

**Statewide Transportation Improvement Fund
Advisory Committee**

Wednesday, August 1, 2018

5:00 – 7:00 PM

Senator Hearing Room, First Floor

Courthouse Square - 555 Court Street NE

KICK-OFF MEETING AGENDA

1. CALL TO ORDER, WELCOME, AND INTRODUCTIONS

2. ANNOUNCEMENTS

3. PUBLIC COMMENTS

Time is designated at each meeting for members of the public to testify on any items of STIFAC business, being limited to three minutes.

4. ETHICS TRAINING – Ben Fetherston, SAMTD Legal Counsel

5. OVERVIEW

- a. Overview of the Statewide Transportation Improvement Fund (STIF) and the role of the STIF Advisory Committee (STIFAC)
 - 1. Resources: <https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx> (Attachment A) **1**
 - 2. Formula Fund Schedule (Attachment B) **2**
 - 3. Committee Member Application (Attachment C) **3**
- b. Overview of STIF plan/application/agreement process (Attachment D) **7**
 - 1. General contents of STIF plan/application
 - 2. Seven specific criteria

Mission

Connecting people with places
through safe, friendly, and reliable public transportation services

Values

Safety – Service Excellence – Communication – Innovation – Accountability

6. ACTION ITEMS

- a. Recommendation to approve STIFAC By-Laws (Attachment E) **13**
- b. Recommendation to Appoint a Committee Chair for a One-Year Term
- c. Recommendation to Appoint a Committee Vice-Chair for a One-Year Term

7. UNFINISHED BUSINESS**8. MEETING ADJOURNED**

The next STIFAC meeting is scheduled for

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting. People with a hearing loss should call the Oregon Telecommunications Service at 711.

Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas con pérdida de audición deben llamar al Servicio de Telecomunicaciones de Oregón al 711.

Mission

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Formula Fund

Statewide Transportation Improvement Fund (STIF)
Guidance and Application Instructions, July 19, 2018

Oregon Department of Transportation Rail and Public Transit Division

<https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx>
<https://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>



Statewide Transportation Improvement Fund FORMULA FUND SCHEDULE



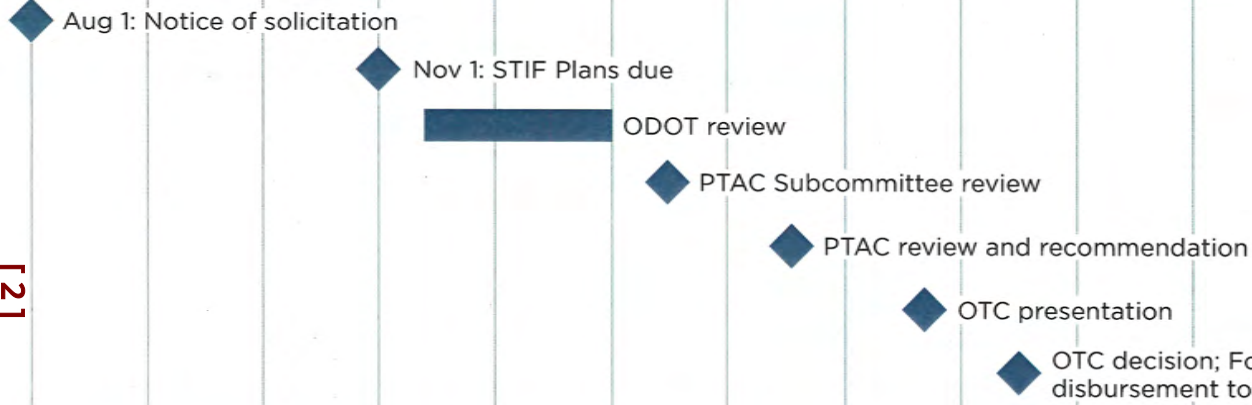
June 2018

2018

2019

Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov

FIRST OPPORTUNITY



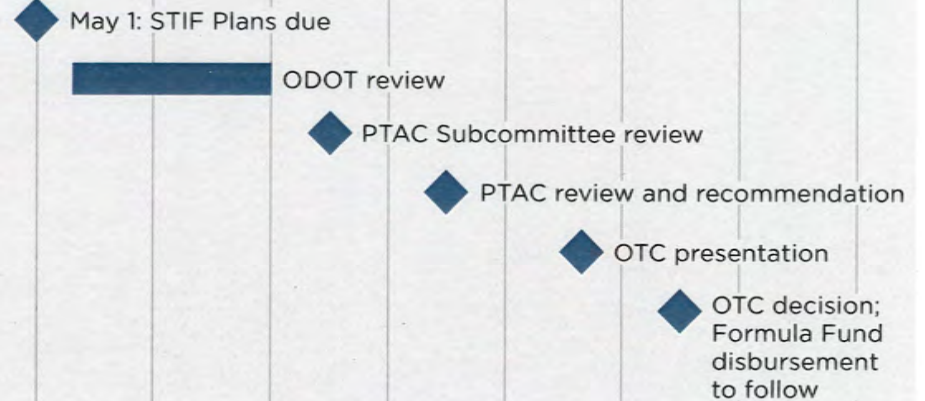
LEGEND

- ◆ Action
- Process timeframe

GLOSSARY

- ODOT:** Oregon Department of Transportation
- OTC:** Oregon Transportation Commission
- PTAC:** Public Transportation Advisory Committee
- STIF:** Statewide Transportation Improvement Fund

SECOND OPPORTUNITY



[2]

Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

APPLICATION

FULL NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE:

(Day) _____

(Evening) _____

Pursuant to Oregon Administrative Rule (“OAR”) 732-040-0035, the Salem Area Mass Transit District (“SAMTD”) Board of Directors shall create a Statewide Transportation Improvement Fund Advisory Committee (“STIFAC”) for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. The advisory committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from SAMTD’s service area or Marion or Polk Counties; and be a person who is a member of or represents one or more of the following. Please identify the category you believe you represent with an **X**. You may select more than one category.

- | | |
|--|--|
| <input type="checkbox"/> Local governments, including land use planners
<input type="checkbox"/> Public Transportation Service Providers
<input type="checkbox"/> Employers
<input type="checkbox"/> Transit users
<input type="checkbox"/> Social equity advocates
<input type="checkbox"/> Bicycle and pedestrian advocates
<input type="checkbox"/> Environmental advocates
<input type="checkbox"/> Neighboring public transportation service providers
<input type="checkbox"/> Non-profit entities which provide public transportation services
<input type="checkbox"/> Transit users who depend on transit for accomplishing daily activities | <input type="checkbox"/> Low-income individuals
<input type="checkbox"/> People with limited English proficiency
<input type="checkbox"/> People with disabilities
<input type="checkbox"/> Individuals age 65 and older
<input type="checkbox"/> Social and human service providers
<input type="checkbox"/> Major destinations for users of public transit
<input type="checkbox"/> Educational institutions |
|--|--|

PLEASE RETURN YOUR APPLICATION TO:

Cherriots STIFAC
 Attn: General Manager’s Office
 555 Court St NE, Suite 5230
 Salem OR 97301

Phone: (503) 588-2424
Email: Board@cherriots.org
Website: cherriots.org/

Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.

Date: _____ **Signature:** _____

Completion of this section is **VOLUNTARY**. The information you provide will be used for Title VI purposes only. Salem Area Mass Transit District (aka "Cherriots") operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

RACE/ETHNIC STATUS

- WHITE**
(Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK OR AFRICAN AMERICAN**
(Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO**
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ASIAN**
(Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**
(Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE**
(Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- TWO OR MORE RACES**
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

Date: _____ **Signature:** _____

(8) Upon Commission approval of a STIF Plan that describes such a Project, a Qualified Entity may carry forward unspent STIF Formula Fund moneys for as long as specified in the approved STIF Plan in order to accumulate sufficient funds for a capital Project that costs more than can be funded during a single STIF Formula Fund funding cycle or to make bond payments on the acquisition of a Capital Asset.

(9) Each Qualified Entity is required to spend at least one percent of STIF Formula Fund moneys received each year on student transit services for students in grades 9 through 12, if Practicable.

Stat. Auth.: ORS 184.758(3)(e), ORS 184.758 (6)

Stats. Implemented: ORS 184.758(1)(a), ORS 184.758(2), ORS 184.758(4), ORS 184.758 (6)

732-042-0015

STIF Plan Contents

(1) A Qualified Entity shall adopt a written STIF Plan to establish a list of Projects for public transportation located within the Qualified Entity's area of responsibility to guide STIF Formula Fund investments.

(a) A STIF Plan must cover at least a Biennium, but it may include up to two Biennia subject to Commission approval.

(b) A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility.

(c) A Qualified Entity that is a Mass Transit District or Transportation District with jurisdictional boundaries within a county or counties which are not Qualified Entities shall adopt a STIF Plan that considers the Public Transportation Services for the area outside of district boundaries but within the remainder of the county or counties.

(d) A STIF Plan may be included in a Qualified Entity's Local Plan or it may be a stand-alone plan.

(e) The STIF Plan must contain an explanation of how the plan defines and identifies communities with a high percentage of Low-Income Households.

(f) A STIF Plan must include a description of the Qualified Entity's method to sub-allocate STIF Formula Fund moneys to Public Transportation Service Providers and other potential Sub-Recipients and the process for developing the method.

(2) A Qualified Entity's STIF Plan must contain the following sections:

(a) Descriptions of Proposed Projects:

For each proposed Project, the STIF Plan must include the factors listed in section (3) of this rule.

(b) Summary of Planned Expenditures:

The STIF Plan must include a summary listing:

(A) the total funding sought in the STIF Plan;

(B) the total funding sought for each Recipient or Sub-Recipient (Public Transportation Service Provider or Qualified Entity); and,

(C) for Qualified Entities that are Mass Transit Districts or Transportation Districts which do not share contiguous jurisdictional boundaries with a single county, the total funding sought by geographic area inside and outside the district's jurisdictional boundary but within its area of responsibility.

(c) Summary of Prior Expenditures on Specific Improvements:

If the Qualified Entity received STIF Formula Funds in the preceding two Fiscal Years, the STIF Plan must include a summary of the amount of moneys allocated to fund each of the following:

- (A) increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
- (B) the expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households;
- (C) fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
- (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;
- (E) the improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- (F) Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and
- (G) implementation of programs to provide student transit services for students in grades 9 through 12.

(d) Summary of Current Projects:

The STIF Plan must include a summary of Projects recommended by the Qualified Entity's Advisory Committee for the duration of the STIF Plan, identified by Fiscal Year.

(e) Advisory Committee Information:

The STIF Plan must include a list of the Qualified Entity's current Advisory Committee and the online or other location(s) where Advisory Committee materials may be reviewed as described in OAR 732-040-0030(4)(b). In addition, the STIF Plan must include a statement that the Qualified Entity consulted with its Advisory Committee as required by these rules and, if applicable, an explanation of why the Advisory Committee's recommendation was not adopted by the Governing Body.

(f) Recipient Accountability Methods:

The STIF Plan must include a description of the methods the Qualified Entity will use to ensure that it complies with these rules and achieves the goals identified in the STIF Plan.

(g) Sub-Recipient Accountability Methods:

The STIF Plan must include a description of the methods and agreement or contract language that the Qualified Entity will use to oversee its Sub-Recipients, address deficiencies in Sub-Recipient performance, and to ensure that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements.

(h) Remediation Strategies:

If the Qualified Entity has submitted three or more Quarterly Reports within the past two years which indicate that it failed to substantially comply with its approved STIF Plan, the STIF Plan must include a description of the Qualified Entity's strategies to ensure that it will substantially comply with the proposed STIF Plan.

(i) Governing Body Adoption:

The STIF Plan must include documentation that the Governing Body approved the STIF Plan prior to its submittal to the Agency. If STIF Formula funds will be jointly managed by two or more Qualified Entities, the STIF Plan must include documentation demonstrating each Governing Body's commitment to joint management.

(3) The STIF Plan must include descriptions of each proposed Project as described below. A Qualified Entity shall include in its STIF Plan only Projects which appear in a Local Plan. Qualified Entities eligible for no more than the minimum STIF Formula Fund allocation under OAR 732-042-0010(2) or Rural Public Transportation Service Providers that are unable to meet the Local Plan requirements during the first Formula Fund solicitation cycle may use a portion of their first STIF Formula Fund allocation or sub-allocation to improve public transportation services if they have a current approved Coordinated Human Services Public Transportation Plan and if they also use a portion of the first allocation or sub-allocation to develop a Local Plan that is consistent with STIF Local Plan requirements. For each proposed Project, the STIF Plan must describe:

(a) Proposed funding level for: each Project and a description of what the Qualified Entity intends to do with the STIF Formula Fund moneys it receives for the individual Project.

(b) Whether the Project would improve or expand public transportation or maintain an existing service. For Projects that would maintain an existing public transportation service, the STIF Plan must specify the amount and percentage of each Project budget for this purpose and the reason for proposing any Project that maintains an existing service rather than a Project that improves or expands service.

(c) Anticipated benefits and discrete measurable outcomes associated with each Project with specific reference to whether the Project:

(A) increases the frequency of bus service schedules in communities with a high percentage of Low-Income Households;

(B) expands bus routes and bus services to reach communities with a high percentage of Low-Income Households;

(C) implements programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;

(D) procures 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;

(E) improves the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;

(F) fosters Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and

(G) provides student transit services for students in grades 9 through 12.

(d) Identification of the Local Plan(s) from which each Project was derived and identification of the board, council, commission, or other governing body which approved the Local Plan.

(e) The proposed Recipient or Sub-Recipient of the STIF Formula Fund moneys for that Project.

(f) A full budget including fund sources and for yet-to-be obligated fund sources, the timing for funding decisions, if known.

- (g) For proposed Projects which are part of a larger multi-phase Project, the phasing plan including schedule and budget with known and potential funding sources identified.
- (h) The amount of moneys from the STIF Formula Fund distribution that would be allocated to fund each of the following:
 - (A) increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
 - (B) the expansion of bus routes and bus services to reach communities 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;
 - (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;
 - (E) the improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 - (F) Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services; and
 - (G) the implementation of programs to provide student transit services for students in grades 9 through 12.
- (i) Identification of the extent to which the Project is consistent with Oregon Public Transportation Plan goals, policies, and implementation plans.
- (j) At least one Project described in the STIF Plan must implement a program(s) to provide student transit services for students in grades 9 through 12, if Practicable, and allocate at least one percent of the Qualified Entity's estimated STIF Formula Fund disbursement to that program(s). If the Qualified Entity determines that it is not Practicable to identify such a Project or to allocate funding for this purpose, it shall specify in its STIF Plan the reason(s) for its determination.

Stat. Auth.: ORS 184.758(3)(c), ORS 184.758(6)
 Stats. Implemented: ORS 184.758

732-042-0020

Advisory Committee Review of Proposed Projects

- (1) Public Transportation Providers seeking STIF funding from a Qualified Entity through the Qualified Entity's STIF Plan shall submit a Project proposal to its Advisory Committee for review and approval. The Project proposal must include the contents described in OAR 732-042-0015(3).
- (2) The Advisory Committee shall conduct its reviews and activities in compliance with its written bylaws, as described these rules.
- (3) The Advisory Committee shall meet as often as needed to advise the Qualified Entity and review Project proposals but no less than two times per year.
- (4) The Advisory Committee shall
 - (a) Hold public meetings, as applicable, to review every Project proposed for inclusion in the Qualified Entity's STIF Plan;

(b) Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which the Qualified Entity receives STIF Formula funding to the Governing Body.

(5) The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

(a) Whether the Project would:

(A) increase the frequency of bus service to communities with a high percentage of Low-Income Households;

(B) expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;

(C) reduce fares for public transportation in communities with a high percentage of Low-Income Households;

(D) result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;

(E) improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;

(F) increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or

(G) expand student transit services for students in grades 9 through 12;

(b) Whether the Project would maintain an existing, productive service;

(c) The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and

(d) Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity.

(6) Prior to adopting a STIF Plan, the Governing Body shall consult its Advisory Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Advisory Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a Coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of a Qualified Entity as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

(7) A Governing Body may accept the Advisory Committee's recommendation to approve or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Agency. If the Governing Body modifies the Advisory Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

Stat. Auth.: ORS 184.761(4)(b), ORS 184.761(4)(c)

Stats. Implemented: ORS 184.758, ORS 184.761

732-042-0025

**BYLAWS OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
OF
SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

“High Percentage of Low Income Individuals” means for purposes of evaluating projects seeking Statewide Transit Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD) shall use XX% as the definition of a High Percentage of Low-Income Households (LIH). This shall be demonstrated in the following manner:

- **Fare programs shall have a positive benefit for a minimum of XX% of the LIH within the Public Transit Service Provider’s (PTSP) service boundaries;**
- **New route miles shall provide service improvements to a minimum of XX% of LIH in the PTSP’s service area;**
- **New service hours shall provide service improvements to a minimum of XX% of the LIH in the PTSP’s service area;**
- **Purchases of new capital equipment or construction of new facilities shall have a demonstrated improvement to a minimum of XX% of the LIH in the PTSP’s service area;**
- **Or, any combination of the aforementioned improvements that result in an overall improvement of services to XX% of LIH within the PTSP’s service area.**

Improvements benefiting LIH are not limited to services provided directly to areas with LIH. Improvements are also defined as services that connect LIH with employment, services, shopping, and social centers or places of worship. In evaluating the value of proposed improvements this aspect is an important consideration.

“Project” means a plan or project proposed by a Public Transportation Service Provider that is eligible for funding by the District with STIF monies.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I – STATEWIDE TRANSPORTATION IMPROVEMENT FUND PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District's STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the "STIF Advisory Committee" (STIFAC). The purpose of the STIFAC is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District's STIF Plan.

Section 3. STIFAC Procedures and Duties; Review Criteria

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the STIFAC shall review every Project and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair, the Chair will promptly distribute the Project proposal to members of the STIFAC. At the next regular meeting of the STIFAC following the distribution of the Project by at least 30 days, the STIFAC will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the STIFAC upon a majority vote at any subsequent meeting.

The STIFAC may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the STIFAC may propose changes to the policies or practices of the Board of Directors when the STIFAC considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in

the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The STIFAC will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the project provides student transit services for students in grades 9 through 12.
- H. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity

Section 4. Open Meetings and Records

Meetings and records of the STIFAC are subject to Oregon's open meetings law and public records law, respectively. Notice of meetings must be given as required by law and meetings must be open to the public. To the extent practicable, the STIFAC will follow those procedures for providing public notice and fostering public engagement which are followed by the SAMTD Board of Directors.

Section 5. Ethics

Members of the STIF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household

must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STIF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the STIFAC are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The STIFAC is composed of no less than seven (7) members and no more than nine (9) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The STIFAC must include at least one person who is a low-income individual; one person who is disabled or is age 65 or older; and one Public Transportation Service Provider or non-profit public transportation service provider.

The District will include STIFAC members from both within and outside District boundaries to the extent practicable. The District will attempt to appoint members to the STIFAC who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to be appointed and continue to serve as a member of the STIFAC, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring public transportation service providers;

- (E) employers;
- (F) public health, social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;
- (P) educational institutions; or,
- (Q) major destinations for users of public transit.

Section 3. Terms of Service

Except in the case of the initial formation of the STIFAC, described below, committee members shall serve for a term of two years, commencing on July 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

At the time of the initial formation of the STIFAC, the Board will determine by lot which of the members will be appointed to a one year term and which members will be appointed to two year terms, so that the terms of office of the initial members of the STIFAC will be staggered.

A STIFAC member who has served two consecutive terms of two year each ceases to be eligible to continue to serve, but may thereafter be appointed for future terms following the expiration of at least 12 months .

Section 4. Chair and Vice-Chair Election and Responsibilities

The officers of the STIF Advisory Committee shall be a Chair and a Vice-Chair. The Chair and Vice-Chair shall be appointed by the Board and shall serve for a term of 12 months, but for no more than two consecutive terms. The STIFAC may recommend to the Board committee members to serve as Chair or Vice Chair. Appointments are to be made in July of each year.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STIF Advisory Committee, and

perform other duties assigned by the Board of Directors consistent with the purpose of the Committee. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STIF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 5. Removal and Vacancies

Members of the STIF Advisory Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency

The STIF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STIF Advisory Committee; however, the STIF Advisory Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the STIF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the STIF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Actions taken at the STIF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*, including special provisions applicable to small boards.

Section 4. Minutes

Minutes of STIF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his or her designee may present recommendations of the STIF Advisory Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STIF Advisory Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2018-XX on XXXXXXXX XX, 2018

projects' contents according to the criteria in the rule. The governing body will submit STIF Plans to ODOT. ODOT staff will review STIF Plans for completeness and refer each complete STIF Plan to the Public Transportation Advisory Committee (PTAC) for review. PTAC will decide whether to recommend STIF plans to the OTC. If PTAC decides it will not advance all or a portion of a STIF Plan, the Qualified Entity will have 30 days to complete revisions. The OTC will decide whether to accept or deny PTAC's recommended STIF Plans. A schedule and flow chart for this decision-making process is located on page 2 of this fact sheet.

Other Formula Fund rules

In addition to the key elements described above, Division 42 includes rules about the Formula Fund cycle, reporting requirements, and capital asset requirements.

Key elements of Intercommunity Fund and Discretionary Fund rules

Purposes

These rules (Chapter 732, Division 44) establish the procedures and requirements necessary for the administration of the Discretionary Fund and Intercommunity Discretionary Fund. The purpose of the Discretionary Fund is to provide a flexible funding source to improve public transportation in Oregon. All project types are eligible for funding, except ongoing operations.

The Intercommunity Discretionary Fund is for improving connections between communities and other key destinations important for a connected statewide transit network. Projects eligible to receive grants under the Intercommunity Discretionary Fund include but are not limited to: capital projects such as vehicles, facilities, equipment and technology as well as mobility management, planning, research and operations. As a competitive funding source, ongoing operations projects are subject to risk of not receiving continuous funding. Public transportation service providers may apply to ODOT directly for these funds.

Match

Discretionary Fund applicants are required to demonstrate the ability to provide a match of at least 20 percent of the total project's cost. There are a few exceptions that merit a 10 percent match, such as if the project will predominantly serve or provide access to and from rural communities. Rural communities for this purpose are described as communities outside of urban areas with populations of 50,000 or less. Details on match requirements can be found in the rule.

Advisory Committee review

ODOT will provide a copy of the application to the Qualified Entity associated with the application, as appropriate. Qualified Entity Advisory Committees shall provide a written recommendation to the Qualified Entity's governing body stating whether the OTC should award funding. Committees have the option of submitting a prioritized list of projects. Each Qualified Entity shall submit the recommendation of its advisory committee to ODOT.

Project selection

The rules include a list of OTC investment priorities. The OTC may refine its investment priorities with input from PTAC. PTAC will make a funding recommendation to the OTC considering input from Qualified Entity Advisory Committees and Area Commissions on Transportation. OTC will determine whether to accept or reject grant applications for discretionary funding.

Other funding rules

In addition to the key elements described above, the Discretionary Fund rules address the solicitation and application submission periods, application requirements, recipient qualifications, grant agreement contents, reporting requirements, withholding or repaying of funds, and capital asset requirements.

Contact information

For more information about STIF, please reach STIF Project Manager Karyn Criswell by phone at 503-856-6172 or via email at Karyn.C.CRISWELL@odot.state.or.us

Find additional information about STIF and sign up for email updates at: <http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

Updated: 7/11/2018



Statewide Transportation Improvement Fund

Overview of Approved Oregon Administrative Rules

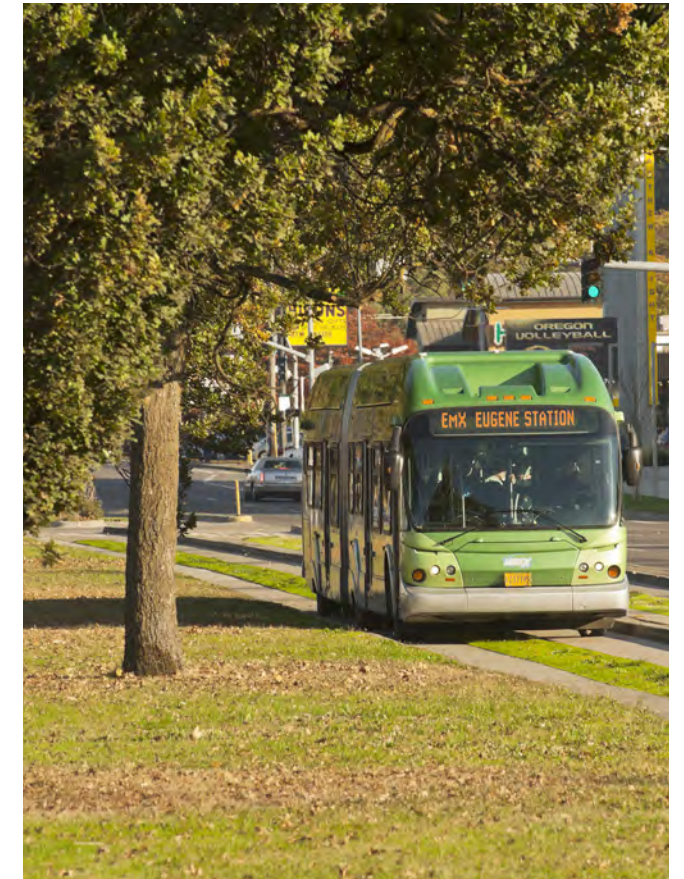
Improving public transportation for Oregonians

With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy with good jobs, strong communities with high quality of life, a clean environment, and safe, healthy people. A centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation service in Oregon communities.

The Oregon Department of Transportation (ODOT) worked with a Rules Advisory Committee and accepted public input to develop rules to guide the use and implementation of STIF program areas. The Oregon Transportation Commission (OTC) approved the rules, which became effective July 1, 2018.

Key elements of STIF general rules

These rules ([Chapter 732, Division 40](#)) establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary fund rules to improve public transportation service in Oregon. The content of Division 40 pertains to all three funds.



STIF program areas in rulemaking:

Formula Fund

Ninety percent (90%) of the STIF will be distributed to Qualified Entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each Qualified Entity.

Discretionary Fund

Five percent (5%) of the STIF will be awarded to eligible public transportation service providers based on a competitive grant process.

Intercommunity Discretionary Fund

Four percent (4%) of the STIF will be used to improve public transportation between two or more communities based on a competitive grant process.



Purpose and use of funds

STIF resources may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services. It is intended to primarily fund expanded or improved services in the first funding cycle. In future funding cycles, it may fund the maintenance of services that were expanded or improved during the first funding cycle. In 2018, the Oregon Legislature clarified that these funds also may be used for light rail expenses, except for capital improvements.

Advisory Committees

Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF including advising on the projects to be funded by STIF moneys. Qualified Entities are defined in the rule as a county in which no part of a mass transit district or transportation district exists, a mass transit district, a transportation district or an Indian Tribe. A Qualified Entity may use an existing advisory committee, combine committees, or join with another Qualified Entity to appoint a joint advisory committee as long as the committee meets the STIF requirements established in rule. Each advisory committee must include diverse interests, perspectives, geography and reflect the

population demographics of the area. Members need to be knowledgeable about the public transportation needs of residents or employees in the area.

Additional general rule content

The general rules include requirements pertaining to audits and compliance review, accounting, reporting, Qualified Entity management and joint management of STIF moneys, circumstances under which ODOT may withhold payment, and appeal procedures.

Key elements of Formula Fund rules

Purpose

These rules (Chapter 732, Division 42) establish procedures and requirements necessary for the administration of the STIF Formula Fund.

Formula Fund calculation and disbursement

The rule describes the process, schedule, and requirements for ODOT to estimate the STIF Formula Fund disbursements to Qualified Entities, Qualified Entity calculation of sub-allocation estimates, ODOT distribution of Formula funds, and related requirements.

Formula funding application process

Public Transportation Service Providers may apply for Formula funds through Qualified Entities. Two or more Qualified Entities may jointly manage STIF moneys disbursed to them if they enter into a written agreement described in the rule. A map of Qualified Entities is available on the STIF website. Qualified Entities will distribute

funds to subrecipients as described in the rule.

Public Transportation Service Providers are defined as a Qualified Entity or a city, county, special district, intergovernmental entity or any other political subdivision or municipal or public corporation that provides public transportation services.

STIF Plan contents

STIF Plans are used as the application for Formula funds.

They must be written to span at least one biennium and up to two biennia, subject to OTC approval. The earliest possible start date for the first solicitation cycle is July 1, 2018 and the end date for this funding cycle is June 30, 2021. A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility. It must include descriptions of proposed projects, summary of planned and previous STIF

Formula Fund expenditures, anticipated benefits, Advisory Committee information, accountability methods, as well as other requirements.

Advisory Committee review of proposed Formula Fund projects

Advisory Committees are required to review Public Transportation Service Providers' proposed projects and make a funding recommendation to the Qualified Entity's governing

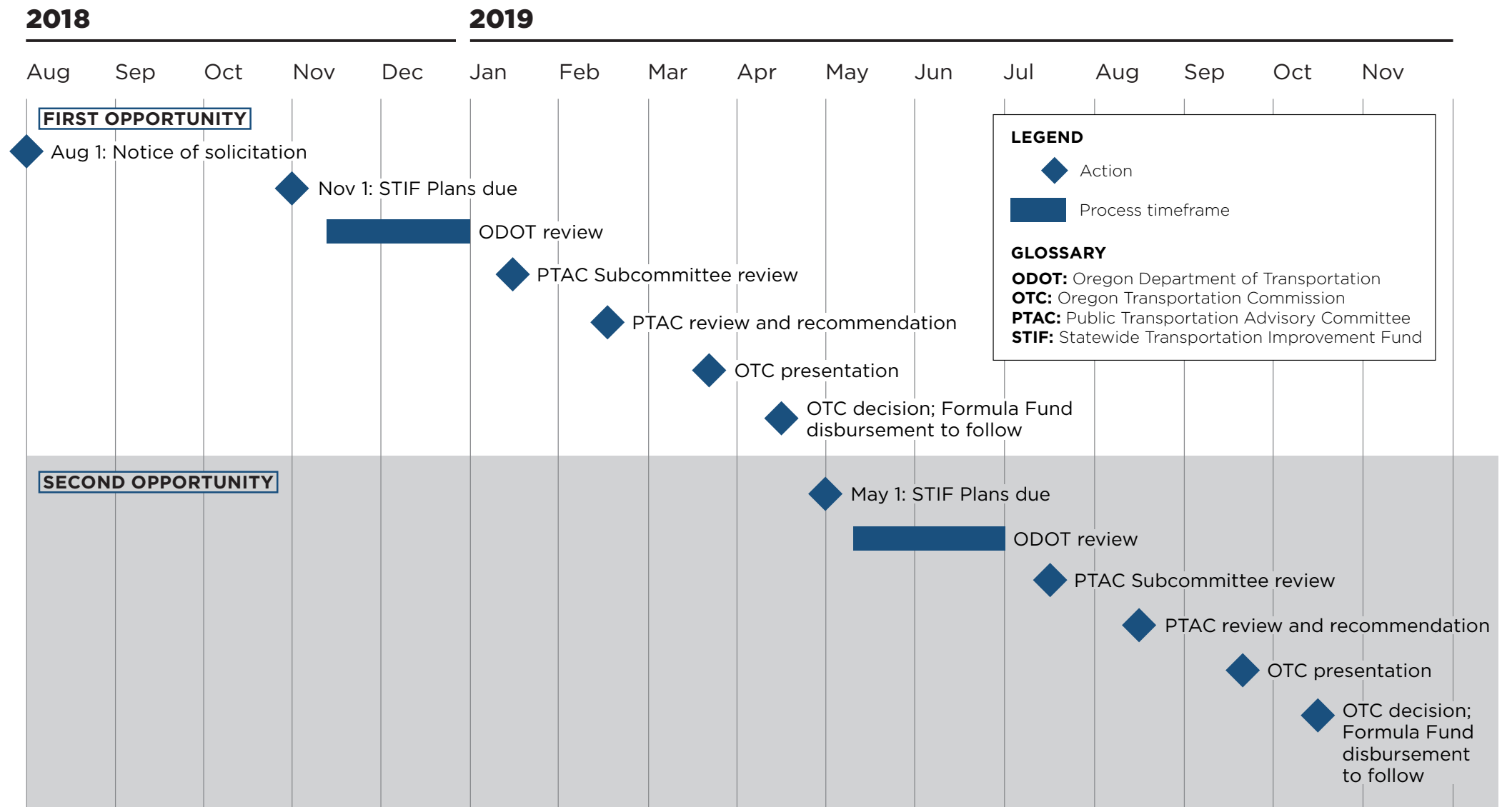
body based on the criteria established by this rule. Advisory Committees are required to hold public meetings and conduct themselves consistent with bylaws established by the governing body.

Decision-making for Formula Fund

The Advisory Committee of a Qualified Entity will make a recommendation to its governing body or board based on its review of the proposed

FORMULA FUND SCHEDULE

June 2018



STIF Plan Process

- ODOT provides Formula Fund allocation estimates to QEs
- QEs work with PTSPs to develop sub-allocation method
- QEs form Advisory Committees

START

Public Transportation Service Providers

PTSPs request STIF Formula Funds through their QE. Requests are based on Local Plans.

The QE may ask PTSPs to amend their requests to comply with STIF Plan requirements.

Governing Body of Qualified Entity

The Governing Body of the QE approves the STIF Plan to be submitted to ODOT. The Governing Body may modify the STIF Plan.

Qualified Entity

The QE prepares the STIF Plan to be submitted to ODOT.

Advisory Committee

An Advisory Committee provides feedback to the QE on prioritization of projects in the STIF Plan.

ODOT makes STIF Plan assistance available to QEs prior to submittal.

The QE submits the STIF Plan to ODOT.

Incomplete or deficient STIF Plans may be returned to the QE to correct and resubmit.

ODOT Staff

ODOT Staff reviews the STIF Plan for completeness.

Public Transportation Advisory Committee

PTAC recommends OTC approve or reject the STIF Plan.

Oregon Transportation Commission

OTC accepts or rejects PTAC's recommendation.

FINISH

- ODOT disburses quarterly payments to QEs
- QEs provide quarterly reports to ODOT