Match
Discretionary Fund applicants are required to demonstrate the ability to provide a match of at least 20 percent of the total project’s cost. There are a few exceptions that merit a 10 percent match, such as if the project will predominantly serve or provide access to and from rural communities. Rural communities for this purpose are described as communities outside of urban areas with populations of 50,000 or less. Details on match requirements can be found in the draft rule.

Advisory Committee review
ODOT will provide a copy of the application to the Qualified Entity associated with the application, as appropriate. Qualified Entity Advisory Committees shall provide a written recommendation to the Qualified Entity’s governing body stating whether the OTC should award funding. Committees have the option of submitting a prioritized list of projects. Each Qualified Entity shall submit the recommendation of its advisory committee to ODOT.

Project selection
The draft rules include a list of OTC investment priorities. The OTC may refine its investment priorities with input from PTAC. PTAC will make a funding recommendation to the OTC considering input from Qualified Entity Advisory Committees and Area Commissions on Transportation. The OTC will determine whether to accept or reject grant applications for discretionary funding.

Other funding rules
In addition to the key elements described above, the draft Discretionary Fund rules address the solicitation and application submission periods, application requirements, recipient qualifications, grant agreement contents, reporting requirements, withholding or repaying of funds, and capital asset requirements.

Contact information
For more information about STIF, please reach STIF Project Manager Karyn Criswell by phone at 503-856-6172 or via email at Karyn.CRISWELL@odot.state.or.us
Find additional information about STIF and sign up for email updates at: http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx

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For Americans with Disabilities Act or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-735-4128, TTY (800) 735-2900 or Oregon Relay Service 7-1-1.
Key elements of draft Formula Fund rules
These rules establish (Chapter 732, Division 40) the procedures and requirements for the administration of the STIF: Formula, Discretionary and Intercommunity Discretionary fund rules to improve public transportation service in Oregon. The content of Division 40 pertains to all three funds.

Purpose and use of funds
STIF resources may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services. In 2018, the Oregon Legislature clarified that these funds also may be used for light rail operations expenses.

Advisory Committees
Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF including advising on the projects to be funded by STIF moneys. Qualified Entities are defined in the draft rule as a county in which no part of a mass transit district or transportation district exists, a mass transit district, a transportation district or an Indian Tribe. A Qualified Entity may use an existing advisory committee, combine committees, or join with another Qualified Entity to may appoint a joint advisory committee as long as the committee meets the STIF requirements established in rule. Each advisory committee must include diverse interests, perspectives, geography and reflect the population demographics of the area. Members will need to be knowledgeable about the public transportation needs of residents or employees in the area.

Additional general rule content
The general rules include requirements pertaining to audits and compliance review, accounting, reporting, Qualified Entity management and joint management of STIF moneys, circumstances under which ODOT may withhold payment, and appeal procedures.

Key elements of draft Formula Fund rules
Purpose
These rules (Chapter 732, Division 42) establish procedures and requirements necessary for the administration of the STIF Formula Fund.

Formula Fund calculation and disbursement
This draft describes the process, schedule, and requirements for ODOT to estimate the STIF Formula Fund disbursements to Qualified Entities, Qualified Entity calculation of sub-allocation estimates, ODOT distribution of Formula Funds, and related requirements.

Formula funding application process
Public Transportation Service Providers may apply for formula funds through Qualified Entities.

Two or more Qualified Entities may jointly manage STIF moneys dispersed to them if they enter into a written agreement described in the rule. A map of Qualified Entities is available on the STIF website. Qualified Entities will distribute funds to subrecipients as described in the draft rule.

Public Transportation Service Providers are defined as a Qualified Entity or a city, county, special district, intergovernmental entity or any other political subdivision or municipal or public corporation that provides public transportation services.

STIF Plan contents
STIF Plans will be used as the application for formula funds. They must be written to span at least one biennium and up to two biennia, subject to OTC approval. A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity’s area of responsibility. It must include descriptions of proposed projects, summary of planned expenditures, anticipated benefits, Advisory Committee information, accountability methods, as well as other requirements.

Advisory Committee review of proposed Formula Fund projects
Advisory Committees are required to review Public Transportation Service Providers’ proposed projects and make a funding recommendation to the Qualified Entity’s governing body based on the criteria established by this rule. Advisory Committees are required to hold public meetings and conduct themselves consistent with bylaws established by the governing body.

Decision-making for Formula Funds
The Advisory Committee of a Qualified Entity will make a