to the Qualified Entity's approved STIF Plan funding limit. If STIF revenues exceed STIF Plan approved funding, the Agency will not disburse those funds until a new STIF Plan is approved. Forecasts for the STIF allocation incorporate the previous year's payroll tax shares. The 2021-23 allocation will use 2019 payroll shares data and the October 2020 STIF forecast, found on the STIF webpage linked here: <https://www.oregon.gov/odot/RPTD/Pages/STIF.aspx>

Ninety percent of the revenue from this tax is distributed by formula to Qualified Entities, who are required to coordinate with Public Transportation Service Providers in their area of responsibility to develop a sub-allocation method and estimates as a starting point for local decision-making. This planning level forecast provides a revenue estimate to assist Qualified Entities in developing STIF Plans.

Estimate Assumptions

Distributions occur quarterly, contingent on Commission approval of the Qualified Entities' STIF Plans. This estimate will be updated annually with the state revenue forecast.

In the submitted 2021-23 Agency Requested Budget, the Public Transportation Division proposed a continued transfer of STIF revenues to the Special Transportation Fund (STF) in 2021-23 to maintain STF funding consistent with 2019-21 levels. The current estimated need for a 2021-23 transfer from STIF to STF is approximately \$4.4M, of which \$4M is from STIF Formula. Qualified Entities should be aware that this proposed transfer is not final until it is approved during the legislative budget process in the 2021 legislative session. The assumed transfer is included in the STIF revenue projection for **planning** purposes.

Estimate Calculation Method

- Gross revenue is multiplied by projected tax payer compliance rate of 97%.
- Department of Revenue collection and administration costs are deducted from the gross revenue.
- The result is multiplied by 90% to determine the projected Formula Fund net total.

(Note: The remaining 10% is dedicated to the Discretionary Fund (5%), Intercommunity Discretionary Fund (4%), and the Technical Resource Center (1%) which also funds the Agency's administration of the STIF Program.)

- Qualified Entity payroll shares are calculated using the most current annual payroll data from the Oregon Employment Department, with adjustments to ensure each Qualified Entity receives the minimum annual allocation of \$100,000.
- The projected Formula Fund net total is multiplied by the Qualified Entity payroll shares, resulting in Qualified Entity revenue estimates.

Estimated Revenue Available for Distribution to Each Qualified Entity by Fiscal Year

Qualified Entity (QE)	December 2019 Forecast			Change			October 2020 Forecast				
	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Baker County	\$ 84,000	\$ 162,000	\$ 192,000	\$ 4,257	\$ 3,860	\$ (921)	\$ 88,257	\$ 165,860	\$ 191,079	\$ 185,326	\$ 195,297
Basin Transit Service District Total	\$ 377,000	\$ 725,000	\$ 859,000	\$ 22,349	\$ 23,143	\$ (15,553)	\$ 399,349	\$ 748,143	\$ 843,447	\$ 814,484	\$ 858,304
In district	\$ 312,000	\$ 600,000	\$ 711,000	\$ 18,520	\$ 19,199	\$ (14,711)	\$ 330,520	\$ 619,199	\$ 696,289	\$ 672,379	\$ 708,553
Out of district	\$ 65,000	\$ 125,000	\$ 148,000	\$ 3,829	\$ 3,944	\$ (842)	\$ 68,829	\$ 128,944	\$ 147,158	\$ 142,105	\$ 149,750
Benton County	\$ 842,000	\$ 1,625,000	\$ 1,920,000	\$ 27,281	\$ 15,339	\$ (37,274)	\$ 869,281	\$ 1,640,339	\$ 1,882,726	\$ 1,817,213	\$ 1,914,980
Burns Paiute Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Columbia County	\$ 193,000	\$ 373,000	\$ 440,000	\$ 2,894	\$ (1,608)	\$ (10,524)	\$ 195,894	\$ 371,392	\$ 429,476	\$ 413,870	\$ 436,136
Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Grand Ronde Community of Oregon	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Siletz Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of the Umatilla Indian Reservation	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Confederated Tribes of Warm Springs	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Coos County Area Transportation District	\$ 381,000	\$ 735,000	\$ 868,000	\$ 8,800	\$ 2,251	\$ (3,306)	\$ 389,800	\$ 737,251	\$ 864,694	\$ 838,925	\$ 884,060
Coquille Indian Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Cow Creek Band of Umpqua Tribe of Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Crook County	\$ 114,000	\$ 223,000	\$ 261,000	\$ (6,311)	\$ (14,367)	\$ 43	\$ 107,689	\$ 208,633	\$ 261,043	\$ 253,628	\$ 267,273
Curry County	\$ 99,000	\$ 190,000	\$ 225,000	\$ 1,266	\$ (62)	\$ (1,974)	\$ 100,266	\$ 189,938	\$ 223,026	\$ 216,169	\$ 227,799
Deschutes County	\$ 1,581,000	\$ 3,049,000	\$ 3,604,000	\$ 54,655	\$ 35,320	\$ 61,289	\$ 1,635,655	\$ 3,084,320	\$ 3,665,289	\$ 3,580,322	\$ 3,772,946
Gilliam County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Grant County Transportation District	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Harney County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Hood River County Transportation District	\$ 238,000	\$ 461,000	\$ 544,000	\$ 1,175	\$ (6,108)	\$ (10,524)	\$ 239,175	\$ 454,892	\$ 533,476	\$ 515,096	\$ 542,809
Jefferson County	\$ 115,000	\$ 222,000	\$ 262,000	\$ 14	\$ (3,088)	\$ (4,275)	\$ 115,014	\$ 218,912	\$ 257,725	\$ 249,007	\$ 262,403
Josephine County	\$ 428,000	\$ 827,000	\$ 977,000	\$ 13,075	\$ 5,794	\$ 16,937	\$ 441,075	\$ 832,794	\$ 993,937	\$ 971,181	\$ 1,023,431
Klamath Tribes	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Lake County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Lane Transit District Total	\$ 2,862,000	\$ 5,517,000	\$ 6,527,000	\$ 128,113	\$ 106,906	\$ (80,981)	\$ 2,990,113	\$ 5,623,906	\$ 6,446,019	\$ 6,236,892	\$ 6,572,442
In district	\$ 2,712,000	\$ 5,228,000	\$ 6,186,000	\$ 121,536	\$ 101,410	\$ (88,725)	\$ 2,833,536	\$ 5,329,410	\$ 6,097,275	\$ 5,899,462	\$ 6,216,859
Out of district	\$ 150,000	\$ 289,000	\$ 342,000	\$ 6,577	\$ 5,496	\$ 6,744	\$ 156,577	\$ 294,496	\$ 348,744	\$ 337,430	\$ 355,584
Lincoln County	\$ 297,000	\$ 574,000	\$ 677,000	\$ 6,487	\$ 277	\$ (7,536)	\$ 303,487	\$ 574,277	\$ 669,464	\$ 647,947	\$ 682,807
Linn County	\$ 860,000	\$ 1,664,000	\$ 1,960,000	\$ (2,756)	\$ (30,744)	\$ (7,814)	\$ 857,244	\$ 1,633,256	\$ 1,952,186	\$ 1,894,040	\$ 1,995,941
Malheur County	\$ 192,000	\$ 369,000	\$ 438,000	\$ 14,854	\$ 16,794	\$ 1,558	\$ 206,854	\$ 385,794	\$ 439,558	\$ 427,653	\$ 450,661
Morrow County	\$ 131,000	\$ 253,000	\$ 298,000	\$ 2,158	\$ (824)	\$ (15,313)	\$ 133,158	\$ 252,176	\$ 282,687	\$ 269,786	\$ 284,300
Rogue Valley Transportation District Total	\$ 1,581,000	\$ 3,047,000	\$ 3,604,000	\$ 66,613	\$ 53,688	\$ 23,179	\$ 1,647,613	\$ 3,100,688	\$ 3,627,179	\$ 3,531,217	\$ 3,721,200
In district	\$ 1,442,000	\$ 2,780,000	\$ 3,288,000	\$ 61,029	\$ 48,591	\$ 13,746	\$ 1,503,029	\$ 2,828,591	\$ 3,301,746	\$ 3,214,394	\$ 3,387,331
Out of district	\$ 139,000	\$ 267,000	\$ 316,000	\$ 5,584	\$ 5,097	\$ 9,433	\$ 144,584	\$ 272,097	\$ 325,433	\$ 316,823	\$ 333,869
Salem Area Mass Transit District Total	\$ 3,351,000	\$ 6,447,000	\$ 7,643,000	\$ 221,003	\$ 234,920	\$ (4,048)	\$ 3,572,003	\$ 6,681,920	\$ 7,638,952	\$ 7,510,636	\$ 7,914,715
In district	\$ 2,338,000	\$ 4,498,000	\$ 5,333,000	\$ 209,021	\$ 266,550	\$ 54,513	\$ 2,547,021	\$ 4,764,550	\$ 5,387,513	\$ 5,248,949	\$ 5,531,347
Out of district Marion County	\$ 763,000	\$ 1,467,000	\$ 1,739,000	\$ 7,925	\$ (24,879)	\$ (37,589)	\$ 770,925	\$ 1,442,121	\$ 1,701,411	\$ 1,711,471	\$ 1,803,549
Out of district Polk County	\$ 250,000	\$ 482,000	\$ 571,000	\$ 4,057	\$ (6,751)	\$ (20,972)	\$ 254,057	\$ 475,249	\$ 550,028	\$ 550,217	\$ 579,819
Sherman County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sunset Empire Transportation District	\$ 297,000	\$ 573,000	\$ 677,000	\$ 10,272	\$ 6,429	\$ (701)	\$ 307,272	\$ 579,429	\$ 676,299	\$ 656,787	\$ 692,122
Tillamook County Transportation District	\$ 157,000	\$ 303,000	\$ 359,000	\$ 7,842	\$ 6,837	\$ 2,728	\$ 164,842	\$ 309,837	\$ 361,728	\$ 352,308	\$ 371,262
Tri County Metropolitan Transportation District Total	\$ 25,067,000	\$ 48,392,000	\$ 57,164,000	\$ 701,419	\$ 288,148	\$ (950,843)	\$ 25,768,419	\$ 48,680,148	\$ 56,213,157	\$ 54,348,454	\$ 57,272,446
In district	\$ 23,969,000	\$ 46,272,000	\$ 54,660,000	\$ 665,492	\$ 266,002	\$ (940,059)	\$ 24,634,492	\$ 46,538,002	\$ 53,719,941	\$ 51,912,652	\$ 54,705,596
Out of district Clackamas County	\$ 842,000	\$ 1,625,000	\$ 1,919,000	\$ 33,980	\$ 29,849	\$ (14,571)	\$ 875,980	\$ 1,654,849	\$ 1,904,429	\$ 1,854,038	\$ 1,953,787
Out of district Multnomah County	\$ 25,000	\$ 48,000	\$ 57,000	\$ (1,018)	\$ (2,695)	\$ (2,533)	\$ 23,982	\$ 45,305	\$ 54,467	\$ 53,737	\$ 56,628
Out of district Washington County	\$ 231,000	\$ 446,000	\$ 527,000	\$ 2,965	\$ (4,008)	\$ 7,320	\$ 233,965	\$ 441,992	\$ 534,320	\$ 528,027	\$ 556,435
Umatilla County	\$ 515,000	\$ 993,000	\$ 1,174,000	\$ 20,094	\$ 14,761	\$ (20,468)	\$ 535,094	\$ 1,007,761	\$ 1,153,532	\$ 1,114,300	\$ 1,174,250
Umpqua Public Transportation District	\$ 670,000	\$ 1,295,000	\$ 1,529,000	\$ 17,837	\$ 5,156	\$ (43,125)	\$ 687,837	\$ 1,300,156	\$ 1,485,875	\$ 1,429,950	\$ 1,506,883
Union County	\$ 168,000	\$ 325,000	\$ 383,000	\$ 4,131	\$ 542	\$ (13,705)	\$ 172,131	\$ 325,542	\$ 369,295	\$ 354,326	\$ 373,389
Wallowa County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Wasco County	\$ 192,000	\$ 369,000	\$ 439,000	\$ 17,267	\$ 20,301	\$ (6,712)	\$ 209,267	\$ 389,301	\$ 432,288	\$ 418,014	\$ 440,504
Wheeler County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Yamhill County	\$ 642,000	\$ 1,240,000	\$ 1,463,000	\$ 10,535	\$ (3,570)	\$ 307	\$ 652,535	\$ 1,236,430	\$ 1,463,307	\$ 1,421,679	\$ 1,498,167
Totals Statewide	\$42,234,000	\$81,553,000	\$96,087,000	\$1,355,324	\$780,095	\$ (1,129,555)	\$43,589,324	\$82,333,095	\$94,957,445	\$92,069,208	\$96,936,528

Eligible Applicants

Only a Qualified Entity may submit a STIF Plan. A Public Transportation Service Provider or any non-profit, private for-profit, or public entity is eligible to receive STIF Formula funds by performing work for a Qualified Entity or a Public Transportation Service Provider which supports a Project in the Qualified Entity's STIF Plan. Two or more Qualified Entities may jointly manage the STIF funds disbursed to them. See [OAR 732-040-0040](#) for additional details pertaining to joint management of funds.

A Qualified Entity may wish to consult their regional transit coordinator on the options for establishing Sub-recipient or contractor relationships for Projects identified in the STIF Plan.

A map of Oregon Qualified Entities can be found at this link: [Link](#). (This document can also be found in the STIF Rulemaking Document Library on the STIF webpage.)

Reporting Interest

Accrued Interest

Accrued interest must be reported annually. The preferred method for reporting the amount of STIF interest accrued is to include the information as part of the Recipient's annual financial audit using the STIF Agreed-Upon Audit Procedures document which can be found here: [Link](#).

Audits should be submitted to ODOTPTDreporting@odot.state.or.us no later than 30 days after the receipt of the auditor's final report(s).

Expended Interest

Interest from STIF Formula funds can be spent in the same STIF Plan cycle that it is earned, or it may be carried forward to a future STIF Plan. STIF interest, like disbursements, can be spent only on approved STIF Plan Projects. Reporting the spending of STIF interest is accomplished through the STIF Plan Report (SPR) in the Oregon Public Transit Information System (OPTIS). The narrative section at the project level is the appropriate place to note where STIF interest was used, as this can explain potential budget overages to the Project. The overall STIF Plan budget may not be exceeded.

Application Process

The STIF Plan is the mechanism for accessing STIF funds. A Qualified Entity will submit a STIF Plan to the Agency using a STIF Plan application provided by the Agency. The Agency will review the submittal for completeness and facilitate a review of the STIF Plan by the PTAC and the Commission.

Under the Formula Fund program, STIF Plans may be submitted only with the approval of the Qualified Entity's Governing Body. STIF Plans must be signed by a person with the authority to enter into legally binding agreements on behalf of the Qualified Entity. A charter or resolution typically specifies who has authority to enter into legally binding agreements.

Upon Commission approval, the submitted STIF Plan will function in lieu of a grant agreement between the Qualified Entity and the Agency. Therefore, by submitting the STIF Plan, the Qualified Entity is committing to adhere to the applicable OARs and deliver the Projects specified in the STIF Plan. Qualified Entities are encouraged to provide the STIF Plan to their legal counsel for review prior to submittal to the Agency. Qualified Entities are also encouraged to work with their Agency regional transit coordinator as they develop their STIF Plan in order to identify and address potential issues early in the development process. Qualified Entities may wish to schedule a pre-application review meeting with their regional transit coordinator in advance of the STIF Plan submittal deadline.

Application Deadline

Formula Fund submittals for the 2021-23 biennium must be received by the Agency **no later than 5:00 p.m. on February 1, 2021**. Flexibility for resolving or submitting outstanding information will be handled on a case-by-case basis.

Major Steps in STIF Plan Development and Approval

Commission approval of a STIF Plan is required in order to receive STIF Formula funding. The major steps in developing a STIF Plan and receiving Commission approval are outlined in the schedule below:

1. The Agency provides Formula Fund allocation estimates to Qualified Entities. Qualified Entities work with local Public Transportation Service Providers to develop a local sub-allocation method to be used as a starting point for Project decision-making (September-November 2020).
2. Qualified Entities affirm that the referenced Local Plan is current and meets STIF Local Plan requirements (October 2020).
3. Qualified Entities form STIF Advisory Committees (October-November 2020).
4. Public Transportation Service Providers request STIF Formula Funds through their Qualified Entities (October 2020-January 2021).
5. STIF Advisory Committees review and recommend a prioritized list of Projects for funding, which is documented in a STIF Plan (January 2021).
6. Governing Bodies of Qualified Entities adopt STIF Plans and submit them to the Agency (January-February 2021).
7. The Agency reviews STIF Plans for completeness and provides them to the PTAC (February-April 2021).
8. The PTAC reviews and makes recommendation to the Commission on whether to approve the plans (April 2021).
9. The Commission reviews and decides whether to approve or reject proposed STIF Plans (May 2021).
10. The Agency notifies Qualified Entities of Commission Plan decisions (May-June 2021).

The timeframe for these steps is an approximation and may vary depending on local processes. The PTAC, when making its recommendation, and the Commission when making its decision on a STIF Plan, shall consider the extent to which the STIF Plan meets the requirements described in rule. Failure to comply with the STIF Plan requirements set forth in statute and OAR 732, Divisions 40 and 42 could result in rejection of a STIF Plan.

The Commission shall consider the PTAC's recommendation and determine whether to approve or reject the STIF Plan. If the Commission rejects a proposed STIF Plan, the Commission shall document the reasons for the rejection and the Agency shall provide the reasons to the Qualified Entity in writing.

Per [OAR 732-042-0025](#), possible reasons for Commission rejection include, but are not limited to:

- The Qualified Entity did not establish a STIF Advisory Committee or established a committee inconsistent with membership requirements in rule;
- The Qualified Entity failed to confer with its STIF Advisory Committee;
- The STIF Plan is incomplete or does not adequately explain how the Qualified Entity will accomplish the goals of the Projects in the STIF Plan, including Recipient accountability methods, Sub-recipient accountability methods, or remediation strategies, if applicable;
- The STIF Plan does not contain the sections and elements listed in rule; or
- The Qualified Entity failed to expend STIF Formula funds in a manner that substantially complies with a previously approved STIF Plan.

Project Selection Process and Schedule

Each Qualified Entity should define the solicitation process for its area of responsibility. The law does not define a local distribution procedure for STIF funds; however, this process should reflect the local conditions. For example, a small county with a single provider may not require a formal application and review process, whereas a larger county with many demands on the funds will need an appropriate method to assist in making decisions.

Examples of local procedures might include:

- A grant application process with application and eligibility criteria that are used to make decisions.
- A process of negotiation with the providers of service and the STIF Advisory Committee about the best use of the funds.
- A request for proposal for service delivery.
- A directive from the STIF Agency.

To be eligible for STIF funding, a Sub-recipient must:

- Be eligible to enter into agreements;
- Have the legal, managerial, and operational capacity to do the work to be paid for by the STIF;
- Not be debarred or suspended from federal grants;
- Maintain compliance with federal, state, and local laws and regulations including, but not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
- Comply with the laws or rules of the STIF Program;
- Properly use and account for the STIF funds received; and
- Operate the project or service in a safe, prudent, and timely manner.

The STIF Agency may require additional eligibility qualifications from a Sub-recipient.

STIF Solicitation and the Oregon Public Transportation Plan

The Oregon Public Transportation Plan (OPTP) was adopted by the Commission in September 2018 and provides overarching policy guidance for public transportation in Oregon. The OPTP contains ten state public

transportation goals which are detailed in chapter three of the OPTP found at this link: [Link](#). Qualified Entities are required to identify how each STIF Plan Project is consistent with OPTP goals and policies, and are encouraged to review and consider these goals prior to selecting Projects that will be included in their STIF Plan:

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.

Additionally, a resource for using the OPTP in local planning efforts will be available on the PTD [Technical Resource Center website](#) by December 2020. The guide is a resource which explains the OPTP policies and strategies and includes examples and experiences from providers across the state that are successfully implementing policies reflected in the OPTP.

Advisory Committee Requirements

The Qualified Entity's Advisory Committee is a very important part of the STIF Plan development process and helps to ensure transparency and accountability at the local level. Qualified Entities should thoroughly review OARs [732-040-0030](#), [732-040-0035](#), and [732-040-0040](#) to ensure that all the Advisory Committee requirements are met. Key Advisory Committee requirements are discussed below.

Advisory Committee Composition

The Qualified Entity should appoint an Advisory Committee at the beginning of the STIF Plan development process. A Qualified Entity may use an existing advisory committee, combine committees, or join with another Qualified Entity to appoint a joint Advisory Committee as long the committee meets the STIF Advisory Committee requirements established in rule. See [OAR 732-040-0030](#) for details.

The Qualified Entity is required to appoint an Advisory Committee comprised of members who are knowledgeable about the public transportation needs of residents or employees located within or traveling to/from the Transportation District, Mass Transit District, or county. Members must represent diverse interests, perspectives, geography, and the population demographics of the area. Advisory Committee composition requirements vary depending on the type of Qualified Entity. See [OAR 732-040-0035](#) for details.

Advisory Committee Bylaws

The Qualified Entity shall ensure that the Advisory Committee is guided by written bylaws that include:

- The Advisory Committee's name and purpose;
- The number of Advisory Committee members;
- Advisory Committee membership criteria;
- The appointment process for members;
- The terms of office for members;
- The Advisory Committee's meeting schedule;

- Advisory Committee procedures and member duties, including procedures to provide public notice of meetings to foster public engagement and to comply with Oregon public meeting and public records laws;
- The Advisory Committee's process to review Public Transportation Service Provider proposals and the decision-making criteria;
- A definition of "high percentage of Low-Income Households" for the Advisory Committee's use in evaluating proposed Projects.

Advisory Committee Project Review

Advisory Committees shall approve or reject Projects proposed by Public Transportation Service Providers (including Qualified Entities) and recommend prioritization. Project proposals must include the contents described in [OAR 732-042-0015\(3\)](#).

The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

- Whether the Project would:
 - increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 - expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 - result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 - increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
 - expand student transit services for students in grades 9 through 12.
- Whether the Project would maintain an existing, productive service;
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- Other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity).

A Governing Body may:

- Accept the Advisory Committee's recommendation to approve or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects;
- Return it to the Advisory Committee for modifications; or
- Modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the Governing Body modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and give an explanation for such changes.

The Advisory Committee may also propose changes to the policies or practices of the Qualified Entity's Governing Body if necessary to ensure that a Public Transportation Service Provider receiving STIF funds has applied those funds in accordance with and for the purposes described in the Project proposal.

Additionally, a Project proposal submitted by a Public Transportation Service Provider must not fragment the provision of public transportation services.

Qualified Entity Compliance

Under [OAR 732-040-0015](#), all STIF Recipients are subject to periodic on-site compliance reviews by the Agency. Under OAR 732-040-0015(3) the Qualified Entity must have policies and procedures in place to address STIF Plan implementation such as program management; financial management; operations management; procurement, use, and maintenance of equipment; records retention; compliance with state and federal civil rights laws; and compliance with the Americans with Disabilities Act.

The Qualified Entity must be prepared to produce a description of the methods, policies, and procedures the Qualified Entity will use to ensure it will comply with these rules.

Qualified Entity Monitoring of Sub-Recipients

Under OAR 732-042-0015(2)(G)(g), the Qualified Entity is responsible for monitoring the performance and compliance of its Sub-recipients and contractors. More specifically, the Qualified Entity must be able to describe how it will “oversee its Sub-recipients, address deficiencies in Sub-recipient performance, and ensure that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, Capital Asset requirements and reporting requirements”. This OAR gives the Qualified Entity the option and authority to require its Sub-recipients to include a review of STIF funds as part of the Sub-recipient’s annual financial audit. The Qualified Entity may identify other methods for ensuring its Sub-recipients are adequately managing their STIF funds, consistent with the OARs.

Sub-recipient monitoring should be an ongoing process. The frequency and manner in which the Sub-recipient’s performance is monitored should be clearly stated and directly related to the terms of the agreement. Monitoring should be tailored based on use of funds. For example, monitoring funds used for vehicle purchases should include an evaluation of the Sub-recipient’s vehicle maintenance plan and their performance to that plan. Monitoring funds used to provide service should include a requirement for periodic performance reporting such as on-time performance and customer satisfaction.

Both fiscal and programmatic monitoring are performed concurrently. The following are some general guidelines for monitoring Sub-recipient performance.

Fiscal monitoring is an examination of the Sub-recipient’s and/or contractor’s financial statements, records, and procedures. Fiscal monitoring includes, but is not limited to:

- Reviewing bills, invoices, or other fiscal documentation;
- Comparing budgets and/or budget limits to actual costs;
- Obtaining reasonable documentation that services charged to the STIF were actually delivered according to the contract or agreement; and
- Comparing invoices with supporting documentation to determine that costs were allowable, necessary, and/or allocable, according to the policies of the STIF Agency (or federal program if the STIF is being used as match to a federal grant).

Programmatic monitoring compares actual service delivery with the description of performance objectives and measures as identified in the contract or agreement. Program monitoring may include any or all of the following:

- Reviewing the service provisions of the contract or agreement to determine what the Sub-recipient or contractor is to provide and the desired quality;
- Reviewing Sub-recipient or contractor reports and other materials to determine if services are being provided;
- Interviewing direct delivery staff and others to determine if services are being performed according to the contract or agreement; and
- Conducting on-site reviews, when appropriate, to check the nature and quality of the services being provided.

Written documentation pertaining to Sub-recipient performance, such as progress reports, site visit reports, payment and expenditure data, memoranda of verbal discussions, and written correspondence, should be maintained and reviewed to ensure satisfactory progress. These documents are part of the official fiscal record and must be retained for six years following the final payment. Documentation pertaining to Sub-recipient performance will be reviewed as part of the Recipient's periodic on-site compliance review.

The Agency has amended compliance policies and procedures to provide more specific STIF guidance that incorporates the requirements referenced in STIF OARs. The updated document can be found at this link: [Link](#).

STIF Plan Contents

A Qualified Entity shall adopt a written STIF Plan to establish a list of Projects for public transportation located within the Qualified Entity's area of responsibility. STIF Plan requirements are listed in [OAR 732-042-0015](#). A few key elements are highlighted below.

Funding Periods

A STIF Plan must cover at least a biennium, but it may include up to two biennia subject to Commission approval. A new STIF Plan can be submitted in the next biennium that takes into account lessons learned from the first biennium. The STIF Plan period is the effective date specified in a Commission-approved STIF Plan through the end of the Qualified Entity's plan period.

A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility. This may be addressed by reviewing and summarizing the contents of a recent existing conditions analysis from a Local Plan, such as a regional transportation plan, transit development plan, transit master plan, or transportation system plan.

Sub-Allocation Method

Qualified Entities shall work collaboratively with Public Transportation Service Providers and other potential Sub-recipients, as relevant, to develop a method for sub-allocating STIF Formula Funds to Public Transportation Service Providers. Failure of a Qualified Entity to develop a sub-allocation method in collaboration with Public Transportation Service Providers and other potential Sub-recipients may result in the rejection of a STIF Plan.

To the extent possible, using the best available data, the sub-allocation method used by Qualified Entities must be proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider. For a list of potential data sources to help fulfill this requirement, refer to Appendix A.

The Qualified Entity's sub-allocation estimate shall be a starting point for the Qualified Entity's STIF Plan and funding prioritization process. The sub-allocation is not an entitlement to the Public Transportation Service Providers, and decision criteria may affect the prioritization of Projects for award.

Because Qualified Entities that are Mass Transit Districts or public transportation districts are responsible for distributing Formula Funds outside of their district boundaries (but within the remainder of the county or counties), the Agency's Qualified Entity allocation estimate includes in-district and out-of-district revenue estimates by county. For Qualified Entities that are the only Public Transportation Service Provider within their area of responsibility—and when no other potential Public Transportation Service Provider has expressed interest in applying for STIF Formula funding—the Qualified Entity may describe these conditions and state that there are no options nor reasons to sub-allocate funding in section 4.2 (Sub-Allocation Method) of the STIF Plan.

Summary of Planned Expenditures

Each STIF Plan for the 2021-23 biennium may contain projects that maintain existing services, maintain 2019-21 STIF projects, or create new projects altogether. The STIF Plan must describe the anticipated

benefits and discrete measurable outcomes associated with each Project with specific reference to whether the Project:

1. Increases the frequency of bus service schedules in communities with a high percentage of Low-Income Households.
 - **Example:** Add more service hours to a route or expand service to the weekend.
2. Expands bus routes and bus services to reach communities with a high percentage of Low-Income Households.
 - **Example:** Buy an additional bus and fund operations to serve a new area or extend a route to a community with a high percentage of Low-Income Households.
3. Implements programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
 - **Example:** Develop a low-income fare program by partnering with other agencies already screening applicants for federal funds that use the same low-income definition.
4. Procures buses that are powered by natural gas, electricity, or other low- or no-emission propulsion for use in areas with populations of 200,000 or more.
 - Note:** While statute specifies reporting on the procurement of buses powered by natural gas or electricity for use in areas with populations of 200,000 or more, the Agency encourages Public Transportation Service Providers of all types and sizes to explore opportunities for conversion or expansion of their fleet to natural gas, electricity, or other low- or no-emission methods.
5. Improves the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area.
 - **Example:** Consider origins and destinations both within and outside of a provider's service area and coordinate in determining cost-effective options for meeting service needs. Providers should consider expanding existing multi-jurisdictional partnerships or forming new ones. Refer to Chapter 8, page 53, of the Oregon Department of Transportation Transit Development Plan Guidebook for a list of potential improvements to address specific transit needs. The Guidebook is located at the top of the "I Want To" section at: <http://www.oregon.gov/ODOT/RPTD/Pages/Tools.aspx>.
6. Fosters coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
 - **Example:** Improve coordination and reduce fragmentation of service by providing a universal fare pass to make transferring between services more seamless for users. Improved spatial connectivity between agencies, better timing of transfers to reduce the wait time for bus riders, and regional governance of Public Transportation Service Providers are other options for improving service coordination.
7. Provides student transit services for students in grades 9 through 12.
 - **Example:** Create a student bus pass program in communities with fixed route transit services. Other options could include:
 - Adjust service schedules to better align the bus schedule to allow for improved access to before and after school activities;
 - Expand eligibility for demand response service to include students in grades 9 through 12 in rural communities;
 - For Qualified Entities with limited funds, convene meetings with schools and students to identify opportunities for better public transportation for students;
 - Reduce fares for students;
 - Provide mobility training for students to reduce barriers to using existing services;
 - Start an after-school shuttle service.

Identifying Public Transportation Benefits to Communities with a High Percentage of Low-Income Households

Under OAR 732-040-0005(17), the phrase “Low-Income Household” means a household the total income of which does not exceed 200 percent of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services. A Qualified Entity is responsible for determining what is considered a “high percentage” of Low-Income Households and must include that determination in the Advisory Committee bylaws so that members can consider these criteria in decision making.

For assistance in defining communities with a high percentage of Low-Income Households and determining whether a Project is serving these communities, see Appendix A for potential data sources or consult STIF-specific guidance found at this link: [Link](#).

Below are examples of how an agency might address the need to define a high percentage of Low-Income Households. Each Qualified Entity must describe and justify its method in its STIF Plan.

Example 1 – To determine if an area served by a Project has a high percentage of Low-Income Households:

1. Identify what level of analysis the Qualified Entity will use to evaluate Projects in the STIF Plan. The Qualified Entity may use units defined by the U.S. Census Bureau including county, metropolitan statistical area, place, city, tract, block group, or block.
2. Identify the number and/or percentage of households considered low-income at the selected analysis level.
3. Select a value above which an area at the selected analysis level is considered to have a high percentage of Low-Income Households. This is the high percentage threshold. The Agency recommends that Qualified Entities define areas as having a high percentage of Low-Income Households if the percentage of Low-Income Households in a given area is above Oregon’s average number of Low-Income Households statewide in the same year.
4. Identify areas at the selected analysis level in which the number of Low-Income Households exceeds the high percentage threshold. These are high percentage of Low-Income Household areas.
5. Identify the area(s) served by the STIF Project, using whole or in part the analysis level units selected in step 2.
6. If a Project impacts communities with a high percentage of Low-Income Households, as defined by the Qualified Entity, then the Project could meet one or more of the criteria.

Example 2 – To determine if a high percentage of people actually served by the Project are members of Low-Income Households:

1. Determine if the portion of users/passengers of the Project from Low-Income Households can be estimated/counted by survey or direct data collection.
2. If yes, select a value for the percentage of passengers from Low-Income Households to be considered a “high” percentage of total passengers. This level might be set differently than a definition for a geographic area.
3. Compare the value selected with the estimates to determine if Project users/passengers meet your definition of high percentage of Low-Income Households. If yes, then the Project could meet one or more of the criteria.

The Qualified Entity may choose to include additional optional equity indicators in its method to address populations that may be disproportionality impacted by poverty or limited transportation services. Some examples of equity indicators include:

- households with poor vehicle access;
- people with disabilities;
- percentage of students on free or low-cost lunches;
- percentage of people of color;
- percentage of limited English proficiency people.

For quarters four and eight in the STIF Plan Report (SPR), each Qualified Entity will also need to submit an annual STIF Low-Income Tax Mitigation Report detailing any actions taken by its Public Transportation Service Providers to mitigate the STIF tax impact on people who reside in low-income communities.

- Public Transportation Service Providers will collect this information, enter it on the Low-Income Mitigation Form located at this link: [Link](#), and then submit the form to their Qualified Entity.
- Qualified Entities will complete the Low-Income Impact Mitigation Cover Letter located at this link: [Link](#), and add it to the forms received by all Public Transportation Service Providers in their area of responsibility. Qualified Entities will submit this bundle through OPTIS on the fourth and eighth quarter SPRs.

For more information on this requirement, watch the STIF Low-Income Reporting webinar located at this link: [Link](#).

Local Plans

Qualified Entities are required to identify the Local Plan(s) or policy(ies) from which each Project was derived as well as the board, council, commission, or other Governing Body which approved the Local Plan or policy. Local Plans used to support Projects listed in a STIF Plan may include, but are not limited to: comprehensive plans, transportation system plans, bicycle and pedestrian plans, recreational trail plans, Safe Routes to School action plans, coordinated public transportation-human services plans, and transit development plans (TDP).

These plans must be developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider (inclusive of cities, counties, and tribal governments), or metropolitan planning organization and include, at a minimum:

1. A planning horizon of at least four years;
2. An existing and future conditions analysis that includes:
 - a. Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - b. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - c. Inventories of current public transportation services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
3. Prioritized list(s) of public transportation improvements and capital Projects; and

4. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.

An eligible Project is one that is referenced in at least one Local Plan. The Project can be referenced in a Local Plan that was adopted by the governing body of a Qualified Entity, Public Transportation Service Provider, or metropolitan planning organization other than the provider proposing the Project.

All of the required Local Plan components do not need to appear in a single Local Plan document if they are incorporated by reference. For example, a provider could have a TDP that includes all of the Local Plan elements except for a prioritized list of capital Projects, but references the need for such a plan to be developed in order to implement the plan. A separate transit capital improvement plan referenced by the transit development plan in combination would be interpreted by the Agency as compliance with the Local Plan requirement.

Qualified Entities eligible for no more than the minimum STIF Formula Fund allocation under [OAR 732-042-0010\(2\)](#) or rural Public Transportation Service Providers unable to meet the Local Plan requirements listed above may use their first STIF Formula fund allocation or sub-allocation to develop a Local Plan that is consistent with Local Plan requirements. If funding was received in the first STIF Formula solicitation cycle and a project for updating a Local Plan was not completed, a Project may be added to the next solicitation's STIF Plan that allocates funds to update the Local Plan. If funding was not received in the first STIF Formula solicitation cycle, a portion of this first allocation may be used to develop a Local Plan that is consistent with STIF requirements. Public Transportation Service Providers must also describe how the current Local Plan is non-compliant and identify the schedule to bring the Local Plan into compliance.

The Agency's regional transit coordinators can help you identify and evaluate your Local Plan(s) for STIF rule compliance.

Governing Body Adoption

The STIF Plan must include documentation that the Governing Body approved the STIF Plan prior to its submittal to the Agency. If STIF Formula funds will be jointly managed by two or more Qualified Entities, documentation demonstrating each Governing Body's commitment to joint management must be submitted as part of the STIF Plan application.

Appeal Procedure

A Qualified Entity may file an appeal as described in [OAR 732-040-0050](#) if its STIF Plan is rejected by the Commission.

PART 2: Application Information

STIF Plan Application Format and Use

The STIF Plan application is a fillable, web-based form that requires an internet connection. The form uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. All questions on the form must be answered unless specified as optional. Failure to respond could result in an Agency determination that the STIF Plan is incomplete and re-submittal is required. Some yes or no questions, when checked, generate additional questions from a drop-down menu based on the response. It is very important to answer all questions as they generate additional choices.

The STIF Plan application can be found online at this link: [Link](https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx). The form can also be accessed through the STIF Formula section of the Public Transportation Funding Opportunities Page located here: <https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx>. Chrome, Firefox, and Edge are the recommended web browsers. The form will function in Internet Explorer, but some formatting issues may occur and it will be slow to navigate, update, and run calculations.

When you first access the STIF Plan Application, select the “Save” button, located in the lower right-hand corner of the form. After pressing “Save,” a window will appear showing a personalized link for your STIF Plan:

Your progress has been saved.

Copy or email the link below and return to your form to complete your submission.

Copy your form link:

https://www.cognitoforms.com/ODOT2/STIFPlanOctober2020WIP#snzXmj3QCyX6_ySDz

Email me my link:

Send

This link can be copied, saved, and then pasted into the search bar of your internet browser to return to the last saved version of the form. You may also enter your email address here and press **Send** to have a link to the form emailed to you.

Always use the “Save” button before closing the form during each session to save data entered during that session.

When you are finished with all STIF Plan Application information, submit it using the “Submit STIF Plan button.” Upon submittal, a copy of the completed form will be emailed to you for your records and to the Agency for processing.

Please do not print and scan your application to us. **Printed and scanned forms will only be accepted in extraordinary circumstances.**

The Agency has also created an optional form for use by Public Transportation Service Providers to provide their Qualified Entity with all of the information required for each Project. The PTSP Project Application form can be found online at this link: [Link](#). When a Public Transportation Service Provider submits the form, the information is sent to their Qualified Entity who can use it as a reference when entering Project information into the STIF Plan Application. This form is not a required step in the application process, but is a helpful tool used successfully by most entities in the first round of STIF Plan submittals.

If you have technical problems using either form, please call 503-986-3300. For answers to programmatic or process-specific questions, contact your regional transit coordinator.

STIF Plan Application Organization

The STIF Plan Application has seven sections:

1. Qualified Entity
2. Advisory Committees
3. Local Plan Compliance
4. Accountability
5. STIF Plan Period and Adoption
6. Projects
7. STIF Plan Summary

STIF Plan Application Form

1. Qualified Entity Information

1.1 Qualified Entity

1. Qualified Entity

Qualified Entity Name *

Qualified Entity Address *

Address Line 1

City

Oregon

Zip Code

STIF Plan Contact Name *

STIF Plan Contact Title *

STIF Plan Contact Email *

STIF Plan Contact Phone Number *

Employer Identification Number (EIN) *

Will any of the projects in this STIF Plan use funds jointly managed with one or more other Qualified Entities? *


Select the Qualified Entity name from the drop-down menu. Complete each field in this section with the appropriate contact information.

For the last question, select “Yes” from the drop-down menu if any STIF Plan Projects use funds that will be jointly managed by more than one Qualified Entity. Select the **Upload** button to attach documentation of the joint management agreement. Some examples of a joint management agreement include a memorandum of understanding, an intergovernmental agreement, or a Governing Body resolution.

If no STIF Plan Projects use funds that will be jointly managed by more than one Qualified Entity, select “No” from the drop-down menu.

1.2 Public Transportation Service Providers* in this STIF Plan

1.2 Public Transportation Service Providers in this STIF Plan

 **Provider 1**

The Qualified Entity is the only Public Transportation Service Provider in this STIF Plan. *

No

Service Provider Name *

Service Provider Contact Name *

Service Provider Contact Title *


Service Provider Phone Number *

Service Provider Email *

Service Provider Type *

Service Provider Website *

Employer Identification Number (EIN) *

 Add Provider

If there are any Public Transportation Service Providers in this STIF Plan, complete all fields with the correct information. The default response in question one is set to “No” (see above). This setting allows all fields to populate each time the **+Add Provider** button is selected. Continue to add providers to the STIF Plan until all entities have been entered.

If there are no Public Transportation Service Providers in this STIF Plan, select “Yes” in the drop-down menu for question one to verify that the Qualified Entity is the only service provider in the STIF Plan.

*For Section 1.2, only Public Transportation Service Providers, as defined in OAR 732-040-0005, are allowed to request Formula Funds. “Service Provider” is used interchangeably with the defined term, Public Transportation Service Provider, in the application for brevity.

2. Advisory Committees

2.1 Advisory Committee Website

2. Advisory Committees
2.1 Advisory Committee Website
☐ By checking this box I agree all Advisory Committee requirements of OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including but not limited to, required constituencies, bylaws that include method for determining high percentage of Low-Income Households, public meetings, review and prioritization of STIF Plan Projects.
Advisory Committee Web Address *

If this information is not available on a website, you must upload other documentation that demonstrates how Advisory Committee information was published. *

Upload

 or drag files here.
Limit 100 MB

Review all of the Advisory Committee requirements specified in the Advisory Committee section and OARs 732-040-0030, 732-040-0035, and 732-042-0020. Check the box to agree that all Advisory Committee requirements have been met before proceeding.

Enter the Advisory Committee website address in the appropriate field.

Copies of the Advisory Committee bylaws, meeting minutes, and meeting notices must be published by the Qualified Entity and made available for public review in a reasonable and timely manner. If this information is not available on a website, you may upload other documentation that demonstrates how the Advisory Committee requirements have been met and that the information was made publicly available by selecting the **Upload** button.

If one or more Local Plans are non-compliant, identify which Local Plan is non-compliant, describe how it is non-compliant, and the schedule to bring it into compliance. *

Limit 500 Characters

4. Accountability

4.1 Accountability Methods

4. Accountability

You may insert a web address in place of a description or document upload, as long as the information is sufficient enough to warrant approval of the STIF Plan and comply with STIF Rule.

4.1 Accountability methods

- ☐ By checking this box I affirm that all of the necessary policies and procedures are in place to ensure compliance with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights and compliance with ADA.
- ☐ By checking this box I affirm that all of the necessary policies and procedures are in place to ensure compliance of all Sub-Recipients with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to ensure the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to, audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements.

Select both boxes to affirm that all of the required policies and procedures are in place. Review [OAR 732-040](#) and [OAR 732-042](#) (paying particular attention to Audit and Compliance Review Requirements) if necessary before agreeing to these statements.

4.2 Sub-Allocation Method

4.2 Sub-Allocation method

Describe the Qualified Entity's method for sub-allocating STIF Formula Fund moneys and the collaborative process used to work with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop the sub-allocation method. *

Limit 1000 Characters

Upload Response *

Upload

or drag files here.

Limit 100 MB

Enter a description of your sub-allocation method in the field provided or upload your response. For Qualified Entities that are the only Public Transportation Service Provider within their area of

responsibility and where no other potential Public Transportation Service Provider has expressed interest in applying for STIF Formula funding, you may describe these conditions and specify that sub-allocation isn't possible.

4.3 High-Percentage of Low-Income Households

4.3 High Percentage of Low-Income Households
Explain how the STIF Plan defines and identifies communities with a high percentage of Low-Income Households. *

Limit 1000 Characters

Upload Response *

Upload

 or drag files here.

Limit 100 MB

Enter your explanation in the field provided or upload your response. Use the information provided in this guidance document or on the STIF website at this link: [STIF website](#) for assistance in responding.

5. STIF Plan Period and Adoption

5.1 Period Covered by STIF Plan

5. STIF Plan Period and Adoption
5.1 Period Covered By STIF Plan
Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date for the initial solicitation cycle is July 1, 2021.

Start Date: *

7/1/2021


End Date *

Enter the start and end dates for all Projects in this STIF Plan. The earliest possible start date for this solicitation cycle is July 1, 2021. A STIF Plan can be for one or two biennia, so the end date for this funding cycle would either be June 30, 2023 or June 30, 2025.


5.2 STIF Plan Adoption

5.2 STIF Plan Adoption

STIF Plan Advisory Committee recommendation date *



STIF Plan Governing Body adoption date *



Website where Governing Body adoption document is located *


Upload Governing Body adoption document if website is unavailable. *

Upload

 or drag files here.

Limit 100 MB

Did the Governing Body modify the Advisory Committee's recommended STIF Plan? *



Enter the appropriate dates in the fields provided. Enter the website where the Governing Body adoption document is located or press **Upload** to attach a file if the website is unavailable.

If the Governing Body modified the Advisory Committee’s recommended STIF Plan, select “Yes” from the drop-down menu. Explain why the Governing Body modified the Advisory Committee’s recommended STIF Plan in the text box that appears (see below).

If yes, explain why the Governing Body modified the Advisory Committee’s recommended STIF Plan. *

Limit 1000 Characters


If the Governing Body did not modify the Advisory Committee’s recommended STIF Plan, select “No” from the drop-down menu.

6. Projects

6.1 Project Detail Entry

6. Projects

6.1 Project Detail Entry

 **Project 1**

Public Transportation Service Provider or Qualified Entity Name *

Project Name *

Limit 50 characters

Project Description *

Limit 1000 Characters

Do you plan to expend funding in a future STIF Plan period? *
☐ Yes
☐ No

For Project 1:

- Enter the appropriate **Public Transportation Service Provider or Qualified Entity name**
- Enter a **Project name** in the field provided. The Agency recommends that a Project name is concise, similar to names used in Local Plans, and applicable to all Project elements. Multiphase Projects will need to use the same name in future STIF Plans. The name is restricted to 50 characters to facilitate data collection and analysis.
- Enter a **Project description** in the field provided. The Project description is an opportunity to provide concise information about the Project purpose and service elements. Suggested elements include the Project location or extent, service span, frequency, stops, intended customers, vehicles, equipment, and marketing or other activities needed to implement service.
- Determine if you **plan to expend funding in a future STIF Plan period** for this Project.
 - If yes, enter information about this Project in the fields that appear (see Figure 1 below).
 - This is the last step for a Project where funds will be expended in a future STIF Plan period.
 - If there are other Projects on this STIF Plan, select **+Add Project**. Follow the instructions provided for Project 1 for all subsequent Projects.
 - If there are no other Projects on this STIF Plan, continue on to section 7. STIF Plan Summary.
 - If no, enter information about this Project in the fields that appear (see Figure 2 below).

- If your answer to the question, “Is your Project part of a larger, multi-phase Project,” is yes, you must complete the fields that appear below (see Figure 3).* For more information on this requirement, see [OAR 732-042-0115\(3\)](#).
- More information is required for Projects without funds to be expended in a future STIF Plan period. Continue on to section 6.1.1 Project Scope.

Figure 1

<p>Do you plan to expend funding in a future STIF Plan period? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>What is the project type that you are carrying forward funds for? *</p> <p><input type="checkbox"/> Vehicle Purchase 111-00</p> <p><input type="checkbox"/> Equipment Purchase</p> <p><input type="checkbox"/> Facility Purchase</p> <p><input type="checkbox"/> Signs/Shelters Purchase</p> <p><input type="checkbox"/> Operations 30.09.01 (Operating Assistance)</p> <p><input type="checkbox"/> Planning 44.20.00</p> <p><input type="checkbox"/> Preventive Maintenance 11.7A.00</p> <p><input type="checkbox"/> Project Administration 11.79.00</p> <p><input type="checkbox"/> Mobility Management 11.7L.00</p> <p><input type="checkbox"/> Communications 44.26.14</p> <p><input type="checkbox"/> Program Reserve 11.73.00</p> <p><input type="checkbox"/> Capital 117-00 Other Capital Items (Bus)</p>	<p>If yes, what is the expenditure amount? *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>This will be added to the total amount of STIF funds requested.</i></p>
--	---

*Some major capital public transportation Projects and other types of Projects may be unable to reach completion within a single STIF Plan period. Applicants may have Projects that extend over multiple STIF Plan periods. If your Project is part of a larger multi-phased Project, select “Yes” from the drop-down box.

Figure 2*

Do you plan to expend funding in a future STIF Plan period? *

☐ Yes

☒ No

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

Improve or Expand Service * Maintain Service

100% 0%

Local Plan from which this project is derived: * Local Plan page number *

Multi-Phase Project

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

Figure 3

Multi-Phase Project

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

Yes 2019-2026

Total Project Budget (All Phases) * Other Planned Funding Sources *

STIF Federal Other State Local

Phase represented in current STIF Plan *


Example: This is phase one of the project, which includes service start up and service element refinement. Example: This is phase one of the project, which includes service start up and service element refinement.

Limit 200 Characters

*An improvement or expansion Project started in the 2019-21 STIF Plan period was then considered an improvement or expansion Project for the entire STIF Plan period. In the 2021-23 STIF Plan cycle, such a Project would be classified as a Project that is maintaining an existing service. As a reminder, STIF funds are not intended to supplant local funding sources to maintain existing services.

6.1.1 Project Scope

6.1.1 Project Scope

 **Task 1**

Task Description

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Enter a description for this task in the field provided. Use the examples provided when considering the amount of detail to include in this description.

Category *

- ☐ Vehicle Purchase 111-00
- ☐ Equipment Purchase
- ☐ Facility Purchase
- ☐ Signs/Shelters Purchase
- ☐ Operations 30.09.01 (Operating Assistance)
- ☐ Planning 44.20.00
- ☐ Preventive Maintenance 11.7A.00
- ☐ Project Administration 11.79.00
- ☐ Mobility Management 11.7L.00
- ☐ Communications 44.26.14
- ☐ Program Reserve 11.73.00
- ☐ Capital 117-00 Other Capital Items (Bus)

Choose the category that best describes this task item. Depending on which option you select, new field(s) will appear below for you to enter more specific information about the item. Here's an overview of the extra information asked for each task category:

- **Vehicle purchase:** is this a replacement, expansion, or other type of capital vehicle purchase?
- **Equipment, facility, and signs/shelters purchase:** enter a brief description of the item followed by the quantity and unit cost.
- **Operations:** is this for fixed route or demand response service and what is the total cost (Task Category Amount)?

- **Planning, Preventive Maintenance, Project Administration, Mobility Management, Communications, and Program Reserve:** what is the total cost?
- **Capital (Other Capital items):** what is the total cost and activity type?

6.1.2 Expenditure Estimates

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. **Do not select more than five fund sources.**

Fund Type *	FY 2022	FY 2023	Total
<input checked="" type="checkbox"/> STIF			\$0.00
<input checked="" type="checkbox"/> Federal			\$0.00
<input checked="" type="checkbox"/> Other State			\$0.00
<input checked="" type="checkbox"/> Local			\$0.00
<input checked="" type="checkbox"/> Other Funds			\$0.00
	\$0.00	\$0.00	\$0.00

+ Add Fund Source

☐ By checking this box, I confirm that this project task is only funded by STIF.

If this Project is funded solely by STIF, enter the expenditure amounts in the STIF row and select the check box confirming that this is the only funding source. The first column in this section represents the first year of the STIF Plan period (FY 2022) and the second column represents the second year of the STIF Plan period (FY 2023).

If this Project will be supported with funds outside of what is requested in this STIF Plan, enter the information about those funds in the boxes provided.

Note: If your STIF Plan covers two biennia as detailed in section 5.1 Period Covered by STIF Plan, two additional columns will appear so that you can estimate expenditures for FY 2024 and FY 2025.

Here is a brief overview of the various funds mentioned in this budget table:

- **STIF:** This value will include the funds requested from the STIF to support the transportation Project activity in this STIF Plan timeframe. You must ensure the total amount of funds entered in this category does not exceed your total allocation. The STIF Plan funding balance will be indicated in the STIF Plan Summary table.
- **Federal:** This value will include the funds expected from any federal sources to fund the transportation Project activity, such as FTA Sections 5310, 5311, and 5307. You do not need to input the specific funding program, only the total amount of federal funding expected.

- **Other State:** This value will include any other state funds expected to fund the transportation Project activity, such as funds from the Special Transportation Fund.
- **Local:** This value will include any funds generated or collected by the district, county, city, or other local/special district, to be applied to the transportation Project activity. Examples include local tax revenues, service agreements with local agencies, and general funds. It could also include contributions by private organizations to support the Project activity, either directly or through the Public Transportation Service Provider. The Agency suggests you enter only funds you can reasonably assume will be available within the STIF Plan timeframe based on historic trends or commitments based on local budgeting and agreement processes.
- **Other Funds:** This value will include all other fund sources that are budgeted to fund this Project, such as private contributions.

Note: The **+Add Fund Source** button is a technical error on the form and is not to be selected.

6.1.3 Outcome Measures

Qualified Entities are required to include anticipated outcomes for each STIF Plan Project. Outcome measures are quantifiable, discrete ways to describe the benefits the provider expects to achieve after implementing each Project over the STIF Plan period.

The Agency has identified a number of required outcome measures for certain capital and operations task categories. Also included are potential optional outcome measures for other task categories. You may specify other outcome measures that best reflect the benefits of the task.

Completing the minimum required outcomes will enable the Agency to compile and report STIF outcomes on a consistent statewide basis. Qualified Entities should apply the FTA's National Transit Database (NTD) reporting definitions to the STIF Plan outcomes. The outcomes should fit into standard reporting procedures and methods that will be consistent with future reporting.

The outcome measures listed in this section are tied directly to the task categories chosen in section 6.1.1 Project Scope. For example, these are the outcome measures associated with an operations Project:

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) *

Is this project supporting student transportation? *

Those questions are crucial for reporting purposes, but would not necessarily apply to all task categories. Here's another example, this time of the outcome measures required for a mobility management Project:

✖ Outcome Measure 1

Mobility Management

Number of individuals that received transit training

Number of individuals that are served by a coordinated demand response call center

All Project Types


Other Measure

Number of Units:

Some task categories don't require specific outcome measures as demonstrated above, however, please select at least one Optional Outcome Measure from the drop-down list provided. For most other Task Categories (e.g., Signal and Communication Equipment, Bus Stations/Stops/Terminals), you can identify a quantifiable outcome from among a list provided in guidance or specify an "Other" quantifiable outcome. For Projects that don't have quantifiable outcomes, you must describe qualitative outcomes or Project benefits.

Provide the number of units, such as vehicles or signs to be purchased.

6.1.3 Outcome Measures
Optional Outcome Measures

 Outcome Measure 1

All Project Types

Other Measure

Number of Units:

+ Add Outcome Measure

When this step has been completed, determine if there are other tasks to add for this specific Project. **If there are other tasks for this specific Project**, press **+Add Task** and follow these same steps starting at 6.1.1 Project Scope.

If there are no other tasks for this specific Project, continue on to section 6.2 Allocation of STIF Funds by Project.

6.2 Allocation of STIF Funds by Project

You must specify the amount of Formula funds allocated to the seven STIF criteria listed below as outlined in [OAR 732-042-0015](#). Identify what percentage of a STIF Project budget is allocated to each of the criteria listed (e.g., providing transit to students in grades 9-12) by fiscal year.

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 2021 STIF Total















\$0.00

FY 2022 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 add or remove additional criterion.

Criterion		FY 2022 *	FY 2023 *
 Criterion 1		0.0%	0.0%
 Criterion 2		0.0%	0.0%
 Criterion 3		0.0%	0.0%
 Criterion 4		0.0%	0.0%
 Criterion 5		0.0%	0.0%
 Criterion 6		0.0%	0.0%
 Criterion 7		0.0%	0.0%

The total for each criterion in each fiscal year may not exceed 100 percent, but it could be a percentage that ranges from 0 to 100 percent. A single Project may have benefits that meet more than one criterion. In these instances, use your best professional judgement to specify which percentage of the funding meets each of the applicable criterion. The STIF Plan Application will auto-calculate the amount of funding allocated to each of the seven criteria based on the percentages you specify. This will enable the Agency to report the amount of funds allocated to each of the seven areas recognizing that many Projects will meet multiple criteria.

The percentage entered for criterion seven, which pertains to funding for student transit services for students in grades 9 through 12, is used to calculate whether the Qualified Entity will meet the statutory requirement of spending at least one percent of Formula Fund funds received each year on transportation services for students in grades 9 through 12, if practicable (see definition of Practicable in [OAR 732-040-005](#)).

6.3 Oregon Public Transportation Plan Goals

6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

Select at least one goal. For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

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

- ☐ Goal 1 Mobility: Public Transportation User Experience
- ☐ Goal 2: Accessibility and Connectivity
- ☐ Goal 3: Community Livability and Economic Vitality
- ☐ Goal 4: Equity
- ☐ Goal 5: Health
- ☐ Goal 6: Safety and Security
- ☐ Goal 7: Environmental Sustainability
- ☐ Goal 8: Land Use
- ☐ Goal 9: Funding and Strategic Investment
- ☐ Goal 10: Communication, Collaboration, and Coordination

Qualified Entities are required to identify how each Project is consistent with Oregon Public Transportation Plan (OPTP) goals and policies. The OPTP is an essential plan for supporting the development of the statewide public transportation system. The title for each OPTP goal is listed in this section next to a checkbox, and you must select at least one goal that applies to each specific STIF Plan Project. To learn more about the intricacies and policies associated with each goal, consult page eight of the Oregon Public Transportation Plan linked to in the help text and also available here: [Link](#).

6.4 Project Summary

The data in this section are auto-calculated based on responses entered about a specific Project in previous sections.

6.4 Project Summary

Project Name

Student Bus Pass Program

STIF Project Grand Total

\$25,000.00

FY 2022 STIF Project Total

\$10,000.00

FY 2023 STIF Project Total

\$15,000.00

FY 2022 percent of STIF Funds supporting student transportation

25.00%

FY 2023 percent of STIF Funds supporting student transportation

15.00%

In the example above:

- **Project Name** is pulled from section 6.1 Project Detail Entry
- **STIF Project Grand Total** is based on section 6.1.2 Expenditure Estimates
- **FY 2022 STIF Project Total** is based on section 6.1.2 Expenditure Estimates
- **FY 2023 STIF Project Total** is based on section 6.1.2 Expenditure Estimates
- **FY 2022 percent of STIF Funds supporting student transportation** is based on section 6.2 Allocation of STIF Funds by Project
- **FY 2023 percent of STIF Funds supporting student transportation** is based on section 6.2 Allocation of STIF Funds by Project

Note: all of the steps from section 6.1 Project Detail Entry to section 6.4 Project Summary are for one Project only.

- ❖ If there is only one Project total on the STIF Plan, continue to section 7. STIF Plan Summary.
- ❖ If there are additional Projects to be added, select the **+Add Project** button and repeat these instructions starting at section 6.1 Project Detail Entry.

7. STIF Plan Summary

The data in this section will auto-calculate based on the data that have been entered for each Project.

7. STIF Plan Summary	
STIF Plan Total	Amount Carried Forward
\$25,000.00	\$0.00
FY 2022 Total STIF Funds	FY 2023 Total STIF Funds
\$10,000.00	\$15,000.00
FY 2022 Student STIF Funds	FY 2023 Student STIF Funds
\$0.00	\$2,250.00
FY 2022 Percent of STIF Funds supporting student transportation	FY 2023 Percent of STIF Funds supporting student transportation
0.00%	15.00%
Please explain why your allocation of STIF Funds to support student transportation is less than 1%. *	
<div></div>	
Limit 500 Characters	

This section also summarizes the percentage of STIF Formula funds that will be dedicated to transportation services for students in grades 9-12 each year of the STIF Plan. If less than one percent of STIF Plan Formula funds are proposed in any single fiscal year, a text box will appear requiring you to explain why it isn't practicable to dedicate at least one percent of Formula Fund money for this purpose each fiscal year. Consider the definition of practicable in [OAR 732-040-005](#) when writing an explanation.

Effective Date

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here [STIF Plan signature page](#).

Upload signature page here. *

Upload

or drag files here.

Limit 100 MB

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation. The person who signs the STIF Plan is certifying that they are authorized to execute this STIF Plan on behalf of their Qualified Entity and at the direction of their Governing Body. They also are legally binding their Qualified Entity and acknowledging and representing on behalf of their Qualified Entity each of the following:

- The Qualified Entity, through its agents, officers or employees responsible to administer the STIF Plan and oversee completion of the Projects included in the STIF Plan, has read and understands ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42;
- The Qualified Entity agrees to be bound by ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42 and any other laws applicable to STIF Formula Fund program administration and to the completion of the Projects described in this STIF Plan;
- The STIF Plan is complete and includes all of the required documentation and information;
- The STIF Plan does not contain and is not based on any false or fraudulent information;
- The STIF Plan does not contain any statement or representation that is untrue in whole or part;
- The STIF Plan does not omit information that could have a material effect on the value, validity or authenticity of the STIF Formula Fund distributions made to the Qualified Entity;
- The Qualified Entity agrees to deliver the Projects described in this STIF Plan within the identified timelines; and
- The Qualified Entity understands that it may request STIF Formula Fund distributions from the Agency after the OTC has approved the STIF Plan, but may not make a request prior to July 1, 2021.

Select the link next to “Download the signature page here” and have an authorized person complete and sign the form. Upload the signed signature page using the **Upload** button.

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here [STIF Plan signature page](#).

Upload signature page here. *

Upload

or drag files here.

Limit 100 MB

When the STIF Plan has been completed, press the “Save” button one last time before selecting the **Submit STIF Plan** button at the bottom of the form.

APPENDIX A: Potential Data Sources

Resources for determining the appropriate sub-allocation method between Qualified Entities and Public Transportation Service Providers:

- Payroll data for cities can be attained by contacting an Oregon Employment Department (OED) regional economist in your area. The list of local economists is available on the Contact Us tab at QualityInfo.org.
- If OED is unable to fulfill the data request, Qualified Entities and Public Transportation Service Providers may consider using population data, recognizing that population does not necessarily mirror employee payroll generation:
 - Portland State University publishes annual population estimates for cities and towns here: <https://www.pdx.edu/prc/population-reports-estimates>
 - The U.S. Census Bureau reports population data at a variety of geographic levels available through the American FactFinder located here: <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

This list is not exhaustive. Questions about other proposed data sources should be directed to Andrew O’Keefe, Fiscal Manager, ODOT Public Transportation Division, by phone at 503-986-3267 or by email at Andrew.S.Keefe@odot.state.or.us.

Resources for determining if a Project serves a “high percentage of Low-Income Households.” (Each Qualified Entity must describe and justify its method in its STIF Plan.):

- Demographic data, including the percentage of Low-Income Households at the county level, can be found in transit development plans (TDPs) and coordinated human services transportation plans.
- The percentage of Low-Income Households is typically given at the county level in a demographic table in the baselines conditions section of a TDP per Chapter 6 of Oregon Department of Transportation Transit Development Plan Guidebook located here: <https://www.oregon.gov/LCD/Publications/TDP-Guidebook.pdf>.
- The percentage of Low-Income Households is typically given at the county level in a demographic table in the demographics section of coordinated plans.
- Remix, a transit planning tool, can be used to look at current or hypothetical fixed route transit service and extent of Low-Income Households benefiting from the current or proposed service. Remix can be found here: <https://www.remix.com/>
- Federal poverty guidelines and other resources on poverty measurement are located here: <https://aspe.hhs.gov/poverty-guidelines>.
- EJSCREEN, is an environmental justice mapping and screening tool that provides a nationally consistent dataset for combining environmental and demographic indicators is located here: <https://www.epa.gov/ejscreen>.
- U.S. Census Bureau information can be found here: <https://www.census.gov/topics/income-poverty/data.html>.

APPENDIX B: Outcome Measures

Required and optional outcome measures are described below, organized by the task category with which they are associated in the STIF Plan. The descriptions include suggested methods, where applicable as examples, and are not required procedures. The Agency will use the estimated outcomes to monitor progress and report program results to the Commission and the legislature.

Operations - Operating

- **Revenue miles:** The distance the Project-specific vehicles will travel in revenue service over the STIF Plan period. If maintaining existing service, use the total amount of past annual revenue miles to be operated 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 total revenue miles per year for this route is 25,500.
 - The total revenue miles for a two-year STIF Plan is 51,000.
- **Revenue hours:** The time Project-specific vehicles will spend operating in revenue service over the STIF Plan period. If maintaining existing service, use the total amount of past annual revenue hours to run over the STIF Plan period. Example:
 - 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 is 8,760
- **Rides:** The number of passengers who board Project-specific vehicles in revenue service over the STIF Plan period. While there are technical approaches and transportation demand models that can be used to estimate ridership, those methods are not required, though acceptable. The following example provides a sketch-planning ridership estimate method. Others can be found in the ODOT Transportation Development Plan Guidebook and other resources. Example:
 - A new route is expected to operate 8,760 revenue hours over the two-year STIF Plan period.
 - The public transportation provider's system wide 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. If maintaining existing service, use the total population estimated to be within ½ mile of service area transit stops. This outcome is most simply estimated using Remix, an online transit planning software the Agency provides to all transit providers in Oregon (contact the Agency 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. If maintaining existing service, use the total number of Low-Income Households in the existing transit system. This outcome is most simply estimated using Remix, an

online transit planning software the Agency provides to transit providers in Oregon. For more information on this measure, please see the High Percentage of Low-Income Households section.

- **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.

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 Plan Project is serving high school aged students statewide. Qualified Entities must select at least one measure from the four provided in the STIF Plan Application, based on data availability and Project relevance. Data to report may include reduced fare transit passes sold to schools or directly to riders, the total enrollment at high schools within one-half mile of Project-specific bus stops, the total enrollment at high schools within a demand response transit service area, or other data collected to reflect students' public transit access.

Operations – Communications

- **Number of impressions:** This outcome is 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. This can include a variety of data sources; the most common will be estimates provided by advertisers reflecting their expected audience size and listening patterns.
- **Number of new users due to communications Project:** This outcome is intended to capture the number of people riding public transit because of a communications, marketing, or outreach efforts. 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.

Outcome measures: Operations Project Example

For operations Projects, there is a selected list of outcomes that must be entered (see example below).

6.1.3 Outcome Measures		
Minimum required measures for operations tasks		
Revenue Miles *	Revenue Hours *	Rides *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of people with access to transit (within ½ mile of transit stop for fixed route) *		
<input type="text"/>		
Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route) *		
<input type="text"/>		
Number of new shared stops with other transit providers (reducing fragmentation in transit services) *		
<input type="text"/>		

Enter the revenue miles, revenue hours, and rides for the applicable tasks a Project is anticipated to deliver in the text boxes. Enter the number of people with access to transit (within half-mile of a transit stop for a fixed route) in the applicable text box. Enter the number of low-income people with access to transit (within half-mile of a transit stop for a fixed route). Enter the new shared stops with other transit providers (reducing fragmentation in transit services). See the Anticipated Outcomes section in Part 1 for guidance on calculating and estimating potential outcomes.

Outcome measures: Student transportation Example

If the Project is supporting student transportation, select “Yes” in the drop-down box. If the Project is not supporting student transportation, select “No.”

Selecting “Yes” will reveal a list of potential outcome measures for the student transportation operations Project. Select at least one of the outcome measures by checking the box to the left of the measure. For each box checked a corresponding text box will appear. Enter the number of units (e.g., students, riders) in the corresponding text box.

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 *

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.

Other References

Statewide Transportation Improvement Fund Resources

STIF Website

<https://www.oregon.gov/odot/rptd/pages/stif.aspx>

STIF General Rules

https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=IK4yy6CIC2Qb1NHptu5iEMTmqJbZEAHX-T0lwTxpbvEmoYKEtvta!2068710242?selectedDivision=4643

STIF Formula Rules

https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=IK4yy6CIC2Qb1NHptu5iEMTmqJbZEAHX-T0lwTxpbvEmoYKEtvta!2068710242?selectedDivision=4644

STIF Legislative Report 2020

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Legislative-Report.pdf>

STIF Rules Overview Fact Sheet

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Rules-Overview-Factsheet-Print-Version.pdf>

Formula Fund Sub-Allocation Guidance

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/Formula-Fund-Sub-Allocation-Guidance.pdf>

Reporting Resources

Annual Low-Income Mitigation Report

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/Low-Income-Reporting-2019-1024.pdf>

STIF Agreed-Upon Audit Procedures

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Agreed-Upon-Audit-Procedures-Form.pdf>

Guidance for Carry-Forward Projects

<https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Carry-Forward-Funds-Guidance.pdf>

Procurement and Asset Management Resources

Oregon Vehicle Description and Useful Life Standards

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

Oregon Group Transit Asset Management Plan

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/ODOT-TAM-Plan.pdf>

Guide - How to Purchase a Vehicle

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/How-to-buy-vehicles.pdf>

State of Oregon Price Agreement – ADA Certified Transit Vehicles Contract Crosswalk

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/ADA-contract-crosswalk.pdf>

Oregon Procurement Information System (ORPIN)

<https://orpin.oregon.gov/open.dll/>

Oregon Buys

<https://www.oregon.gov/das/ORBuys/Pages/vendorregistration.aspx>

Contact Information

Regional Transit Coordinators

<https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/About-RTCs.pdf>

Technical Support

ODOTPTDReporting@odot.state.or.us or 503-986-3300

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