

# APPLICATION INFORMATION & INSTRUCTIONS

## FFY 2022-2027 BEND MPO DISCRETIONARY FUNDS

Applications Due: October 21, 2022



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

### PURPOSE

The Bend Metropolitan Planning Organization (BMPO) is soliciting project proposals for use of previously approved amounts of its Surface Transportation Block Grant (STBG) annual allocations for federal fiscal years (FFY) 2022-2027.

*Table 1: Funding Amounts Available by Year for Competitive Application Process*

FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
\$ 332,700	\$ 359,000	\$ 385,800	\$ 465,200	\$ 446,900	\$ 427,300

### 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 (see eligibility link in blue box below). 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 click [HERE](#)

In general, federal 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 and Maintenance**

Over half of the MPOs annual STBG allocation from ODOT is provided directly to the City of Bend Streets Department for street preservation and maintenance. As a result, City of Bend street maintenance/preservation 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 entities with responsibility for oversight of transportation or recreational trails.

### **ODOT STBG Fund Exchange**

It is expected that ODOTs Fund Exchange Program will **NOT** be available for federal STBG dollars for fiscal years 2025-2027. Conversations are currently underway that will decide the fate of this program. MPO staff will keep potential applicants apprised of progress on this topic. For 2022 thru 2024 STBG funds, existing agreements are in place that should allow for use of Fund Exchange.

## **Schedule**

Planned schedule and summary of actions is listed below.

- Sept 1, 2022** Start project solicitation process.
- Oct 21, 2022** Application period closes; Bend MPO staff begin application evaluation.
- Nov 2, 2022** Technical Advisory Committee (TAC) application workshop (optional for applicants). Opportunity to present projects seeking funding. *With TAC concurrence, applicants may submit minor changes to applications by email to Bend MPO by Nov. 9th.*
- Dec 7, 2022** TAC to review applications, evaluate projects, and make a funding recommendation to the Policy Board.
- Dec 20, 2022** Applicant presentations to Policy Board. Policy Board awards funds.

## 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:** Due to the unknown availability of ODOTs fund exchange program and the assumption that 2025-2027 funds will remain federal, a minimum request of \$50,000 for non-construction projects and \$150,000 for construction projects is recommended for requests that include any 2025-2027 dollars.

**Cost Estimate Sheet:** If any FY2025-2027 funds are being requested, a completed Cost Estimate Sheet must be attached to the application. Please use the attach button on the last page of the application.

**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: If available, ODOTs STBG fund exchange program does not require a match, although an exchange rate applies).

**Annual Update:** Applicants awarded STBG funds will be asked to provide a brief update to the MPO Policy Board on progress of a funded project. The update 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 2 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 2, Criteria on Page 4). 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, readiness, 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.

**Table 2: Project Application Criteria (revised June 2022)**

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 advances <b>equity</b> in transportation / provides benefit to transportation disadvantaged populations	
7	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>
8	Project supports <b>economic development</b>	
9	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. **If you are requesting any 2025-2027 funds, a completed Cost Estimate Sheet must be attached to your application.** Note that cost overages are not the responsibility of the MPO. Federal fiscal years begin October 1 and end September 30.

## Eligibility & Existing/New Project

Examples of eligible project types are listed on Page 1, along with a link to confirm if your project is a listed eligible activity under the current transportation bill (IIJA). 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. This is generally for information only, as not all projects will need to be in an existing plan/program.

## 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/cost sheet/other documents.

## Project Scoring Criteria & Additional Project Benefits

This section has nine focus areas, including a section to add other benefits not covered in the focus areas. It is up to the applicant to demonstrate how well the project supports each criterion. Including measurable objectives is encouraged, if applicable (e.g.: linear feet of new ped/bike facility, crash data, transit ridership, populations to benefit, etc.). Note that a new equity criterion was added for 2022 and the Bend MPOs [Equity Mapping Tool](#) can be used to provide demographic-related information.

## Attachment and Submittal Buttons

Use the attachment button for maps, photos, Cost Estimate Sheet, or other items to submit with your application. The submittal button will email your application packet to MPO staff, or you may email directly to [anapoli@bendoregon.gov](mailto:anapoli@bendoregon.gov).