

## **Guidelines for Updating and Resubmitting Public Transit Discretionary Grants**

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The purpose of this document is to provide guidelines and due dates for updating and resubmitting applications to the Public Transit Discretionary Grants Program. Public Transit Division (PTD) is allowing resubmission of applications to accommodate the new revenues from the 2009 American Recovery and Reinvestment Act (ARRA). The discretionary grant programs are: Older Adults and People with Disabilities; Intercity Bus; Mass Transit Vehicle Replacement; New Freedom; and Job Access & Reverse Commute.

### **Background**

PTD will be allocating \$14.6 million in ARRA funding to Oregon's 5311 recipients. Please refer to PTD's website for more information about the program:

[http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/ARRA\\_Program\\_Info.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/ARRA_Program_Info.pdf);

and the list of the eligible agencies and ARRA allocations:

[http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/ARRA\\_Allocation.pdf](http://www.oregon.gov/ODOT/PT/PROGRAMS/ARRA/ARRA_Allocation.pdf)

ARRA funds are limited to projects defined as "capital" in the 5311 program, including replacement and expansion vehicles, preventive maintenance, facilities, equipment, and mobility management. ARRA projects are fully funded—no match is required. Operating projects, including purchased service, are not eligible in ARRA. The ARRA solicitation will have two components: an allocation of funds to each of the eligible 5311 recipients and a statewide allocation for intercity facility projects. The eligible agencies will identify eligible projects to fund with their allocation; the intercity facility projects will be competitively selected by the division.

PTD recognizes that many of the capital projects already submitted or being proposed to the Older Adults and People with Disabilities, Intercity Bus, Mass Transit, New Freedom, and Job Access and Reverse Commute programs are also eligible for ARRA funds. In order to take full advantage of ARRA funds, there may be a need for applicants to update and resubmit one or more of their applications. The division is extending the submission dates for several of the grant programs.

PTD will provide technical assistance as needed to clarify the ARRA and application update process. If an update is not required, the division will review the applications as originally submitted. Please note that implementation of the ARRA program will delay the final approval of the Public Transit Discretionary Grants Program by at least a month, and will delay grant agreement preparation. See the calendar at the end of this document.

### **General information about updating and resubmitting applications**

1. "Updating" an application means removing a project that is funded, or requested for funding with ARRA funds, and either adding a new project or adding more funds to an exiting project.
2. Applicants may withdraw a grant application at any time. Updating and resubmitting applications is not required. However, please do not apply for the same project in the ARRA program and in the Discretionary Grants Program.

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3. STF and 5311 agencies are encouraged to work together to maximize the use and purpose of all available funds. Be aware that it is prohibited to fund an ARRA project that supplants other federal transit funds already awarded.

### **Updating and Resubmitting Older Adults and People with Disabilities Applications**

Many of the 42 STF Agencies may be affected by the ARRA program: see the attached list.

1. STF Agencies planning to update and resubmit their Older Adults and People with Disabilities program should contact the STF Program Manager, Jean Palmateer, as soon as possible.
  - a. Applicants withdrawing projects from funding consideration should notify their STF Agency.
  - b. STF Agencies must submit their updated applications by April 24, 2009. (ARRA projects are scheduled to be approved on April 15; this deadline allows the applicant to confirm the ARRA project before finalizing the update to the PTD application.)
  - c. Moving projects from one fund source to another does not require public involvement.
  - d. Adding a project (or more funds to an existing project) that is identified in the Coordinated Plan and in the grant review process does not require review by the STF Advisory Committee.
  - e. The STF Advisory Committee must be consulted if the STF Agency adds a project that was not identified by the plan. The plan must also be updated.
  - f. The governing board of the STF Agency must approve the updated grant application before submitting to the division.
2. STF Agencies who have ARRA-eligible recipients in their area should contact them to discuss whether there may be a change to the Older Adults and People with Disabilities Program application. For example, if a city was allocated funds by the STF Agency for a vehicle purchase and preventive maintenance in the Older Adults and People with Disabilities Program, is the city considering applying for the same project in the ARRA program? If so, the STF Agency could add projects, or add more funds to an existing project, in the Older Adults and People with Disabilities Program.
  - a. If there is a need to update and resubmit the Older Adults and People with Disabilities Program application, follow steps a. through f. above, as applicable.
  - b. Please note that ARRA eligible agencies have the final decision on the use of the ARRA allocation, not the STF Agency.

### **Updating and Resubmitting Job Access and Reverse Commute and New Freedom Applications**

Applications for Job Access and Reverse Commute and New Freedom programs are due March 13, 2009. Applicants who have already submitted their applications may amend or withdraw

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their application if they prefer to fund a project using ARRA funds. Please contact the program manager, Sherrin Coleman, for more information.

### **Updating and Resubmitting Intercity Bus Applications**

1. Applicants that wish to change their intercity operations grant applications should contact the intercity program manager, Matthew Barnes, as soon as possible.
2. PTD will make preliminary intercity operating grant allocations on March 20th.
3. Applicants may apply for a new intercity capital or marketing project, or may update a current intercity capital or marketing application. New or modified intercity capital or marketing applications are due April 27, 2009.

### **Updating and Resubmitting Mass Transit Vehicle Applications**

The due date for the Mass Transit Vehicle program applications is extended from March 13, 2009 to April 15, 2009.

### **Timeline**

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|----------------------|---|
| 2/27/09              | Eligible ARRA (5311) agencies notified  |
| 2/27 through 3/27    | STF Agencies and other discretionary program applicants should identify if an application needs updating            |
| 3/12/09              | ARRA program and application materials published (see division Web site)  |
| 3/20/09              | Public Transit Division preliminary intercity operations grant funding allocations completed and posted to Web site |
| 3/27/09              | ARRA applications due   |
| 4/8/09               | ARRA project list published for public comment  |
| 4/15/09              | Oregon Transportation Commission approves ARRA projects   |
| <b>4/15/09</b>       | <b>Mass Transit Vehicle Applications DUE (postmarked on 4/15)</b>   |
| <b>4/24/09</b>       | <b>Older Adults and People with Disabilities application DUE (postmarked on 4/24)</b>                               |
| <b>4/27/09</b>       | <b>New or revised intercity capital or marketing applications DUE (postmarked on 4/27)</b>                          |
| 4/15 through 5/30/09 | Public comment period and ODOT approval processes   |

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### **STF Agencies that are ARRA-eligible recipients in the PTD rural program; \* indicates STF Agency with additional ARRA-eligible agencies in their area:**

- Basin Transit Service
- Columbia County
- Confederated Tribes of Umatilla Indian Reservation\* (ARRA-eligible agencies: Cities of Pendleton and Milton-Freewater)
- Coos County
- Curry County
- Douglas County
- Grant County Transportation District
- Harney County
- Hood River County Transportation District
- Josephine County
- Lane Transit District (also a direct recipient of ARRA from FTA for the urban area)
- Lincoln County
- Linn County\* (ARRA-eligible agencies: Cities of Albany, Lebanon, and Sweet Home)
- Salem Area Mass Transit District\* (also a direct recipient of ARRA from FTA for the urban area; ARRA-eligible agencies: Cities of Woodburn and Silverton)
- Sunset Empire Transportation District
- Tillamook County Transportation District
- Yamhill County
- Malheur County

### **STF Agencies who are not ARRA-eligible recipients in the PTD rural program with ARRA-eligible agencies in their area:**

- Baker County (ARRA eligible agency: Community Connection)
- Benton County (ARRA eligible agency: City of Corvallis)
- Crook County (ARRA eligible agency: Central Oregon Intergovernmental Council)
- Deschutes County (ARRA eligible agency: Central Oregon Intergovernmental Council)
- Jefferson County (ARRA eligible agency: Central Oregon Intergovernmental Council)
- TriMet (a direct recipient of ARRA from FTA for the urban area; ARRA eligible agencies: Cities of Sandy and Canby; South Clackamas Transportation District; Ride Connection)
- Umatilla County (ARRA eligible agencies: Cities of Pendleton and Milton-Freewater: also Umatilla Tribes)
- Union County (ARRA eligible agency: Community Connection)
- Wallowa County (ARRA eligible agency: Community Connection)
- Wasco County (ARRA eligible agency: Mid Columbia Council of Governments)
- Rogue Valley Transportation District (a direct recipient of ARRA from FTA for the urban area)