

URBAN TRANSIT PROGRAM

SFY2020 CRITERIA

I. INTRODUCTION

The Ohio Department of Transportation (ODOT) provides financial assistance to urban public transit systems in Ohio through the Urban Transit Program (UTP).

These criteria describe the eligibility requirements, eligible assistance, funds distribution, program administration, and application instructions for the UTP. The program goals are to facilitate the most efficient and effective use of state funds in the provision of transportation services to Ohio's urban public transit systems in order to maximize the impact of the federal and state dollars available in Ohio.

The Director of the Ohio Department of Transportation has delegated authority to administer this program to the Administrator of the Office of Transit. Questions and correspondence related to these Criteria should be addressed to:

Administrator
Office of Transit
Ohio Department of Transportation
1980 West Broad Street; Mail Stop 3110
Columbus, Ohio 43223
(614) 466-3718

II. ELIGIBLE APPLICANTS

Eligible applicants for the SFY2020 Urban Transit Program funds are Ohio urban transit agencies receiving Federal Transit Administration Section 5307 funds. There are currently 27 urban transit systems in Ohio.

III. ELIGIBLE ASSISTANCE

1. To allow maximum flexibility in the efficient and effective utilization of the state General Revenue Funds (GRF), the Ohio Department of Transportation is allowing GRF for the Urban Transit Program for projects that support the provision of public transportation in Ohio. The exceptions are project administration and force account work for which UTP funds cannot be used.
2. Expenditures of UTP funds must be completed and expended by the end of the state fiscal year on June 30, 2020.

3. The state GRF may be used to provide 100% of the total project cost or 100% of the nonfederal share to match a federal operating assistance grant.

4. State Reimbursement Invoice Schedule

The final invoice must be submitted by May 30, 2020 to avoid the loss of funds.

5. Project Milestone Dates

ODOT will closely monitor the progress of projects awarded state funding. Transit systems not meeting milestone dates specified in their application may incur a penalty in the current or future UTP allocations. ODOT must be notified of any project delays with the reasons for the delays.

III. DISTRIBUTION OF UTP FUNDS

A. UTP Funds

1. For SFY2019, Urban Transit Program allocations were about \$7.3 million comprised of \$6 million in federal flexible funds transferred from FHWA to FTA with the remaining \$1.3 million in state General Revenue Funds. Prior to SFY 2020, Urban Transit Program allocations were based on category size designation and performance factors determined annually from agency data entered into the BlackCat system: 1) ridership, 2) revenue service miles, 3) farebox revenue, 4) cost/hour, 5) passengers/mile, and 6) farebox recovery rate.

With the Ohio General Assembly approval of \$70.0 million in state General Revenue Funds for transit, Ohio's urban public transit systems have been placed into two (2) categories for the UTP according to system size per the Federal Transit Administration: large urban for areas 200,000 and over in population and small urban for areas less than 200,000 in population. The large and small urban categories are reflected below in Table 1.

Table 1 presents the Federal Transit Administration's (FTA) Section 5307 Ohio urbanized area allocations for FFY2019 (or 2018 if 2019 is not available) and the percentages that each urbanized area received from the total FTA 5307 funds for Ohio.

TABLE 1

FFY2019 Federal 5307 Funds			ODOT UTP
Ohio Allocations			GRF Funds
Ohio Urbanized Areas	5307	% of Total	\$16,600,000
Large Urban			
Over 1,000,000			
Cincinnati (UZA)	\$15,624,114	14.14%	\$2,347,765
Cleveland (UZA)	\$28,364,333	25.68%	\$4,262,180
Columbus (UZA)	\$18,072,923	16.36%	\$2,715,736
200,000 - 999,999			
Akron (UZA)	\$7,886,299	7.14%	\$1,185,038
Canton (UZA)	\$3,934,274	3.56%	\$591,186
Dayton (UZA)	\$16,017,549	14.50%	\$2,406,885
Huntington (UZA)	\$383,794	0.35%	\$57,671
Toledo (UZA)	\$6,440,320	5.83%	\$967,758
Youngstown (UZA)	\$3,722,407	3.37%	\$559,349
Small Urban			
50,000 - 199,000			
Lima (ACRTA)	\$1,261,432	1.14%	\$189,550
Lorain-Elyria (LCT)	\$2,732,771	2.47%	\$410,641
Mansfield (RCT)	\$1,054,832	0.95%	\$158,505
Middletown (MTS)	\$1,446,193	1.31%	\$217,313
Newark (LCTB)	\$1,148,642	1.04%	\$172,601
Parkersburg (Washington County)	\$109,030	0.10%	\$16,383
Springfield (SCAT)	\$1,281,457	1.16%	\$192,559
Steubenville-Weirton (SVRTA)	\$544,285	0.49%	\$81,787
Wheeling (EORTA)	\$446,501	0.40%	\$67,094
Total Ohio 5307 Allocations	\$110,471,156	100.00%	\$16,600,000

Below is a list of the factors that make up FTA's method of determining the Section 5307 funds urbanized area populations under 200,000 and for urbanized area populations 200,000 and over according to the 2010 census. The fixed guideway factors only apply to Greater Cleveland RTA and Southwest Ohio RTA in Ohio.

Under 200,000 Population

- Total population
- Population density
- Low-income population

200,000 and over Population

- Total population
- Population density
- Low-income population
- Bus revenue miles
- Bus passenger miles

- Fixed guideway revenue vehicle miles
- Fixed guideway passenger mile

Notes:

- Populations are determined according to the most recent decennial census.
- Low-income populations are based on the annual American Community Survey counts.
- The allocations are the not the Ohio portions only as some urbanized areas include other states such as Kentucky, Michigan, Pennsylvania, or West Virginia. Therefore, those areas (Cincinnati, Toledo, Youngstown) receive less than the apportionments listed for the urbanized areas.
- 5307 apportionments include FTA Table 3A Operating Assistance for agencies with 100 or less buses in peak service and FTA Table 5 Small Transit Intensive Cities apportionments which are performance factor-based funds.
- Akron, Columbus, and Youngstown provided FFY2018 5307 split agreements for their urbanized areas.
- The Cleveland urbanized area has an unallocated 5307 portion that is not included in the total 5307 apportionment.

ODOT totaled the urbanized area allocations to determine the percentage of the total allocation that each urbanized area received. ODOT then applied the percentage to each urbanized area to calculate the amount of the GRF allocation. With a GRF share of 15% to match the federal 5307 funds, Table 2 represents

TABLE 2

Regional Funding from Most Recent MPO Split Letters/Agreements

Cincinnati UZA Regional 5307 Funding Split			FFY19 Data
SORTA	11,383,068	73.26%	
BCRTA	2,020,835	13.01%	
CTC	1,333,035	8.58%	
WCTS	800,702	5.15%	
	<u>15,537,640</u>	<u>100.00%</u>	

Cleveland UZA Regional 5307 Funding Split			FFY19 Data
GCRTA	24,020,132	86.04%	
LAKETRAN	2,656,376	9.51%	
MCPT	681,047	2.44%	
PARTA	165,782	0.59%	
METRO	394,488	1.41%	
	<u>27,917,825</u>	<u>100.00%</u>	

Columbus UZA Regional 5307 Funding Split			FFY18 Data
COTA	16,566,121	94.63%	
DATA	939,431	5.37%	
	<u>17,505,552</u>	<u>100.00%</u>	

Akron UZA Regional 5307 Funding Split			FFY18 Data
MCPT	186,048	2.51%	
PARTA	1,308,662	17.66%	
METRO	5,917,234	79.83%	
	<u>7,411,944</u>	<u>100.00%</u>	

Dayton UZA Regional 5307 Funding Split			FFY19 Data
GDRTA	13,916,000	86.88%	
G-CATS	1,529,523	9.55%	
MCPT	572,026	3.57%	
	<u>16,017,549</u>	<u>100.00%</u>	

Youngstown UZA Regional 5307 Funding Split			FFY18 Data
WRTA	3,066,897	85.49%	
TCTB	520,629	14.51%	
	<u>3,587,526</u>	<u>100.00%</u>	

In Table 3, the latest urbanized area split agreements were used to determine the allocation for each urban transit agency; some provided FFY2019 split agreement amounts and others had FFY2018 split agreement amounts. There are 27 urban transit systems in Ohio. This table can be adjusted once FFY2019 split agreement amounts are received. The total SFY 2020 UTP allocation comes to \$16,600,000.

TABLE 3				
Transit Agency	5307	% of Total	\$16,600,000	SFY2020
Large Urban				
Over 1,000,000				
<i>Cincinnati (UZA)</i>	\$15,624,114	14.14%		
			\$2,347,765	
Cincinnati (SORTA)				\$1,721,700
Butler County (BCRTA)				\$305,653
Clermont County (CTC)				\$201,623
Warren County (WCTS)				\$121,107
<i>Cleveland (UZA)</i>	\$28,364,333	25.68%		
			\$4,262,180	
Cleveland (GCRTA)				\$3,670,747
Lake County (Laketran)				\$405,946
Medina County (MCPT) *				\$104,077
Portage County (PARTA) **				\$25,335
Akron (METRO) ***				\$60,285
<i>Columbus (UZA)</i>	\$18,072,923	16.36%		
			\$2,715,736	
Columbus (COTA)				\$2,572,536
Delaware County (DATA)				\$145,883
200,000 - 999,999				
<i>Akron (UZA)</i>	\$7,886,299	7.14%		
			\$1,185,038	
Medina County (MCPT) *				\$29,775
Portage County (PARTA) **				\$209,439
Akron (METRO) ***				\$946,995
Canton (SARTA)	\$3,934,274	3.56%		
			\$591,186	\$591,770

Dayton (UZA)	\$16,017,549	14.50%		
			\$2,406,885	
Dayton (GDRTA)				\$2,093,160
Greene County (Greene CATS)				\$230,062
Miami County (MCPT)				\$86,041
Huntington (UZA)	\$383,794	0.35%		
			\$57,671	
Lawrence County (LCT)				\$57,728
Toledo (TARTA)	\$6,440,320	5.83%		
			\$967,758	\$968,714
Youngstown (UZA)	\$3,722,407	3.37%		
			\$559,349	
Youngstown (WRTA)				\$478,648
Trumbull County (TCTB)				\$81,254
Small Urban 50,000 - 199,000				
Lima (ACRTA)	\$1,261,432	1.14%		\$189,737
			\$189,550	
Lorain-Elyria (LCT)	\$2,732,771	2.47%		\$411,047
			\$410,641	
Mansfield (RCT)	\$1,054,832	0.95%		\$158,661
			\$158,505	
Middletown (MTS)	\$1,446,193	1.31%		\$217,528
			\$217,313	
Newark (LCTB)	\$1,148,642	1.04%		\$172,772
			\$172,601	
Parkersburg	\$0	0.00%		\$0
			\$0	
Springfield (SCAT)	\$1,281,457	1.16%		\$192,749
			\$192,559	
Steubenville-Weirton (SVRTA)	\$544,285	0.49%		\$81,868
			\$81,787	
Wheeling (EORTA)	\$446,501	0.40%		\$67,160
			\$67,094	
Total Ohio 5307 Allocations	\$110,471,156		\$16,600,000	\$16,600,000

	<i>Cleveland UZA</i>	<i>Akron UZA</i>	<i>Total UTP</i>
* <i>Medina (MCPT)</i>	<i>\$104,077</i>	<i>\$29,775</i>	<i>133,853</i>
** <i>Portage (PARTA)</i>	<i>\$25,335</i>	<i>\$209,439</i>	<i>234,773</i>
*** <i>Akron (Metro)</i>	<i>\$60,285</i>	<i>\$946,995</i>	<i>1,007,281</i>

NOTES:

- Medina County Transit, Portage Area RTA, and METRO in Akron are in both the Cleveland and Akron urbanized areas so they are listed twice in Table 3.

IV. PROGRAM ADMINISTRATION

A. Contract Execution

Upon application approval for operating, capital cost of contracting, capitalized maintenance and complementary paratransit grant projects, ODOT will prepare and transmit a proposed grant contract to the grantee for execution. For all other capital projects, ODOT will issue a grant contract upon (a) receipt of a purchase order, (b) Board authorization, or (c) executed contract between the vendor and transit agency. Within thirty (30) days of the grant contract transmittal date, the grantee must execute the contract and return the original to the Office of Transit Administrator through electronic signature.

NOTE: When the capital purchase includes more than one vendor (i.e. bus purchase with separate farebox and ITS purchase orders; construction project with separate electric and plumbing purchase orders) a purchase order or board authorization for each vendor must be submitted to the Office of Transit. The capital grant contract will be based on the total of all purchase orders or board authorizations submitted.

V. PROGRAM ADMINISTRATION

A. Milestones

Milestones for each project must be listed in the application. At a minimum, these milestones must include the Beginning Period of Performance Date and Ending Period of Performance Date, and if the contract includes buses, the expected delivery date for the first and last bus, and the expected project completion date.

B. Documents

There are several documents and information that ODOT requires for the administration of the Urban Transit Program:

DOCUMENT	DEADLINE
BlackCat Financials data, may be estimates	May 15, 2020
BlackCat Statistics data, may be estimates	May 15, 2020
Revenue vehicle mileages updated	May 15, 2020
Copy of the final FTA triennial review report within the last three years and a copy of the closeout letter from FTA	30 days after receipt of final FTA report
Federal apportionments, obligations, unobligated balances, unexpended grant balances, potentially lapsing funds	August 30, 2019
All other information requested by ODOT	As requested

C. Adjustments to Grant Allocations

There are situations in which grant amounts may change. They include, but are not limited to, the following:

1. upon completion of an audit, ODOT, at its discretion, may request a repayment or reconciliation of excess program funds;
2. legislative or administrative action may reduce program funds available to ODOT. In the event such action occurs before ODOT

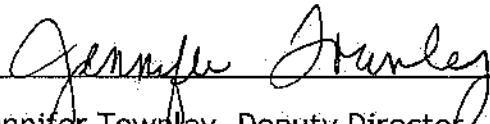
- has made final payment under a grant contract, ODOT will adjust the amount of payment; or
3. as of October 15 of the program year, any UTP allocations not applied for will be redistributed at the discretion of the ODOT Division of Planning.
 4. In the event of a legislative or administrative reduction in program funds, the Division of Planning reserves the right to adjust the allocation to each category.

D. Project Closeout

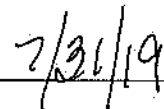
Each project in a grant contract will be considered closed when (a) the line item shows a zero balance for that project, (b) the grantee has notified ODOT that the project is complete, (c) a signed invoice is submitted to ODOT authorizing close-out procedures and stating no amendments will be requested, or (d) there has been no activity documented in ODOT's Appropriation Accounting system for the grant project line item for 12 months.

Applications must be submitted electronically through Formstack to the Office of Transit by 4:00 p.m. on August 30, 2019 and uploaded into BlackCat.

These Criteria for the SFY2020 Urban Transit Program funds are hereby established.



Jennifer Townley, Deputy Director
Division of Planning



Date