

OHIO TRANSIT PRESERVATION PARTNERSHIP PROGRAM

FY 2018 CRITERIA AND APPLICATION

OHIO DEPARTMENT OF TRANSPORTATION

Jerry Wray, Director

John R. Kasich, Governor

I. INTRODUCTION

Since state fiscal year 2012, the Ohio Department of Transportation (ODOT) has provided financial assistance to urban public transit systems in Ohio through the Ohio Transit Preservation Partnership Program (OTP3). Given the economic condition of the state, the precipitous decline of state funds for urban transit systems, and the significance of transit to the state's economy, the department has instituted the Ohio Transit Preservation Partnership Program to provide federal funds to urban transit systems in Ohio.

The sources of funds for this program are federal ODOT Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Program (STP) dollars. Therefore, projects must be CMAQ and STP eligible under Title 23 USC Sections 104(b)(2) and 104(b)(3). Transit systems must be recipients of FTA Section 5307 funds in order to apply for OTP3 funds.

Projects awarded through the Ohio Transit Preservation Partnership Program will be funded with federal funds at the appropriate pro rata share. Transportation development credit (TDC) may be applied for towards the nonfederal share, requiring a justification from the grantee.

These funds will be processed as flex funds transfers from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA). Applicants receiving an award will enter grant information for the OTP3 funds directly into the TrAMS grant system.

The department has allocated **\$27 million** for state fiscal year 2018. The OTP3 is a discretionary program and projects will be selected on a competitive basis. Preservation is defined as the process of working to maintain, sustain, or keep in a good sound state the transit systems in Ohio.

These criteria describe the eligibility requirements, eligible assistance, program administration, and application instructions for the OTP3. The program goals are to facilitate the most efficient and effective use of federal funds in the provision of transportation services 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 relating 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) 466-8955

II. ELIGIBLE APPLICANTS

Applicant must be a public transit system operating in Ohio that receives Federal Section 5307 funds:

Regional Transit Authorities
County Transit Boards
Municipalities
County Boards of Commissioners

III. ELIGIBLE ASSISTANCE

These types of projects are eligible for OTP3 funding: capital, capitalized maintenance, complementary paratransit expenses, and capital cost of contracting expenses. Projects must meet federal eligibility requirements. Applications must be submitted in BlackCat by 4:00 p.m. on September 15, 2017.

1. Capital Projects
 - a. Vehicles: Bus replacements that have met useful life. The maximum participation will be based on the purchase order or board authorization for the items to be purchased.
 - b. Service, support, and miscellaneous equipment: mobile radio units, bus stop signs, fareboxes, computers, shop and garage equipment
 - c. Rail track rehabilitation

2. Capitalized Maintenance, ADA Complementary Paratransit Service, Capital Cost of Contracting
 - a. Complementary paratransit expenses incurred between January 1, 2017 and December 31, 2018.
 - b. Capitalized maintenance expenses incurred between January 1, 2017 and December 31, 2018.
 - c. Capital cost of contracting expenses incurred between January 1, 2017 and December 31, 2018.

Operating assistance, planning, project administration, force account work, expansion vehicles, and support vehicles are **ineligible** for funding under the Ohio Transit Preservation Partnership Program.

IV. SCORING

The projects will be scored with a maximum 100 score for each category: replacement buses; capitalized maintenance, capital cost of contracting, and complementary paratransit services; and other capital items. However, bus replacements will be weighted by three and all other capital items will be weighted by two. Applicants must list in what priority they will use the OTP3 funds if applying for capital and capitalized maintenance. **ODOT also reserves the right to award projects based on both score and geographical distribution.**

Example:

Applicant	Project Type	Score	Weight	Total
Capital City Transit System	(2) 40' Buses	73	3	219
Best Regional Transit Authority	Capitalized Maintenance	62	2	124

This year's OTP3 grant year maintains the factor for project scalability. As always, more funds are requested than is available. Is the project scalable, meaning, if less funds are awarded than requested, can the project be completed or can the project be effective in providing transit service? Are there other funding sources that can be utilized to cover the gap in funding? Is there local financial support to cover the local match and any additional funds needed to complete the project?

A resolution passed by the board authorizing the appropriate person to apply is required for the FY2018 Ohio Transit Preservation Partnership Program. The OTP3 resolution may be combined with the FY2018 Urban Transit Program resolution, the FY2018 Elderly and Disabled Transit Fare Assistance Program resolution, and the FY2018 5339 Bus and Bus Facilities resolution.

V. PROGRAM ADMINISTRATION

A. Memorandum of Understanding

Upon application approval, ODOT will prepare and transmit an award letter and a Memorandum of Understanding to the grantee for execution. For all capital projects, ODOT will issue a Memorandum of Understanding upon (a) receipt of a purchase order, (b) board authorization, or (c) executed contract. Within thirty (30) days of the Memorandum of Understanding transmittal date, the grantee must execute Memorandum of Understanding and return the original to the Office of Transit Administrator.

B. CMAQ Eligibility

Where CMAQ funds are used, the grantee will coordinate with the ODOT Office of Statewide Planning & Research to obtain CMAQ eligibility from FTA. Projects awarded OTP3 funds must submit an air quality analysis form to the ODOT Office of Statewide Planning & Research. ODOT will issue a CMAQ eligibility determination from the ODOT Office of Statewide Planning & Research.

C. STIP Amendment

The grantee will coordinate with the MPO and ODOT to add the approved Ohio Transit Preservation Partnership Program project to the next quarterly STIP amendment with an approved resolution.

D. Milestones

ODOT will closely monitor the progress of projects awarded funding. Transit systems not meeting milestone dates specified in their application may incur a penalty in future ODOT allocations.

Milestones for each project must be listed in the application. At a minimum, these milestones must include the invitation for bid date (includes multiyear contracts), the anticipated contract award date, the expected delivery dates for the first and last vehicle, and when the line item will be complete.

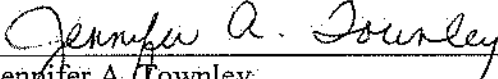
E. Adjustments to Grant Amount

There are a number of situations in which grant amounts may change. They include:

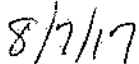
1. upon completion of an audit, ODOT, at its discretion, may request a repayment or reconciliation of excess program funds;
2. legislative or administrative action may reduce program funds available to ODOT. In the event such action occurs before ODOT has made final payment under a grant contract, ODOT will adjust the amount of payment; or
3. any Ohio Transit Preservation Partnership Program allocations not applied for or not expended will be redistributed at the discretion of the ODOT Office of Transit.

Applications must be submitted electronically through BlackCat to the Office of Transit by 4:00 pm on September 15, 2017.

The Criteria for the FY2018 Ohio Transit Preservation Partnership Program funds are hereby established.



Jennifer A. Townley
Deputy Director, Division of Planning



Date

Contact Information

Transit Agency: _____

Project Manager: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

Project Description (include TDC justification if applicable)

Project Cost

Total project cost: 100%

OTPPP funds requested: 80%

TDC amount requested: 0%, 10%, 15% or 20%

Local match: 0%, 10%, 15% or 20%

Source of local match:

Authorized Official Signature: _____

Title: _____ Date: _____

Basic Requirements for the Use of Transportation Development Credit (TDC)

- Projects that will be awarded TDC must be using federal dollars that are eligible for the use of TDC.
- Any project already in a submitted Federal Transit Administration (FTA) grant cannot use TDC, per the FTA.
- Any project needing TDC must apply to ODOT prior to entering their grant into the current federal grant making software.
- ODOT is the entity responsible for decisions governing the use of TDC.
- Project must be included and approved by FTA in the current STIP prior to being included in an FTA grant.
- Hard capital projects, capitalized maintenance, and capital cost of contracting are eligible.
- Projects whose primary purposes are the coordination of public and human services transportation in a region and include more than one county will receive additional points in the scoring process.

Project Justification for TDC

Demonstrate how the project:

- Improves the state of good repair of public transit assets, allows for additional public transit service, or provides better access to existing service for the general public and persons with disabilities.
- Benefits the state as a whole, or benefits a region of the state.
- In a single county has a documented economic development impact in that county and surrounding counties.
- Maximizes federal dollars and frees up local dollars. How will the local dollars be used and include amounts?

Fleet Information *(for vehicle requests only)*

Quantity:

Cost per vehicle:

Vehicle type:

ALI Code:

Fuel type:

Hybrid description:

Fixed route or demand response:

Total Spare Ratio:

Average Fleet Age (Revenue Vehicles only):

Milestone Information

Invitation for bid date:

Project award date:

Delivery date for the first vehicle:

Delivery date for the last vehicle:

Project completion date:

CURRENT VEHICLES TO BE REPLACED

VIN:	Vehicle Type:	Model Year:	Current Mileage:	Fuel Type:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Continued:

VIN:	Vehicle Type:	Model Year:	Current Mileage:	Fuel Type:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Age of Vehicle to be Replaced (50 Points)	ODOT Disposition Criteria Age	1+	2+	3+	4+	5+
SMV, MMV, CV, BSV	4	10	20	30	40	50
LTV, LTN	5	10	20	30	40	50
<30 ft Bus	7	10	20	30	40	50
30-35 ft Bus	10	10	20	30	40	50
35-40 ft Bus	12	10	20	30	40	50

Mileage of Vehicle to be Replaced (40 Points)	ODOT Disposition Criteria Mileage	50,000+	100,000+	150,000+	200,000+	250,000+
SMV, MMV, CV, BSV	100,000	10	20	30	40	40
LTV, LTN	150,000	10	20	30	40	40
<30 ft Bus	200,000	10	20	30	40	40
30-35 ft Bus	350,000	10	20	30	40	40
35-40 ft Bus	500,000	10	20	30	40	40

Age of Fleet (10 Points)	ODOT Disposition Criteria Age	1	2	3	4	5
Average Age of Fleet	N/A	2	3	4	5	6
		6	7	8	9	10+
		7	7	8	9	10

**CAPITALIZED MAINTENANCE
ADA PARATRANSIT SERVICE
CAPITAL COST OF CONTRACTING
APPLICATION**

Contact Information

Transit Agency: _____

Project Manager: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

Project Information

Project Cost

Total project cost: 100%

OTPPP funds requested: 80%

TDC amount requested: 0%, 10%, 15% or 20%

Local match: 0%, 10%, 15% or 20%

Source of local match:

Authorized Official Signature: _____

Title: _____ Date: _____

**FOR CAPITALIZED MAINTENANCE, ADA, AND CAPITAL COST
OF CONTRACTING APPLICATION REQUESTS**

**FOR THOSE SYSTEMS WHO DO NOT SUBMIT DATA TO NTD,
USE THE BLACKCAT DATA SUBMITTED TO ODOT FOR CY2016**

1. What was the number of system wide mechanical failures?
(Use the NTD submitted for 2016 data.)
2. What was the number of accidents and incidents system wide?
(Use the NTD submitted for 2016 data.)
3. What were the actual revenue miles for fixed route service?
(Use the 2016 BlackCat Data submitted to ODOT.)
4. What were the actual revenue miles for demand response service?
(Use the 2016 BlackCat Data submitted to ODOT.)
5. Actual operating expenses per revenue hour.
(Use the 2016 BlackCat Data submitted to ODOT.)

MILESTONE INFORMATION

Project start date:

Project completion date:

Project Evaluation, Scoring, and Ranking

(Systems with Demand Response Only)

Equipment Reliability

Maximum= 25 points

Points are assigned according to the actual number of Mechanical failures per 100,000 miles as reported in the 2016 NTD submission. Systems with mechanical failures /100,000 miles of 0 to 2.79 will receive 5 points. Systems with mechanical failures /100,000 miles of 2.80 to 6.99 will receive 20 points, and systems with mechanical failures /100,000 greater than 6.99 and up will receive 25 points.

Follow the formula below to arrive at your Road Call/100,000 mile figure.

1. The number of mechanical failures reported on 2016 NTD submission.....

2. Total revenue miles for 2015 reported on ODOT Certification of Data submission divided by 100,000 = (carry to 2 decimal places)... _____

Line #1 divided by line #2 = (mechanical failures per 100,000 miles) = (carry to 2 decimal places)....._____

EQUIPMENT RELIABILITY POINTS

EARNED.....

If you do not report NTD data, you will need to figure your mechanical failures total by using the following criteria. In almost all cases, this figure will be the total of all road calls and coach exchanges. You should report only failure data for revenue vehicles. Revenue vehicle system failures are mechanical problems that affect a vehicle as follows: 1) The vehicle does not complete its scheduled revenue trip, or 2) The vehicle does not start its next scheduled revenue trip, even if a replacement vehicle was put in revenue service on time.

System Safety

Maximum =

45 points

Points are assigned according to the actual number of accidents per 100,000 miles as reported in the 2016 NTD submission. Systems with accidents /100,000 miles of 0 to 0.49 will receive 45

points. Systems with accidents /100,000 miles of 0.50 to 1.29 will receive 35 points, and systems with accidents /100,000 miles of 1.30 and up will receive 20 points.

Follow the formula below to arrive at your accident/100,000 mile figure.

1. Number of accidents reported on the 2016 NTD submission....._____

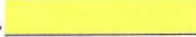
2. Revenue miles reported on the 2016 Certification of Data divided by 100,000 = (carry to 2 decimal places)

....._____

Line #1 divided by line #2 = (accidents per 100,000 miles) = (carry to 2 decimal places).....

....._____

SYSTEM SAFETY POINTS

EARNED..... 

Cost of Service

Maximum= 30 points

Points are assigned according to the actual reported total operating expenses per revenue hour as reported in the **2016 BlackCat Data** as submitted to ODOT. Systems with reported operating expenses per revenue hour of 0 to 40.49 will receive 30 points. Systems with operating expenses per revenue hour of 40.50 to 75.99 will receive 20 points, and systems with operating expenses per revenue hour of 76.00 and up will receive 10 points.

1. Actual operating expenses per revenue hour as reported on the **2016 BlackCat Data** is....._____

COST OF SERVICE POINTS

EARNED..... 

TOTAL POINTS

AWARDED..... 

Project Evaluation, Scoring, and Ranking
(Systems with Fixed Route & Demand Response)

Equipment Reliability

Maximum= 25 points

Points are assigned according to the actual number of mechanical failures per 100,000 miles as reported in the **2016 NTD** submission. Systems with mechanical failures /100,000 miles of 0 to 3.99 will receive 5 points. Systems with mechanical failures /100,000 miles of 4.00 to 6.99 will receive 15 points, systems with mechanical failures /100,000 miles of 7.00 to 11.49 will receive 20 points, and systems with mechanical failures /100,000 greater than 11.50 and up will receive 25 points.

Follow the formula below to arrive at your road call/100,000 mile figure.

1. Number of mechanical failures reported on the **2016 NTD** submission

..... _____

2. Total revenue miles for 2016 reported on ODOT's **BlackCat Data** submission divided by 100,000 = (carry to 2 decimal places)

..... _____

Line #1 divided by line #2 = (mechanical failures per 100,000 miles) = (carry to 2 decimal places)..... _____

EQUIPMENT RELIABILITY POINTS

EARNED.....

If you do not report NTD data, you will need to figure your mechanical failures total by using the following criteria. In almost all cases, this figure will be the total of all road calls and coach exchanges. You should report only failure data for revenue vehicles. Revenue vehicle system failures are mechanical problems that affect a vehicle as follows: 1) The vehicle does not complete its scheduled revenue trip, or 2) the vehicle does not start its next scheduled revenue trip.

System Safety

Maximum= 45 points

Points are assigned according to the actual number of accidents per 100,000 miles as reported in the 2016 NTD submission. Systems with accidents /100,000 miles of 0 to 0.79 will receive 45

points. Systems with accidents /100,000 miles of .80 to 1.99 will receive 40 points, systems with accidents /100,000 miles of 2.00 to 3.49 will receive 20 points, and systems with accidents /100,000 miles of 3.50 and up will receive 10 points. Follow the formula below to arrive at your accident/100,000 mile figure.

1. Number of accidents for fixed route plus number of accidents for demand response/complementary paratransit service.....

2. Total revenue miles for 2016 reported on ODOT's BlackCat Data submission divided by 100,000 = (carry to 2 decimal places).....

Line #1 divided by line #2 = (accidents per 100,000 miles) = (carry to 2 decimal places).....

SYSTEM SAFETY POINTS EARNED.....

Cost of Service Maximum= 30 points

Points are assigned according to the actual reported total operating expenses per revenue hour. Systems with operating expenses per revenue hour of \$0 to \$99.99 will receive 30 points, systems with operating expenses per revenue hour of \$100.00 to \$149.99 will receive 20 points, and systems with operating expenses per revenue hour of \$150.00 and up will receive 10 points.

1. Actual operating expenses per revenue hour as reported on 2015 certification of data is: (carry to 2 decimal places).....

COST OF SERVICE POINTS EARNED.....

Total Points Awarded.....

CAPITAL: NON-VEHICLE APPLICATION

Contact Information

Transit Agency: _____

Project Manager: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

Project Information

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TDC amount requested: 0%, 10%, 15% or 20%

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Source of local match:

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- Any project needing TDC must apply to ODOT prior to entering their grant into the current federal grant making software.
- ODOT is the entity responsible for decisions governing the use of TDC.
- Project must be included and approved by FTA in the current STIP prior to being included in an FTA grant.
- Hard capital projects, capitalized maintenance, and capital cost of contracting are eligible.
- Projects whose primary purposes are the coordination of public and human services transportation in a region and include more than one county will receive additional points in the scoring process.

Project Justification for TDC

Demonstrate how the project:

- Improves the state of good repair of public transit assets, allows for additional public transit service, or provides better access to existing service for the general public and persons with disabilities.
- Benefits the state as a whole, or benefits a region of the state.
- In a single county has a documented economic development impact in that county and surrounding counties.
- Maximizes federal dollars and frees up local dollars. How will the local dollars be used and include amounts?

1. How does this project contribute to the preservation of the transit service?
2. What will the effects be if the request is denied?
3. Will this project directly reduce emissions?
4. When were the capital items last replaced or purchased?
5. Is the project on your current capital and operating plan?
6. Did the transit system receive a deficiency in maintenance in the last triennial review? Include a copy of the final FTA report with the closeout letter.
7. Did the transit system receive a deficiency in satisfactory continuing control in the last triennial review?
8. Report the total amount spent for capital costs for calendar year 2016.
9. Is this project scalable? Can this project be accomplished or effective if less funds are received than requested?

PROJECT EVALUATION, SCORING, AND RANKING

- 1. Preservation of Service** Maximum Points = 10

How does this project contribute to the preservation of the transit service? If preservation of service is demonstrated, 10 points are awarded.
- 2. Service Impacts** Maximum Points = 10

What will the effects be if the request is denied?
- 3. Emissions Reduction** Maximum Points = 25

Will this project directly reduce emissions? Capital non-vehicle projects reducing emissions will receive the maximum 25 points. Examples of this category are engine retrofits, biodiesel fuel, and the purchase of compressed natural gas (CNG) or CNG stations. Projects which do not reduce emissions will receive zero points.
- 4. Purchase Plan** Maximum Points = 10

What is the replacement schedule of capital items to be purchased? If the capital items are part of on-going service or maintenance, the maximum 10 points are awarded. Examples of this are garage rehabilitation, fuel station upgrades, and fuel – diesel, biodiesel, or CNG. If the capital items are not part of on-going service or maintenance, 0 points are awarded. Examples are security cameras and office equipment.
- 5. Capital and Operating Plan** Maximum Points = 5

Is the project on your current capital and operating plan? A copy of the transit system's four-year capital and operating plan must be submitted with the application. Five points are awarded for an affirmative response. Zero points are awarded for a negative response. How recently were these items purchased or when were the items first purchased?
- 6. Maintenance** Maximum Points = 10

Did the transit system receive a deficiency in maintenance in the last triennial review? If a deficiency was reported, 0 points are awarded. If there was no deficiency, 10 points are awarded.

7. Satisfactory Continuing Control Maximum Points = 10

Did the transit system receive a deficiency in satisfactory continuing control in the last triennial review? If a deficiency was reported, 0 points are awarded. If there was no deficiency, 10 points are awarded.

8. Capital Costs Maximum Points = 10

If the capital application request is more than 20% of the total amount spent for capital costs for calendar year 2014, then 0 points are awarded. If the capital application request is less than 20% of the total amount spent for capital costs for calendar year 2014, then 10 points are awarded.

9. Is this project scalable? Maximum Points = 10

Can this project be accomplished or effective if less funds are received than requested? If yes, then 10 points are awarded. If no, then 0 points are awarded.

