

Oregon Department of Transportation
Statewide Transportation Improvement Fund Rules
Approved by the Oregon Transportation Commission on June 22, 2018
Effective Date: July 1, 2018

Chapter 732, Division 040
Statewide Transportation Improvement Fund General Information

732-040-0000

Purpose of Rule

The rules in Chapter 732, Divisions 040, 042, and 044 establish the procedures and requirements for the administration of the Statewide Transportation Improvement Fund (STIF) to improve public transportation service in Oregon.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.761

Stats. Implemented: ORS 184.751, ORS 184.758, ORS 184.761, ORS 184.766, Or Laws 2017, ch 750, § 122q, § 122r

732-040-0005

Definitions

The following definitions apply to rules in Chapter 732, Divisions 040, 042, and 044:

- (1) "Advisory Committee" means either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).
- (2) "Agency" means Oregon Department of Transportation ("ODOT").
- (3) "Americans with Disabilities Act" ("ADA") means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
- (4) "Area Commission on Transportation" ("ACT") means an advisory body chartered under the authority of the Commission, and subject to the Commission's oversight and final decision-making authority.
- (5) "Area of Responsibility" means the geographic area for which each Qualified Entity is responsible to provide STIF Formula Fund moneys.
 - (a) For a Qualified Entity that is a county, the Area of Responsibility is the geographic area within the county's jurisdictional boundaries.
 - (b) For a Qualified Entity that is a Mass Transit or Transportation District that shares continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic area within the District's jurisdictional boundaries.
 - (c) For a Qualified Entity that is a Mass Transit or Transportation District that does not share continuous jurisdictional boundaries with a county, the Area of Responsibility is the geographic

area within the jurisdictional boundaries of the county or counties in which any part of the District is located.

- (d) For a Qualified Entity that is an Indian Tribe, the Area of Responsibility is the geographic area on which the Indian Tribe's Tribal Enterprises are located.
- (6) "Biennium" (plural, "Biennia") means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
- (7) "Calendar Year" means the year which begins on January 1 and ends on December 31.
- (8) "Capital Asset" means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
- (9) "Commission" means the Oregon Transportation Commission ("OTC") established under ORS 184.612.
- (10) "Coordinate" ("Coordination") means meet and develop sub-allocation methods, plans, programs, and schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.
- (11) "Discretionary Fund" means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).
- (12) "Fiscal Year" means the Agency's fiscal year which begins on July 1 and ends on June 30.
- (13) "Governing Body" means the decision-making body or board of a Qualified Entity.
- (14) "Indian Tribe" means a federally recognized Indian Tribe in Oregon that has members residing on a reservation or in tribal trust lands in Oregon.
- (15) "Intercommunity Discretionary Fund" means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).
- (16) "Intergovernmental Entity" means entities organized under ORS 190.010.
- (17) "Low-Income Household" means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.
- (18) "Local Plan" means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
- (a) A planning horizon of at least four years;
 - (b) An existing and future conditions analysis that includes:
 - (A) Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;

- (B) Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - (C) Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
 - (c) Prioritized lists of public transportation improvements and capital projects; and
 - (d) Identified opportunities to Coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
 - (e) Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
- (19) "Mass Transit District" means a district organized under ORS 267.010 to 267.390.
- (20) "Practicable" means Public Transportation Services within the Qualified Entity's area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12 in order to commute to or from school.
- (21) "Project" means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
- (22) "Public Corporation" means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
- (23) "Public Transportation Advisory Committee" ("PTAC") means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
- (24) "Public Transportation Service Provider" means 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.
- (25) "Public Transportation Services" means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.
- (26) "Qualified Entity" means, 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.
- (27) "Recipient" means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.

- (28) "Satisfactory Continuing Control" means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
- (29) "Special District" means a service district organized under ORS 451.010(1)(h).
- (30) "STIF Formula Fund" means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
- (31) "STIF" or "Statewide Transportation Improvement Fund" means the fund established under ORS 184.751.
- (32) "STIF Plan" means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
- (33) "Statewide Transit Network" means the collection of all transit service that operates in Oregon.
- (34) "Sub-Recipient" means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
- (35) "These Rules" means OAR Chapter 732 Divisions 040, 042, and 044.
- (36) "Transportation District" means a district organized under ORS 267.510 to 267.650.
- (37) "Tribal Enterprise" means a commercial activity or business managed or controlled by an Indian Tribe.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3), ORS 184.758(6), ORS 184.761

Stats. Implemented: ORS 184.751, ORS 184.752, ORS 184.758, ORS 184.761, ORS 184.766

732-040-0010

Purpose and Use of STIF

- (1) Moneys in the STIF are continuously appropriated to the Agency to finance investments and improvements in public transportation services, except that the moneys may not be used for light rail capital expenses, but may be used for light rail operations expenses.
- (2) STIF moneys may be used for public transportation purposes that support the effective planning, deployment, operation, and administration STIF-funded public transportation programs, including, but not limited to:
- (a) Creation of new systems and services with origins, destinations or stops in Oregon;
 - (b) Maintenance or continuation of systems and services; and
 - (c) Planning for and development of a Local Plan or future STIF Plan to improve Public Transportation Service.
- (3) STIF moneys may be used as the local match for state and federal funds which also provide Public Transportation Service.
- (4) The Agency shall conduct activities necessary to manage the STIF funds and grants, including but not limited to: development of policy; distribution of funds; developing and implementing application and review processes and agreement and protest procedures; conducting program oversight, statewide planning, research, training, and technical assistance; and reporting to the legislature.

(5) On or before February 1, 2020, the Commission shall submit a report in the manner provided by ORS 192.245 to the Joint Committee on Transportation established under ORS 171.585(1) on the implementation and outcomes of the STIF. The Agency shall prepare reports for the purposes of:

- (a) Ensuring that STIF moneys are being used for the purpose of funding and improving Public Transportation Services in Oregon consistent with law, these rules, and the terms of agreements;
- (b) Measuring the outcomes of the STIF; and
- (c) Reporting to the Oregon State Legislature.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3), ORS 184.761

Stats. Implemented: ORS 184.751, ORS 184.758, ORS 184.761, ORS 184.766

732-040-0015

Audit and Compliance Review Requirements

(1) Recipients shall conduct an annual financial audit of the STIF moneys received.

(2) All financial audit reports shall be submitted to the Agency no later than 30 days after the receipt of the auditor's final report(s).

(3) Recipients shall be subject to periodic on-site compliance reviews by the Agency. The purpose of the compliance site review is to ensure that Recipients have appropriate, adequate internal controls and management procedures to meet the terms and conditions of agreements governing the disbursement of STIF moneys. Compliance reviews may cover the following topics, as applicable: program management; financial management; operations management, procurement, use and maintenance of equipment; records retention; compliance with state and federal civil rights laws; and compliance with the ADA.

(4) Recipients shall permit the Agency, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, access to all data and records relating to STIF moneys received or disbursed and to inspect the STIF Plans and Projects financed with STIF moneys including, but not limited to, the financial records, physical premises and Capital Assets used to deliver public transportation services.

(5) Recipients shall ensure that their agreements or contracts with Sub-Recipients or vendors include provisions which permit the Agency, the Secretary of State of Oregon, or their authorized representative, access to data and records held by the Sub-Recipient or vendor as described in section (4) of this rule.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758

732-040-0020

Accounting Requirements

(1) The Agency shall account separately for moneys in the STIF Formula Fund, Discretionary Fund, and Intercommunity Discretionary Fund.

(2) Recipients shall manage STIF moneys in separate governmental accounts for each of the applicable STIF funds: STIF Formula Fund, STIF Discretionary Fund, and STIF Intercommunity Discretionary Fund. Any interest accrued must be added to the moneys and must be reported to the Agency at the end of the Fiscal Year in which it was earned.

(3) Recipients shall document the expenditure of all STIF funds disbursed by the Agency. Recipients shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit the Agency to verify how the STIF funds were expended.

(4) Record Retention:

(a) Recipients shall maintain all financial records for at least six years after the Agency's final disbursement under the STIF Plan or grant agreement; and

(b) Recipients shall maintain all records relating to Capital Assets for three years after disposition.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758

732-040-0025

Qualified Entity Reporting Requirements

In addition to any other reporting required by these rules, Qualified Entities that receive STIF moneys shall submit the following documentation to the Agency:

(1) A report on any actions taken by any Public Transportation Service Provider located within the area of the Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. The report must explain how it defines and identifies passengers in low-income communities. This report must be submitted no later than 60 days after the end of each Fiscal Year in which the Qualified Entity receives STIF moneys.

(2) The Qualified Entity's adopted annual budget for the upcoming Fiscal Year must be submitted no later than 30 days after adoption.

(3) The results of any relevant financial audits of the Qualified Entity or any Public Transportation Service Provider located within the area of the Qualified Entity, as required by a local, state or federal oversight agency for the purposes of statewide reporting including, but not limited to:

(a) The state financial report required under ORS 291.040;

(b) The results of any comprehensive review completed by the Federal Transit Administration or the Agency; and

(c) Any information submitted by the Qualified Entity as part of the requirements of a statewide audit in accordance with the federal Single Audit Act of 1984 (31 U.S.C. 7501 to 7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104-156).

(4) Results of audits described in section (3) of this rule must be submitted to the Agency no later than 30 days after receipt of the final results. A copy of information submitted under section (3)(c) of this rule must be sent to the Agency no later than 30 days after submittal to the requesting agency.

(5) The Agency may withhold future distributions of STIF moneys from a Qualified Entity which fails to submit an annual report required under rule.

(6) A Qualified Entity may appeal the Agency's decision to withhold STIF Formula Fund moneys as described in OAR 732-040-0050.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.766

732-040-0030

Advisory Committees

(1) The Governing Body of each Qualified Entity shall appoint an Advisory Committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity.

(2) Two or more Governing Bodies may appoint a joint Advisory Committee for the purpose of advising and assisting their respective Qualified Entities in carrying out the purposes of the STIF for the Qualified Entities' areas of responsibility.

(a) When the Governing Boards of two or more Qualified Entities appoint a joint Advisory Committee, they shall designate their respective roles and responsibilities pertaining to the management of the joint Advisory Committee in a written agreement pursuant to ORS chapter 190. At a minimum, the written agreement must specifically identify how the Qualified Entities' obligations under section (4) of this rule will be allocated between or among the participating Qualified Entities and must describe the selection and appointment processes for joint Advisory Committee members, consistent with OAR 732-040-0035.

(b) The Qualified Entities shall send a copy of the executed agreement to the Agency within 30 days of execution.

(c) The joint Advisory Committee agreement may be included as part of the agreement required to fulfill the requirements of OAR 732-040-0040, if applicable; however, Qualified Entities may form a joint Advisory Committee without agreeing to jointly manage STIF moneys.

(d) Each Qualified Entity that is party to a joint Advisory Committee agreement remains independently responsible to submit its own STIF Plan pursuant to OAR 732-042-0015 and these rules.

(3) An Advisory Committee may also advise the Qualified Entity regarding the opportunities to Coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

(4) The Qualified Entity shall ensure that:

(a) The Advisory Committee is guided by written bylaws that include, at a minimum: the Committee's name and purpose; the number of Committee members; Committee membership criteria; the appointment process; the terms of office for the committee members; the Committee's meeting schedule; and Committee procedures and member duties, including procedures to provide public notice of meetings, to foster public engagement, and to comply with Oregon public meeting and public records laws; and the Committee's process to review Public Transportation Service Provider proposals for Projects funded in whole or part by the STIF Formula Fund, the STIF Discretionary Fund and the Intercommunity Discretionary Fund, and the decision-making criteria identified in these rules. The bylaws must include a definition of "high

percentage of Low-Income Households” for the Committee’s use in evaluating proposed Projects. The Qualified Entity shall prepare the written bylaws described in this section and set the terms of office for the Advisory Committee members. The Qualified Entity may seek input on the bylaws from the Advisory Committee.

(b) Copies of Advisory Committee bylaws, meeting minutes and meeting notices are published by the Qualified Entity and made available for public review in a reasonable and timely manner and are maintained for six years.

(c) The Agency is notified of changes in the Advisory Committee membership when the Qualified Entity submits its STIF Plan or grant application.

(5) A Qualified Entity may use another standing advisory committee or combine committees to meet the requirements of these rules as long as that committee also meets all of the committee requirements contained herein.

(6) The Qualified Entity shall appoint an Advisory Committee composed of members that represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035.

(7) In addition to any other duties, the Advisory Committee may also propose any changes to the policies or practices of the Governing Body of the Qualified Entity that the Advisory Committee considers necessary to ensure that:

(a) A Public Transportation Service Provider that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and

(b) A Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

Stat. Auth.: ORS 184.758(3)(c), ORS 184.758(3)(e), ORS 184.761(4), ORS 184.761(5)

Stats. Implemented: ORS 184.758(4), ORS 184.761

732-040-0035

Advisory Committee Composition

(1) If the Qualified Entity is an Indian Tribe, then the Advisory Committee must be composed of at least three members, each of whom must be able to represent the public transportation needs of individuals served by the Indian Tribe. The Governing Body may authorize a larger Advisory Committee.

(2) If the Qualified Entity is a Transportation District or county, then the Advisory Committee must be composed of at least five members. The Governing Body may authorize a larger Advisory Committee.

(3) If the Qualified Entity is a Mass Transit District, then the Advisory Committee must be composed of at least seven members. The Governing Body may authorize a larger Advisory Committee.

(4) If the Advisory Committee is a joint Advisory Committee formed by two or more Qualified Entities, then the minimum number of Advisory Committee members will be determined based on the types of Qualified Entities participating in the joint Advisory Committee. The minimum number of members of the joint Advisory Committee must be equal to the highest minimum number that would be required for each type of Qualified Entity participating in the joint Advisory Committee.

(5) To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation or Mass Transit District or county, or on a joint Advisory Committee in which a Transportation or Mass Transit District or county participates, an individual must:

- (a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation or Mass Transit District or county; and
- (b) Be a person who is a member of or represents one or more of the following:
 - (A) local governments, including land use planners;
 - (B) Public Transportation Service Providers;
 - (C) non-profit entities which provide public transportation services;
 - (D) neighboring Public Transportation Service Providers;
 - (E) employers;
 - (F) public health, social and human service providers;
 - (G) transit users;
 - (H) transit users who depend on transit for accomplishing daily activities;
 - (I) individuals age 65 or older;
 - (J) people with disabilities;
 - (K) low-income individuals;
 - (L) social equity advocates;
 - (M) environmental advocates;
 - (N) bicycle and pedestrian advocates;
 - (O) people with limited English proficiency;
 - (P) educational institutions; or,
 - (Q) major destinations for users of public transit.

(6) Notwithstanding other provisions of this rule, if a Qualified Entity is a Mass Transit District, a Transportation District or a county, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least one member who is a member of or represents each of the following three groups:

- (a) low-income individuals;
- (b) individuals age 65 or older or people with disabilities; and
- (c) Public Transportation Service Providers or non-profit entities which provide public transportation services.

(7) A Qualified Entity that is a Mass Transit District or a Transportation District shall include Advisory Committee members from the district's area of responsibility, both within and outside district boundaries. If a Mass Transit District or a Transportation District is party to a joint Advisory Committee agreement, the joint Advisory Committee must also include at least one member from outside the district's boundary but within the district's area of responsibility.

Stat. Auth.: ORS 184.761(4)(a), ORS 184.761(5)

Stats. Implemented: ORS 184.761

732-040-0040

Qualified Entity Management and Joint Management of STIF Funds

- (1) Two or more Qualified Entities may jointly manage the STIF moneys disbursed to them. The Qualified Entities shall enter into a written agreement pursuant to ORS chapter 190.
- (2) When two or more Qualified Entities jointly manage their STIF Formula Fund moneys, they shall designate their respective roles and responsibilities in the written agreement and shall send a copy of the executed agreement to the Agency within 30 days of execution.
- (3) Qualified Entities intending to jointly manager STIF moneys under this rule may, but are not required to, establish a joint Advisory Committee as described in OAR 732-040-0030(2).

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758(6)

732-040-0045

Withholding Funds

- (1) The Agency may withhold payment of STIF moneys to a Recipient if:
 - (a) The Recipient or its Sub-Recipient is not using STIF funds in accordance with applicable laws, these rules or the terms of the STIF Plan or agreement under which the funds were distributed;
 - (b) The Recipient or its Sub-Recipient has not submitted required reporting;
 - (c) The Agency determines that there is any unresolved audit finding relating to the accounting for STIF moneys; or
 - (d) The Agency determines that there is any unresolved compliance review finding relating to the use of STIF moneys.
- (2) If an audit or a review of a Recipient or its Sub-Recipient's implementation of an agreement under which STIF moneys were distributed determines that the Recipient or its Sub-Recipient used STIF moneys inconsistently with the agreement, the Agency may withhold future STIF funding.
- (3) A Qualified Entity may appeal the Agency's decision to withhold STIF Formula Fund moneys as described in OAR 732-040-0050.

Stat. Auth.: ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758, ORS 184.766

732-040-0050

Appeal Procedures

- (1) Appeals are allowed only in the following instances:
 - (a) A Qualified Entity may appeal the Commission's rejection of its STIF Plan.
 - (b) A Qualified Entity may appeal the Agency's decision to withhold STIF Formula Fund moneys.
 - (c) A Qualified Entity may appeal the Agency's decision to take action with respect to a Capital Asset as described in OAR 732-042-00405(10).
- (2) Appeals must be filed in writing within 15 days of the date the notice of appealable action was emailed by the Agency. A Qualified Entity that fails to file timely shall be deemed to have waived its appeal rights. Appeals must be addressed to the Commission and a copy must be sent to the Agency's STIF Administrator.

(3) Appeals must identify the appellant, the appellant's designated contact person, and the decision under appeal. In addition, appeals must include the following information:

(a) For appeal of a Commission decision, the requested remedy and any arguments why the decision should be reconsidered.

(b) For appeal of an Agency decision, the requested remedy, any arguments pertaining to the appeal and any other material the appellant considers relevant to the appeal.

(4) Upon review or reconsideration, the Commission may make a decision to grant the requested remedy, deny the appeal, or, in the case of Agency decisions under appeal, remand the decision to the Agency with instructions to reconsider.

(5) The Commission shall review the appeal and make its decision within 90 days of receipt.

Stat. Auth.: ORS 184.758(3)(d), ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758

Chapter 732, Division 042
STIF FORMULA FUND

732-042-0000

Purpose

This rule establishes procedures and requirements necessary for the administration of the Statewide Transportation Improvement Fund (STIF) Formula Fund, pursuant to ORS 184.758(1)(a). The STIF Formula Fund is intended to improve public transportation services for current and potential future Oregon transit users by distributing moneys to Qualified Entities.

Stat. Auth.: ORS 184.758(3)(c), ORS 184.758(3)(d), ORS 184.758(3)(e)

Stats. Implemented: ORS 184.751(1), ORS 184.758(1)(a), ORS 184.758(6)

732-042-0005

STIF Formula Fund Cycle

- (1) The STIF Formula Fund cycle will be structured around a Biennium, with key dates and exceptions identified in these rules.
- (2) After the first disbursement of STIF moneys following the enactment of Oregon Laws 2017, chapter 750, the Agency shall make disbursements quarterly beginning at the beginning of the first quarter of each Biennium, subject to the provisions of OAR 732-042-0010.
- (3) No later than December 31 of each year, the Agency shall provide written notice to each Qualified Entity of the estimated allocation of STIF Formula Fund moneys for which it is eligible in the coming calendar year.
- (4) Six months prior to the beginning of a Biennium, Qualified Entities shall submit their STIF Plans to the Agency.
- (5) Qualified Entities may prepare their STIF Plans for a period of one or two Biennia. The Commission may approve a STIF Plan for one or two Biennia.
- (6) The Commission shall decide to accept or reject STIF Plans no later than July 1 of the coming Biennium.
- (7) The Agency shall email notice of the Commission's decision to affected Qualified Entities within seven days of the issuance of the Commission's decision. A Qualified Entity may appeal a rejection of its STIF Plan as described in OAR 732-040-0050.
- (8) During the first STIF Formula Fund Cycle after the enactment of Oregon Laws 2017, chapter 750, a Qualified Entity may submit its STIF Plan either three months or nine months after the effective date of OAR Chapter 732, Division 042. A Qualified Entity that submits a STIF Plan under this section shall submit a STIF Plan for a period that ends at the end of the 2019-2021 Biennium. The Commission shall decide to accept or reject a STIF Plan submitted under this section no later than four months after it is received by the Agency, following the approval procedures described in OAR 732-042-0025.

Stat. Auth.: ORS 184.758(3)(e)
Stats. Implemented: ORS 184.758

732-042-0010

STIF Formula Fund Calculation and Disbursement

(1) Ninety percent of the Statewide Transportation Improvement Fund shall be distributed as the STIF Formula Fund.

(2) Minimum Distributions:

(a) The Agency shall distribute \$100,000 annually to each Qualified Entity unless the Qualified Entity is entitled to a larger distribution based on the calculation described in section (4) of this rule.

(b) The Agency shall distribute \$100,000 annually to each Indian Tribe unless the Indian Tribe submits documentation to the Agency demonstrating that it remits more than \$100 million annually in taxable employee payroll from Tribal Enterprises. Such documentation must be submitted by July 1 each year in order to be included in estimates and calculations for the following year. An Indian Tribe that demonstrates it remits more than \$100 million in employee payroll annually will receive a distribution equal to its proportionate share as calculated in section (4) of this rule.

(3) Estimation of STIF Formula Fund Disbursements:

(a) The Agency shall estimate STIF Formula Fund disbursements based on the Agency's projections of the amount of transit payroll tax to be collected, the Agency's projections of minimum distributions required under section (2) of this rule, and the proportionate share calculated for each Qualified Entity in section (4) of this rule.

(b) The Agency shall estimate the proportionate share annually.

(c) The Agency shall notify Qualified Entities of their estimated annual disbursements no later than December 31 each year.

(d) Qualified Entities shall work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop a method for sub-allocating STIF Formula Fund moneys to Public Transportation Service Providers.

(e) To the extent possible, using the best available data, the sub-allocation method used by Qualified Entities must be proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider.

(f) A Qualified Entity that is a Mass Transit or Transportation District which does not share contiguous jurisdictional boundaries with a county shall work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients to develop an estimate of STIF Formula Fund disbursements for those areas of the county(ies) in which the District is located that are outside the District's own jurisdictional boundaries.

(g) The Qualified Entity's sub-allocation estimate shall be a starting point for the Qualified Entity's STIF Plan and funding prioritization process. The sub-allocation is not an entitlement to the Public Transportation Service Provider and decision criteria may affect the prioritization of Projects.

(h) Estimated disbursements are not guaranteed. If revenues in the Statewide Transportation Improvement Fund are less than the Agency's projections, the Agency may proportionately reduce quarterly payments to Qualified Entities from its estimated disbursements.

(4) Calculation of STIF Formula Fund Disbursements:

(a) The Agency shall calculate the proportionate share for each Qualified Entity by dividing the amount of the wages paid by employers located within the boundary of the Qualified Entities' areas of responsibility, by the total amount of the wages paid by employers statewide.

(A) The Agency shall use the final wage data collected by the Oregon Employment Department for the prior Calendar Year and reported to the Agency.

(B) The Agency shall exclude from the calculation of proportionate shares any Qualified Entity that is entitled to a minimum distribution under section (2) of this rule.

(b) Each fiscal quarter, the Agency shall calculate the quarterly distribution as follows:

(A) The product of the amount of the transit payroll tax revenue collected in the preceding fiscal quarter, as reduced by minimum distributions required under subsection (4)(b)(B) of this rule, multiplied by the Qualified Entity's proportionate share calculated in subsection (4)(a) of this rule; or

(B) For Qualified Entities receiving the minimum distribution under section (2) of this rule, \$25,000.

(5) Distribution of STIF Formula Funds to Qualified Entities:

(a) The Agency shall not disburse STIF Formula Fund moneys to a Qualified Entity until the Commission has approved by the Qualified Entity's STIF Plan and the Legislative Fiscal Office and the State's Chief Financial Officer have determined that there is sufficient revenue in the Statewide Transportation Improvement Fund sufficient to fund the STIF Formula Fund disbursements.

(b) The Agency shall disburse the proportionate share of STIF Formula Funds to Qualified Entities in quarterly distributions.

(c) If more than one Mass Transit District or Transportation District is located within a single county, the Agency shall distribute the moneys to the larger district.

(d) If there is a significant unexpected shortfall in revenues in the Statewide Transportation Improvement Fund or if there has been an overpayment in a prior quarter, the Agency may proportionately reduce quarterly payments to Qualified Entities.

(e) Qualified Entities are not responsible for satisfying Public Transportation Service Providers' budgetary shortfalls or remedying delays in funding to Public Transportation Service Providers that are due to insufficient STIF Formula Fund revenues or for any other reason beyond the Qualified Entities' direct control.

(6) Qualified Entities may incur STIF expenditures as of the operative date of ORS 184.766. During the first STIF Formula Fund Cycle after the enactment of Oregon Laws 2017, chapter 750, a Qualified Entity may reimburse itself for such expenditures contingent upon Commission approval of a STIF Plan that includes these expenses.

(7) Qualified Entities shall notify the Agency in writing of any adjustment to the geographic boundaries of their areas of responsibility within thirty days of the effective date of the adjustment.

(8) Upon Commission approval of a STIF Plan that describes such a Project, a Qualified Entity may carry forward unspent STIF Formula Fund moneys for as long as specified in the approved STIF Plan in order to accumulate sufficient funds for a capital Project that costs more than can be funded during a single STIF Formula Fund funding cycle or to make bond payments on the acquisition of a Capital Asset.

(9) Each Qualified Entity is required to spend at least one percent of STIF Formula Fund moneys received each year on student transit services for students in grades 9 through 12, if Practicable.

Stat. Auth.: ORS 184.758(3)(e), ORS 184.758 (6)

Stats. Implemented: ORS 184.758(1)(a), ORS 184.758(2), ORS 184.758(4), ORS 184.758 (6)

732-042-0015

STIF Plan Contents

(1) A Qualified Entity shall adopt a written STIF Plan to establish a list of Projects for public transportation located within the Qualified Entity's area of responsibility to guide STIF Formula Fund investments.

(a) A STIF Plan must cover at least a Biennium, but it may include up to two Biennia subject to Commission approval.

(b) 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.

(c) A Qualified Entity that is a Mass Transit District or Transportation District with jurisdictional boundaries within a county or counties which are not Qualified Entities shall adopt a STIF Plan that considers the Public Transportation Services for the area outside of district boundaries but within the remainder of the county or counties.

(d) A STIF Plan may be included in a Qualified Entity's Local Plan or it may be a stand-alone plan.

(e) The STIF Plan must contain an explanation of how the plan defines and identifies communities with a high percentage of Low-Income Households.

(f) A STIF Plan must include a description of the Qualified Entity's method to sub-allocate STIF Formula Fund moneys to Public Transportation Service Providers and other potential Sub-Recipients and the process for developing the method.

(2) A Qualified Entity's STIF Plan must contain the following sections:

(a) Descriptions of Proposed Projects:

For each proposed Project, the STIF Plan must include the factors listed in section (3) of this rule.

(b) Summary of Planned Expenditures:

The STIF Plan must include a summary listing:

(A) the total funding sought in the STIF Plan;

(B) the total funding sought for each Recipient or Sub-Recipient (Public Transportation Service Provider or Qualified Entity); and,

(C) for Qualified Entities that are Mass Transit Districts or Transportation Districts which do not share contiguous jurisdictional boundaries with a single county, the total funding sought by geographic area inside and outside the district's jurisdictional boundary but within its area of responsibility.

(c) Summary of Prior Expenditures on Specific Improvements:

If the Qualified Entity received STIF Formula Funds in the preceding two Fiscal Years, the STIF Plan must include a summary of the amount of moneys allocated to fund each of the following:

- (A) increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
- (B) the expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households;
- (C) fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
- (D) the procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with populations of 200,000 or more;
- (E) the improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- (F) Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and
- (G) implementation of programs to provide student transit services for students in grades 9 through 12.

(d) Summary of Current Projects:

The STIF Plan must include a summary of Projects recommended by the Qualified Entity's Advisory Committee for the duration of the STIF Plan, identified by Fiscal Year.

(e) Advisory Committee Information:

The STIF Plan must include a list of the Qualified Entity's current Advisory Committee and the online or other location(s) where Advisory Committee materials may be reviewed as described in OAR 732-040-0030(4)(b). In addition, the STIF Plan must include a statement that the Qualified Entity consulted with its Advisory Committee as required by these rules and, if applicable, an explanation of why the Advisory Committee's recommendation was not adopted by the Governing Body.

(f) Recipient Accountability Methods:

The STIF Plan must include a description of the methods the Qualified Entity will use to ensure that it complies with these rules and achieves the goals identified in the STIF Plan.

(g) Sub-Recipient Accountability Methods:

The STIF Plan must include a description of the methods and agreement or contract language that the Qualified Entity will use to oversee its Sub-Recipients, address deficiencies in Sub-Recipient performance, and to ensure that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements.

(h) Remediation Strategies:

If the Qualified Entity has submitted three or more Quarterly Reports within the past two years which indicate that it failed to substantially comply with its approved STIF Plan, the STIF Plan must include a description of the Qualified Entity's strategies to ensure that it will substantially comply with the proposed STIF Plan.

(i) Governing Body Adoption:

The STIF Plan must include documentation that the Governing Body approved the STIF Plan prior to its submittal to the Agency. If STIF Formula funds will be jointly managed by two or more Qualified Entities, the STIF Plan must include documentation demonstrating each Governing Body's commitment to joint management.

(3) The STIF Plan must include descriptions of each proposed Project as described below. A Qualified Entity shall include in its STIF Plan only Projects which appear in a Local Plan. Qualified Entities eligible for no more than the minimum STIF Formula Fund allocation under OAR 732-042-0010(2) or Rural Public Transportation Service Providers that are unable to meet the Local Plan requirements during the first Formula Fund solicitation cycle may use a portion of their first STIF Formula Fund allocation or sub-allocation to improve public transportation services if they have a current approved Coordinated Human Services Public Transportation Plan and if they also use a portion of the first allocation or sub-allocation to develop a Local Plan that is consistent with STIF Local Plan requirements. For each proposed Project, the STIF Plan must describe:

(a) Proposed funding level for: each Project and a description of what the Qualified Entity intends to do with the STIF Formula Fund moneys it receives for the individual Project.

(b) Whether the Project would improve or expand public transportation or maintain an existing service. For Projects that would maintain an existing public transportation service, the STIF Plan must specify the amount and percentage of each Project budget for this purpose and the reason for proposing any Project that maintains an existing service rather than a Project that improves or expands service.

(c) Anticipated benefits and discrete measurable outcomes associated with each Project with specific reference to whether the Project:

(A) increases the frequency of bus service schedules in communities with a high percentage of Low-Income Households;

(B) expands bus routes and bus services to reach communities with a high percentage of Low-Income Households;

(C) implements programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;

(D) procures buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with populations of 200,000 or more;

(E) improves the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;

(F) fosters Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and

(G) provides student transit services for students in grades 9 through 12.

(d) Identification of the Local Plan(s) from which each Project was derived and identification of the board, council, commission, or other governing body which approved the Local Plan.

(e) The proposed Recipient or Sub-Recipient of the STIF Formula Fund moneys for that Project.

(f) A full budget including fund sources and for yet-to-be obligated fund sources, the timing for funding decisions, if known.

- (g) For proposed Projects which are part of a larger multi-phase Project, the phasing plan including schedule and budget with known and potential funding sources identified.
- (h) The amount of moneys from the STIF Formula Fund distribution that would be allocated to fund each of the following:
 - (A) increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
 - (B) the expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households;
 - (C) the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 - (D) the procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with populations of 200,000 or more;
 - (E) the improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 - (F) Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and
 - (G) the implementation of programs to provide student transit services for students in grades 9 through 12.
- (i) Identification of the extent to which the Project is consistent with Oregon Public Transportation Plan goals, policies, and implementation plans.
- (j) At least one Project described in the STIF Plan must implement a program(s) to provide student transit services for students in grades 9 through 12, if Practicable, and allocate at least one percent of the Qualified Entity's estimated STIF Formula Fund disbursement to that program(s). If the Qualified Entity determines that it is not Practicable to identify such a Project or to allocate funding for this purpose, it shall specify in its STIF Plan the reason(s) for its determination.

Stat. Auth.: ORS 184.758(3)(c), ORS 184.758(6)
 Stats. Implemented: ORS 184.758

732-042-0020

Advisory Committee Review of Proposed Projects

- (1) Public Transportation Providers seeking STIF funding from a Qualified Entity through the Qualified Entity's STIF Plan shall submit a Project proposal to its Advisory Committee for review and approval. The Project proposal must include the contents described in OAR 732-042-0015(3).
- (2) The Advisory Committee shall conduct its reviews and activities in compliance with its written bylaws, as described these rules.
- (3) The Advisory Committee shall meet as often as needed to advise the Qualified Entity and review Project proposals but no less than two times per year.
- (4) The Advisory Committee shall
 - (a) Hold public meetings, as applicable, to review every Project proposed for inclusion in the Qualified Entity's STIF Plan;

(b) Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which the Qualified Entity receives STIF Formula funding to the Governing Body.

(5) The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

(a) Whether the Project would:

(A) increase the frequency of bus service to communities with a high percentage of Low-Income Households;

(B) expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;

(C) reduce fares for public transportation in communities with a high percentage of Low-Income Households;

(D) result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;

(E) improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;

(F) increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or

(G) expand student transit services for students in grades 9 through 12;

(b) Whether the Project would maintain an existing, productive service;

(c) The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and

(d) Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.

(6) Prior to adopting a STIF Plan, the Governing Body shall consult its Advisory Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Advisory Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a Coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of a Qualified Entity as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

(7) A Governing Body may accept the Advisory Committee's recommendation to approve or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the Governing Body modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

Stat. Auth.: ORS 184.761(4)(b), ORS 184.761(4)(c)

Stats. Implemented: ORS 184.758, ORS 184.761

732-042-0025

Commission Approval of STIF Plan

(1) The Agency shall review the STIF Plan submitted by a Qualified Entity for completeness and may ask the Qualified Entity to supply missing information or to provide clarification about the meaning or intent of any portion of the STIF Plan.

(2) The Agency shall submit each complete STIF Plan to the Public Transportation Advisory Committee (PTAC) for review.

(3) The PTAC shall timely determine whether it proposes to recommend that the Commission approve or reject all or a portion of the STIF Plan.

(a) If the PTAC determines that it will recommend rejection of all or a portion of the STIF Plan, it shall timely prepare a brief written statement of the reasons for its recommendation. Within seven days of the PTAC's preparation of the statement, the Agency shall provide notice of the PTAC's intended recommendation and a copy of the statement of reasons to the Qualified Entity.

(b) The PTAC shall timely communicate its recommendation to the Commission.

(c) The PTAC, when making its recommendation and the Commission when making its decision on a STIF Plan shall consider the extent to which the STIF Plan meets the requirements described in OAR 732-042-0015(1), (2) and (3).

(4) A Qualified Entity that receives notice that the PTAC intends to recommend rejection of all or a portion of a STIF Plan under subsection (3)(a) of this rule may attach additional information and a revised STIF Plan for the Commission's consideration to the STIF Plan originally submitted. The Qualified Entity shall provide the additional information to the Agency within 30 days.

(5) The Commission shall consider the PTAC's recommendation and determine whether to approve or reject the STIF Plan originally submitted by the Qualified Entity or a revised STIF Plan submitted by the Qualified Entity under section (4) of this rule. If the Commission rejects a proposed STIF Plan, the Commission shall identify the reasons for the rejection and the Agency shall provide the reasons to the Qualified Entity in writing. Reasons for Commission rejection include, but are not limited to:

(a) The Qualified Entity did not establish an Advisory Committee or established one inconsistent with membership requirements in these rules;

(b) The Qualified Entity failed to confer with its Advisory Committee;

(c) The STIF Plan is incomplete or does not adequately explain how the Qualified Entity will accomplish the goals of the Projects in the STIF Plan, including Recipient Accountability Methods, Sub-Recipient Accountability Methods, or Remediation Strategies, if applicable;

(d) The STIF Plan does not contain the sections and elements listed in OAR 732-042-0015(1), (2) and (3); and

(e) Whether the Qualified Entity failed to expend STIF Formula funds in a manner that substantially complied with a prior approved STIF Plan.

(6) A Qualified Entity may file one appeal as described in OAR 732-040-0050 if its STIF Plan is rejected by the Commission.

Stat. Auth.: ORS 184.758(3)(c), ORS 184.758(3)(d), ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758

732-042-0030

Qualified Entity Failure to Apply or Withdrawal from the STIF Formula Fund

- (1) Unless a Qualified Entity has an approved STIF Plan and is receiving quarterly distributions, the Agency shall accumulate STIF Formula Fund moneys for which a Qualified Entity is eligible, as calculated by the Agency pursuant to OAR 732-042-0010, for a period of one Biennium.
- (2) If a Qualified Entity fails to submit timely a STIF Plan for two consecutive STIF Formula Fund Cycles, as described in OAR 732-042-0005, the Agency shall release any STIF Formula Fund moneys accumulated for the Qualified Entity to the STIF Formula Fund generally for redistribution to other Qualified Entities.
- (3) If a Qualified Entity timely submits a STIF Plan but the STIF Plan is rejected by the Commission for two consecutive STIF Formula Fund Cycles, as described in OAR 732-042-0005, and neither rejection is overcome by an appeal or reconsideration, the Agency shall release any STIF Formula Fund moneys accumulated for the Qualified Entity to the STIF Formula Fund generally for redistribution to other Qualified Entities.
- (4) Qualified Entities eligible to receive STIF Formula Fund moneys may voluntarily withdraw from eligibility. A Qualified Entity intending to withdraw its eligibility shall notify the Agency of the decision to withdraw and the time period during which it wishes to withdraw its eligibility (such as the remainder of the current Biennium, all future Biennia, etc.). Upon the Qualified Entity's withdrawal, the Agency shall release any STIF Formula Fund moneys accumulated or designated for the Qualified Entity to the STIF Formula Fund for redistribution to other Qualified Entities. During the period of withdrawal, the withdrawn Qualified Entity must be excluded from the Agency's calculations under OAR 732-042-0010. A Qualified Entity may rescind its withdrawal at any time by written notice to the Agency. If a Qualified Entity rescinds its withdrawal, it will be eligible to receive STIF Formula Fund disbursements in the next STIF Formula Fund Cycle, contingent upon Commission approval of its STIF Plan under these rules.
- (5) Any interest accrued on STIF Formula Fund moneys accumulated by the Agency under this rule must be credited to the STIF Formula Fund generally.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.751(1), ORS 184.758

732-042-0035

Reporting Requirements

(1) Quarterly Reports:

Using a form provided by the Agency, each Qualified Entity shall prepare a quarterly report to the Agency which details Project progress, outcomes achieved, and expenditures of STIF Formula Fund moneys by itself and its Sub-Recipients. The quarterly report must be submitted no later than 45 days following the end of a quarter. The fourth and eighth quarter reports may be preliminary reports, subject to adjustment after completion of the Qualified Entity's audit.

(2) STIF Plan Period Reconciliation:

Within 30 days of the end of an approved STIF Plan period, the Agency shall reconcile disbursements made to the Qualified Entity against the Qualified Entity's reported expenditures. If disbursements are

found to exceed the expenditures, the amount must be carried forward by the Qualified Entity into the next STIF Formula Fund Cycle.

(3) Capital Asset Reports:

Qualified Entities that have acquired, purchased or leased Capital Assets using STIF Formula Fund moneys shall provide the Agency with a report of the Capital Asset inventory, described in OAR 732-042-0040(2), including an identification of any sale, transfer or other disposition of the Capital Asset as described in OAR 732-042-0040. Capital Asset Reports must be submitted to the Agency on a schedule to be specified by the Agency, but must be submitted at least annually within 30 days of the end of each Fiscal Year.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758, ORS 184.766

732-042-0040

Capital Asset Requirements

(1) Recipients shall ensure Satisfactory Continuing Control of a Capital Asset purchased in whole or part with STIF funding during the period of its useful life.

(2) Recipients shall inventory Capital Assets purchased in whole or part with STIF moneys. The inventory will include a description of the Capital Asset, date of purchase, purchase price, amount of STIF moneys contributed to the purchase, the source of other funds, the authorized use, the Recipient or Sub-Recipient using the Capital Asset, and the condition of the asset.

(a) If Capital Asset is a vehicle, the inventory must include the size of vehicle, the total number of passenger seats, the total number of ADA stations, the total number of seats when all ADA stations are deployed, the current mileage, and its current condition.

(b) If Capital Asset is an improvement to real property, such as a facility, building, or transit shelter, the inventory must include the location of the Capital Asset and its current condition.

(3) Vehicles may be replaced using STIF funding if:

(a) Public Transportation Service Provider holds clear title to the vehicle(s) being replaced. Salvaged titles will not be accepted.

(b) The vehicle(s) has met the useful life guidelines established by Agency.

(c) The vehicle has not been previously replaced.

(4) To be eligible to receive STIF Formula Fund moneys to acquire revenue vehicle(s) for the expansion of transit service, a Qualified Entity shall demonstrate in its STIF Plan that the Recipient or Sub-Recipient who will acquire the Capital Asset has committed to continually use the vehicle for the approved purpose for the useful life of the vehicle(s).

(5) To be eligible to receive STIF moneys for a real property Capital Asset, such as a transit facility, bus barn, maintenance facility, land, or administration building, a Qualified Entity shall demonstrate in its STIF Plan one or more of the following:

(a) Recipient or Sub-Recipient ownership of the property upon which the Capital Asset will be located;

(b) Recipient or Sub-Recipient possession of an executed lease agreement for the property location that will be in place for the useful life of the Capital Asset;

- (c) Recipient or Sub-Recipient possession of an executed lien on the property for the useful life of the Capital Asset;
- (d) In the case of a Project which will utilize property owned by a local city, county or government, an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the Capital Asset; or
- (e) In the case of a Project to purchase land, an option to purchase the land identified in the Project.

(6) Qualified Entities shall:

- (a) Establish useful life standards for Capital Assets acquired pursuant to their STIF Plans which meet or exceed the duration of those established by the Agency.
- (b) Use the Agency's published procedures or substantially similar procedures and ensure that Sub-Recipients use the same procedures for the disposition of Capital Assets acquired with STIF Formula Fund moneys.
- (c) Retain the net proceeds from a sale or other disposition of a Capital Asset to reinvest in a future STIF Plan capital Project or return the net proceeds to the Agency. Net proceeds are the disposal proceeds less original value, less depreciation, less disposal costs. If non-STIF funds were used in the original purchase, then only the proportion representing STIF Formula Fund contribution to the purchase are subject to this rule.
- (d) Establish written procedures to ensure that a Capital Asset is maintained in safe operating condition.
- (e) Maintain insurance coverage, or require Sub-Recipients to maintain insurance coverage, that meets or exceeds the standards in ORS 806.070.
- (f) Ensure that vehicles purchased in whole or in part with STIF Formula Fund moneys are titled with the Oregon Department of Transportation Driver and Motor Vehicle Services Division pursuant to ORS 803.045 and supporting rules, with the Agency listed as a security interest holder, subject to the following additional requirements:
 - (A) If the vehicle is registered in the name of a Sub-Recipient receiving the vehicle, and the Sub-Recipient is not a Qualified Entity or Public Transportation Service Provider, then the Qualified Entity or Public Transportation Service Provider must be listed on the vehicle title as the primary security interest holder.
 - (B) If the vehicle was purchased with federal funds in addition to STIF Formula Fund moneys, and the federal funding source requires the vehicle to be titled otherwise than provided in this rule, then the federal titling requirements prevail.

(7) A Recipient shall notify the Agency of the sale, transfer or other disposition of a Capital Asset purchased with STIF Formula Fund moneys and shall report the use of proceeds, if any, from the sale to the Agency.

(8) A Recipient may transfer its interest in a Capital Asset to an asset of equal or greater value if the transfer is proposed in a STIF Plan which is approved by the Commission.

(9) When the Agency is a security interest holder in a Capital Asset, the Agency may exercise all of the rights provided to a secured lien holder under Oregon law, including without limitation, the ability to take control or possession of the Capital Asset if it determines either:

(a) that the asset is not being used for the purpose described in a STIF Plan under which it was funded in whole or part by STIF Formula Fund moneys; or

(b) if, during a compliance audit conducted pursuant to OAR 732-040-0015, the Agency determines the asset is not being maintained in a state of good operational repair.

(10) A Qualified Entity may file an appeal as described in OAR 732-040-0050 if the Agency takes action under section (9) of this rule with respect to a Capital Asset funded in whole or part by STIF Formula Fund moneys originally distributed to the Qualified Entity.

Stat. Auth.: ORS 184.758(3)(e)

Stats. Implemented: ORS 184.758

Chapter 732, Division 044
DISCRETIONARY STIF FUNDS

732-044-0000

Purposes of the Funds

(1) The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.

(2) The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0005

Project Eligibility and Match

(1) Projects eligible to receive grants under the Discretionary Fund include, but are not limited to: capital projects such as vehicles, facilities, equipment, and technology, as well as mobility management, planning, and research. Pilot operations projects may be considered for funding if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period.

(2) Projects eligible to receive grants under the Intercommunity Discretionary Fund include, but are not limited to: capital Projects such as vehicles, facilities, equipment, and technology as well as mobility management, planning, research, and operations. Pilot and ongoing operations projects may be considered for funding under the Intercommunity Discretionary Fund if the application includes a feasible financial plan for ongoing operations beyond the initial pilot period.

(3) Projects eligible to receive grants under the Discretionary and Intercommunity Discretionary Funds must appear in a Local Plan, as defined in OAR 732-040-0005(17), or be a Project that meets one or more of the characteristics in sections (4)(a)(C)-(D) of this rule.

(4) Match Requirements:

(a) An applicant shall demonstrate the ability to provide a match of at least 20 percent of the total Project's cost, unless any of the following characteristics exist in which case the applicant shall demonstrate the ability to provide a 10 percent match:

(A) The Project will predominantly serve or provide access to and from rural communities (communities outside of urbanized areas with populations of 50,000 people or less);

(B) The Project will serve an area located outside of a Public Transportation Service Provider's geographic jurisdiction;

(C) The Project will fill a significant gap in the Statewide Transit Network; or

(D) The Project will provide statewide benefits to multiple Public Transportation Service Providers. The applicant shall identify the benefits to areas outside the jurisdiction where the Project will be located.

(b) Eligible Project match sources may include federal funds and certain state funds (STIF Formula or Special Transportation Funds) for public transportation purposes, local funds, private contributions, and in-kind labor or contributions. Match contributions, including Capital Assets such as property, shall be used only once as match on a single Project and may not be used again as a match. Fare box revenues are not eligible match.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0010

Solicitation and Application Submission Periods

- (1) The Agency shall announce time periods and dates for submitting applications for funding.
- (2) Applications that are rejected may be resubmitted during subsequent application submission periods.
- (3) The Agency may combine Discretionary Fund and Intercommunity Discretionary Fund solicitations with each other or with other state or federal fund solicitations and offer them in a single grant solicitation cycle.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0015

Application Requirements

- (1) Public Transportation Service Providers interested in receiving discretionary STIF moneys shall submit a written application to the Agency.
- (2) The Agency will prescribe the application format and content. At a minimum, for each Project proposed, the grant application must include:
 - (a) A description of the Project scope, schedule, budget, deliverables and expected quantifiable outcomes;
 - (b) A phasing plan for multi-phase Projects that is planned to be completed after the funding period specified in the solicitation;
 - (c) A description of how the Project will support the purpose, as applicable, of either the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
 - (d) A budget that specifies amounts by source, including match and any other funds that may be leveraged to complete the proposed Project;
 - (e) A list of any Sub-Recipients of the grant funds, if applicable;

- (f) For capital construction Projects, documentation to validate the Project schedule and costs and documentation of control of any real property, as applicable;
- (g) A description of the dollar amount and source of the applicant's matching funds as described in OAR 732-044-0005(4); and
- (h) A written explanation of how the applicant meets the Recipient Qualifications described in OAR 732-044-0020.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.761(2)

732-044-0020

Recipient Qualifications

(1) Only Public Transportation Service Providers are eligible to be Recipients of Discretionary Fund and Intercommunity Discretionary Fund moneys.

(2) Recipients shall meet, or demonstrate the capacity to meet, the following qualifications, as applicable to the type of Project being funded.

- (a) Be an entity eligible to enter into agreements;
- (b) Have the legal, managerial and operational capacity to perform the Project within the agreed schedule;
- (c) Not be debarred or suspended from receiving 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 applicable laws, these rules, and the policies of the applicable grant fund;
- (f) Properly use STIF moneys; and
- (g) Perform the Project in a safe, prudent and timely manner.

(3) A Recipient may require additional eligibility qualifications of Sub-Recipients.

(4) The Recipient shall confirm the eligibility of a Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient.

(5) The Recipient shall ensure that Sub-Recipients maintain eligibility while receiving STIF moneys.

(6) If the Agency determines that a Sub-Recipient has been ineligible for any period during which it receives STIF moneys, the Agency shall require the Recipient to repay moneys received by the Sub-Recipient during the period of ineligibility. If a Recipient determines that a Sub-Recipient becomes ineligible at any time when it was receiving STIF funds, the Recipient shall promptly notify the Agency's STIF Administrator in writing.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0025

Advisory Committee Review of Projects Under the Discretionary STIF Funds

- (1) The Agency shall provide a copy of any grant application it receives to the appropriate Qualified Entity.
- (2) Each Qualified Entity that receives a copy of a grant application from the Agency shall timely provide the copy to its Advisory Committee or the joint Advisory Committee in which it participates.
- (3) Each Advisory Committee shall review Project applications submitted to it and shall provide a written recommendation to its respective Qualified Entity(ies) stating whether the Commission should award funding for the Project.
- (4) Each Qualified Entity shall submit the recommendation of its Advisory Committee, or the joint Advisory Committee in which it participates, to the Agency within the timelines specified in the grant solicitation cycle.
- (5) Each Advisory Committee may recommend a prioritized list of Projects to the Qualified Entity(ies) that formed it, concerning the Qualified Entity's(ies)' area(s) of responsibility. Each Qualified Entity shall provide the prioritized list of Projects to the Agency within the timelines specified in the grant solicitation cycle.
- (6) An Advisory Committee shall conduct its review and activities in compliance with its written bylaws, as described in OAR 732-040-0030.
- (7) When reviewing a Project proposal for acceptance, rejection or prioritization, an Advisory Committee shall consider the extent to which the Project:
 - (a) Supports the Purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
 - (b) Meets the criteria established under OAR 732-044-0030(1); and
 - (c) Meets any additional criteria established by the Commission.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.758(3)(e), ORS 184.761(4)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.761

732-044-0030

Project Selection

- (1) The Commission shall determine its investment priorities with input from the Public Transportation Advisory Committee prior to Agency public notice of grant solicitation for discretionary STIF moneys. The Commission's investment priorities are:
 - (a) Improvement of Public Transportation Service to Low-Income Households;
 - (b) Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;
 - (c) Consistency with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - (A) Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.

(B) Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.

(C) Advancement of State greenhouse gas emission reduction goals.

(D) Support or improvement of a useful and well connected Statewide Transit Network;

(d) Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;

(e) Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and

(f) Other factors as determined by the Commission.

(2) The Agency shall review applications for compliance with the Application Requirements described in OAR 732-044-0015. The Agency may ask the applicants to supply missing information or to provide clarification about the meaning or intent of any portion of an application. Applicants shall respond to Agency inquiries within the time frame described in the solicitation documents.

(3) The Agency shall make Project applications available to ACTs for review and comment to the Public Transportation Advisory Committee.

(4) The Agency shall prepare a recommendation to Public Transportation Advisory Committee with a prioritized list of applications to be accepted and applications to be rejected considering input from the Advisory Committees and ACTs.

(5) The Public Transportation Advisory Committee shall review and recommend a list of prioritized Projects for funding to the Commission, considering input from the Agency, Advisory Committees, and ACTs.

(6) The Commission shall determine the acceptance or rejection of grant applications for discretionary STIF moneys.

(7) The Agency shall email notice of the Commission's determination to applicants within seven days of the Commission's determination

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0035

Agreements

(1) The Agency and a Recipient shall enter into a written agreement after approval of the Recipient's application for STIF moneys and prior to the disbursement of the approved funds. At a minimum, the agreement must include:

(a) A statement of work, describing the use of the STIF moneys;

(b) A beginning and termination date;

(c) Provisions which allow termination of the agreement, suspension of disbursement of funds, and which obligate the Recipient to repayment of funds, in accordance with these rules;

(d) Provisions to accomplish other applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements;

(e) Provisions which permit withholding or require repayment of funds if the Recipient fails to comply with the requirements of the agreement or these Rules; and
(f) Provisions which recognize that the Recipient is responsible for the performance, oversight, and legal or regulatory requirements described in the agreement, and for management and repayment of STIF funds, regardless of any agreement which contains an assignment or delegation to a Sub-Recipient or any other party, and that any such agreement must be in writing.

(2) Project activities described on the grant application must be reflected in the Project descriptions as set forth in the grant agreement.

(3) The Recipient shall enter into written agreements with Sub-Recipients for projects funded with discretionary STIF moneys within 90 days of the Commission's decision to award funding. Such agreements must include provisions obligating Sub-Recipients to carry out or assist Recipients to carry out, the obligations imposed by these rules, including but not limited to audit and compliance requirements, accounting requirements, reporting requirements, repayment of funds, and capital asset requirements.

(4) The Recipient shall submit copies of its agreements with Sub-Recipients to the Agency within 30 days of execution.

(5) The Recipient shall be responsible for performance, oversight, and legal or regulatory requirements described in its agreement with the Agency, and for management and repayment of STIF moneys, regardless of any agreement which contains an assignment or delegation to a Sub-Recipient or any other party. If a Recipient determines that a Sub-Recipient has failed to meet a term or condition of the agreement, the Recipient shall promptly notify the Agency in writing, identifying the Sub-Recipient and describing the nature of its failure.

(6) The Agency may terminate or suspend an agreement between itself and a Recipient, and may require repayment of funds by the Recipient to the Agency, if the Recipient fails to take appropriate action against a Sub-Recipient failing to comply with the written agreement between the Recipient and Sub-Recipient.

(7) Any unused discretionary STIF moneys will be de-obligated at the end of the agreement period and redistributed as part of the next Discretionary Fund or Intercommunity Discretionary Fund solicitation cycle, as applicable.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0040

Reporting Requirements

(1) Quarterly Reports:

(a) Using a form or web-based system provided by the Agency, each Recipient shall prepare a quarterly report to the Agency which details Project progress, outcomes achieved, and expenditures of discretionary STIF moneys by itself and its Sub-Recipients.

(b) The Agency may require additional documentation or deliverables appropriate to the type of Project specified in the grant agreement with the Recipient. Recipients may require additional reporting from its Sub-Recipient.

(c) The Quarterly report must be submitted no later than 45 days following the end of each quarter. The fourth and eighth quarter reports may be preliminary reports, subject to adjustment after the completion of the Recipient's audit.

(2) Capital Assets: Recipients that have acquired, purchased or leased Capital Assets using STIF discretionary funds shall provide the Agency with a report of the Capital Asset inventory, described in OAR 732-044-0050. Recipients of Capital Assets will report regularly as specified by the Agency, during the period of useful life or exceeding useful life while still in use for public transportation of the Capital Asset.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)

732-044-0045

Withholding or Repayment of Funds

(1) The Agency may withhold payment of discretionary STIF moneys to, or seek reimbursement from, a Recipient if:

- (a) The Recipient or its Sub-Recipient is not using STIF moneys in accordance with applicable laws, these rules or the terms of the agreement under which the funds were distributed;
- (b) The Recipient or its Sub-Recipient has not submitted required reporting;
- (c) The Agency determines that there is any unresolved audit finding relating to the accounting for STIF moneys; or
- (d) The Agency determines that there is any unresolved compliance review finding relating to the use of STIF moneys.

(2) If an audit or a review of a Recipient or a Sub-Recipient's implementation of an agreement under which STIF moneys were distributed determines that the Recipient or a Sub-Recipient used STIF moneys inconsistently with the agreement, the Recipient shall repay the STIF portion used improperly to the Agency.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b), ORS 184.786

732-044-0050

Capital Asset Requirements

(1) Recipients shall ensure Satisfactory Continuing Control of a Capital Asset purchased in whole or part with STIF funding during the period of its useful life.

(2) Recipients shall inventory Capital Assets purchased in whole or part with STIF moneys. The inventory will include a description of the Capital Asset, date of purchase, purchase price, amount of STIF moneys

contributed to the purchase, the source of other funds, the authorized use, the Recipient or Sub-Recipient using the Capital Asset, and the condition of the asset.

(a) If Capital Asset is a vehicle, the inventory must include the size of vehicle, the total number of passenger seats, the total number of ADA stations, the total number of seats when all ADA stations are deployed, the current mileage, and its current condition.

(b) If Capital Asset is an improvement to real property, such as a facility, building, or transit shelter, the inventory must include the location of the Capital Asset and its current condition.

(3) Vehicles may be replaced using STIF funding only if:

(a) Recipient holds clear title to the vehicle(s) being replaced. Salvaged titles will not be accepted.

(b) The vehicle(s) has met the useful life guidelines established by Agency.

(c) The vehicle has not been previously replaced.

(4) To be eligible to receive discretionary STIF moneys to acquire vehicle(s), a Public Transportation Service Provider shall demonstrate in its grant application and grant agreement that the Recipient or Sub-Recipient who will acquire the Capital Asset has committed to continually use the vehicle for the approved purpose for the useful life of the vehicle(s).

(5) To be eligible to receive discretionary STIF moneys for a real property Capital Asset, such as a transit facility, bus barn, maintenance facility, land, or administration building, a Public Transportation Service Provider shall demonstrate in its grant application one or more of the following:

(a) Recipient or Sub-Recipient ownership of the property upon which the Capital Asset will be located;

(b) Recipient or Sub-Recipient possession of an executed lease agreement for the property location that will be in place for the useful life of the Capital Asset;

(c) Recipient or Sub-Recipient possession of an executed lien on the property for the useful life of the Capital Asset;

(d) In the case of a Project which will utilize property owned by a local city, county or government, an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the Capital Asset; or

(e) In the case of a Project to purchase land, an option to purchase the land identified in the Project.

(6) Recipients shall:

(a) Establish useful life standards for Capital Assets acquired pursuant to their discretionary grant agreements which meet or exceed the duration of those established by the Agency.

(b) Use the Agency's published procedures or substantially similar procedures and ensure that Sub-Recipients use the same procedures for the disposition of Capital Assets acquired with STIF moneys.

(c) Retain the net proceeds from a sale or other disposition of a Capital Asset to reinvest in a future STIF capital Project or return the net proceeds to the Agency. Net proceeds are the disposal proceeds less original value, less depreciation, less disposal costs. If non-STIF funds were used in the original purchase, then only the proportion representing STIF contribution to the purchase is subject to this rule.

(d) Establish written procedures to ensure that a Capital Asset is maintained in safe operating condition.

(e) Maintain insurance coverage, or require Sub-Recipients to maintain insurance coverage, that meets or exceeds the standards in ORS 806.070.

(f) Ensure that vehicles purchased in whole or in part with STIF moneys are titled with the Oregon Department of Transportation Driver and Motor Vehicle Services Division pursuant to ORS 803.045 and supporting rules, with the Agency listed as a security interest holder, subject to the following additional requirements:

(A) If the vehicle is registered in the name of a Sub-Recipient receiving the vehicle, and the Sub-Recipient is not a Qualified Entity or Public Transportation Service Provider, then the Qualified Entity or Public Transportation Service Provider must be listed on the vehicle title as the primary security interest holder.

(B) If the vehicle was purchased with federal funds in addition to STIF moneys, and the federal funding source requires the vehicle to be titled otherwise than provided in this rule, then the federal titling requirements prevail.

(7) A Recipient shall notify the Agency of the sale, transfer or other disposition of a Capital Asset purchased with discretionary STIF moneys and shall report the use of proceeds, if any, from the sale to the Agency.

(8) Capital Assets purchased in whole or part with STIF discretionary moneys must be managed as described in this rule, unless otherwise specified in a written grant agreement approved by the Agency.

Stat. Auth.: ORS 184.758(1)(b), ORS 184.758(3)(a), ORS 184.758(3)(b)

Stats. Implemented: ORS 184.758(1)(b), ORS 184.758(1)(c), ORS 184.758(3)(a), ORS 184.758(3)(b)