



LANE TRANSIT DISTRICT  
STIF ADVISORY COMMITTEE

Tuesday, November 6, 2018  
3:30 p.m. to 5:00 p.m.

LTD BOARD ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene

## AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. AGENDA REVIEW
- IV. AUDIENCE PARTICIPATION
- V. PURPOSE OF FUNDS
- VI. TIMELINE
- VII. OUT-OF-DISTRICT SUBALLOCATON CONVERSATION
  - a. CALL FOR PROJECTS
  - b. REQUIREMENTS
  - c. CURRENT MAP
- VIII. CRITERIA USED WHEN MEASURING PROJECTS
- IX. DEFINITION OF "COMMUNITIES WITH A HIGH PERCENTAGE OF LOW-INCOME HOUSEHOLDS"
  - a. STATE DEFINITION OF "LOW INCOME HOUSEHOLD"
  - b. EXAMPLE DEFINITIONS FROM OTHER ENTITITES
  - c. RESIDENTIAL CENSUS BLOCK GROUP MAP
- X. CONVERSATIONS WITH OTHER QUALIFIED ENTITIES
- XI. NEXT/FUTURE MEETING AGENDAS
- XII. ADJOURNMENT

Call in Information:

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/850994637>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code: 850-994-637**

Live video: <http://metrotv.ompnetwork.org/>



October 30, 2018

### Purpose of Funds

STIF moneys are appropriated to finance investments and improvements in public transportation services, except for light rail capital expenses. STIF may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs including, but not limited to, the following:

- Creation of new systems and services with origins, destinations or stops in Oregon;
- Maintenance or continuation of systems and services in certain circumstances; and
- Planning for and development of a Local Plan or future STIF Plan to improve public transportation service

### Advisory Committee Function

The STIF Committee will function as an advisory group to the LTD Board. Advisory Committees are required to review and prioritize Projects proposed by Public Transportation Service Providers (including LTD). The Advisory Committee will submit a prioritized project list to the LTD Board to review and approve. The LTD Board can make changes to the finalized prioritized project list but will need to explain in their STIF plan if they do not follow Advisory Committee recommendations. The LTD Board will then finalize the STIF plan and submit to ODOT.



## Lane County Draft STIF Timeline

### Pre-Submittal Timeline for STIF Formula Funds, Intercommunity Funds, and Discretionary Funds

September 26, 2018 – LCOG sent out the call for projects for Formula Funds to Public Transportation Service Providers in Lane County

**November 6, 2018 –LTD STIF Advisory Committee Meeting to discuss and finalize a definition of “community with a high percentage of low-income households” and to discuss sub-allocation of funding outside of the LTD District**

**December 4, 2018 – LTD STIF Advisory Committee Meeting will review draft projects**

December 20, 2019 - Final day for PTSPs to submit projects for STIF Formula Funds

**January 8, 2019 - LTD STIF Advisory Committee Meeting to review final projects**

January– February – LTD STIF Advisory Committee reviews submitted projects and creates a prioritized project list for STIF Formula Funds

**\*January 22, 2019\* – Tentative additional LTD STIF Advisory Committee Meeting to review final projects**

February 1, 2019 – Public Transportation Service Providers must submit projects to ODOT for Intercommunity and Discretionary Funds

**February 5, 2019 – LTD STIF Advisory Committee approves final list of Formula Fund projects to submit to LTD Board**

**March 5, 2019 – Tentative LTD STIF Advisory Committee Meeting if needed**

March 20, 2019 - LTD Board reviews the recommended STIF Plan from the Advisory Committee

**March-April 2019 - LTD STIF Advisory Committee and Area Commission on Transportation recommendations due for STIF Intercommunity and Discretionary Funds projects**

**April 2, 2019 – Tentative LTD STIF Advisory Committee Meeting if needed**

April 17, 2019 – LTD Board reviews and finalized prioritized project list to submit to ODOT for STIF Formula Funds

May 1, 2019 – LTD submits STIF Plans to ODOT for Formula Funds

### Formula Fund Process after LTD Submits STIF Plan

May - June 2019 – ODOT Review



July 2019 – Public Transportation Advisory Committee Subcommittee Review

August 2019 – Public Transportation Advisory Committee Review and Recommendations

September 2019 – Oregon Transportation Commission Presentation

October 2019 – Oregon Transportation Commission decision; Formula Fund Disbursement to Follow

Intercommunity and Discretionary Fund Process after LTD STIF Advisory Committee Submits Recommendations

May 2019 – Oregon Department of Transportation selection committee review

June 2019 – Public Transportation Advisory Committee review

July 2019 - Oregon Transportation Commission presentation

August 2019 – Oregon Transportation Commission decision

October 1, 2019 – Agreements effective



## STIF Formula Funds

### Formula Fund Overview

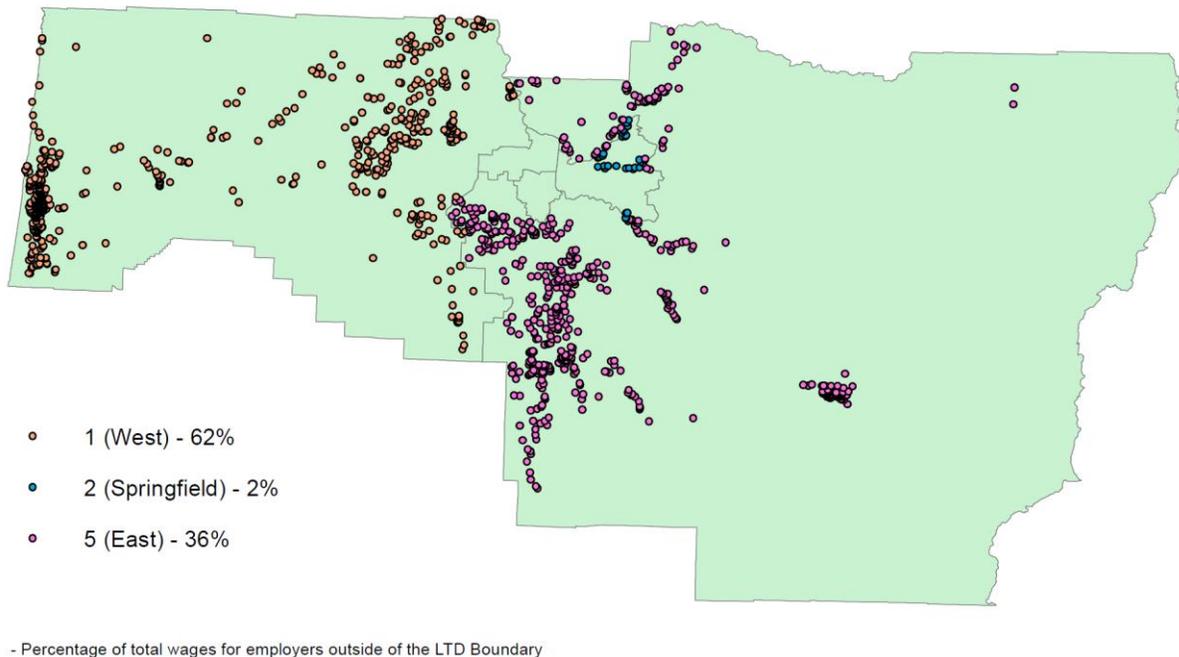
ODOT will implement the Formula Fund program with 90 percent of the revenue distributed by formula to LTD, upon Oregon Transportation Commission approval of a STIF service improvement plan. There are no match requirements for STIF Formula Funds.

### Funding Allocation and Sub-Allocation

LTD must solicit project requests from qualified Public Transportation Service Providers (including LTD) in Lane County. The call for projects can be found here: <http://www.lcog.org/1016/Call-for-Projects>.

ODOT estimates that Lane County will receive \$13,410,000 in STIF funds in FY19-FY21; \$12,721,000 is anticipated to be used within the LTD boundary while \$689,000 is anticipated to be used in areas outside the LTD district. LCOG staff has worked with Public Transportation Service Providers to develop a framework for sub-allocation of funds throughout the county that will serve as a starting off place for project review of projects outside the LTD boundary.

Figure 1: Lane County Sub-allocation by County Commissioner Boundary



ODOT has provided conservative estimates for Formula Fund allocation, based on the amount of tax money they anticipate collecting. Providers are encouraged to request funding for Projects in excess of the allocation estimate by approximately 30 percent because ODOT can only disburse the amount of funds that are specified in an approved STIF Plan. If STIF revenues exceed STIF Plan approved funding, the Agency will not disburse those funds until a new STIF Plan is approved.



## Formula Fund Project Criteria Review

Advisory Committees are required to review and prioritize Projects proposed by Public Transportation Service Providers (including LTD).

The STIF Plan must specify whether funding is proposed to be allocated to seven areas. Each improvement area is listed below (A-G), followed by one or more examples or descriptions of this type of service improvement.

- A. Increased frequency of bus service schedules in communities with a high percentage of Low-Income Households.
  - a. Example: Increase the frequency of bus service, such as adding more service hours or expanding service to the weekend.
- B. The expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households.
  - a. Example: Buy an additional bus and fund operations to serve a new area or extend a route to a community 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:
  - a. Example: A low-income fare program can be developed by partnering with other agencies already screening applicants for federal funds that use the same low-income definition.
- 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.
  - a. Example: The Agency encourages Public Transportation Service Providers of all types and sizes to explore opportunities for conversion or expansion of their fleet to natural gas, electricity or other low or no emission methods.
- E. The improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area.
  - a. Example: Public Transportation Service Providers are encouraged to consider origins and destinations both within and outside of a provider's service area, and coordinate to determine cost-effective options for meeting service needs. Providers should consider expanding existing multi-jurisdictional partnerships or forming new ones.
- F. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
  - a. Example: Public Transportation Service Providers may improve coordination and reduce fragmentation of service by providing a universal fare pass to make transferring between services more seamless for users. Improved spatial connectivity between agencies, better timing of transfers to reduce the wait time for bus riders, and regional



governance of Public Transportation Service Providers are other options for improving service coordination.

- G. Implementation of programs to provide student transit services for students in grades 9 through 12: Each Qualified Entity is required to spend at least 1 percent of the Formula Fund moneys received each year on student transit services for students in grades 9 through 12, if Practicable. If a Qualified Entity determines it is not Practicable to dedicate at least 1 percent of Formula Fund moneys for this purpose, it must specify the reason it is not Practicable. 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.”
- a. Example: A wide range of activities or services could be offered to meet this requirement. A student bus pass program may be an effective approach in communities with fixed route transit services. Other options could include:
    - i. Adjusting service schedules to better align the bus schedule to allow for improved access to before and after school activities
    - ii. Expanding eligibility for demand response service to include students in grades 9 through 12 in rural communities
    - iii. For Qualified Entities with limited funds, convening meetings with schools and students to identify opportunities for better public transportation for students
    - iv. Reduced fares for students
    - v. Mobility training for students to reduce barriers to using existing services.
    - vi. After school shuttle service

Additionally, the Advisory Committee must consider:

- Whether the Project would maintain an existing, productive service;
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- Other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity).

During the first funding cycle, STIF Plans are required to end June 30, 2021. Qualified Entities may, entirely at their own risk, begin expending STIF funds prior to a STIF Plan approval. STIF moneys are not intended to supplant local funding sources to maintain existing services. A STIF Plan that proposes to use STIF funding to replace local funding for an existing service may result in denial of the funding request. Qualified Entities are permitted to carry forward funds, whether planned or unplanned.



## Communities with a High Percentage of Low-Income Households

The STIF Committee will function as an advisory group to the LTD Board. The advisory committee will review the committee bylaws and recommend approval or approval with changes to the LTD board. As part of this process the committee must define “high percentage of low-income households” to be included in the committee’s bylaws.

“High percentage of Low-Income Households” must be defined in the Advisory Committee bylaws, so the members can consider these criteria in decision making. LTD is required to specify the anticipated benefits and discrete measurable outcomes associated with each Project with specific reference to whether the Project:

- increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
- expanded bus routes and bus services to reach communities with a high percentage of Low-income households;
- implemented programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households

ODOT has provided guidance for calculating the number of Low-Income Households in Lane County. There are an estimated 55,768 Low Income Households in Lane County and an estimated 151,675 total households in Lane County. The LCOG online map shows the percentage of Low-Income Households in each census block group in Lane County:

[https://public.tableau.com/views/LowIncome\\_LaneCo/PercentLowIncome?:embed=y&:display\\_count=yes](https://public.tableau.com/views/LowIncome_LaneCo/PercentLowIncome?:embed=y&:display_count=yes).

Other Qualified Entities have already approved a definition of Low Income Household. Please see Attachment A for an example of the definition adopted by Cherriots.



## Attachment A: Cherriots Definition of High Percentage of Low-Income Household

### **Definition of High Percentage of Low-Income Households**

For purposes of evaluating projects seeking Statewide Transit Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, shall define High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of low-income households (households with income less than 200% of the federal poverty level).

Pursuant to OAR 732-040-0035(5)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for low-income households;
- New route miles that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- New service hours that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from low-income households;
- Or, any combination of the aforementioned improvements that result in an overall improvement of services to low-income households, and areas benefitting individuals from low-income households.

Improvements benefiting low-income households are not limited to services provided directly to areas with high percentages of low-income households. Improvements are also defined as services that connect individuals from low-income households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements this aspect is an important consideration.



Attachment B: Oregon Transportation Commission Considerations to Reject a Statewide Transportation Improvement Fund Plan for Formula Funding, Approved, October 19, 2018

Reason to Reject	Basis	Indicators	Potential Mitigation
1. The Qualified Entity (QE) did not establish an Advisory Committee or established one inconsistent with membership requirements in these rules	OAR 732-042 - 0025(5)(a)	<ul style="list-style-type: none"> <li>• Does not meet minimum Number of members</li> <li>• Committee does not include three required constituencies</li> <li>• A QE that is a mass transit or transportation district fails to include members from both within and outside district boundaries</li> </ul>	None
2. QE failed to confer with its Advisory Committee	OAR 732-042 - 0025(5)(b)	<ul style="list-style-type: none"> <li>• Lack of publicly available documentation that demonstrates the required meetings occurred, such as public notice, meeting agenda and minutes</li> </ul>	None
3. The STIF Plan is incomplete or does not adequately explain how the QE will accomplish the goals of the Projects in the STIF Plan, including Recipient Accountability Methods, Sub-Recipient Accountability Methods, or Remediation Strategies, if applicable	OAR 732-042 - 0025(5)(c)	Recipient or sub-recipient accountability methods fail to address one or more of the programmatic areas specified in OAR 732-040-0015(3), which includes 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 ADA.	None
4. The STIF Plan does not contain the sections and elements listed in OAR 732-042-0015(1), (2) and (3) [NOTE: This refers to all STIF Plan content requirements]	OAR 732-042 - 0025(5)(d)	Form is incomplete, despite ODOT staff and Public Transportation Advisory Committee requests for additional information	None



Reason to Reject	Basis	Indicators	Potential Mitigation
5. The QE failed to allocate 1% each year for student transit services for students in grades 9 through 12	OAR 732-042-0010(9)	STIF Plan does not allocate 1% each year for student transit for students in grades 9 through 12	It is determined it is not Practicable, as defined by OAR 732-040-0005, to provide student transit services for grades 9 through 12 in the QEs Area of Responsibility
6. The QE failed to substantively adhere to STIF accountability requirements during a previous funding cycle	Legislative intent of increased accountability	The QE has substantive audit or compliance review findings, especially in the areas of financial management and use and maintenance of vehicles and equipment	None
7. QE proposes light rail project other than operations	Statute	STIF Plan that includes a project requesting funding for a light rail project other than light rail operations	None
8. QEs STIF Plan fails to expand or improve service to low income households	Legislative intent to serve low income households	STIF Plan fails to include at least one project that would improve service to low income households	QE's that only receive minimum allocation propose planning and/or administrative staffing projects during first funding cycle
9. STIF Plan proposes to use STIF funds to maintain existing services, rather than expand or improve services	Legislative intent to prioritize expansion or improvement of services NOTE: Solicitation guidance specifies potential cause for rejection]	Project was previously funded by local funds that are being re-allocated for non-transit purposes	<ul style="list-style-type: none"> <li>• Continues a pilot operations project</li> <li>• One-time discretionary funding ended</li> <li>• Maintains a project that was a STIF Formula Fund expansion or improvement project during a previous funding cycle</li> </ul>



Reason to Reject	Basis	Indicators	Potential Mitigation
<p>10. QE's STIF Plan fails to fund one or more projects proposed by a Public Transportation Service Provider (PTSP), despite a QEs Advisory Committee recommendation to do so</p>	<ul style="list-style-type: none"> <li>• Legislative intent that QEs share funding</li> <li>• Administrative rules sub-allocation requirement</li> </ul>	<p>A QE's Advisory Committee recommends funding a PTSP's project, the QE's governing body makes a contrary decision using rationale that is inconsistent with statute or administrative rules, such as the QE substantially retains Formula funding for itself when its sub-allocation method and Advisory Committee would indicate otherwise</p>	<p>Advisory Committee recommendation failed to adequately consider the selection criteria specified in OAR 732-042-0020(5)</p>
<p>11. QE failed to collaborate with PTSPs when developing the sub-allocation method</p>	<ul style="list-style-type: none"> <li>• Legislative intent that QEs share funding</li> <li>• Administrative rules require collaboration</li> </ul> <p>[NOTE: Solicitation guidance specifies this potential cause for rejection]</p>	<p>Lack of documentation (meeting agenda and minutes) indicating that collaboration occurred</p>	<p>QE attempted to collaborate with PTSP by sending meeting invitations or other correspondence and PTSP did not respond</p>
<p>12. A QE's Advisory Committee failed to substantively consider one or more PTSP's project proposal(s)</p>	<p>OAR 732-042-0020(3) requires Advisory Committees to meet as needed to advise the QE and review Project proposals</p>	<p>Lack of evidence that a QE's Advisory Committee had the opportunity to review complete Project proposals submitted by a PTSP to a QE</p>	<p>The PTSP's application was incomplete and did not include sufficient information for Advisory Committee evaluation</p>