

# APPLICATION INFORMATION & INSTRUCTIONS

## FFY 2021-2024 BEND MPO DISCRETIONARY FUNDS

**Applications Due: October 30, 2020**



- **STBG Funds (Surface Transportation Block Grant Program)**

### PURPOSE

The Bend Metropolitan Planning Organization (BMPO) is soliciting project proposals for use of Surface Transportation Block Grant (STBG) funds for federal fiscal years (FFY) 2021-2024. The MPO receives, on average, approximately \$1.2 million per year in federal STBG funds with 10% - 15% of those dollars to be allocated through this process. Priorities for the use of the MPO’s STBG funds are generally established during development of the Metropolitan Transportation Improvement Program (MTIP).

The tables below identify annual STBG funding allocations contained in the 2021-2024 MTIP. **Funds available for this project solicitation are identified in yellow, below, as “Other” Projects.**

2021 STBG Estimated Allocation \$1,205,000					2022 STBG Estimated Allocation \$1,205,000				
Project Name	Year	% of Annual Funding	Amount (Estimated)	Entity	Project Name	Year	% of Annual Funding	Amount (Estimated)	Entity
Maintenance (Preservation & ITS)	2021	60%	\$723,000	City of Bend	Maintenance (Preservation & ITS)	2022	60%	\$723,000	City of Bend
<b>"Other" Projects</b>	<b>2021</b>	<b>10%</b>	<b>\$231,624*</b>	<b>Varies</b>	<b>"Other" Projects</b>	<b>2022</b>	<b>15%</b>	<b>\$180,750</b>	<b>Varies</b>
Household survey	2021	5%	\$60,250	Bend MPO	MPO Planning/Ops/ Reserve	2022	25%	\$301,250	Bend MPO
MPO Planning/Ops/ Reserve	2021	25%	\$301,250	Bend MPO					
2023 STBG Estimated Allocation \$1,205,000					2024 STBG Estimated Allocation \$1,205,000				
Project Name	Year	% of Annual Funding	Amount (Estimated)	Entity	Project Name	Year	% of Annual Funding	Amount (Estimated)	Entity
Maintenance (Preservation & ITS)	2023	60%	\$723,000	City of Bend	Maintenance (Preservation & ITS)	2024	60%	\$723,000	City of Bend
<b>"Other" Projects</b>	<b>2023</b>	<b>15%</b>	<b>\$180,750</b>	<b>Varies</b>	<b>"Other" Projects</b>	<b>2024</b>	<b>15%</b>	<b>\$180,750</b>	<b>Varies</b>
MPO Planning/Ops/ Reserve	2023	25%	\$301,250	Bend MPO	MPO Planning/Ops/ Reserve	2024	25%	\$301,250	Bend MPO

\*Amount reflects addition of \$111,124 of prior year unused funds.

## ELIGIBLE PROJECTS

Projects eligible for STBG funding must be within, or applicable to areas within, the Bend MPO boundary, be consistent with the Metropolitan Transportation Plan (MTP), and meet general eligibility requirements for use of federal aid dollars under Title 23 of the U.S. Code (please refer to Section D. in the FHWA link below for details). Although the Bend MPO Policy Board is responsible for selecting projects for these funds, final eligibility may be determined in consultation with FHWA, FTA, and ODOT.

**The STBG program** is a flexible funding source that may be used for a variety of programs and projects within the Bend MPO, such as:

- Roadway projects
- Capital costs for transit projects, purchased service
- Signal & technology projects
- Bicycle and pedestrian improvements, including trails
- Safety projects
- Planning projects
- Travel options programs (including Safe Routes to Schools)

**To confirm if your project is eligible, please see Section D.1. ELIGIBILITY in the link, below:**

<https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>

In general, STBG funds **MAY NOT BE USED** for projects on roadways classified as local or rural minor collector. There are a number of exceptions to this requirement including: bridge and tunnel projects; safety projects; fringe and corridor parking facilities/programs; recreational trails, pedestrian and bicycle projects, and Safe Routes to School (SRTS) projects; boulevard/roadway projects largely in the right-of-way of divided highways; and projects within the pre-FAST Act Title 23 definition of "[transportation alternatives](#)."

### **City of Bend Street Preservation, Maintenance, and ITS Projects**

As shown in the tables on Page 2, please note that 60% of the MPOs annual STBG allocation is provided directly to the City of Bend Streets and Operations for street preservation, maintenance, and ITS projects; therefore, such City of Bend projects are excluded from this application process.

### **Eligible Project Sponsors**

Applicable to the Bend MPO, eligible sponsors for projects requesting funds are limited to: local governments, transit agencies, natural resource or public land agencies, school districts, local educational agencies, schools, tribal governments, ODOT, other local or regional governmental entity with responsibility for oversight of transportation or recreational trails.

## **ODOT STBG Fund Exchange**

Due to the requirements tied to using federal funds, and the size and cost of projects likely to be funded through this process, it is expected that applicants awarded STBG funding may choose to use ODOTs Fund Exchange Program. There are eligibility requirements and an exchange rate of .94 cents per dollar applies. Please see the [STBG Fund Exchange Program Fact Sheet](#) for more information.

## **Schedule**

Planned schedule and summary of actions is listed below.

- Sept 1, 2020** Start project solicitation process.
- Oct 30, 2020** Application period closes; Bend MPO staff begins application evaluation.
- Nov 4, 2020** Technical Advisory Committee (TAC) application workshop (optional for applicants). Opportunity to present applications. *With TAC concurrence, applicants may submit minor changes to applications by email to Bend MPO no later than Insert Date.*
- Dec 2, 2020** TAC to review applications, evaluate projects, and make funding recommendation to the Policy Board.
- Dec 15, 2020** Applicant presentations to Policy Board. Policy Board awards funds.
- Jan - Mar 2021** Process amendment to existing 2021-2024 Transportation Improvement Program (TIP) to include funded projects. *Note: Future application processes will align with the MPO's MTIP development.*

## **Project Requirements**

**Design and Construction Standards:** Projects must meet relevant design and construction standards or demonstrate the ability to obtain a design exception, if applicable.

**Project Size:** There is no set min./max. award; each project will be considered on its own merit.

**Matching Funds:** All projects require a local match paid by the applicant or by partner organizations. The **minimum local match is 10.27 percent** of eligible project costs. Note that a local match is not required if the applicant uses ODOTs STBG fund exchange program, although an exchange rate applies (see section on ODOT STBG Fund Exchange on Page 4).

**Annual Reporting:** Applicants awarded STBG funds will be asked to submit a brief report annually for MPO Policy Board review. The report should include the status of the funded project and, if applicable, how it is performing relative to the purpose/need originally described in the project application.

## Project Selection Process and Scoring Criteria

Please refer to the Schedule on Page 3 for an outlined overview of the project application process and actions, by month and year.

Each project application will be screened for STBG program eligibility by MPO staff, and an initial project scoring will be applied based on how well the information provided by the applicant appears to support the established criteria (see Table with criteria, below). The Technical Advisory Committee (TAC) will then be given the opportunity to review all applications and finalize the criteria-based scoring through a consensus process. The scoring will be used to **inform** the TAC's project funding recommendation to the MPO Policy Board, as other factors also apply (e.g. funding available/requested, timeframe, benefits not captured in criteria). Given the select criteria topics and the broad range of projects that are STBG eligible, it is expected that not all projects will score well despite having clear benefits. Again, the criteria scoring is simply a tool that the TAC uses in developing their funding recommendation. Applicants will be given the opportunity to present projects to the TAC and Policy Board. The Policy Board will make the final funding determination.

### ***Project Application Criteria***

Criteria Language		Level of Priority & Max. Points
1	Project addresses a known <b>safety</b> concern, or enhances safety	<b>Higher 6 Points Max. Each</b>
2	Project increases system capacity, quality, and/or connectivity for <b>multiple users</b> ( <i>drivers, cyclists, pedestrians, transit users</i> )	
3	Project increases <b>system efficiency</b> ( <i>without increasing capacity or at lower cost</i> )	
4	Project improves transportation system or provides transportation-related benefit to <b>those that do not drive</b>	
5	Project reduces <b>VMT and/or emissions</b>	
6	Project includes <b>cost sharing</b> beyond match and/or includes investment from <b>other funding sources</b>	<b>Lower 3 Points Max. Each</b>
7	Project supports <b>economic development</b>	
8	Project encourages <b>freight</b> movement on appropriate routes (designated routes/arterials)	

# **APPLICATION GUIDELINES AND STEP-BY-STEP INSTRUCTIONS**

## **Applicant Information**

Provide the required information. Contact should be someone from the sponsor agency that will be able to answer questions regarding the submitted application.

## **Cost Estimate & Funding Requested**

Provide estimate for total project cost by FFY and most applicable phase description, listing amount of STBG funds requested and amounts of other committed funds, including match. Match must come from non-federal sources. If a soft match is to be used, please note and consult with MPO staff for eligibility. Note that cost overages are not the responsibility of the MPO. Federal fiscal year begins October 1 and ends September 30.

## **Eligibility & Existing/New Project**

Refer to Eligibility section on Page 2 and use link provided to determine if your project is a listed eligible activity. If unclear, please contact Bend MPO staff for assistance. Mark if your project is identified in an existing plan or program, and include plan name and page. Note that this is generally for information only, as not all projects will need to be in an existing plan/program. However, projects need to align with goals and policies contained in the Bend MPO Metropolitan Transportation Plan.

## **Description of Project**

Provide information on the project need, problem to be addressed, expected outcomes and other relevant information that describes the project. Include work to be funded, such as what will be built, services provided, equipment to be purchased, or planning efforts that will be paid for with requested funds. An attachment button is provided on the last page of the application to include maps/photos/graphics.

## **Project Scoring Criteria & Additional Project Benefits**

This section has eight focus areas, including a section to include other benefits not covered in the criteria focus areas. All criteria are based off of the goals adopted by the TSP/MTP Steering Committee in 2018 (currently pending inclusion into the Phase 2 update of the BMPO Metropolitan Transportation Plan (MTP)). It is up to the applicant to demonstrate how well the project supports each criterion, and including measurable objectives is encouraged, if applicable (e.g.: linear feet of new ped/bike facility, crash data, transit ridership, etc.).

## **Submittal**

A submittal button is included on the last page of the application. Alternatively, you may email your completed application to [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov).