

Competitive Transit Grant Application Instructions

2027-2028

Oregon Department of Transportation
Public Transportation Division



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1. Program overview

The Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is now accepting applications for the Competitive Transit Grant call for projects. The Competitive Transit Grant includes FTA 5339 Buses and Bus Facilities Grant funds, STIF Discretionary funds, and the STIF Intercommunity Discretionary funds. For a more detailed overview of the Competitive Transit Grant, please refer to the [2027-2028 Competitive Transit Grant Guidance](#).

To prevent lapsing federal funds, and due to uncertainty around state funds, the 2027-2028 Competitive Transit Grant call for projects will be implemented in two phases. Phase 1 will include federal funds only and is not impacted by ODOT's ongoing state funding gap.

1.1 Application deadlines

The application submission for the 2027-2028 Competitive Transit Grants will be broken into two phases.

Phase 1 of the Competitive Transit Grant call for projects will open on February 19, 2026 and will include applications for vehicle replacement, vehicle right-sizing, and vehicle expansion. Phase 1 will award FTA Section 5339(a) Buses and Bus Facilities rural and small urban apportionment funding. Initial applications for this phase are due April 3, 2026. Final applications are due May 29, 2026.

Applications for Phase 2 will include any projects that were not awarded in Phase 1, and applications for all other eligible projects. Phase 2 application submittal will begin March 11, 2026, with initial applications due April 20, 2026, and final application due June 22, 2026. Applications submitted for Phase 1 do not need to be resubmitted for Phase 2.

To be considered for funding, applications must be submitted by the initial application deadline for each phase. PTD staff will conduct a completeness and eligibility check on all initial applications. Some applicants may be asked to amend their applications and resubmit a final application by the final deadline. Applications that are not submitted before the initial deadline will not be considered.

1.2 Program funding

The 2027-2028 will award funding from FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, the STIF Discretionary fund and the STIF Intercommunity fund. Phase 1 of the 2027-2028 Competitive Transit Grant will award \$3.5 million in federal funding, and Phase 2 will award up to \$21.6 million in federal and state funds.

1.3 Grant agreement period

The start of the grant agreement period will be determined as part of the award process and will be assessed based on responses in the application.

For projects that are awarded federal funding from FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2031.

For operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

For capital projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2031.

1.4 Eligible recipients

Eligible grant recipients include the following types of public transportation providers:

Public transportation agencies
Mass transit districts
Transportation districts
Federally recognized tribes
Private non-profits that are engaged in public transportation
Cities
Counties
Special districts
Intergovernmental entities
Political subdivisions
Municipal corporations
Public corporations

1.5 Eligible projects

The following project types are eligible for funding:

Phase 1:

- Vehicle replacement, right-sizing, or expansion. Replacement and right-sizing projects will be prioritized

Phase 2:

- Vehicle acquisitions
- Construction or rehabilitation of transit facilities
- Purchasing or acquiring transit facilities
- Capital equipment purchases
- Ongoing operations or recently reduced operations
- New pilot projects
- Preventive maintenance, mobility management, and purchased transportation services that maintain ongoing operations or recently reduced service
- Capital or operations projects that maintain or expand service on corridors identified in the [Priority Intercity Bus Network study](#)

1.6 New to this funding cycle

Funding cycles and transition year for competitive awards

Starting with the 2028-30 call for competitive projects, the grant agreement period for all federal and state funds awarded on a competitive basis will begin in even-numbered years (e.g., 2028). This new approach will replace the Mid-Cycle Discretionary Grant Program and the STIF Discretionary and Statewide Transit Network calls for projects. To provide a transition phase to this new approach, the 2027-2028 Competitive Transit Grant will cover 2027-2028 to help smooth the transition to the new two-year cycle which will start for the 2028-30 period.

A project-based application

To streamline the application process and eliminate the burden of filling out multiple applications, PTD is changing to a project-based solicitation. For each project, applicants will complete an application for either a capital or operations project. Multiple applications may be submitted by an applicant. However, capital and operations projects may not be included on the same application.

Federal and STIF competitive grants administered by ODOT have been consolidated into a single call for projects. PTD will consider a project application for every eligible funding source within the call for projects. Applicants will not need to indicate which funding source(s) they are applying for. Rather, if an application is selected for award, PTD will determine the funding source as part of the award process. The award funding source will be determined during evaluation based on the project elements, the eligibility requirements of the funding source, and the amount of funding available for award.

Eligibility requirements and available funding sources vary between the two project types. For a more detailed explanation of the project types, please refer to section [3.1 Capital projects](#) and section [3.2 Operations projects](#).

Phased application submission and review

To prevent the lapsing of approximately \$3.5 million of available funds from the FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, applications will be accepted for projects that are proposing vehicle replacement, right-sizing, or vehicle expansion prior to all other applications. These applications will be evaluated prior to all other applications using Community benefits for evaluation criteria. Vehicle projects that are not selected to receive an award during this initial application review will be eligible to compete for an award with the full application evaluation.

STIF Discretionary and ongoing operations

The Oregon Transportation Commission (OTC) adopted a temporary rule in January 2026 to allow STIF Discretionary funding to support ongoing operations for the 2027-2028 Competitive Transit Grant program solicitation. Please refer to the [Competitive Transit Grant Guidance Manual](#) for more information on project eligibility.

Vehicle capital projects grant period

For projects that are awarded funding from FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2031. The federal grant schedule has been aligned with the availability of federal funding. This change will allow federal funds to be available to pay reimbursement requests on a timely basis.

Operations projects grant period

For projects that are awarded funding from FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2028. For operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

Application process

The application will be web-based and produced using the Cognito Platform, and can be accessed [here](#). Alternatively, the application and other materials can be accessed on ODOT's [Public Transportation Funding Opportunities](#) webpage.

National Environmental Protection Act

The requirements of the National Environmental Policy Act (NEPA) apply to all projects receiving FTA funds. The process of addressing compliance with NEPA and all other applicable federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, and the National Historic Preservation Act) is referred to as the “environmental review process.” Most projects meet the criteria to be classified as a Categorical Exclusion (CE) under NEPA. Time and documentation requirements for completing the CE environmental review process vary depending on project scope, location, and other factors. For some activities, FTA makes the CE classification as part of the grant review process using the information/documentation in the grant application, and additional documentation is not required to complete the environmental review process. These activities include:

- Operating assistance
- Planning activities
- Engineering, design, drafting environmental documents and completing environmental studies that do not require ground disturbance
- Preventive maintenance that involves no physical changes and/or alterations
- Purchase of equipment that is not an interdependent part of a larger project and can be accommodated in existing building(s) or facility(-ies) with no physical changes, alterations, or installation required.

For other activities, FTA may require completion of a CE Worksheet to support the CE determination and/or additional documentation to demonstrate compliance with other federal environmental laws (as applicable). FTA determines whether to apply the CE Worksheet to a project, as well as the need to conduct additional analysis or documentation to ensure compliance with other environmental requirements. The solicitation process includes environmental screening questions to assist ODOT in determining whether to use a federal funding source and, if so, the timing and documentation requirements for the federal environmental review process.

Given the length of the 2027–2028 Competitive Transit Grant solicitation and the need to distribute funding in a timely manner, a project’s requirement for FTA NEPA concurrence will be considered when determining eligibility for funding and will not be funded in Phase 1.

NOTE: Projects evaluated under NEPA must be usable and a reasonable expenditure even if no additional transportation improvements in the area are made. This often means that the full scope of a project for NEPA review may need to include local- or state-funded activities and/or activities from multiple different grants. For example, if a subrecipient wants to purchase a property with local or state funds and later develop that property using FTA funds, the subrecipient must obtain NEPA concurrence on the full scope of the project; i.e., both the property purchase and the future development *prior to purchasing the property*. Grant applications should reference previous and future activities on the same site and/or those related to the federal-funded project, regardless of funding source, to assist in determining the project scope for NEPA review.

1.7 Evaluation process and scoring criteria

A grant evaluation committee composed of PTD staff and Public Transportation Advisory Committee (PTAC) representatives will score the applications using the criteria below.

The evaluation criteria used for the Phase 1 applications for vehicle replacement, vehicle right-sizing, and vehicle expansion projects will be Community benefits only. Fifty percent of the Community benefits score will be based on State of Good Repair for replacement and right-sizing projects. Vehicle expansion projects will receive 0% of the points for SOGR.

Focus Areas	Selection Criteria	Score Weighting	
		Capital Projects	Operations Projects
Safety	Project enhances safety of vulnerable road users and transit riders	20%	10%
Access	Project planning and implementation incorporates meaningful involvement of resource-limited individuals or groups in decision-making. Project sustains or improves ridership and access to transportation for resource-limited communities.	20%	30%
Climate Benefits	Project advances state goals for reducing greenhouse gas emissions by maintaining or increasing transit ridership, deploying low- or no-emission vehicles, or using low carbon materials or carbon-efficient design principles	20%	20%
Readiness to Proceed	Applicant demonstrates that project will be successfully completed by end of grant agreement period	10%	10%
Infrastructure and Multi-modal Connectivity	Project improves condition of transit-related infrastructure that supports multimodal connectivity of the public transportation system.	10%	-
Community Benefits	Project addresses important community needs, and will deliver a significant benefit to the community, such as increased ridership and vehicle State of Good Repair.	20%	30%

1.8 Match requirements

The match requirements for projects awarded through this solicitation will vary based on the project type and funding source for the project. Applicants must demonstrate ability to provide a 20% match.

2. Application submission instructions

2.1 Application process

The Phase 1 application window for vehicle replacement, right-sizing, or vehicle expansion projects will open first; applicants are strongly encouraged to apply by the Phase 1 initial deadline. Applications will be accepted for vehicle replacement, right-sizing, or vehicle expansion projects during Phase 2 as well as other capital and operations projects.

Applications for vehicle replacement, right sizing or vehicle expansions that are not awarded during Phase 1 will automatically be considered in Phase 2 evaluations.

Each project must have its own application. The application should include details of the proposed project, captured through its deliverables and tasks. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. For example, installing several bus stops and pedestrian facilities to access those stops would be considered a single project because the elements are functionally related. In contrast, constructing an administration building and implementing a new bus route would not be considered a single project, as these activities are unrelated.

For both application rounds, applicants are required to submit an initial application to be for consideration in Phase 1. Applications will not be scored or assessed for funding during the initial application process. Initial applications will be reviewed for clarity and completeness, then returned to applicant at least 3 weeks before the final application due date for completion. Applicants will have the opportunity to edit the applications at this point before submitting the final applications. Final applications will then be submitted to PTD for full review. Final applications must be equivalent in scope, purpose, and impact as project proposed in the initial application.

2.2 Application deadline

Application Phase 1: Vehicle replacement, vehicle right-sizing, and vehicle expansion projects:

Initial Application Due: 5:00 PM on April 3, 2026

Final Application: 5:00 PM on May 29, 2026

Application Phase 2: Additional vehicle replacement, vehicle right-sizing, and vehicle expansion projects and all other eligible projects:

Initial Application Due: 5:00pm April 20, 2026

Final Application Due: 5:00pm June 22, 2026

2.3 Accessing the application

The ODOT 2027-2028 Competitive Grant Application is a fillable, web-based form that can be accessed [here](#) and online from the [Public Transportation Funding Opportunities Page](#). An internet connection is required to access the application form. Chrome, Firefox, and Edge are the recommended web browsers.

The form will not function in Internet Explorer since Microsoft has ended support for this browser. The application uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. To submit the application, all required questions on the form must be answered. Some responses in the application generate additional questions from a drop-down menu based on the response. It is very important to answer all questions because they may generate additional choices depending on the answer.

ODOT may ask applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application.

2.4 How to get help

If there are technical problems using the application, email [Brian Roth](#). For questions about the solicitation, contact [Bobbi Jean Cummiskey](#).

2.5 More information

For more details regarding this grant solicitation, please refer to the Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program Guidance section of the [Public Transportation Funding Opportunities](#) webpage on ODOT's website and the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#).

3. Application

Once the application is open, applicants will be prompted to answer questions pertaining to their proposed project. Questions are formatted as multiple choice, check all that apply, fill in, and tables. All questions must be answered in a section before the applicant can move to the next section of the application.

To save application at any time, click the "Save" button at the bottom right-hand side of the window. By clicking the "Save" button, you will be provided a link to your saved application and an option to email yourself that link. You will need to save your application each time you would like to hold your spot, and a new link will be provided. We recommend that you save frequently.

Once a page has been completed, select "Next" in the bottom left-hand corner of the window to continue to the next application section. To move back to a previous section, you can either click the "Back" button at the bottom of the window or click on the desired section at the top of the window.

The following sections outline the application and the questions that will be included. *Every applicant will not encounter every question on the application.* Questions will populate on the application based on the project type and answers provided by the applicant.

3.1 Application details

This section of the application is intended to gather necessary information about the transit agency applying for funding.

3.1.1 Applicant information

Agency legal name

Agency legal address

Application contact position title

Application contact first and last name

Application contact email address

Application contact phone

First and last name of person signing grant agreement

Official who has authority to indebted agency or company

Title of person signing grant agreement

FEIN (Federal Employer Identification Number)

Unique Entity ID (UEID)

Transit agency type

Please select one of the following:

Public transportation agencies

Mass transit districts

Transportation districts

Federally recognized tribes

Private non-profits that are engaged in public transportation

Cities

Counties

Special districts

Intergovernmental entities

Political subdivisions

Municipal corporations

Public corporations

Does your agency have any existing grant agreements with ODOT?

Yes

No

3.1.2 Authorized representative

Authorized representative first and last name

Authorized representative title

Authorized representative email address

Authorized representative phone number

3.2 Application information

3.2.1 Flood zones

Are any FTA-funded buildings that your transit agency owns located in a flood zone?

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

Yes

No

Do you have flood insurance?

Yes

No

3.2.2 Risk assessment information

Did your agency have any turnover of management or financial staff in the last two years?

Yes

No

Does your agency have an accounting system that allows you to completely and accurately track the receipt and distribution of funds related to the award?

Yes

No

What type of accounting system does your agency use?

Automated

Manual

Combined

An example of an [Automated accounting](#) system is a program tool such as QuickBooks. A [Manual accounting](#) system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A [Combined system](#) uses a combination of the two systems.

Does your agency have a system in place that will account for 100 percent of each employee’s time?

Yes

No

If yes, what is the financial software utilized?

Did your staff members attend the Public Transportation Division’s required training courses and meetings during prior grant award cycles?

Yes

No

Please refer to the training website if your agency needs to participate in a training (<https://www.oregon.gov/odot/RPTD/Pages/Training.aspx>) or contact your regional transit coordinator.

Will applicant delegate the administration of the grant to a separate agency?

Yes

No

If yes, provide agency name.

Did your agency stay on budget in the last two years?

Yes

No

Is the Public Transportation Division currently conducting a forensic audit of your agency?

Yes

No

Was your agency audited by the State and/or Federal government in the past two years?

Yes

No

If “Yes”, did the audit result in one or more audit findings?

Yes

No

If “Yes”, explain any repeat findings if applicable.

If “Yes”, list the year of your last audit and include a URL to the audit document.

3.2.3 Delegation of administration/contracting

Do you plan to use a subrecipient or contractor to implement the grant supported activity?

Yes

No

If you answered “Yes”, list the subrecipient(s) and/or contractor(s).

If you answered “Yes”, describe how your agency will provide sufficient subrecipient and/or contractor oversight to ensure eligibility is maintained for grant moneys.

3.3 Project information

Is the project a capital project or an operations project?

Applicants may only select one project type per application.

Capital Project

Operations Project

Applicants must fill out separate applications for capital projects and operations projects. They cannot be included on the same application.

3.3.1 Capital projects

Answer the questions below for capital projects. For Operations Projects, see Section 3.3.2.

Capital projects

Please answer the Project Information, Project Type, Project Service Area, Project Service Type, Project Service Days and Times, Project Delivery and Project Administration sections for all capital project types. The following sections will be dependent upon the project details provided in the application.

Project information

Project title

Project description, including details about any capital purchases.

Capital projects assets are items that cost at least \$10,000 and have a useful life of at least one year.

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

Does your agency operate a fixed-route service?

Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations.

Yes

No

Project type

Please select all that apply for the project.

- Predominantly serves or provides access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less)
- Serves an area outside of the Public Transportation Service Provider's geographic jurisdiction

- Fills a significant gap in the Statewide Transit Network, i.e. the service connects two or more communities that are 20 or more miles from each other
- Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

Does the project involve vehicle acquisition?

Yes
No

Does the project involve the purchase of equipment, signs, or amenities?

Yes
No

Does the project include construction or rehabilitation of transit facilities, including pedestrian projects?

Yes
No

Project service area

Indicate the type of service for the proposed project.

Large Urban
Small Urban
Rural

Large Urban (Over 200,000 population), Small Urban (50,000-199,999 population) and Rural (Under 50,000 population). If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Project service type

What is the main type of service that will be supported with this award? Select all the apply.

Commuter
Complementary paratransit
Demand response
Deviated fixed route
Intercity
Fixed route
Paratransit
Other *If you selected "other" please describe.*

Service days and times

Please populate the table with the start and end time of service for the appropriate day. If there is no service on a given day, please leave blank. Round service times to the nearest quarter hour.

Project delivery

Does this project include tasks that are dependent on other projects?

For example, bus washing station dependent on facility

Yes

No

If you selected “Yes”, please provide details of dependent tasks.

Does this project include tasks that are dependent on each other?

Yes

No

If the project includes multiple or tasks, which best describes the relationship between activities or tasks?

Critical to the project

Complimentary to the project

If the tasks are critical, how might the project be impacted if one or more activities aren’t funded or receive partial funding?

Please describe the task level deliverables.

Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Project administration

Will project administration be an element of the proposed project?

Yes

No

Does your agency intend to charge any indirect costs to this project?

Yes

No

If yes, indirect cost must be contained in a “project administration” activity within the application and resulting executed subaward and reimbursement requests. Please select the indirect cost rate to be applied to reimbursement requests.

De minimis rate

Annually negotiated rate with a federal cognizant agency

Annually negotiated rate with ODOT

Project Administration Budget

Please add any project administration costs, noting any indirect costs, to the budget table. Select “add item” to add items. Total cost will automatically populate based on information provided.

Vehicle acquisition

Does the project include the acquisition of one or more standard fuel vehicles (i.e., diesel or gasoline?)

Yes

No

If you answered “Yes”, did your agency consider a no-emission vehicle instead? (i.e., battery electric, hydrogen fuel cell electric)?

Yes

No

If you answered “No”, this project is not available for funding.

If you answered “Yes”, what kind no-emission vehicle(s) did you consider? Select all that apply.

Battery electric vehicle

Fuel cell electric vehicle

Other *please define*

If you selected “yes”, why does your agency believe that no-emissions vehicle is not a practicable option currently? Select all that apply.

Vehicle cost

Maintenance requirements

Unfamiliarity with technology

Vehicle not available for procurement timeline

Infrastructure needs

Workforce skills

Lack of support from governing body

No vehicle will meet route needs

Other *please specify*

If your agency is applying for the purchase of a standard fuel vehicle, describe the efforts your agency made to determine that a no-emission vehicle is not a practicable option currently.

Insufficient answer

“Based on the distances of our routes, we do not believe a low- or no-emission vehicle will work for our agency.”

Higher quality answer

“Based on the findings of a feasibility study, vendor consultations, technology assessments and cost-benefit analysis, our agency has determined that, at present, the purchase of a standard fuel vehicle is the most practical option for meeting our specific operational needs. Most significantly, each of our routes are more than 150 miles with significant hills and on route charging is not feasible. Based upon discussions with vendors, we determined that BEB technology has not yet improved sufficiently to cover this range and topography in all weather conditions. We intend to go from diesel to electric vehicles once technology

permits, but do not want to invest in other low- and no-emission technology in the interim. We remain committed to regularly revisiting these considerations as the alternative fuel landscape evolves, with a continued focus on adopting sustainable and environmentally friendly solutions wherever feasible.”

Be sure to attach a summary of relevant assessments in the Supporting Documents section of the application.

Is your proposed project a zero-emissions capital project?

Yes

No

If you answered “Yes,” attach your complete zero-emission fleet transition plan in the Supporting Documents section of the application. Instructions and resources on how to create a zero-emission fleet transition plan are included in Appendix B of the solicitation guidance. Attachments are included in the Project Details section.

Is this a vehicle expansion, replacement, or right-sizing? Select all that apply.

A “vehicle replacement” refers to replacing an existing vehicle with the same size vehicle. A vehicle “right-sizing” refers to replacing a vehicle with a different size vehicle.

Vehicle Replacement

Vehicle Expansion

Vehicle Right-sizing

[Vehicle expansion, replacement, or rightsizing](#)

[Project timeline milestones](#)

These estimated dates will populate your statement of work if awarded. Note that for projects that are awarded funding from FTA’s Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2031. For capital projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant agreement period will be July 2027 to June 2031.

In the section below, provide project timeline milestones under two scenarios: (1) if the project is awarded STIF Discretionary or STIF Intercommunity funds, and (2) if the project is awarded federal FTA Section 5339(a) funds. Please submit a separate schedule for each funding source and ensure the timelines align with the applicable grant agreement periods listed above.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected “In-House”:

Start of project activity for federal award

Enter start of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Completion of project activity for federal award

Enter completion of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Start of project activity for STIF award

Enter start of project activity date that aligns with the grant agreement period for STIF funds.

Completion of project activity for STIF award

Enter completion of project activity date that aligns with the grant agreement period for STIF funds

If you selected "Contractor or Consultant":

Request for Pricing (RFP) issue date for federal award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for FTA Section 5339(a) funds.

Request for Pricing (RFP) issue date for STIF award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for STIF funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for STIF funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for STIF funds.

Why are you changing the size of the vehicle?**Information for vehicles acquisitions**

Please fill in the section below for each vehicle category for the vehicles to be purchased to expand a fleet, replace an existing vehicle, or to right-size an existing vehicle. For replacement and rightsizing projects, you will be prompted to answer questions for the corresponding vehicle to be replaced. To add another vehicle to your application, select “Add Vehicle”.

Purchased or leased vehicle 1

Will you use the ODOT Department of Administrative Services state price agreement contract for the purchase of this vehicle?

Yes

No

If you answered “No”, describe the needs not addressed in state contracts (e.g., no contracts for vehicle size desired, vehicle manufacturer, fuel type, etc.)

Purchase of vehicles via the Department of Administrative Services ADA vehicle price agreement is required under most circumstances. If you select “no”, state the reason your agency will conduct its own procurement. Please be aware that you are required to obtain approval from PTD prior to the procurement.

Vehicle category

Select a Category from A to E using the drop-down box for the vehicle to be purchased. For category descriptions, see the section “Find definitions for Categories A-E and their useful life benchmarks” on the [PTD website here](#).

Category A: large, heavy-duty transit bus

Category B: medium, heavy-duty transit bus

Category C: medium, heavy-duty transit bus and truck chassis cutaway

Category D: medium, light-duty bus and chassis cutaway

Category E 1: small, light-duty bus

Category E 2: modified van

Category E 3: modified minivan

Quantity

For fleet expansion, enter number of type of vehicle to be purchased. For replacement or right sizing projects, enter 1. To add more vehicles to be

purchased for replacement projects or rightsizing, select “Add Vehicle” at the end of this section.

Unit cost

Total cost

System calculated

Total seats

ADA seats

Vehicle length (feet)

Vehicle propulsion type

Battery Electric
Biodiesel
Compressed Natural Gas
Diesel
Ethanol
Fuel Cell Electric
Gasoline (Non-Ethanol)
Liquefied Natural Gas
Other Fuel
Propane
Renewable Diesel
Renewable Natural Gas
Renewable Propane

If vehicle propulsion type is electric, please describe below if your agency has existing charging infrastructure for these new vehicles.

Do existing storage and maintenance facilities have capacity to accommodate the purchased vehicles without the need for new or expanded facilities or equipment?

Yes
No

For each vehicle you intend to acquire if awarded funding, estimate the annual total miles each vehicle will be driven (i.e., annual vehicle miles traveled).

Physical address where the vehicle(s) will be stored/maintained.

Did you complete an independent cost estimate that included an estimate of the total cost of vehicle as well as timeline for procurement?

Yes

No

If you answered “Yes”, attach you required independent cost estimate(s) in the Supporting Documents Section.

If you answered “No”, An independent cost estimate (ICE) must be included with all vehicle acquisition projects (vehicle replacement, vehicle, right-sizing or expansion). [Access the ODOT ICE form.](#)

Procurement schedule:

Project start date

Request for proposal/Invitation for bid date

Provide date for this vehicle’s proposal or invitation for bid

Expected order date

Provide expected order date of vehicle

Expected delivery date

Provide expected delivery date of vehicle

Project completion date

Provide completion date for proposed project

Information for vehicles to be replaced or rightsized

Please fill out the following section for vehicles to be replaced or right-sized.

If you would like to add a vehicle to be replaced or right-sized, select “Add Vehicle” at the end of the section.

Purchased vehicle 1 will take the place of replaced vehicle 1 in your fleet, purchased vehicle 2 will take the place of replaced vehicle 2, and so on. This information will be tied together for eligibility considerations and application evaluation.

Replaced vehicle 1

Is the vehicle being replaced in service?

Yes

No

If the vehicle being replaced is not in service, explain why.

Has the vehicle met its useful life minimum for miles and/or years?

Yes

No

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

If the vehicle has not met its useful life minimum for miles and/or years, when will it meet one or both useful like minimums?

Vehicles being replaced must meet their useful life (miles or years) before any new vehicle is put into service. PTD will not reimburse the cost of the new vehicle until this occurs.

Current mileage

Month and year vehicle was put into service

Current vehicle condition

Excellent

Good

Adequate

Marginal

Poor

Excellent - The vehicle is new or nearly new, with no visible defects or signs of wear. It operates at full efficiency and does not require any repairs.

Good - The vehicle is in good working order with only minor wear and tear. It may show some superficial signs of aging but requires no significant maintenance.

Adequate - The vehicle is in a state of repair sufficient to meet operational needs. It shows moderate wear and deterioration, and minor repairs may be necessary to maintain functionality.

Marginal - The vehicle is nearing the end of its useful life. It has significant wear, defects, or maintenance issues that may impact reliability and require frequent or more substantial repairs.

Poor - The vehicle is in very poor condition, with major defects or damage. It is no longer reliable or safe for regular use and requires immediate replacement or extensive repairs to remain operational.

Expected mileage at time of procurement of new vehicle

Expected condition at time of procurement of new vehicle

Excellent

Good

Adequate

Marginal

Poor

Excellent - The vehicle is new or nearly new, with no visible defects or signs of wear. It operates at full efficiency and does not require any repairs.

Good - The vehicle is in good working order with only minor wear and tear. It may show some superficial signs of aging but requires no significant maintenance.

Adequate - The vehicle is in a state of repair sufficient to meet operational needs. It shows moderate wear and deterioration, and minor repairs may be necessary to maintain functionality.

Marginal - The vehicle is nearing the end of its useful life. It has significant wear, defects, or maintenance issues that may impact reliability and require frequent or more substantial repairs.

Poor - The vehicle is in very poor condition, with major defects or damage. It is no longer reliable or safe for regular use and requires immediate replacement or extensive repairs to remain operational.

VIN

VIN of vehicle to be replaced

Make and Model

Make and model of vehicle to be replaced

Vehicle Maintenance History

Maintenance issues, repairs, etc.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Equipment, signs, and amenities

Please fill out the following section for the projects proposing the purchase of equipment, signs, and amenities. To add an additional item, select “Add Item” at the end of the section.

Please provide a detailed list of the equipment, signs, and amenities to be purchased for this project, and explain how they are necessary to fulfill the purpose of the project. Include engineering & design, project management or construction management where applicable.

This activity may require the applicant to successfully get FTA environmental concurrence before incurring any costs.

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for projects that are awarded funding from FTA's Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2031. For capital projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant agreement period will be July 2027 to June 2031.

In the section below, provide project timeline milestones under two scenarios: (1) if the project is awarded STIF Discretionary or STIF Intercommunity funds, and (2) if the project is awarded federal FTA Section 5339(a) funds. Please submit a separate schedule for each funding source and ensure the timelines align with the applicable grant agreement periods listed above.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected "In-House":

Start of project activity for federal award

Enter start of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Completion of project activity for federal award

Enter completion of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Start of project activity for STIF award

Enter start of project activity date that aligns with the grant agreement period for STIF funds.

Completion of project activity for STIF award

Enter completion of project activity date that aligns with the grant agreement period for STIF funds

If you selected "Contractor or Consultant":

Request for Pricing (RFP) issue date for federal award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for FTA Section 5339(a) funds.

Request for Pricing (RFP) issue date for STIF award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for STIF funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for STIF funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for STIF funds.

Equipment, signs, and amenities to be purchased

Item 1

Item name

Item description

Item type

Equipment
Signs
Amenities

Street address or latitude and longitude coordinates of planned installation

If “on-bus” this needs to be specified

Quantity

Unit cost

Total cost

System calculated based on above information

Estimated order date

Estimated delivery date

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Transit facilities

Please fill out the following section for projects proposing the purchase of transit facilities, signs, and amenities, purchase of land for facilities, and/or construction or rehabilitation of facilities. To add an additional facility item, select “Add Facility” at the end of the section.

Please describe the proposed transit facility in detail

Describe major activities, including siting and right-of-way, planning, architecture, engineering, project management, construction contracting, inspection and permitting, interior surfaces and furnishings, etc.

This activity may require the applicant to successfully get FTA environmental concurrence before incurring any costs.

Please provide the location in longitude and latitude format. If you have the address and/or tax lot provide that here as well. Format (Latitude= 45.214940/ Longitude = - 123.969360)

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for projects that are awarded funding from FTA’s Section 5339(a) Grants for Buses and Bus Facilities Program, the target grant period will be October 2027 to September 2031. For capital projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant agreement period will be July 2027 to June 2031.

In the section below, provide project timeline milestones under two scenarios: (1) if the project is awarded STIF Discretionary or STIF Intercommunity funds, and (2) if the project is awarded federal FTA Section 5339(a) funds. Please submit a separate

schedule for each funding source and ensure the timelines align with the applicable grant agreement periods listed above.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected "In-House":

Start of project activity for federal award

Enter start of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Completion of project activity for federal award

Enter completion of project activity date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Start of project activity for STIF award

Enter start of project activity date that aligns with the grant agreement period for STIF funds.

Completion of project activity for STIF award

Enter completion of project activity date that aligns with the grant agreement period for STIF funds

If you selected "Contractor or Consultant":

Request for Pricing (RFP) issue date for federal award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for FTA Section 5339(a) funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for FTA Section 5339(a) funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for FTA Section 5339(a) funds.

Request for Pricing (RFP) issue date for STIF award

Provide the RFP issue date for hiring the contractor or consultant that aligns with the grant agreement period for STIF funds.

Contract award date for federal award

Provide the consultant or contractor contract award date that aligns with the grant agreement period for STIF funds.

Initial start date for federal award

Provide the initial start date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Final end date for federal award

Provide the final end date for the consultant or contractor work that aligns with the grant agreement period for STIF funds.

Contract completion date for federal award

Provide the date that the consultant or contractor contract is complete that aligns with the grant agreement period for STIF funds.

Facility items

For each separate facility item or structure, such as a maintenance building, bus stop, bus barn, or pedestrian improvement, please answer the following questions. To add another facility or structure, click “Add Facility” at the bottom of the section.

Facility item 1

Facility Item Name

Facility Item Description

Please provide details regarding if this is land being purchased, a facility being purchased, or a facility being constructed.

If the proposed facility has elements in more than one location, please provide the street address or latitude and longitude coordinates for this project element.

Example 632 E. Apple Dr., The Dalles 97058 OR Tax Lot 820 (3N-11E-35DB) at the Port of Hood River and Latitude= 45.214940/ Longitude = -123.969360

Project deliverable start date

Project deliverable proposal/invitation for bid date

Expected order date. Write N/A if not applicable

Expected delivery date. Write N/A if not applicable

Project deliverable completion date

Facility Budget

For each facility, include detailed budget with item descriptions for facility items. Include any items related to zero-emission vehicles as a separate item. Select “Add Item” to add another item.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

3.2.1 Operations projects

Answer the following questions for operations projects.

Project information

Project title

Project description

Does your agency have a fixed route service?

Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus (MB); unlike demand responsive (DR) and vanpool (VP) services.

Yes

No

Would this award support ongoing operations of an existing service or resume a recently reduced service?

Yes

No

Would this award support intercommunity service?

Yes

No

Will this award establish services on corridors that are identified in the Priority Intercity Bus Network Study?

Yes

No

Will this award support a new pilot project?

Pilot operations projects may be considered for funding if the application indicates a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005.

Yes

No

Will this award support purchased service?

Yes

No

Will this award support mobility management?

Yes

No

Would this award support preventative maintenance?

Yes

No

Project service area

Indicate the primary service area for the proposed project

Large urban

Small urban

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-199,999 population) and Rural (Under 50,000 population). If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Please select all that apply for the project

Predominantly serves or provides access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less)

Serves an area outside of the Public Transportation Service Provider's geographic jurisdiction

Fills a significant gap in the Statewide Transit Network, i.e. the service connects two or more communities that are 20 or more miles from each other

Provides statewide benefits to multiple Public Transportation Service Providers outside of the area where the proposed project will be located

Project service type

What is the main type of service that will be supported with this award?

Commuter

Complementary Paratransit

Demand Response

Deviated Fixed Route

Intercity

Fixed Route

Paratransit

Other *please describe*

Service days and times

Please populate the table with the start and end time of service for the appropriate day. If there is no service on a given day, please leave blank.

Project administration

Will project administration be an element of the proposed project?

Yes

No

Does your agency intend to charge any indirect costs to this project?

Yes

No

If yes, indirect cost must be contained in a “project administration” activity within the application, and resulting in executed subaward and reimbursement requests. Please select the indirect cost rate to be applied to reimbursement requests.

De minimis rate

Annually negotiated rate with a federal cognizant agency

Annually negotiated rate with ODOT

Project Administration Budget

Please add any project administration costs, noting any indirect costs, to the budget table. Select “add item” to add items. Total cost will automatically populate based on information provided.

Project Administration Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project delivery

Is this project part of a group of projects that are dependent on each other?

For example, bus washing station dependent on facility

Yes

No

If “yes”, provide details of the dependent projects.

If the project includes multiple activities or tasks, which best describes the relationship between activities or tasks?

Critical to the project

Complimentary to the project

If the activities or tasks are critical, how might the project be impacted if one or more activities aren’t funded or receive partial funding?

On-going operations or recently reduced operations

For each on-going operations or recently reduced operations deliverable, please fill out the following section. If there are multiple on-going operations or recently reduced operations deliverables in your project, please select “Add another deliverable” at the end of the section.

On-going operations deliverable 1

Provide a brief history of the current service, or recently reduced service.

Describe any elements of the proposed project that differ from the existing or recently reduced service.

Provide the operations cost for the service for the previous fiscal year.

If the service operated in 2024, how many rides were provided? Answer N/A if not tracked

If the service operated in 2025, how many rides were provided? Answer N/A if not tracked

What is the predicted number of rides that will be served in the next full year of service? Answer N/A if not tracked.

What is the total project cost to support ongoing operations?

The total project cost is the award amount plus the 20% match.

Minimum project cost to support ongoing or recently reduced operations?

The total project cost is the award amount plus the 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected “In-House”:

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected “Contractor or Consultant”:

Request for Pricing (RFP) issue date

Provide the RFP issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your ongoing operations or recently reduced deliverable, please fill out the section below. Select “Add Task” to add another task.

Task 1

Task Title

Task Description

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Establish service on PIBN route

For each new service on PIBN route deliverable, please fill out the following section. If there are multiple new service on PIBN route deliverables in your project, please select “Add another deliverable” at the end of the section.

PIBN routes can be found [here](#).

Establish service on PIBN route deliverable 1

Identify the origin and destination of the proposed service as well as each municipality that the service stops in along the route.

What is the gap in intercity transportation service that this project fills?

If the service operated in 2024/2025, how many rides were provided? If service not provided in 2024/2025, write N/A.

What is the predicted number of rides that will be provided in the first full year of service?

What is the total project cost to establish service on PIBN route?

The total project cost is the award amount plus the 20% match.

Minimum project cost to establish service on PIBN route?

The total project cost is the award amount plus the 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected “In-House”:

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected “Contractor or Consultant”:

Request for Pricing (RFP) issue date

Provide the RFP issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your new PIBN route deliverable, please fill out the section below. Select “Add Task” to add another task.

Task 1**Task Title****Task Description**

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Establish new pilot

For each new pilot deliverable, please fill out the following section. If there are multiple new pilot deliverables in your project, please select “Add another deliverable” at the end of the section.

New pilot deliverable 1

Provide a brief history of the proposed pilot project.

Describe any elements of the proposed project that differ from existing or recently reduced service.

Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period, per OAR 732-044-0005. Please provide details regarding the financial plan to support the pilot after the initial award.

What is the predicted number of rides that will be served in the next full year of service? Answer N/A if not tracked.

What is the total project cost to support the proposed pilot?

The total project cost is the award amount plus the 20% match.

Minimum project cost to support the proposed pilot?

The total project cost is the award amount plus the 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected “In-House”:

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected “Contractor or Consultant”:

**Request for Pricing (RFP) or Request for Information (RFI)
issue date**

Provide the RFP/RFI issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your new pilot deliverable, please fill out the section below. Select “Add Task” to add another task.

Task 1

Task Title

Task Description

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Purchased service

For each purchased service deliverable, please fill out the following section. If there are multiple purchased service deliverables in your project, please select “Add another deliverable” at the end of the section.

Purchased service deliverable 1

Do you have an existing contract?

Yes
No

If yes, list the contract parties

If yes, what is the sub-contract’s expiration date?

If this date is after the subgrant agreement period begins, a new procurement will be necessary.

What is the total project for purchase service?

Project cost is the award amount plus 20% match.

Minimum project cost for purchase service

Project cost is the award amount plus 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes
No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house
Contractor or Consultant

If you selected "In-House":

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected "Contractor or Consultant":

Request for Pricing (RFP) issue date

Provide the RFP issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your purchased service deliverable, please fill out the section below. Select "Add Task" to add another task.

Task 1

Task Title

Task Description

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Mobility management

For each mobility management deliverable, please fill out the following section. If there are multiple mobility management deliverables in your project, please select “Add another deliverable” at the end of the section.

Mobility management deliverable 1

Mobility management task type

Operating transportation brokerages to coordinate service providers, funding resources, and customer needs
Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes
Supporting local partnerships that coordinate transportation services
Staffing for the development and implementation of coordination plans
Providing travel training and trip planning activities for customers
Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system (Only purchases under \$10,000)
Travel mobility planning
Internet based information
Informational materials/marketing
Other *please explain*

Mobility management task description.

Describe your plan for the funds (i.e. we will host five events at locations in our community to explain the transit services available to seniors).

Mobility management task performance goals.

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project.

What is the total project cost to support mobility management?

The total project cost is the award amount plus the 20% match.

Minimum project cost to support mobility management?

The total project cost is the award amount plus the 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes
No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house
Contractor or Consultant

If you selected "In-House":

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected "Contractor or Consultant":

Request for Pricing (RFP) issue date

Provide the RFP issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your mobility management deliverable, please fill out the section below. Select "Add Task" to add another task.

Task 1

Task Title

Task Description

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

Preventive maintenance

For each preventive maintenance deliverable, please fill out the following section. If there are multiple preventive maintenance deliverables in your project, please select “Add another deliverable” at the end of the section.

Preventive maintenance deliverable 1

What are you going to be maintaining? Select all that apply.

- Maintaining vehicles used in revenue service
- Maintaining shelters or facilities
- Maintaining any "other" asset

If you selected “Maintaining vehicles used in revenue service”, please list number of vehicles included in this preventative maintenance project.

If you selected “Maintaining vehicles used in revenue service”, will any of these funds be used to maintain electric vehicles, or their charging infrastructure?

- Yes
- No

If yes, this may require the applicant to successfully get FTA environmental concurrence before incurring any costs.

If you selected “Maintaining vehicles in revenue service”, please attach your current Vehicle Preventative Maintenance Plan when you reach the Supporting Documents and Signature section of this application, or describe current fleet policies, procedures, and manufacturer equipment recommendations and maintenance schedules for the assets proposed in this maintenance project. A current plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedule is required.

If you selected “Maintaining shelters or facilities”, please describe the shelter or facility preventive maintenance.
Depending on the activity, facility preventive maintenance may require the applicant to successfully get FTA environmental concurrence before incurring any costs.

If you selected “Maintaining any other asset”, please describe the asset being maintained.

What is the total project cost to support preventive maintenance?
The total project cost is the award amount plus the 20% match.

Minimum project cost to support preventive maintenance?
The total project cost is the award amount plus the 20% match.

Project Match

Please fill out table with match information

If you selected “Other” for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered “Yes”, please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

Project timeline milestones

These estimated dates will populate your statement of work if awarded. Note that for operations projects that are awarded STIF Discretionary or STIF Intercommunity funding, the target grant period will be July 2027 to June 2028.

How will you deliver the proposed project activity?

In-house

Contractor or Consultant

If you selected “In-House”:

Start of project activity

Enter start of project activity date.

Completion of project activity

Enter completion of project activity date.

If you selected “Contractor or Consultant”:

Request for Pricing (RFP) issue date

Provide the RFP issue date for hiring the contractor or consultant.

Contract Award Date

Provide the consultant or contractor contract award date.

Initial start date

Provide the initial start date for the consultant or contractor work.

Final end date

Provide the final end date for the consultant or contractor work.

Contract Completion date.

Provide the date that the consultant or contractor contract is complete.

Task level deliverables

For each task in your preventative maintenance deliverable, please fill out the section below. Select “Add Task” to add another task.

Task 1

Task Title

Task Description

Please provide a task description for this task. Where applicable, please include the request for proposal or invitation to bid date, contract award date, initial delivery date, final delivery date, and contract completion date.

3.2 Budget

What is the estimated total cost to complete this project?

System calculated

Estimated Match Amount

System calculated

Estimated Grant Amount

System calculated

Minimum award amount that will still allow your project to proceed?

Grant share only, not including match

If the amount requested in this application (and match) does not equal the total amount needed for the project, how will the remainder of the project be financed?

Federal grants

State grants

Local grants

Other

If you specified "Other", please describe.

Project Match

Please fill out table with match information

If you selected "Other" for match source, please describe in detail.

Is your agency including in-kind match in the application?

Yes

No

If you answered "Yes", please indicate the type of in-kind match.

In-kind match needs to be approved by PTD prior to award

3.5 Scored questions

The Scored Questions contain the primary questions that will be used to evaluate and score applications. The scoring weights are provided in italics for each section.

Please answer the questions completely with relevant details that will help the evaluation committee appraise the merits of the project. Examples of low scoring and high scoring answers have been provided for reference.

3.5.1 Community benefits

Operations Projects 30%, Capital Projects 20%

For questions in this section please describe how this project addresses important community needs and will deliver a significant benefit to the community.

Please explain how operations for this service were previously funded.

Operations projects only

Please explain why there are no longer sufficient funds to operate this service.

Operations projects only

Describe the need this project addresses. Please provide information to support these statements.

Lower scoring answer

“To meet the transportation needs of older adults and people with disabilities. The program aims to improve mobility for older adults and people with disabilities by removing barriers to transportation service and expanding transportation mobility options. This project will improve the quality of life for seniors and individuals with disability by providing greater transportation options.”

Higher scoring answer

“The Assisted Living Center provides residential and supportive services for individuals 65 years and older. Currently, approximately 150 people live at the Assisted Living Center. According to facility staff approximately 100 of the Center’s residents, including many of whom use mobility devices, rely upon public transportation and ride services to access downtown Great City as well as health services at Great City Hospital. Currently, Great City Transit provides limited demand response services between the Center and destinations throughout Great City. Each week we turn down approximately 20-40 requests for transportation from the Center. By increasing staff and operations, this project will allow Great City Transit to meet 30 additional requests for transportation each week.”

Lower scoring answer

“Our Green Mobility Hub will be a community resource that serves our residents and visitors to use transit services as a viable mode of transportation in Anytown, Oregon.”

Higher scoring answer

“This project will create a Green Mobility Hub that will serve as the focal point for various sustainable transportation modes. The hub integrates electric buses, bike-sharing programs, and walking paths to encourage zero-emission commuting. To address equity, we have ensured that the hub is centrally located and easily accessible for all residents, especially those in underserved resource-limited transportation communities.

Key features of our hub include:

- *Electric Bus Terminal: Electric buses will connect different parts of the town, reducing carbon emissions and promoting public transportation.*
- *Bike-Share Stations: The bike-sharing stations will include electric-assist bikes for short-distance travel, promoting an active lifestyle and reducing reliance on personal vehicles.*
- *Walking Paths: The design around the Green Mobility Hub includes pedestrian-friendly pathways leading to the transit center, making it accessible to residents from various neighborhoods.*
- *Community Gardens: Green spaces and community gardens will be integrated around the hub, promoting sustainability and providing a recreational area for residents.*
- *Solar Charging Stations: The project will include installing solar-powered charging stations for electric vehicles and bikes, ensuring clean energy usage.*
- *Equity Focus: We will be offering discounted or subsidized transportation options for low-income residents, ensuring affordability and accessibility for all.”*

Describe how your agency determined this need existed, including any community engagement you conducted.

Lower scoring answer

“The agency allows public comment during plan development and at all public meetings. Meeting materials are posted online and meetings are open to the public.”

High scoring answer

“We conducted extensive outreach to community-based organizations to deliver service to the senior and disability populations. Participation in developing the transportation plan included 750 participants and 100 comments received during public and partner engagement activities. Community engagement included open houses (in-person and online), project flyers, email communication, website notices and pop-up events at locations served by transit dependent populations. After evaluating all the public input, we determined that the Assisted Living Center project met the highest need.”

Lower scoring answer

“We used our goals in the transit master plan to show the need of a centrally located transit hub at this location.”

High scoring answer

“By combining data analysis, direct engagement with residents through surveys and community events, and partnerships with local organizations, our agency gained a comprehensive understanding of the community's needs and build a strong case for the establishment of a community transit hub at this location. Many locations and areas of Anytown, Oregon were considered and assessed. After we created an initial assessment with an analysis of transportation and demographic information with key partners such as local city and county, the agency did the following activities in the development of this

project:

Community Survey

- *Design and Distribute Surveys:* Developed surveys to collect information on residents' commuting habits, preferred transportation modes, and existing challenges.
- *Multilingual Approach:* Ensured surveys were available in multiple languages to accommodate diverse language preferences within the community.
- *Digital and Paper Distribution:* Used both digital platforms and traditional methods to distribute surveys, reaching a broader spectrum of residents.

Town Hall Meetings

- *Public Forums:* Hosted town hall meetings to discuss transportation issues openly and gather real-time feedback from residents.
- *Interactive Workshops:* Conducted interactive workshops where residents can map out their daily commuting routes, identifying pain points and areas in need of improvement.

Focus Groups

- *Demographic-Specific Groups:* Organized focus groups targeting specific demographics, such as seniors, students, or low-income families, to address their unique transportation needs.
- *Equity Discussions:* Included discussions on equity to understand if there are disparities in transportation access among different segments of the community.

Community Mapping

- *Interactive Mapping Sessions:* Used mapping exercises to identify popular routes, congestion areas, and locations that would benefit the most from a transit hub.
- *Digital Platforms:* Explored the use of digital platforms or apps where residents can mark areas with transportation challenges or suggest potential hub locations.

Partnerships with Community Organizations

- *Collaborate with Local Organizations:* Partnered with local community organizations to leverage their networks and gain insights into transportation issues faced by their members.
- *Community-Led Surveys:* Supported community-led survey initiatives conducted by organizations with strong ties to specific demographics.

Social Media and Online Engagement

- *Online Platforms:* Utilized social media platforms and community forums for ongoing discussions and feedback.
- *Live Q&A Sessions:* Hosted live Q&A sessions to address questions and concerns regarding the proposed transit hub."

Describe the expected community benefits from this project

Lower scoring answer

"The project will benefit seniors and people with disabilities by offering consistent service for the community."

Higher scoring answer

“Our transit service is specifically tailored to meet the unique needs of seniors and individuals with disabilities. This includes the provision of door-to-door services, specialized vehicles with ramps or lifts, and trained personnel to assist passengers with boarding and disembarking. Our mobility management efforts have connected with agencies and community living centers to be an integral part of their everyday needs to transport community members most effectively with shared trips to similar locations. The Assisted Living Center project will improve the health and well-being of seniors by providing access to essential services, medical appointments, and recreational activities. Regular and reliable transportation options will positively impact mental health, reduce social isolation, and promote overall well-being. By connecting seniors and people with disabilities to community resources, social events, and cultural activities, the project fosters a sense of community inclusion. Transportation becomes a way for individuals to remain actively engaged in social and recreational opportunities. By providing 30 additional trips each week, generally to 2-3 passengers per trip, this project will support an addition 60-90 outings for residents of the Center.”

Lower scoring answer

“This transit hub would be an improvement to our existing hub. The current and new transit riders would benefit from more lighting and easier ways to cross major roadways.”

Higher scoring answer

“A Green Transit Equity Hub can yield a variety of social, environmental, and economic benefits for a community. Here are some expected benefits:

Environmental Sustainability

- *Reduced Carbon Emissions: By promoting and integrating eco-friendly transportation options such as electric buses, bikes, and walking paths, the hub can contribute to a significant reduction in carbon emissions, mitigating the impact of climate change.*

Equitable Access

- *Enhanced Mobility for All: The hub's central location and diverse transportation options make it more accessible to residents from various neighborhoods, including those in underserved or remote areas.*
- *Affordable Transportation: Implementing equity-focused pricing models and subsidies for low-income residents ensures that transportation remains affordable for everyone.*

Community Health and Well-being

- *Encouraging Active Lifestyles: Walking paths, bike-sharing programs, and green spaces around the hub encourage physical activity and promote a healthier lifestyle for residents.*
- *Improved Air Quality: Transitioning to electric buses and encouraging non-motorized modes of transportation will help reduce air pollution, contributing to better overall air quality.*

Economic Development

- *Job Creation: The construction and ongoing operation of the transit hub, along with associated programs such as job training initiatives will create employment opportunities within the community.*
- *Local Business Boost: The hub's central location should attract more foot traffic, benefitting local businesses and fostering economic growth in the surrounding areas.”*

If this project is not awarded funding from this solicitation, what are the expected impacts?

Lower scoring answer

“Seniors will not be able to reach essential services.”

Higher scoring answer

“As previously mentioned, there are approximately 60-90 trips to the grocery store, medical services and recreation that the addition of this service would support. If it is not funded, these trips will either not be made or made through alternative modes of transportation. In our discussion with the Assisted Living Center, many of their residents rely upon private, paid-for transportation when they cannot access public transportation. Not only is this service more expensive, but it also doesn’t meet the mobility needs of many of the residents due to their reliance on mobility devices.”

Lower scoring answer

“Delaying the construction of the transit hub would increase the cost and potentially affect the availability of the site considered for procurement.

Higher scoring answer

“If we do not receive funding, we will not build the transit hub. Not building this transit hub could lead to a range of negative outcomes, affecting the environment, equity, economic development, and the overall quality of life in the community. Our project highlights the importance of proactive planning and sustainable infrastructure to address the evolving needs of our town.

Without funding we will reduce the scope of work, focusing only on lighting and striping improvements at the existing hub, which will likely result in fewer environmental benefits. The introduction of sustainable transportation options such as electric buses and green infrastructure elements will be postponed or excluded, leading to a missed opportunity to decrease carbon emissions and enhance environmental sustainability.

Equity challenges will persist. Without sufficient funding, it becomes challenging to implement equity-focused initiatives. Programs aimed at providing affordable transportation options for low-income residents may be compromised, perpetuating existing transportation disparities and limiting access to the benefits of the transit hub for underserved communities.”

Does your project have the potential to increase the use of active transportation, including public transportation?

Yes

No

If you answered “Yes”, please describe how.

If improved passenger amenities, bicycle amenities, or active transportation information are included in the project, describe how they will increase walking or bicycling to/from public transportation. Explain how the project will shift drive alone trips to public transportation and/or encourage walk/biking to/from public transportation.

Examples

- *Bike share station at a Key Transit Hub*
- *Bicycle and/or pedestrian infrastructure improvements that support public transportation*
- *Closing a gap in bicycle or pedestrian access to Key Transit Hub(s)*
- *Illumination of transit stops*
- *Timeshare bike lockers*
- *Bicycle parking and services*
- *Projects that result in mode shift to transit*
- *Projects that reduce reliance on personal vehicle use*
- *Projects that improve connectivity between active transportation modes and bus, train, and other transit modes*
- *Outreach and education projects*

Select all that apply to your project.

Improves the passenger experience.

Benefits multiple transportation service providers.

Involves consolidation, coordination, or resource sharing between agencies.

None apply to my project.

Describe how this project would improve each of the items you selected in the previous question.

If applicable describe how the proposed project will enhance and improve coordination between Public Transportation Service Providers, agencies, organizations, and other stakeholders. Describe the collaborators, their respective roles, and their level of commitment. Describe how this collaboration will work towards goals of efficiency and a more useful, better coordinated Statewide Transit Network. Upload documentation that demonstrates commitment to cross-provider coordination as attachments to your application. This criterion might also be demonstrated through projects that improve how public transportation agencies, planners, researchers, and application developers understand, use, plan for, and improve the Statewide Transit Network using standardized data. Describe how this project will support the development or improvement of standardized data and data formats or employ passenger-facing technology to improve the passenger experience.

Projects involving procurement or development of websites, software, and on-board hardware improvements should indicate how they will coordinate with other transit providers implementing similar technology projects.

Representative example projects and scope components include, but are not limited to:

- *Joint or consolidated program administration and management*
- *Education and outreach in coordination with transportation options programs or other agencies*
- *Shared service area operations plan(s)*
- *Shared vehicle/service resources*
- *Coordinating routing and scheduling to make connections between agencies and services simpler and more efficient, including establishing interline agreements*
- *Regional multi-agency public transportation plans and/or integrating public transportation into multimodal transportation plans*

- *Coordination of online resources and webpages to support regional and intercommunity travel*
- *Technology projects that utilize or support existing and emerging public transportation data standards like GTFS, GTFS-ride, GTFS-flex, and GTFS-rt*
- *Projects that improve access for passengers and planners to public transportation information, particularly if they rely on standardized data formats*
- *Projects to improve passenger experience across agencies, such as shared fare systems*
- *Projects supporting the procurement and implementation of hardware and software that improves the passenger experience, including real-time bus tracking, trip-planners, and onboard electronic messaging systems*

Are there any additional community benefits for the proposed project that have not been addressed in the previous questions in this section?

Yes

No

If you answered “Yes”, please describe.

3.5.2 Safety

Operations Projects 10%, Capital Projects 20%

This section evaluates how projects may enhance safety of vulnerable road users and transit riders.

What safety amenities are included in this project? *Select all that apply.*

None

Trimming

Current arrival time tracker

Lighting

Cameras

Seat belts

Pedestrian or bicycle infrastructure

Other

If you selected “Other”, please describe.

Describe the safety improvements or features funded by this project. In particular, how will the project improve the safety of vulnerable road users and transit riders?

3.5.3 Climate Benefits

Operations Projects 20%, Capital Projects 20%

The purpose of the climate mitigation questions is to determine how the proposed project advances state goals for reducing greenhouse gas emissions by maintaining or increasing transit ridership, deploying low- or no-emission vehicles, or using low carbon materials or carbon-efficient design principles.

If your agency is proposing a facility construction or renovation project, explain how your agency will reduce the climate impact of the project. If not relevant, write “NA”.

Lower scoring answer

“We plan to address this once we get to the design stage.”

Higher scoring answer

“Both the design and the materials used in the transit hub will be selected to minimize GHG emissions. We are working with a design firm that specializes in low carbon design and materials as well as sustainable design, including passive heating and cooling, low-carbon concrete and steel, and permeable surfaces to reduce stormwater runoff. While the building will not be LEED certified, we are putting significant effort into reducing the environmental impact of the building.”

Describe how this project will reduce greenhouse gas emissions through encouraging people to use less carbon intensive forms of transportation. If not relevant, write “NA”.

Describe how this project takes additional steps to reduce greenhouse gas and other emissions, encourage transit ridership as an alternative to single occupancy vehicle use, or mitigate the impacts of climate change. Describe any initiatives introduced or influenced by the project that will encourage and enable residents to choose low-environmental impact modes of travel. Describe how the project will improve the energy efficiency of your agency’s operations.

Examples

- *Projects that improve transit access to/from services that improve health outcomes*
- *Projects promoting active transportation and other mode shift away from single occupancy vehicle use (e.g., bike racks, bike and pedestrian infrastructure)*
- *Projects providing shared access to charging infrastructure and other alternative fuels for use by other transit agencies*

For each vehicle you intend to acquire, provide the vehicle category, propulsion type, estimated annual miles, and the number of expected annual passenger rides (i.e., one-way passenger rides) in the first year of service for each vehicle.

For each vehicle include all one-way passenger rides, even if the vehicle is used across different routes or services.

Example:

- 1. Category A – diesel, 27,500 miles, 5000 passenger trips*
- 2. Category C – gasoline, 10,000 miles, 2000 passenger trips*

3.5.4 Access

Operations Projects 30%, Capital Projects 20%

The purpose of this application section is to assess how the proposed project planning and implementation incorporates meaningful involvement of resource-limited groups in decision-making. Project sustains or improves access to transportation for resource-limited groups.

What are the specific geographic boundaries of your transit service area? If you have a shapefile, file geodatabase, or REST service of your transit service area, please attach it to your application.

If you have a shapefile of your transit service area, please save it as a .zip file and attach it to your application in the Supporting Documents section.

If the project serves more than one community (e.g. intercity bus), what are the geographic boundaries (e.g. city, county, and/or urban growth boundaries, etc.) of the primary beneficiaries of the service?

If you have a shapefile, file geodatabase, or REST service of the transit service areas, please attach them to your application. It is recommended to upload a compressed (zipped) folder of your files as one attachment. If not applicable, respond N/A.

Did your agency engage or does your agency plan to engage members of resource-limited groups or their representatives in the development of this project?

Yes

No

If yes, please explain the engagement you conducted or plan to conduct.

Lower scoring answer

“Our agency provides opportunity for engagement at public meetings and through notices at bus stops and in our vehicles for riders. Our website is updated to show our latest outreach notices.”

Higher scoring answer

“Our agency is committed to ensuring inclusivity and representation in the development of the senior and disabled transit service. To actively engage members of resource-limited communities and their representatives, we implemented the following strategies:

Community Outreach and Input Sessions

- We conducted targeted outreach efforts to resource-limited communities, seeking input through community meetings, forums, and public hearings. These sessions provided an opportunity for community members and their representatives to express their needs, concerns, and preferences letter related to senior and disabled transit services.*
- We held three public meetings in which approximately 50 people attended and had five targeted meetings with social service providers.*

Formation of Advisory Committees

- *Our agency established advisory committees that include representatives from resource-limited communities, as well as individuals with disabilities and seniors. These committees actively participated in the planning and decision-making processes, ensuring that the project considers diverse perspectives and incorporates feedback from those directly impacted.*

Collaboration with Community-Based Organizations

- *We partnered with local community-based organizations that have a deep understanding of the needs of resource-limited communities.*
- *Through these collaborations, we were able to tap into existing networks, gain insights, and involve community leaders in shaping the project to better address the specific challenges faced by these populations.*
- *It was through our relationship with the organization Seniors on the Move that we learned about the transportation needs of residents at the Assisted Living Center.*

Multilingual Communication

- *Recognizing the linguistic diversity within resource-limited communities, our agency implemented multilingual communication strategies.*
- *Information about the project, including surveys and outreach materials, was made available in languages commonly spoken in the target communities to ensure broad participation.*

Accessibility Considerations

- *In the planning and design phases, special attention was given to ensuring the accessibility of the transit services for individuals with disabilities.*
- *Input from representatives of disabled communities was sought to identify and address specific accessibility requirements and challenges.*

Feedback Mechanisms

- *Throughout the project's development, we presented multiple project options to community groups and solicited feedback about community preferences.*
- *Originally, we had considered adding additional county-wide dial-a-ride service but realized through the feedback that we received that dedicated and reliable service to the Assisted Living Center was the top community preference.*

By actively involving members of resource-limited communities and their representatives in the development of the project, our agency is committed to ensuring that the senior and disabled transit service is inclusive, responsive, and tailored to the unique needs of all community members, particularly those who may face additional challenges or barriers to transportation access.”

If such engagement is not important to the success of this project, please explain why.

How may resource-limited groups benefit from this project?

If applicable include how people who are more likely to experience burdens and barriers when trying to access social, economic, political, health, education, and environmental resources will benefit from this project. This might include people who rely on public transportation to meet daily needs, such as low-income populations, seniors and

individuals with disabilities, people of color, persons with limited English proficiency, individuals without bank accounts, and veterans.

Lower scoring answer:

“This project will assist our agency to provide consistent services. Our agency relies on this funding to maintain our current services to populations of seniors and people with disabilities.”

Higher scoring answer:

“The Assisted Living Center project is specifically designed to bring substantial benefits to resource-limited communities, with a focus on inclusivity and collaboration with key partners. The involvement of collaborators such as United Way, Kiwanis Club, Center for Aging, and Special Olympics ensures a holistic and community-driven approach to address the unique needs of these communities.

Increased Access to Essential Services

- *The transit service will provide residents of resource-limited communities with improved access to essential services, including healthcare facilities, employment centers, and educational institutions.*
- *By addressing transportation barriers, the project enhances opportunities for community members to meet their daily needs more efficiently.*

Community Engagement and Social Inclusion

- *Collaboration with organizations like Kiwanis Club and Special Olympics emphasizes a commitment to community engagement and social inclusion.*
- *The transit project will facilitate transportation to community events, social gatherings, and recreational activities, fostering a sense of belonging and connection among residents of resource-limited communities.*

Support for Aging Populations

- *The Center for Aging's involvement as a collaborator ensures that the transit service is tailored to meet the unique needs of aging populations within resource-limited communities.*
- *Accessible transportation options for seniors enhance their ability to age in place, maintaining connections with their communities and support networks.*

Affordable Transportation Options

- *United Way's collaboration emphasizes a commitment to affordability and accessibility.*
- *The transit project will implement fare structures and subsidy programs to ensure that transportation remains economically viable for residents of resource-limited communities, minimizing financial burdens associated with mobility.*

Education and Outreach Initiatives

- *Collaborators such as United Way and the Center for Aging will play a crucial role in implementing education and outreach initiatives.*
- *These programs will inform residents of resource-limited communities about the transit services available, ensuring that they are aware of the benefits and can make informed choices regarding their transportation needs.*

Specialized Support for People with Disabilities

- *Special Olympics' collaboration highlights a commitment to supporting individuals with disabilities. The transit project will provide specialized services and accommodations to meet the unique transportation needs of people with disabilities in resource-limited communities, fostering independence and community participation.*

Volunteer and Community Involvement

- *Kiwanis Club's collaboration underscores a commitment to community service and volunteerism. The transit project will engage volunteers to assist with various aspects of the service, such as providing support to seniors and individuals with disabilities during their journeys, further strengthening community bonds.*

Environmental Considerations

- *The project's commitment to sustainability, as reflected in the collaboration with United Way and the emphasis on reduced carbon emissions, benefits resource-limited communities by contributing to improved air quality and environmental conditions.*

In summary, the senior and disabled transit service project, through collaboration with United Way, Kiwanis Club, Center for Aging, and Special Olympics, will directly address the unique needs of resource-limited communities. By enhancing accessibility, affordability, and community engagement, the project strives to create a more equitable and inclusive transportation system that positively impacts the daily lives of residents in these communities.”

How may resource-limited groups be burdened by this project?

Lower scoring answer

“This project is not expected to burden resource-limited communities”

Higher scoring answer

“While the senior and disabled transit service project is designed with the intention of providing numerous benefits to resource-limited communities, it is important to consider potential challenges or burdens that may arise. Identifying and addressing these concerns is crucial for ensuring that the project is implemented in a manner that minimizes negative impacts.

Fare Affordability Concerns

- *Despite efforts to provide affordable transportation options, there may still be concerns among resource-limited communities about the affordability of transit services.*
- *Residents with limited financial resources may perceive the fares as a burden, especially if there are additional costs associated with regular use.*

Communication and Awareness Gaps

- *Resource-limited communities may face challenges related to communication and awareness. If outreach efforts are not adequately tailored to the linguistic and cultural diversity of these communities, there may be a lack of understanding about the project, leading to confusion or hesitation in adopting the new transit services.*

Transportation Service Gaps

- While the project aims to improve transportation services, there may be initial challenges in achieving comprehensive coverage.
- Some areas within resource-limited communities may experience gaps in service, particularly during the early stages of implementation, potentially limiting access for certain residents.

Environmental Justice Considerations

- Resource-limited communities may already bear a disproportionate burden of environmental challenges.
- It is important to consider whether any aspects of the transit project, such as new infrastructure or increased traffic, could exacerbate existing environmental justice concerns. We do not expect negative impacts from this project.

It is crucial for the project team to proactively address these potential burdens through community engagement, clear communication, and equitable planning. By incorporating feedback from resource-limited communities and adapting strategies accordingly, the project can minimize negative impacts and enhance overall community well-being.”

3.5.5 Infrastructure and multi-modal connectivity

Capital Projects 10%

The purpose of this section is to evaluate how the proposed project improves condition of transit-related infrastructure and/or multimodal connectivity of public transportation systems.

Does this project improve bus-related infrastructure or multi-modal connectivity (e.g., pedestrian or bicycle infrastructure)?

Yes

No

If you answered “Yes,” please explain.

Lower scoring answer:

“The project will improve the multi-modal connectivity with the sidewalk striping on the north side of the property.”

Higher scoring answer:

“The project aims to create a comprehensive and integrated transportation hub that benefits various modes of transit. Key elements related to bus-related infrastructure and multi-modal connectivity include:

Bus-Related Infrastructure:

Bus Bays and Terminals: The project includes the development or improvement of bus bays and terminals to provide designated and efficient spaces for buses to pick up and drop off passengers. This enhances the overall functionality of the transit hub for bus services.

Shelters and Amenities: Bus shelters and passenger amenities, such as seating, real-time information displays, and climate control features, are integrated into the design to improve the comfort and experience of bus commuters.

Accessibility Features: The project ensures that bus-related infrastructure adheres to accessibility standards, including ramps, lifts, and other features that facilitate easy boarding and alighting for passengers with mobility challenges.

Multi-Modal Connectivity:

Pedestrian Infrastructure: Improved pedestrian pathways and crossings are incorporated into the project to enhance safety and accessibility for pedestrians accessing the transit hub. This includes well-marked crosswalks, sidewalks, and pedestrian-friendly design elements.

Bicycle Infrastructure: The project integrates bicycle infrastructure, such as dedicated bike lanes, bike racks, and bike-sharing stations, to encourage and facilitate cycling as a mode of transportation to and from the transit hub. This contributes to a more sustainable and multi-modal transportation network.

Wayfinding and Signage: Clear wayfinding signage is implemented to guide pedestrians and cyclists to and from the transit hub, promoting ease of navigation and ensuring a seamless multi-modal experience.

Integration with Surrounding Areas: The design considers the integration of the transit hub with surrounding neighborhoods and business districts, fostering connectivity for pedestrians and cyclists beyond the immediate vicinity of the hub.

Public Spaces and Plazas: The project may include the creation of public spaces and plazas around the transit hub, providing areas for social interaction, community events, and a pleasant environment for pedestrians and cyclists.

By addressing both bus-related infrastructure and multi-modal connectivity, the transit hub improvement project seeks to create a well-rounded and inclusive transportation center that accommodates the diverse needs of commuters using various modes of transit, including buses, pedestrians, and cyclists. This approach promotes sustainability, accessibility, and a holistic improvement in the overall transportation experience for the community.”

3.5.6 Readiness to proceed

Operations projects 10%, Capital projects 10%

The purpose of the following questions is to evaluate how the proposed project will be successfully completed by end of grant agreement period.

Describe why this project is realistic. How will you successfully implement the project and complete it on budget and within the grant agreement period?

For operations projects, the funding period will end June 30, 2028. For capital projects the performance period will end June 30, 2031.

Lower scoring answer

“The project has the resources and staffing needed to move forward to completion. We are utilizing experienced staff to manage the grant responsibilities. A project manager from our operations team will be leading this project.”

Higher scoring answer

“The proposed project has been carefully considered for a scope that can stay within budget and grant agreement timelines with the capacity of the organization in mind.

Detailed Budgeting Estimates: The budget for the proposed program was developed with careful consideration of all associated costs of the phases and operational costs from an independent cost estimate for each task. We compared this project with other jurisdiction’s recent costs for similar service capacities in purchased service, preventative maintenance, mobility management and operations.

Partner Collaboration: Extensive collaboration with adjoining local government agencies, community organizations, tribes, and transit users are a cornerstone of the project. This established collaboration ensures shared development and implementation with many different funding sources to maintain transit services for people with disabilities and seniors in our county.

In conclusion, the project and its potential completion within budget and grant agreement timelines are a result of careful planning, experienced project leadership, proactive risk management, community collaboration, and a commitment to transparency and accountability throughout the implementation process.”

If this project will last beyond June 30, 2028, describe the plan for ongoing funding including match. If not applicable, respond N/A.

Describe how the proposed project or transportation service will be funded following the upcoming biennium. The applicant may, for example, indicate that the project will be incorporated into a Qualified Entity’s STIF Formula Plan the following biennium. This might be particularly important for pilot programs and services that might be expanded after successful implementation during the upcoming biennium.

Does this project depend on other funding sources including other discretionary grants whose outcomes are uncertain? If yes, please list those fund sources. If not applicable, type N/A.

If yes, identify the fund source(s) and the anticipated timing of funding certainty. If no, type N/A.

This question supplements the match information the applicant will provide in the Project Details section of this application. It provides an opportunity to explain potential funding sources, related budgeting or funding processes, and identify a schedule or plan for pursuing other funding opportunities during the project timeframe. It also indicates whether an award under this solicitation would be contingent on the availability of other funding.

If actual costs exceed the budgeted amount for the project, describe your contingency plans. Examples include but are not limited to eliminate add-ons, provide additional local funds, or cancel the project.

Describe how your project could be scaled down to receive a smaller amount of money than your desired request. If your project cannot be scaled down, write N/A.
Provide a summary of a scaled down project or write "N/A" if not applicable.

Describe the process your agency has for creating and maintaining the public General Transit Feed Specification (GTFS) data that describe the service.

3.6 Environmental

Answer the following questions to help determine if National Environmental Protection Act (NEPA) requirements apply to the proposed project.

Will the proposed project involve FTA funding? (Not including an award from this grant program)

- Yes
- No

If yes, please provide the funding source and estimated amount.

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility", meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility.

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

- Yes
- No

If "Yes", please provide additional details.

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

- Yes
- No

If yes, please provide additional details

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

- Yes
- No

If "Yes", please provide additional details.

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project include any of the following:
Final design activities – any design beyond 30%

Yes

No

If "Yes," please provide additional details.

Property acquisition – includes, but is not limited to, purchase discussions with property owners that imply or are explicitly binding.

Yes

No

If "Yes", please provide additional details

Purchase of construction materials – includes, but is not limited to, purchase of any materials used for the activities listed under the definition of project construction below.

Yes

No

If "Yes," please provide additional details

Purchase of rolling stock.

Yes

No

If "Yes", please provide additional details

Project construction – FTA definition includes construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property; excludes the assembly, alteration, or repair of vessels or other kinds of personal property.

Yes

No

If "Yes", please provide additional details

Has the FTA already provided NEPA concurrence for this project or components of this project?

Yes

No

If "Yes", please provide additional details

3.7 Supporting documents and signature

3.7.1 Attach a supporting document

Please attach any supporting document to the application in the Supporting Documents and Signature section of the application. To attach a document, select the “Upload” button on the page and navigate to your preferred files. Alternately, files can be dragged and dropped in the grey area indicated on the application page.

3.7.2 Signing and submitting application

Electronically sign your application by using the pen icon in the Signature box. Type your name in the “Printed Name” section.

Before submission, read and accept the terms below by checking the check box next to the statement.

“I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729–3730 and 3801–3812.”

Submit your application by using the “Submit Application” button.

IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.OREGON.GOV.

The person signing this form must have the legal authority to submit the application on behalf of the applicant. By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

4. Contact information

For more details regarding this grant solicitation including a general program overview and detailed information by funding program refer to the [Statewide Transportation Improvement Fund and Statewide Transit Network Program Guidebook](#). Information can also be found on ODOT’s [Public Transportation Funding Opportunities webpage](#).

Public Transportation Division at ODOT is committed to supporting you throughout your application process. Please address any questions that you have about your project or application to your [Regional Transit Coordinator](#).

5. Appendix A: Zero-emission fleet transition plan guidance

General instructions

All applications for zero-emission capital projects are required to submit a zero-emission fleet transition plan (Transition Plan). This requirement applies to vehicle and equipment procurements as well as facility projects that support zero-emission projects (e.g., battery electric vehicles, fuel cell electric vehicles, charging infrastructure, hydrogen infrastructure, etc.). This requirement does not apply to planning projects or electric hybrid vehicles.

For agencies with smaller fleets, a Transition Plan need not be complex, but must address all six elements described in the “Transition Plan requirements” section below. Applicants may submit an existing plan with a cover letter or addendum identifying the location of the six elements and/or adding any missing elements.

If your agency would like support in developing a Fleet Transition Plan, you may be eligible to participate in ODOT’s Public Transportation Division’s Zero Emission Technical Assistance (ZETA) program. The ZETA program provides Oregon’s rural and small urban transit agencies with free technical assistance and planning help to transition to battery and hydrogen fuel cell electric vehicles. ZETA helps agencies to develop transition plans, evaluate feasibility, plan infrastructure, and manage fleet electrification efforts that are financially beneficial, reduce emissions, and improve community health. For more information contact Bobbi Cummiskey at bobbi.jean.cummiskey@ODOT.Oregon.Gov

Upload your Transition Plan in the Supporting Documents and Signature Section of the application.

Format

There is not a required format for the Transition Plan. However, each of the six required elements should be clearly labelled (see “Transition Plan requirements” below).

The Public Transportation Division has created a Zero-Emission Fleet Transition Plan template to aid the development of a Transition Plan. Use of the template is **optional** and should be adapted to your agency’s goals and plans. Link to template: <https://www.oregon.gov/odot/rptd/pages/electrification.aspx>

Transition Plan requirements

The Transition Plan requirements are identical to those required by the Federal Transit Administration’s Low or No Emission Vehicle Program (5339(c)). The Transition Plan must include the following six elements:

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current application and future acquisitions.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Include excerpt or describe how long-term fleet management plan aligns with the zero-emission application.
 - ii. Describe how the procurement plan aligns with the zero-emission application.
2. Address the availability of current and future funding to meet costs for the transition and implementation.
 - a. Examples of how applicants may address this element (not exhaustive):

- i. Provide an overview of current funding levels and sources and how that will support/impact the transition.
 - ii. Describe planning or other efforts underway to secure additional resources.
- 3. Consider policy and legislation impacts on technology.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Listing of any state or local policies or legislation that support or hinder the implementation of relevant technology the applicant is looking to implement.
 - ii. Analysis of future policy or legislation that the agency is considering that will support the implementation.
- 4. An evaluation of existing and future facilities and their relationship to the technology transition.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Capital inventory relevant to fleet transition that includes information on the state of existing facilities and the scope and timing for future upgrades and/or expansion.
 - ii. Analysis of existing facilities relevant to fleet transition and their ability to integrate relevant technology for both current and future acquisitions.
- 5. Describe the partnership of the applicant with the utility or alternative fuel provider.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Letters of support, contract information, communications, etc. with the fuel or energy provider.
 - ii. Analysis of ongoing coordination with providers and plans for integration and cooperation.
 - iii. Explanation that based on the size of the vehicle fleet that no partnership is needed.
- 6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid the displacement of the existing workforce.
 - a. Examples of how applicants may address this element (not exhaustive):
 - i. Usage of the FTA's Workforce Evaluation Tool.¹
 - ii. Coordination efforts with existing employee representation and/or members.
 - iii. Employee retention and agency workforce planning strategies.
 - iv. Identification of type of training needed and training provider.

Frequently asked questions

1. My agency created a Zero-Emission Fleet Transition Plan to support an application to the Federal Transit Administration's Low and No Emission Vehicle Program and/or Buses and Bus Facilities Competitive Programs (5339 b and c). Can we submit that plan rather than create a new one?

Yes, if the Zero-Emission Fleet Transition Plan contains the six required elements and it is up to date, you can submit that plan. The Transition Plan requirements are the same as the Low-No and Buses and Bus Facilities Competitive Programs requirements.

2. Must our agency have a plan to replace all its existing vehicles with zero-emission vehicles (ZEV)?

¹ [Zero-Emission Fleet Transition Plan – Element 6: Workforce Evaluation Tool | FTA \(dot.gov\)](https://www.fta.dot.gov/workforce-evaluation-tool)

No. However, the Transition Plan should identify which vehicles it intends to replace or new ZEVs it will deploy.

3. Can our Transition Plan change in the future?

Yes, a Transition Plan is a living document. It is recommended to update the plan as circumstances and technology changes.

4. Should we include just our agency's service vehicles in the Transition Plan, or should we also include maintenance and administrative vehicles?

You should include all vehicles you intend to transition to ZEVs, including maintenance and administrative vehicles.

ODOT contact regarding the Transition Plan

If you have additional questions about the Transition Plan requirement, please contact Bobbi Cummiskey at bobbijean.cummiskey@odot.oregon.gov

6. Appendix B: Independent cost estimate requirement for vehicle acquisitions

Overview

For the Competitive Transit Grant program, an independent cost estimate must be included with all vehicle acquisition projects (vehicle replacement, right-sizing or expansion). The independent cost estimate must include an assessment of the expected cost and timeline for procurement based on reliable sources, such as paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.²

Background

Over the past several years, transit agencies have experienced unprecedented increases in the cost of vehicles and extended procurement delays. To ensure that agencies can procure vehicles within budget and within the grant agreement period, PTD requires that agencies submit an independent cost estimate with their application for all vehicle acquisition projects.

Instructions

1. Conduct an independent cost estimate based on reliable sources for each vehicle(s) for which you are applying for funding to determine the estimate cost and timeline for procurement. Reliable sources of information include paid historical prices, industry standard, market survey, and/or the ODOT/Department of Administrative Services State Price Agreement.

If you intend to purchase a vehicle from the ODOT/DAS State Price Agreement, use the cost estimate information below. Depending on the propulsion type (e.g., diesel, electric, etc.) and optional features you intend to include, you may need to conduct additional research and increase the estimate. Additionally, you should factor in inflation and your timeline for procurement.

If you do not intend to purchase a vehicle from the ODOT/DAS State Price Agreement, you should use other reliable sources to estimate the cost of the vehicle and timeline.

2. Complete this worksheet. <https://www.cognitoforms.com/ODOT2/IndependentCostEstimate>
3. Submit the independent cost estimate on the Supporting Documents and Signature section of the application.

ODOT/DAS cost estimate and procurement timeline information

Table 1 contains estimates of the base price cost, cost of required specifications as well as timeline for delivery for each category vehicle included on the ODOT/DAS State Price Agreement. The information was updated in December 2023 based on input from a vehicle distributor and an analysis of the Request for Quotes (RFQ's) Oregon transit agencies received in 2023. There were no RFQ's received for Category A vehicles in 2023.

If your agency intends to use the ODOT/DAS State Price Agreement, use the information in Table 1 as the basis for your independent cost estimate. However, keep in mind that key variables will affect the price, including the make, model and length, propulsion type, required specifications as well as

² Commonly an ICE only includes the expected cost. For the 2027-2028 Competitive Transit Grant application, it must also include an estimated timeline for procurement.

inflation over time. Ultimately, your agency is responsible for the budget and timeline, so it may be helpful to seek out additional information to confirm your calculations.

Table 1: ODOT/DAS State Price Agreement estimated costs and timeline for delivery

Category	Current base price range	Average price quote for required specs (2023)	Price range for required specs (2023)	Number of quotes (2025)	Expected delivery time
A	\$480,000 - \$1,000,000	-	-	0	24+ months
B	\$213,000 - \$482,000	\$70,000	\$50,000-\$90,000	6	12-24
C	\$181,000 - \$206,000	\$56,000	\$40,000-\$70,000	4	6-18
D	\$126,000 - \$485,000	\$30,000	\$1,000-\$70,000	10	6-9
E	\$79,000-\$195,000	\$45,000	\$1,000-\$100,000	18	3-6

Table 2 provides a description of transit vehicle categories for reference.

Table 2: Transit vehicle categories

Category	Approximate GVWR in pounds	Approximate number of seats	Approximate length in feet
A: Large, heavy-duty transit bus	33,001+	35+	35 – 40
B: Medium-size, heavy-duty transit bus	26,001-33,000	25-35	≥ 30
C: Medium-size, medium-duty transit bus and truck chassis cutaway	17,000 – 26,000	16-30	≥ 25
D: Medium-size, light-duty bus & van chassis cutaway	11,000 – 16,000	12-16	≥ 22
E 1: Small, light-duty bus	8,000 – 11,000	10	E 1: 20 – 22
E 2: Modified van	8,000 – 11,000	5	E 2/E 3: < 20
E 3: Modified minivan	6,000-8,000		
E 4 – E 7 vehicle purchase are not allowed using FTA funds.			