**­­­­­­­­Special Transportation Fund Advisory Committee (STFAC)**

**Friday, April 15th, 9:00am-12:00pm ⚫ ODOT Public Meeting Room, 123 NW Flanders (1st Floor)**

**AGENDA**

| **TIME** | **SUBJECT** | **No.** | **TOPICS** | **LEAD** |
| --- | --- | --- | --- | --- |
| 9:00 | Welcome | 1 | * Agenda | Jan Campbell, *STFAC Chair* |
| 9:05 | Guiding Principles Worksession: Report Back | 2 | * Key findings & Discussion | Susan Wright,  *Kittelson & Associates* |
| 9:15 | Draft CTP: Guiding Principles | 3 | * Updated Draft Guiding Principles | Susan Wright |
| 9:30 | Funding Application Process | 4 | * Draft proposed application and evaluation process | Alan Lehto,  *TriMet* |
| 9:45 | Application Overview | 5,6,7,8 | * Draft funding categories * Draft evaluation criteria * Draft funding applications (Worksheet 1 and 2) | Alan Lehto |
| 10:15 | *Break* | | | |
| 10:25 | Application Worksession (table discussions) |  | * Table discussions/questions on categories, evaluation criteria, and applications |  |
| 11:40 | Technical Project Funding |  | * Potential project to fund with $100,000 technical project funds | Alan Lehto |
| 12:00 | *Adjourn* | | | Jan Campbell |

**TriMet Coordinated Transportation Plan for Elderly and People with Disabilities**

**STFAC Meeting 5: DRAFT SUMMARY (RAW NOTES)**

*Table Facilitator Notes, Comment Form Responses, Flipchart Notes*

March 18, 2016

**Draft Guiding Principles and Priorities**

1. **New categories:**
   1. **Funding**
      1. Include language regarding cost, funding, money spent outside STF Funds, etc…
      2. Equitable funding (funding per capita?)
      3. Include “Consider cost-effectiveness with needed level of service in mind, in making funding decisions” in all guiding principles
      4. Budget tracking and expenses
      5. Reallocate poorly utilized service to new service
      6. Overview of providers prior to actual funding process
      7. Make new initiatives clearer
      8. Add needing additional funding
   2. **Partnerships, collaboration**
      1. Add evaluation of collaboration.
      2. Collaborate with schools and school buses.
   3. **Customer focus**
      1. Identify the population that is being served (seniors, people with disabilities, low income, etc.)
         1. *Improvements should be based on increasing accessibility for NOT ridership*
         2. *Should relate to user*
      2. Focus on under-served communities
      3. Introduce all applicants to an overview of providers
   4. **Sustainability**
   5. **Accessibility**
      1. Expand service
      2. Level of service
      3. Ride quality
   6. **Land use and siting (geography and design)**
   7. **New innovations – Localized solutions**
   8. **Equity and reliability**
   9. **Evaluation of performance/efficiency measurement**
2. **To include in each category:**
3. **Cost effectiveness**
   * 1. Consider cost-effectiveness for each principle not on its own.
4. **Capital**
5. **Prioritization:**
   1. **Do not prioritize 2016 CTP Guiding Principles. They should be simply listed.**
   2. **If prioritized, they should be ranked on:**
6. Cost Effectiveness
   1. *Include multi-year cost*
   2. *Consider future cost*
7. Service: preserve and expand services
8. Review each funding cycle (multi-year cost estimates)
   1. *Discussion of priorities needs to happen at each funding cycle (to address lower tier applications). Funding of cycle should be prioritized in order for each funding cycle to be equitable. Need to reserve some money for lowest priority.*
9. Need **–** what needs to be funded and why

**Funding Application Categories**

1. **Missing categories:**
   1. **Collaboration and partnerships**
   2. **Capital expenditures**
      1. Vehicle replacement and maintenance
      2. Facilities and stop improvements
2. **Improvements needed:** 
   1. Clarify new initiatives
      1. I.e. does improving service quality refers to infrastructure or vehicles?
   2. The first question in application should be whether the baseline service is mentioned. Maintain existing service/baseline services.
   3. Match application categories with guiding principles and priorities more clearly
   4. Multiple application types
   5. Ask about number of customer, cost per mile cost effectiveness
3. **Information that would be useful for project evaluation:**
4. **Breakdown of full project costs** - Need cost breakdown for requests and provider budgets.
   1. STF money
   2. Budget
   3. Operational funding
   4. Number of FTE
   5. Shortfall funding (?)
   6. Data operating worksheets are helpful.
   7. Breakout how much of service serves E&D.
5. **Discuss priorities at each funding cycle** – shift money accordingly
   1. Project solicitation – meet before to establish priority.
6. **Improvements to service** (partnerships, extended service area, etc.)
   1. Breakout service level for seniors vs. young people with disabilities
   2. Use data operating worksheets to evaluate performance
   3. Include demand data in applications.
7. **Timeline for applications is too short**
   1. Begin process in November
   2. Advocate for more time to write, review and rank applications
8. **Have applicants present their applications**
9. **Ideas for consolidating information in application forms.**
   1. Application process should coordinate with ODOT
   2. Keep them brief
   3. Reduce narrative or move to appendix
10. **Technology pilot programs**
11. **Other things to consider**
    * 1. Administrative cost to administer grants
      2. Additional funding sources
      3. B/C analysis
      4. Consolidate application narrative
      5. Application process can be overwhelming for participants
      6. Coordinate ODOT app with STFAC needs
      7. Repetition among applications
      8. Time consuming

**Issues Specific to Draft 2016 CTP Guiding Principles**

***#1 –*** *Preserve existing services and avoid service reductions.*

* Language related too closely to the recession? (might be able to eliminate)
* Is there a need to account for increasing budgets?
* Consider that funding comes from two sources for ops and capital.

**Expand to include**

* Maintain baseline service (combine with #3)
* Maintain vehicles

***#2 –*** *Provide for adequate capital replacements and maintenance of vehicles and other fundamental requirements to provide service.*

***#3 –*** *Strive for strategic and equitable distribution of funding to address the needs of the region’s seniors and people with disabilities.*

***#4 –*** *Help mitigate shortfalls in funding from other sources of grant funds.*

* **Concern:** 
  + Old plan = new funding
  + New plan = short falls

***#5 –*** *Increase capacity and improve service quality of existing services (such as providing additional or larger buses or other capital equipment, increasing frequency, span of service, or staff time).*

**Expand to include**

* Access to infrastructure

***#6 –*** *Consider cost-effectiveness in making funding decisions (such as $ per ride, % match)*

* Hard to compare with different types

**Keep and expand to include**

* Evaluation and performance (budget tracking and expenses)
* Cost effectiveness measures
* Show cost and money spent outside of STF funds
* Add statement about new sources, new language

***#7 –*** *Expand service in new areas, restore service where previously cut, or implement new initiatives related to technology and coordination.*

**Keep and expand to include**

* New collaborative partnerships
* Research, peer review, new technologies
* Add statement about new sources, new language
* Include more focus on underserved communities, individuals.

**Strategies**

* Collaboration and Coordination – for implementation (social service transit providers).
* Infrastructure improvements, physical barriers at stops.
* Partners (school buses, shuttles, circulator service). *See first bullet point.*
* Eliminate jurisdictional and political “issues”. *See first bullet point.*
* Peer review of other plans.
* No one size fits all! Population served.
* Advocacy white paper.
* Customer-centric projects.
* “Safe route to schools” – similar program?
* Collect RC donations through application?
* Crowd sourcing data and funding for new and innovative programs.

# 2016 CTP Guiding Principles - UPDATED DRAFT

* Provide transit service throughout the tri-county area for seniors and people with disabilities consistent with the CTP Service Area Standards and Guidelines.  ~~Preserve existing services and avoid service reductions~~ This can be achieved in the following ways:
  + Maintain existing services
  + Expand service to areas that don’t currently have service (either in new areas or areas where ~~restore~~ service was previously cut)
  + Increase capacity and improve service quality of existing services (such as providing additional or larger buses, reducing headways, increasing span of service)
  + Improve stop accessibility
* Provide for adequate capital replacements and maintenance of vehicles and other fundamental requirements to provide service.
* Consider how projects are cost-effective and meeting specified goals when making funding decisions (such as $ per ride, % match) but balance that with the need to provide accessibility throughout the tri-county area.
* Strive for strategic and equitable distribution of funding to address the needs of the region’s seniors and people with disabilities.
* Advocate for increased funding and partnerships for transit and investment in transit supportive infrastructure.
* Seek out new and innovative partnerships and funding opportunities. ~~Help mitigate shortfalls in funding from other sources of grant funds~~.
* Implement new and innovative initiatives related to technology and different service models.
* Support new and collaborative partnerships that improve service to underserved communities and people. ~~, and coordination.~~
* Enhance rider experience and sense of dignity by being sensitive and attentive to the varied needs of individuals and by emphasizing a customer service model.

# Proposed Funding Process - DRAFT

1. **Between funding cycles**:
   1. **TriMet Staff Action**
      1. TriMet staff provides regular updates on the status of future funding, including grants beyond STF and 5310 – what’s happening at the federal and state level?
      2. TriMet staff provide a history of the previous funding cycle and review previous grant disbursement.
   2. **Grant Recipients** provide a status report on how previously funded programs are meeting specified goals and if not meeting these goals, describe why.
2. **STFAC Meeting #1** - STFAC meets to discuss opportunities to enhance effectiveness of the funded programs in the next funding cycle and priorities for the upcoming funding opportunities:
   1. Which funding sources will be available and approximately how much will be available?
   2. What projects are eligible under each funding opportunity?
   3. What are the STFAC’s priorities for each of the funding opportunities?
   4. How well are existing programs meeting the STFAC’s goals? *(This will inform applicants on how to improve their applications or project scope before drafting an application.)*
3. **TriMet Staff Actions**
   1. Inform applicants of upcoming funding opportunities and the STFAC’s priorities for each fund this funding cycle.
   2. Solicit applications (Impress on ODOT the need for increased time for the project solicitation process and STFAC review evaluation and deliberation).
   3. Review applications for completeness of information and ask applicants for any necessary application updates.
   4. Distribute complete applications to STFAC for review and preliminary evaluation.
4. **STFAC Action** – STFAC members review and complete preliminary evaluation of applications.
5. **STFAC Meeting #2** - STFAC meeting for applicants to present their applications and for the STFAC to ask questions. STFAC members complete their application evaluations and submit them to TriMet staff at the end of the meeting.
6. **TriMet Staff Action -** TriMet summarizes STFAC evaluations and creates a funding straw proposal for discussion.
7. **STFAC Meeting #3** -STFAC meets to discuss the funding straw proposal and make a recommendation to the TriMet Board.

# Funding Application Categories - UPDATED DRAFT

Applications for STF and 5310 funding can generally be placed into the following general categories:

* **Maintain Existing Service**
  1. Capital
     1. Dispatch or computer system
     2. Replacement vehicles
     3. Vehicle Preventative Maintenance
     4. Capital Equipment Replacement
     5. Facilities Replacement
  2. Operations
     1. Operational funding to maintain existing transit service levels
     2. Operational funding to maintain existing coordination service
     3. Operational funding to maintain existing mobility management service
     4. Shortfall funding to maintain existing service levels (help mitigate shortfalls in funding due to reductions and loss of funding such as BETC and JARC).
* **Service Expansion**
  1. Capital
     1. Dispatch or computer system
     2. Purchase additional vehicles or right-sizing vehicles
     3. New equipment or Stop/Transit Center amenities or facilities
  2. Operations
     1. Increase amount of service - this provides more transportation service than currently provided, such as adding weekend service or having more frequent service.
     2. Restore service area – this restores transit service to an area that has received service in the past.
     3. New service area – this expands transit service to an area that has never received service before
* **New initiatives** – this category would include other new efforts which could include projects such as introducing new technologies and new ways to coordinate or collaborate on services.
  1. New technology project
  2. New ways to coordinate or collaborate on services
  3. New type of Mobility Management
  4. Accessibility Improvement (e.g. sidewalks, curb ramps, crossings, etc.)

# Application Review Criteria

Review each project and evaluate each project on the degree to which it implements ~~ODOT’s public transportation goals~~ the Guiding Principles of the CTP. The two options for STFAC Evaluation are proposed. *Please provide your feedback on your preferred evaluation method*:

**Ranking** – Rank all projects in order of preference based on how well you believe the project meets all the Guiding Principles. Projects can also be ranked within each of the three project categories.

**Score** – Score each project on a scale of 1 to 5 point value to reflect how well the proposed project satisfies each of the evaluation questions.

Evaluation Questions are listed below and are derived from each of the guiding principles. The applicants will be asked to provide information (listed in the boxes under each question) in their project application forms to address the guiding principles and to help you make your assessment. Is there any information missing from this list that you would like to have to evaluate projects?

**Question 1: How cost-effective is the application?**

* Is it leveraging other funds? What %?
* What is the cost per ride or potential maintenance savings?
* Will it improve the cost-effectiveness of all service (such as through improved dispatch, ride matching, technology, etc.)?

**Question 2: Does the project provide accessibility that is otherwise not available for seniors and people with disabilities?**

* What percentage of the rides will be for seniors and people with disabilities?
* Is this the only available service for seniors and people with disabilities?
* Does it address the needs of an underserved population?
* Does it address a service gap per the Service Guidelines and Standards?

**Question 3: Does the project increase accessibility of existing services?**

* Does it expand the service hours?
* Does it increase the capacity of an existing service?
* Does it improve physical access to transit (more accessible vehicles, sidewalks, transit stop/station amenities)?
* Does it address a service gap per the Service Guidelines and Standards?

**Question 4: Does the application include a new or innovative approach to coordinate and collaborate?**

* Does the project implement new technology to enhance service or improve cost-effectiveness?
* Does the project include new partnerships or collaboration between more than one agency or service provider?

**Question 5: Would the project improve customer service?**

* Does the project improve ease of scheduling, or on-time performance, or communication between rider and driver?
* Does the project improve the customer on-board experience?
* Does the project improve their wait time at a stop or station?
* How many people would be affected?

**Question 6: Does the project improve equity?**

* How is the project geographical/demographically/financial equitable?
* How does this project increase access or opportunity to people of color and low income populations?
* Does it address the needs of an underserved population?

**Question 7: Is the project sustainable?**

* Does it complete a one-time gap or need funds every year?
* Does it build on previous efforts and work towards a whole?
* Would “seed money” create a long-term funding source?
* Does the project leverage other infrastructure?

*Note: Economic development is notably removed from the evaluation criteria; however, it should be part of the applications for ODOT.*

***Tri-County Area***

***FYX Special Transportation Fund Program***

**STF Grant Application**

**Form 1:**

**Organization Information**

Instructions:

Applicants submit one copy of Form 1 per organization. Ride Connection must also submit Form 1 for each partner organization that applies for STF project funding.

## (Would the STFAC like to add any additional Organizational Info that is not listed below?)

Organization Contact Information

* Name of Organization:
* **Contact Person:**
* **Address:**
* **Telephone:**
* **E-Mail:**
* **FAX:**

**Organization Overview:**

Give an overview of your agency or organization. Describe all the services you provide and who you serve. (limit 900 words)

|  |
| --- |
|  |

**Table 1: Type of Organization** (mark one)**:**

|  |  |
| --- | --- |
| Public Entity |  |
| Private non-profit |  |
| Educational Institution |  |
| Private Provider or Contractor |  |

Table 2: Provider’s geographic area of service is (mark one):

|  |  |
| --- | --- |
| Inside the TriMet Service District |  |
| Outside the TriMet Service District |  |
| Both Inside and Outside of the TriMet Service District |  |

**Table3: Days and Hours of Operation:**

|  |  |
| --- | --- |
| **Days** | **Hours** |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |
| Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December) |  |

**Service Area:**

Describe your service area/district by indicating the geographic features that define your service area/district boundaries, such as streets, rivers or jurisdictional boundaries. Attach a map(s) of your service area as separate, single page, letter sized attachment(s).

|  |
| --- |
|  |

**Table 4: Annual Budget:**

|  |  |
| --- | --- |
| FYX |  |
| *Operations Costs* |  |
| Fuel |  |
| Maintenance |  |
| Dispatch |  |
| Operators |  |
| Admin/Insurance/Eligibility/Other |  |
| Other (Contracted Service) |  |
| Vehicle Hours |  |
| Vehicle Miles |  |
| Ridership |  |

**Table 5: Operating Data**

|  |  |
| --- | --- |
| Transit Service District Population |  |
| Transit Service District Square Miles |  |
| City Square Miles |  |
| City Population (2010 Census) |  |
| Payroll Tax Rate |  |
| FY14 Fare Revenue |  |
| FY14 Payroll Tax Revenue |  |
| FY14 Total Operating Cost (includes paratransit) |  |
| FY14 Total System Boarding Rides |  |
| FY14 Elderly and Disabled Boarding Rides |  |
| FY14 Fixed Route Boardings |  |
| FY14 Total System Cost (includes overhead) |  |
| FY14 Total System Vehicle Miles |  |
| FY14 Operating Cost per Ride (includes paratransit) |  |
| FY14 Total System Cost per Ride |  |
| FY14 System Cost per Vehicle Mile (includes paratransit) |  |
| FY14 Complementary Paratransit Service Ridership (Boardings) |  |
| FY14 Complementary Paratransit Service Operating Costs |  |
| FY14 Complementary Paratransit Fares |  |
| FY14 Complementary Paratransit Vehicle Miles |  |
| FY14 General Fund Payment to Ride Connection for Service |  |
| FY14 Complementary Paratransit Cost per Ride, net of fares |  |
| FY14 Complementary Paratransit Cost per Vehicle Mile |  |
| STF Formula Funds |  |
| Payroll Tax per Capita |  |
| STF Formula Funds as a Percent of Complementary Paratransit |  |

***Tri-County Area***

***FYX Special Transportation Fund Program***

**STF Grant Application**

**Form 2:**

**STF Project Proposal**

Instructions:

Applicants submit one copy of the Form 2 ***per project***.

**Section 1: Project Overview**

1. **Project Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide a summary describing your ***program***. (limit 900 words)

|  |
| --- |
|  |

Provide a brief summary describing the ***project*** you are requesting STF to fund. How does this project relate to the program and what will be the finished product or service? (limit 200 words)

|  |
| --- |
|  |

1. **Geographic Area Served** **by Project:**

**Table 1.1:** Indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries)**:**

|  |  |
| --- | --- |
| North Boundary |  |
| East Boundary |  |
| South Boundary |  |
| West Boundary |  |
| Other General Geographic Area |  |

1. **Is project derived from the Coordinated Transportation Plan for Seniors and People with Disabilities (CTP)?**

* Yes – Page
* No

How does your project meet the guiding principles in the CTP (describe activities) (limit 900 words)

|  |
| --- |
|  |

Does your project address one or more of the strategic initiatives in the CTP or improve service coverage as recommended in the CTP? (describe activities) (limit 200 words)

|  |
| --- |
|  |

1. **Project Quality**

Describe the services or capital investment to be provided by this project. Please include a description of the following: (limit 900 words)

* Who do you serve?
* Level of service provided to customers
* Operational activities; how customers request and receive rides, including scheduling and dispatching
* Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)
* How is the service is marketed?

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**Describe the need for this project.** How was this need determined or assessed? Do you have data that reflects this need? (limit 200 words)

|  |
| --- |
|  |

Provide a detailed description for how this project meets each of the following criteria. STFAC members will evaluate your application based on this information. The STF Application Instructions document includes specific questions your application needs to address for each criterion below. Limit 200 words for each answer.

**Describe how your project is Cost-effective.** (limit 200 words)

* How does the project leverage other funds? What %?
* How do you measure cost-effectiveness and what are your measurable goals?
* Does this project improve the cost-effectiveness services (such as through improved dispatch, ride matching, technology, etc.)?

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**Describe how your project meets the transportation needs of Seniors and Persons with Disabilities.** (limit 200 words)

* What percentage of the rides will be for seniors and people with disabilities?
* Is this the only available service for seniors and people with disabilities?
* Why is this project the best method to address the previously described need?

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**Describe how your project increases accessibility.** (limit 200 words)

* Are you expanding service hours?
* Are you increasing the capacity of an existing service?
* Are you improving the physical access to transit (more accessible vehicles, sidewalks, transit stop/station amenities)?
* Are you addressing a service gap per the Service Guidelines and Standards listed in the Coordinated Transportation Plan?

|  |
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|  |

**Describe the level of collaboration and coordination for this project.** (limit 200 words)

* How duplication of services avoided?
* Does the application include a new or innovative approach to coordinate and collaborate?
* Does the project implement new technology to enhance service or improve cost-effectiveness?
* Does the project include new partnerships or collaboration between more than one agency or service provider?

|  |
| --- |
|  |

**Describe your projects customer service and experience.** (limit 200 words)

* Does the project improve ease of scheduling, or on-time performance, or communication between rider and driver?
* Does the project improve the customer on-board experience?
* Does the project improve their wait time at a stop or station?
* How many people would be affected?

|  |
| --- |
|  |

**Describe how your project is equitable.** (limit 200 words)

* How is the project geographical/demographically/financial equitable?
* How does this project increase access or opportunity to people of color and low income populations?
* Does it address the needs of an underserved population?

|  |
| --- |
|  |

**Describe your sustainability of your project.** (limit 200 words)

* Does the project complete a one-time gap or need additional funding in future funding cycles?
* Does it build on previous efforts and work towards a whole?
* Would “seed money” create a long-term funding source?
* Does the project leverage other infrastructure?

|  |
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|  |

1. **Project Milestones:**

**Table 1.2:** Explain the milestones of the project. Include the project start date and end date if applicable. Example milestones: design, public involvement, contract award, capital purchase, service implementation, etc.

|  |  |
| --- | --- |
| Milestone description | Estimated milestone completion date (m/m/yy) |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Project Goals and Measurables:**

**(Need STFAC to provide input on what type of measurables and goals they would like to have applicants provide for different types of projects.)**

**Table 1.3:** Explain your ridership goals and/or other measurable goals you intend to meet with this project during this funding cycle. Note: transit services must provide at least ridership, vehicle hour and vehicle mile goals.

|  |  |  |
| --- | --- | --- |
| **Project Goal** | **Deliverable** | **Timeframe** |
| Ridership |  |  |
| Vehicle Hours |  |  |
| Vehicle Miles |  |  |
| Total paid driver hours |  |  |
| Total volunteer driver hours |  |  |
| Cost per trip |  |  |
| Number of individuals served |  |  |
| Other (Describe) |  |  |
| Other (Describe) |  |  |
| Other (Describe) |  |  |

**Table 1.4:** For ***mobility management/coordination projects***, please indicate activities support with STF Discretionary funds and the number of individuals that benefit from project activities.

|  |  |  |
| --- | --- | --- |
| Activity | FYX | FYX |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Application Attachments**

**Table 1.5:** You can attach additional supporting documentation, such as maps, additional budgets, etc. to your submission email.

|  |  |  |
| --- | --- | --- |
| Attachment File Name | Attachment  Document Title | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 2: Total Program Costs**

**Enter all estimated costs involved in the *total* cost of the program - by year - in the tables below.**

**Table 2.1:** Total Program Costs by Year (Total for all years should match the program grand total.)

|  |  |
| --- | --- |
|  | |
| FYX | FYX |
| $ | $ |

**Table 2.2:** Estimated Total Program Costs

|  |  |  |
| --- | --- | --- |
|  | FYX | FYX |
| Admin | $ | $ |
| *Labor (payroll)* | $ | $ |
| *Insurance, services or supplies (IT, travel, office expense, telecommunications, etc.)* | $ | $ |
| *Eligibility* | $ | $ |
| *Facility (rent, janitorial, utilities, etc.)* | $ | $ |
| *Professional Services* | $ | $ |
| *Other (Describe)* | $ | $ |
| Contracted services | $ | $ |
| Materials and supplies | $ | $ |
| Operations | $ | $ |
| *Fuel* | $ | $ |
| *Maintenance* | $ | $ |
| *Dispatch* | $ | $ |
| *Operators* | $ | $ |
| Preventative Maintenance | $ | $ |
| Capital Equipment | $ | $ |
| Technology | $ | $ |
| Contingency | $ | $ |
| Other (type description) | $ | $ |
| Other (type description) | $ | $ |
| **Program Grand Total** | $ | $ |

Table 2.3: Amount of other funds leveraged to support the total program cost: (list county contributions, STF Discretionary funds, donations, other):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contribution/  Source | Local/  Federal/  Other (describe) | Number of Units/Hours | Amount | % of Project Funding |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
|  |  |  | $ |  |
| **Program Grand Total:** | | | $ | **100%** |

\*For any amounts in Section 2.1 listed over $5000, please provide an explanation of services rendered. Limit 300 words.

|  |
| --- |
|  |

**Section 3: Project STF Funding Request**

**Enter all costs involved in the cost of the project in the tables below.**

1. **Total STF Funds Requested for Project: $**\_\_\_\_\_\_\_\_\_\_

**% of total program cost funded by STF:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table 3.1:** Break down total STF Funds requested by Year

|  |  |
| --- | --- |
|  | |
| FYX | FYX |
| $ | $ |

1. **Project Category Breakdown**

**Instructions:** Select each category you are requesting STF funds for related to this project, as well as the type of use for each category using the checkboxes below. Identify ***how much of the total STF funding*** you are requesting for each category. Do not duplicate costs in multiple categories. Identify if one category is dependent on another category receiving funding first. Requests listed under all categories should have the same total as total STF request listed under Question 2: Total STF Funds Requested for Project.

* **Maintain Existing Service**

STF Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Dispatch or computer system
  + Replacement vehicles
  + Vehicle Preventative Maintenance
  + Capital Equipment Replacement
  + Operational funding to maintain existing transit service levels
  + Operational funding to maintain existing coordination service
  + Operational funding to maintain existing mobility management service
  + Shortfall funding to maintain existing service levels (help mitigate shortfalls in funding due to reductions and loss of funding such as BETC and JARC). Please describe the funding shortfall and identify the amount of shortfall funding needed (limit 200 words):

|  |
| --- |
|  |

* **New Service or Service Expansion**

STF Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Dispatch or computer system
  + Purchase additional vehicles or right-sizing vehicles
  + New equipment or Stop/Transit Center amenities
  + Increase amount of service - this provides more transportation service than currently provided, such as adding weekend service or having more frequent service.
  + Restore service area – this restores transit service to an area that has received service in the past.
  + New service area – this expands transit service to an area that has never received service before

Describe how the project provides new or expanded service) (limit 200 words):

|  |
| --- |
|  |

* **New initiatives (Not currently funded)**

STF Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + New technology project
  + New ways to coordinate or collaborate on services
  + New type of Mobility Management
  + Accessibility Improvement (e.g. sidewalks, curb ramps, crossings, etc.)

1. **Vehicle Information**

Does this application request either match or total cost funding for a vehicle?

* No, application does not involve a vehicle purchase of any kind.
* Yes, application requests match for a vehicle.
* Yes, application requests the total cost of a vehicle

1. **Staffing data:**

**Table 3.2**: Identify the positions supported by your STF funding request and the amount of FTE per position.

|  |  |  |
| --- | --- | --- |
| **Position** | **FYX** | **FYX** |
| *Example: Driver* | .5 | 1 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Project Scalability**

You are strongly encouraged to request the full amount of STF funding that is needed for each project, including funding for new projects, under the total STF request field listed above under Question 2: Total STF Funds Requested for Project. However, funding is limited. Describe if and how you are able to scale back your STF Funding request below. Then describe how you scaled down your request and what aspects of the project would not be funded under this funding scenario.

|  |
| --- |
|  |

Enter your scaled request amounts as it relates to the applicable categories below:

* **Maintain Existing Service**

STF Scaled Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **New Service or Service Expansion**

STF Scaled Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **New initiatives (Not currently funded)**

STF Scaled Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_