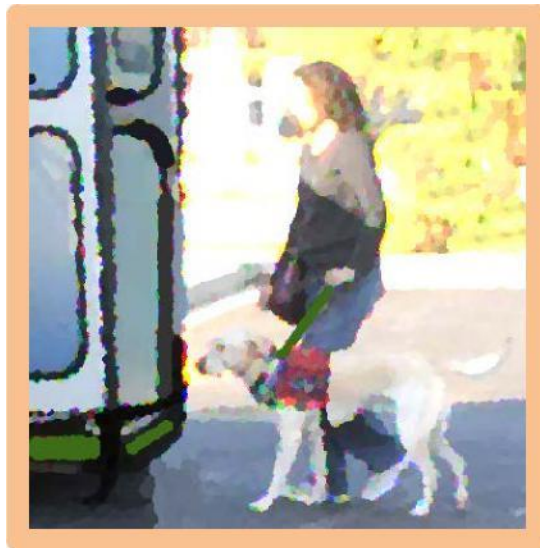




Union County
1106 K Avenue
La Grande, OR 97850
(541) 963-1001

Oregon Department of Transportation Rail and Public Transit Division Special Transportation Fund Formula Program



2017-19 GRANT INFORMATION & APPLICATION INSTRUCTIONS

2017-19 Biennium
July 1, 2017—June 30, 2018
July 1, 2018—June 30, 2019

Please read all information before completing the application.

General Information

Union County is accepting applications for the funding of services to meet the transportation needs of Elderly and People with Disabilities in Union County. Three categories of projects will be considered:

1. Maintenance of existing transportation programs.
2. Improvement/expansion of existing programs and services.
3. Creation of new programs and services.

Greatest consideration will be given to applicants whose present budgets include other resources to cover overhead costs so that STF monies may be directly applied to transportation services.

STF Program Recipient Qualification Requirements

ORS 732-005-0075

- 1) To be eligible to receive STF and STO moneys for a Project, a Recipient will meet, or have the capacity to meet, the following qualifications, as applicable to the type of Project being funded. A Recipient will:
 - a. Be an entity eligible to enter into agreements;
 - b. Have the legal, managerial and operational capacity to perform the Project;
 - c. Not be debarred or suspended from federal grants;
 - d. Maintain compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
 - e. Comply with the laws or rules of this program;
 - f. Properly use STF and STO moneys; and
 - g. Perform the Project in a safe, prudent and timely manner.
 - h. If a Recipient is identified as ineligible to receive other funds offered by the state or federal government resulting from a failure to meet the criteria identified in subsection (a) through (g) of this section, the Recipient may be ineligible to receive STF and STO moneys.
- 2) A STF Agency may require additional eligibility qualifications of Recipients as necessary to implement its STF and STO funded Program.
- 3) The Division may require additional eligibility qualification of Recipients as necessary to implement the Discretionary Program.

Applicant Qualifications

In the *applicant* evaluation process, Union County will determine that:

- Applicant has a positive history of past grants – reports are accurate and on time, match is available as required, etc.;
- (If a non-profit agency) Applicant is current in incorporation, registration, and annual report submissions to state and federal governments;
- Applicant is fiscally responsible and capable of managing grant funds;
- Applicant has a budget which includes all sources and uses of funds, and the budget is adopted, managed, and revised as necessary by the governing board;
- Applicant has adequate staff and resources to manage the project;

- Applicant staff has basic knowledge of transportation and receives training as required for duties;
- Services currently operated by applicant have no pattern of complaints, accidents, or service disruptions; and
- Vehicles are maintained properly.

Project Qualifications

In the *project* evaluation process, Union County will determine that:

- Project design is for, or benefits, seniors and/or individuals with disabilities;
- Project design is appropriate to the purpose and type of project;
- The project is derived from the adopted Coordinated Services Plan;
- Service is accessible to individuals with disabilities in conformance to ADA;
- Vehicles are appropriate for the type of service;
- Service is efficient and effective for the type of service;
- Applicant has adequate revenue to maintain services (in addition to the STF request).

Funding Level

Funds available for allocation in Union County during the 2017-19 Biennium are estimated at \$134,000. Funding for approved projects will begin July 1, 2017, or shortly thereafter once final approval is received from the State Public Transit Division, and may cover projects for one month, to one-year in duration.

Application Information

Application

Application Packets are available at www.union-county.org and at 1106 K Ave., La Grande.

The application process must be coordinated through Union County. **RPTD will only accept applications submitted by STF Agencies.**

Transit agencies and contractors must submit a completed application to Union County. The Union County STF Advisory Committee will then review, select, and prioritize completed applications for consideration by the Board of Commissioners.

Biennial Application

The STF application is for the 2017-19 biennium. Please apply for the full two-year period, using the estimated two-year allocation. RPTD will write two-year agreements based on your application

Application Deadline

Applications submitted for projects in Union County must be submitted to Union County at 1106 K Ave, La Grande, by **4:00 p.m. on December 16, 2016.**