

**LINN COUNTY**

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND**

**GUIDE BOOK FOR APPLICANTS**

**January 1, 2019 - June 30, 2021**

**February 2019**

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**January 31, 2019 - June 30, 2021**

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Linn County Board of Commissioners Office  
Linn County Courthouse, Room 201  
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## **I. INTRODUCTION**

Linn County is seeking applications for transportation services for the period July 1, 2019 through June 30, 2021. Funds will be available for the third quarter and fourth quarter of 2018-2019, for the four quarters of 2019-2020 and the four quarters of 2020-2021 through the Oregon Department of Transportation's Statewide Transportation Improvement Formula Fund Program (STIF).

The procedures and requirements of the Oregon Department of Transportation's Statewide Transportation Improvement Formula Fund Program, including eligible participants and eligible projects, are located on ODOT Rail and Public Transit Division's website: [www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities](http://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities).

The Legislative Assembly, with the passage of HB 2017 (the 2017 comprehensive transportation funding bill) established a one-tenth of 1% employee payroll tax dedicated to public transportation. 90% of the revenue is allocated, by formula, to counties, transit districts and Native American tribes for allocation to public transportation service providers. 5% is allocated to a statewide competitive discretionary grant program. 4% is allocated to a statewide competitive grant program for intercommunity transportation services. 1% is allocated to ODOT for administration and for technical assistance to rural communities.

The December 2018 estimated STIF revenue, published by ODOT in partnership with the Oregon Department of Revenue, is \$666,000 for the third and fourth quarters of 2018-2019; \$1,537,000 for 2019-2020; and \$1,763,000 for 2020-2021. The actual allocations will depend on the quarterly revenue received by the state from the employee payroll tax and distributed on a formula basis to counties, transit districts and Native American tribes.

The procedures and requirements regarding the ODOT Statewide Transportation Improvement Fund (STIF) are established in Oregon law (HB 2017 session, as amended by HB 4059 2018 session) and Oregon Administrative Rules (732-040-0000 through 732-044-0050), ODOT guidance documents and procedures and in Linn County code and Linn County Transportation Advisory Committee bylaws.

Eligible projects funded through Linn County STIF formula funds will expand or improve public transit services within one or between communities inside and adjacent to Linn County.

HB 2017 and Oregon Administrative Rules place a high priority on transportation projects that serve areas with a high concentration of low-income households. Low-income households are those with an annual income of 200% or less of the current federal poverty limit. The statewide average of low-income households is 34%. 38% of Linn County households are reported by the U.S. Census Bureau to have an annual income of 200% or less of the current federal poverty level.

Other HB 2017 and OAR priorities include improving the frequency and reliability of service connections between communities, fostering coordination to reduce fragmentation of transportation services and projects that expand transit services for students in grades 9 through 12.

Transportation programs, projects and services proposed for funding shall “appear in a local plan” (OAR 732-0042-0015 (3) ).

The following information and instructions are intended to be a general summary of requirements and applicants should carefully read and understand the specific requirements incorporated in state law, Oregon Administrative Rules and ODOT guidance and instructions.

## **II. DEFINITIONS**

- A. Qualified Entity: Linn County, as a county in which no part of a Mass Transit District or Transportation District exists, is the “Qualified Entity” for all purposes of the STIF program related to the geographic boundary of Linn County. The Linn County Board of Commissioners is responsible for all Qualified Entity decisions.
- B. Linn County Transportation Advisory Committee: The Linn County Transportation Advisory Committee, with updated bylaws, serves as the STIF Advisory Committee under the provisions of Oregon Administrative Rule 732-040-0035. Membership includes at least one member who is/or represents each of the following groups: low-income individuals; individuals age 65 or older or people with disabilities; and Public Transportation Service Providers or non-profits entities which provide public transportation services. Other members meet the qualifications listed in OAR 732-040-0035. All meetings of the TAC comply with Oregon Public Meeting Law (ORS 192.610 to 192.690) including notice to the public and minutes of all meetings. The Transportation Advisory Committee advises the Board of Commissioners regarding public transportation activities, programs, policies and allocation of funds; including advice regarding the STIF program.
- C. Low-Income Households: For all purposes of the Statewide Transportation Improvement Fund program Linn County defines “low income household” as “a household with a total income which does not exceed 200% of the federal poverty level guidelines”. “Areas with high percentage of low-income households” are defined as “areas where the percentage of low-income households exceed the Oregon statewide average of low-income households”. “Community” is defined as “Linn County”; and “geographic area of responsibility” is also defined as “Linn County”.

- D. Sub-Allocation Method: Oregon Administrative Rules require STIF Qualified Entities to work collaboratively with public transportation service providers to develop a method for sub-allocating Statewide Transportation Improvement Fund (STIF) Formula Fund money to public transportation service providers. A copy the sub-allocation method, recommended by the Transportation Advisory Committee (working with all public transportation service providers in Linn County) and approved by the Linn County Board of Commissioners is attached.
- E. STIF Formula Fund: Defined in OARs as “up to 90% of the Statewide Transportation Improvement Funds to be disbursed to Qualified Entities conditioned upon the Oregon Transportation Commission’s approval of a STIF Plan pursuant to ORS 184.58(1)(a)”.
- F. STIF Plan: Defined in OARs as “a public transportation improvement plan that is approved by a Governing Body and submitted to ODOT for review and approved by the Oregon Transportation Commission”.
- G. Recipient: Defined in OARs as “a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with ODOT to receive STIF funds”.
- H. Sub-Recipient: Defined in OARs as “any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specific in the agreement between ODOT and the Recipient”.

### **III. INSTRUCTIONS TO APPLICANTS**

Applicants should carefully read all portions of this Guide Book and read the information on ODOT Rail and Public Transit Division’s website.

#### **A. General Information**

1. The period of performance of any contract resulting from this application is July 1, 2019 through June 30, 2021.
2. The December 2018 estimated STIF revenue, published by ODOT in partnership with the Oregon Department of Revenue, is \$666,000 for the third and fourth quarters of 2018-2019; \$1,537,000 for 2019-2020; and \$1,763,000 for 2020-2021. The actual allocations will depend on the quarterly revenue received by the state from the employee payroll tax and distributed on a formula basis to counties, transit districts and Native American tribes.

3. Decisions regarding the approval of projects and funding will be made by the Linn County Board of Commissioners based upon an evaluation of the applications and the recommendations of the Linn County Transportation Advisory Committee. The review and decisions will comply with OAR 732-042-0020.

The projects and funding approved by the Board of Commissioners will be included in a STIF Plan adopted by the Board of Commissioners and submitted to ODOT and the Oregon Transportation Commission for review and approval. Projects will not receive funding until the Oregon Transportation Commission approves the STIF Plan.

4. In accordance with the Linn County Special/Rural Transportation Title VI/Non-Discrimination Plan and to the extent that projects also receive federal transit funds Linn County will require each grant recipient to ensure it shall not discriminate on the basis of race, color or national origin in the performance of federal-funded grant projects.
5. Applicants/grant recipients must clearly understand, and agree to, all provisions of federal, state and local laws and requirements that apply to their project.

B. Application Completion

1. Applicants must fully complete an ODOT STIF project template application and submit it to Linn County. Applicants should carefully read the application instructions prepared by ODOT. The template is available at <https://www.cognitofrms.com/ODOT2/PTSPProjectTemplate>

Instructions are available on the ODOT Rail and Public Transit Division website.

2. The application form must be submitted to the Linn County Special/Rural Transportation Coordinator by 5:00pm on Wednesday February 20, 2019. [mvolmert@co.linn.or.us](mailto:mvolmert@co.linn.or.us) (applicants should list MarkVolmert as the Qualified Entity's contact person on the first page of the ODOT (template) application.

**IV. APPLICATION POLICIES**

- A. Policies: Linn County will adhere to the following policies through this application and review process:
  1. Questions regarding the application form should be directed to: Mark Volmert, Linn County Special/Rural Transportation Coordinator, 2640 W.

Pendleton Lane, La Habra California 90631-6380; (541) 231-8903;  
[mvolmert@co.linn.or.us](mailto:mvolmert@co.linn.or.us)

2. Linn County reserves the right to reject any or all applications received (subject to ODOT requirements).
3. Applicants may be asked for additional information so that an adequate evaluation of their application may be made.
4. It is understood that the application will become a part of the official file on this matter without obligation to Linn County.

## V. APPLICATION TIMETABLE

The timetable for the solicitation and review of applications will be as follows:

February 20, 2019 5:00 p.m.	Deadline for receipt of applications.
March 5, 2019 1:30 p.m.	Presentation by applicants, public hearing and review by Transportation Advisory Committee. Albany City Hall.
March 12, 2019 5:00 p.m.	Deadline for submission of written comments to the Linn County Board of Commissioners regarding the proposed allocation of grant funds.
March 19, 2019 9:35 a.m.	Linn County Board of Commissioners review of Transportation Advisory Committee recommendations and decision regarding funding allocations. Commissioners Meeting Room, Linn County Courthouse.

## VI. EVALUATION OF APPLICATIONS

### A. Linn County Transportation Advisory Committee

Each member of the Transportation Advisory/Review Committee shall receive a copy of all applications prior to the March 5, 2019 meeting.

The Transportation Advisory/Review Committee shall review applications at its meeting on March 5, 2019 and make recommendations to the Linn County Board of Commissioners. The Transportation Advisory Committee encourages each applicant to attend and to provide a brief presentation to the committee regarding their programs/projects. Attendance is strongly encouraged but is not required.

In its review, the Transportation Advisory Committee shall determine whether the applicants and programs/projects meet the standards established by state law and administrative rules including but not limited to OAR 732-042-0020. The committee shall be specifically guided in its review of applications by the STIF Sub-Allocation Method approved by the Linn County Board of Commissioners.

The review of applications and the recommendations of the Transportation Advisory Committee shall be made consistent with Government Standards and Practices Provisions and the Transportation Advisory Committee's conflict of interest provisions.

B. Linn County Board of Commissioners

The Linn County Board of Commissioners is responsible for reviewing the applications and the recommendations of the Transportation Advisory Committee. This review will take place at the regularly scheduled meeting of the Board of Commissioners of March 19, 2019.

C. Oregon Department of Transportation

The Oregon Department of Transportation is responsible for reviewing the applications and recommended allocations that will be incorporated in the STIF Plan developed by the Linn County Transportation Advisory Committee and approved by the Linn County Board of Commissioners.

**VII. DISPUTE RESOLUTION PROCESS**

Linn County has a written dispute resolution process (attached) for the Oregon Statewide Transportation Improvement Fund (Formula Fund Program).

**VIII. INQUIRIES**

Any clarification required for understanding the Application procedures, administration or technical matters, application specifications or the STIF Formula Fund procedures should be directed to:

Mark Volmert  
Linn County Special/Rural Transportation Coordinator  
2640 W. Pendleton Lane  
La Habra California 90631-6380  
(541) 231-8903