



Special Transportation Fund Discretionary Program Project Application

Instructions

This STF application is a fillable form that requires Adobe Reader Version 10 or above. If you do not have the required version, download it for free at <http://get.adobe.com/reader>.

Fill out this application onscreen, save it to your computer, and attach your completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email. If you have technical problems using the form, call Liz Rickles at 503-986-3394. For answers to programmatic or process specific questions, call David Schwert at 503-986-4305 or contact your Regional Transit Coordinator. Application due to ODOT RPTD by March 11, 2016.

Complete Sections A thru I by entering information into fields or selecting from drop-down menus where available (indicated by a small arrow to the right of the box). Some "Yes or No" questions, when checked, generate a secondary question(s); please complete these sections when they appear.

Please double check that you have answered every question on this application before submitting. If a question is not applicable to your project, write "n/a".

Review the complete STF Application instructions at www.oregon.gov/ODOT/PT/PROGRAMS/2016STFApplicationInstructions.pdf.

A. Applicant Information

1. STF Agency Name
2. STF Agency ODOT Region
3. Application Contact Person Name
4. Application Contact Person Email
5. Application Contact Person Phone Number

B. Project Information

6. Project Title
Will be used for reviewer reference and in public comment process. Example: Mobility Management for The Klamath Tribes

7. Is project derived from the Coordinated Plan?

- ☒ Yes
☐ No

What Page? What date was the Coordinated Plan approved? (m/m/yy) **8. Project Ranking**

Complete sentence: Project is ranked out of applications submitted to ODOT for consideration.

To see the number of applications your STF Agency is allowed to submit to ODOT, visit www.oregon.gov/ODOT/PT/PROGRAMS/2016STFDiscretionaryApplications.pdf.

C. Project Quality

Boxes will expand to fit more text if needed.

9. Describe the **need** for this project. How was this need determined or assessed? Do you have data that reflects this need?

We have operated as a nonprofit for 51 years providing residential and employment services and programs for individuals with intellectual/developmental disabilities. We currently support over 240 people in these programs, with most of them relying on us to provide transportation to and from work, shopping, and medical/ social/recreational appointments and opportunities. Transportation is one of our largest operating expenses, costing in excess of \$278,000 in 2015.

10. Provide a detailed description of this project. What will be the finished product or service?

At the current time, we own and operate 40 vehicles, logging 175,980 miles in 2015. The \$278,000 spent in 2015 did not include any capital expenditures to purchase replacement or additional vehicles. With major funding and program changes mandated by the State and Federal government in 2014 and 2015, we are finding it more difficult with each passing year to budget for these costs without cutting programs and services. In 2015, we provided 60,702 one-way trips using our fleet vehicles. We are asking for \$75,000 to defray the cost of operating and maintaining our fleet.

11. Describe the expected outcomes of this project on seniors, people with disabilities, and other populations. Why is this project the best method to address the previously described need?

This grant money will help us continue to provide transportation services to some of the most fragile individuals in our community; just over 200 individuals who rely on us to meet their transportation needs. Without additional funding to help maintain our fleet, we will be forced to cut programs and services for individuals with disabilities, many of them seniors. We will not be able to provide transportation to work, medical appointments, shopping, and other activities that most of us take for granted. Many of these individuals are unable to use public transportation (if it is even offered in their area) because of medical fragility or behavioral concerns.

D. Total Estimated Project Budgets

12. Enter all estimated costs involved in the **total** cost of the project in the table below. Not all fields will be applicable to every project.

Estimated Total Project Costs	
Type	Dollar Amount
Labor (payroll)	\$9,825.00
Contracted services	
Materials and supplies	
Operations	34,195
Preventative Maintenance	
Capital Equipment	
Technology	
Contingency	
Other - Insurance, licensing, passes	70,386
Other - Maintenance (in-house & subbed out)	53,348
Other Fuel	56,219
Other - Transport Wages	18,231
Other - Depreciation	36,242
Project Grand Total (automatically calculates)	278,446

13. Identify the project's additional sources of funding in the table below.

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 STF Discretionary Program Request (IMPORTANT!)	75,000
Local Resources	
Federal Resources	
Other State	104,105
Project Grand Total (automatically calculates)	179,105

☐ The award of this STF Discretionary Grant will enable Federal Funds to be brought to the project.

E. Vehicle Information

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

Please note that projects that are match for vehicle replacement/rightsizing under the Transit Capital Discretionary Program available in January will have priority over vehicle purchases that are not a match.

☒ 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.

F. Project Milestones

15. Explain the milestones of the project.

Example milestones: design, public involvement, contract award, capital purchase, service implementation, etc.

	Milestone description	Estimated milestone completion date (m/m/yy)
1	NA	
2		
3		
4		
5		

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G. Project Impact on Four Goals of Transit*Boxes will expand to fit more text if needed.***16. Describe the project's impact on access.***Access includes the ability of seniors and people with disabilities to travel to employment opportunities, community services, retail, education, healthcare, etc., and to safely arrive at and depart their transit stop.*

Without transportation provided by Opportunity Foundation, over 200 residents with intellectual/developmental disabilities and in many cases physical disabilities, would be unable to get to work, medical appointments, social & recreational opportunities, or be able to shop for necessities. Many of the people who use our services are senior citizens and others are unable to obtain drivers licenses due to the challenges they face. These individuals would be cut off from the communities in which they live with little or no access to activities outside of their homes. We as a society benefit from a diverse population where everyone lives, learns, and works together.

17. Describe the project's impact on availability.*Availability includes spacial availability (service close to me), time availability (service when I need it), and the size of the service area.*

Our transportation services are tailored to fit each persons individuals needs and schedules. We do not have fixed routes or regularly maintained schedules. We transport people when and where they need to go, no matter the time of day or night. Many of the individuals who use our services live in areas not served by public transportation. Our service area encompasses Crook, Jefferson, and Deschutes Counties, with the majority of the trips taking place in the latter.

18. Describe the project's impact on connectivity.*Connectivity includes the integration of services (routes, schedules, fare structures, information systems, modal transfer facilities).*

Over the years we have worked closely with Cascade East Transit to ensure that every citizen's transportation needs are addressed. On occasion, they have donated a vehicle to us. A few of the people that use our programs and services use CET on a regular basis and would not be able to get to their jobs without their services. We are in a continuing dialogue with their management team to coordinate schedules and improve the quality and quantity of transportation services for all people living in Central Oregon. We have also provided transportation for Commission For the Blind participants.

19. Describe this project's impact on economic development.*Economic development includes public transportation's contribution to providing connections for workers to employers, reducing congestion, influencing land use choice and land values, and providing employment opportunities.*

With the implementation of the state mandated Community First Initiative, all sheltered workshops were ordered closed, with those workers being trained and employed in community-based jobs. That order created a dilemma for us. Instead of transporting a large number of individuals to a few work sites, we are now tasked with transporting those same people to their jobs at various locations and times. Without the transportation we provide, these individuals would not be able to work, earn a paycheck, and enjoy the fruits of their labors by shopping and participating in social and recreational activities.

H. Statewide Impact

This field is not required - not all projects will have a broad application or be a new pilot. Box will expand to fit additional text.

20. Describe the statewide impact of this project. How will this project transform the mobility options for seniors and people with disabilities in Oregon?

NA

☐ This project should be considered for Statewide Significance funding.

I. Application Attachments

You can attach additional supporting documentation, such as maps, additional budgets, etc. to your submission email. Attachments must be in PDF form. Attachments not listed below may not be received by the review panel.

Attachment File Name	Attachment Document Title	Description
OFCO Transportation	Vehicle Expense	Expenses by category for Jan. 1, 2015-Dec. 31, 2015

STF Agency Certification

As an authorized representative of the STF Agency, I acknowledge this application. For each application that could be funded with STF Discretionary Funds I have indicated willingness to enter into an agreement with the applicant to receive and disburse moneys for the project.

I also certify that the governing body of the STF Agency has consulted with the STF Advisory Committee regarding the proposed projects, and that the projects that are recommended for further consideration for funding are consistent with the STF Agency's Coordinated Plan.

☐ I certify the above statement is true.

Name

To Submit Application: Save this form to your computer. Attach the completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email.

**IMPORTANT - Please double check that you have answered every question on this application.
If a question is not applicable to your project, write "n/a".**

Opportunity Foundation

VEHICLE EXPENSE January - March, 2015

Expense

5770 · VEHICLES - Fuel	12,291.14
5775 · VEHICLES - INSURANCE	7,299.26
5780 · VEHICLES - Client Passes	5,090.84
5785 · VEHICLES - LICENSE	172.00
5790 · VEHICLES - Maintenance	14,850.15
6151 · Transport	4,460.08
8925 · VEHICLES - Fuel	785.77
8927 · VEHICLES - INSURANCE	987.82
8930 · VEHICLES - Licensing	163.00
8935 · VEHICLES - Maintenance	505.96
Depreciation	9,909.00
OFCO Labor - Repair & Mntc	1,100.16
Fringe (Labor & Transport)	2,224.10
Total Operations Expense	59,839.28

Administration	5,983.93
ADM Fringe	2,393.57
Total Administration Expense	8,377.50

Total Expense	68,216.78
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Opportunity Foundation

VEHICLE EXPENSE

April - June, 2015

Expense

5770 · VEHICLES - Fuel	17,091.16
5775 · VEHICLES - INSURANCE	7,352.52
5780 · VEHICLES - Client Passes	7,567.31
5785 · VEHICLES - LICENSE	236.00
5790 · VEHICLES - Maintenance	11,737.69
6151 · Transport	6,167.24
8925 · VEHICLES - Fuel	1,216.05
8927 · VEHICLES - INSURANCE	1,018.98
8930 · VEHICLES - Licensing	176.00
8935 · VEHICLES - Maintenance	138.60
Depreciation	9,909.00
OFCO Labor - Repair & Mntc	623.64
Fringe (Labor & Transport)	
Total Operations Expense	63,234.19

Administration	6,323.42
ADM Fringe	2,529.37
Total Administration Expense	8,852.79

Total Expense	72,086.98
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Opportunity Foundation

VEHICLE EXPENSE July - September, 2015

Expense

5130 - Depreciation	7,991.66	
5770 - VEHICLES - Fuel	10,011.00	
5775 - VEHICLES - INSURANCE	9,603.00	
5780 - VEHICLES - Client Passes	8,864.00	
5785 - VEHICLES - LICENSE	720.00	
5790 - VEHICLES - Maintenance	12,699.00	
6151 - Transport	7,604.00	
OFCO Labor - Repair & Mntc	1,109.17	
Fringe (Labor & Transport)	3,485.27	
Total Operations Expense		62,087.10
Administration	6,208.71	
ADM Fringe	2,483.48	
Total Administration Expense		8,692.19
Total Expense		70,779.30

Opportunity Foundation

VEHICLE EXPENSE October - December, 2015

Expense

5130 - Depreciation	8,432.37	
5770 - VEHICLES - Fuel	14,823.82	
5775 - VEHICLES - INSURANCE	10,182.48	
5780 - VEHICLES - Client Passes	10,306.26	
5785 - VEHICLES - LICENSE	647.00	
5790 - VEHICLES - Maintenance	13,416.98	
6151 - Transport	0.00	
OFCO Labor - Repair & Mntc	916.48	
Fringe (Labor & Transport)	366.59	
Total Operations Expense		59,091.98
Administration	5,909.20	
ADM Fringe	2,363.68	
Total Administration Expense		8,272.88
Total Expense		67,364.86