

**REQUEST FOR APPLICATIONS
SPECIAL TRANSPORTATION GRANT FUND**

May 20, 2015

Proposals are being accepted by the Deschutes County Special Transportation Fund Advisory Committee for the provision of transportation services benefiting the elderly and people with disabilities. Applications are available on the Deschutes County website at www.deschutes.org, or may be obtained by calling Judith Ure at (541) 330-4627 or sending a request by email to judithu@deschutes.org.

Programs eligible for Special Transportation Funds are limited strictly to those that provide transportation for the elderly and people with disabilities in Deschutes County. Eligible applicants must be able to demonstrate the organizational, financial, and managerial capacity to administer a grant in accordance with federal, state, and local laws, regulations, and requirements. Successful grant applications will be funded for the biennium beginning July 1, 2015 and ending June 30, 2017. Approximately \$517,000 will be available for grant awards during each year of the biennium.

Any contract resulting from a successful application is exempt from the Public Contract Law and Deschutes County Ordinances as a grant program. The County may reject any or all applications. Applicants may be requested to appear at an interview and may be required to provide further information.

Completed applications must be received at the Board of Commissioners' Office by 5:00 p.m. on Friday, June 12, 2015. Postmarks will not be accepted as an alternative to receipt by the due date and late applications will not be considered. Applications may also be submitted via email. A meeting of the Special Transportation Fund Advisory Committee will be held to review proposals. All applicants are strongly encouraged to attend this meeting and will receive advance confirmation of the date, time, and location.

For more information, contact Judith Ure, STF Program Manager, at 541-330-4627 or judithu@deschutes.org.

**PUBLIC TRANSIT DIVISION DISCRETIONARY GRANTS
APPLICANT AND PROJECT QUALIFICATIONS**

Applicant Qualifications:

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

Project Qualifications:

- Project design is for, or benefits, older adults and/or people with disabilities as its primary purpose.
- Project design is appropriate to purpose and type of project.
- Project is derived from the adopted Deschutes County Coordinated Plan.
- Service is accessible to people with disabilities in conformance to ADA.
- Vehicles are appropriate for type of services and meet age or mile replacement requirements, as appropriate (refer to chart available in application packet).
- Service is efficient and effective for its type.
- Agency has adequate revenue to maintain services and meet matching obligations.

**DESCHUTES COUNTY
SPECIAL TRANSPORTATION FUND GRANT APPLICATION
FISCAL YEAR 2015-17**

Date: _____ **Amount Requested:** _____

Applicant Agency: _____

Name of Contact Person: _____

Telephone: _____

Email Address: _____

Mailing Address:

INSTRUCTIONS: Please fill in the information above and answer each of the questions that appear on the following page on separate paper, limiting your written response to no more than five pages in total (excluding attachments). Print each question and the corresponding number with the response. Attach the additional documentation requested and return the completed application to:

Judith Ure
Deschutes County Board of Commissioners Office
1300 NW Wall Street, Suite 200
Bend, OR 97701

Applications may also be submitted via email addressed to judithu@deschutes.org.

Completed applications must be received by 5:00 p.m. on Friday, June 12, 2015. If applications are mailed, postmarks will not be accepted as an alternative to receipt by the due date. Late applications will not be considered.

A meeting of the Special Transportation Fund Advisory Committee will be held to review proposals. All applicants are strongly encouraged to attend the review meeting and will receive advance confirmation of the date, time, and location.

Please respond to the following in writing:

1. Describe the transportation services proposed, including the individuals or groups of people to be served, service area, service hours and days, and cost per ride.
2. Describe the agency's experience in providing transportation services to the elderly and/or people with disabilities. Include the number of years in operation and a brief history of services provided.
3. Indicate the actual number of one-way trips provided to the elderly and/or people with disabilities in each of the past three years. Include only those trips directly provided, omitting any that took place on vehicles operated by another transportation service provider through a contractual arrangement, purchase of monthly passes, or on a per-ride basis.
4. Indicate the projected number of one-way trips to be provided to the elderly and/or people with disabilities during each of the two years of the upcoming grant period. Include only those trips to be directly provided, as described above.
5. Describe the systems and methodology used to project, count, record, and report the number of rides described in questions 3 and 4 above.
6. Describe how the agency coordinates services and/or shares resources with other transportation service providers operating within Deschutes County.
7. Describe how the Special Transportation Funds (STF) will be used, if awarded. Include information about how the proposed activity will maintain, expand, or create new transportation opportunities for the elderly and people with disabilities.
8. Describe what changes, if any, are anticipated in services, hours of operation, service areas, and/or fares to passengers during the upcoming grant period.
9. Describe the agency's history of receiving STF grants, if applicable, and its organizational, financial, and managerial capacity to administer such funds in accordance with federal, state, and local laws, regulations, and guidelines.

Please attach the following documents to the application:

1. Attach both a complete line item budget for the agency's transportation program for the current fiscal year and a proposed budget for the 2013-15 grant period. If the agency provides services other than transportation, limit the budget to only the transportation program elements. Be specific concerning sources of revenue and identify every source of revenue, including grants, fares, advertising revenue, service contracts, interest earnings, donations, and any additional agency contribution.
2. Attach a certificate of insurance and endorsement naming Deschutes County, its officers, agents, and employees as additional named insured. Many agencies operate on a fiscal year in regard to insurance. If so, please submit the certificate in July if the current policy expires between now and June 30.
3. Attach either printed schedules and maps of current service areas or provide a full description of passenger routes and schedules.
4. Attach a fee schedule that describes all rates currently in effect.
5. Attach an inventory with a description of each vehicle currently in the service fleet, including the make, model, mileage, and special accessories, if any.