



Benton County:
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Every Day

BENTON COUNTY SPECIAL TRANSPORTATION ADVISORY COMMITTEE

AGENDA

Special Budget Meeting

Tuesday, January 8, 2019, 12:30 pm – 3:30 pm

Sunset Meeting Room - Benton County Sunset Building, 4077 SW Research Way, Corvallis

Lunch will be served at 12:30pm

1. Call Meeting to Order / Introductions (Mary)
2. Approve October 23, 2018 Meeting Minutes (3 Minutes)
3. Old Business: Update on STIF Committee activities in November and December (10 Minutes) (Lee)
4. New Business: 2019-21 Biennium STF & 5310 Grant Allocations – Document Review (15 Minutes)
 - a) Review of STAC 1/5/19 Cover Letter (Lee)
 - b) 2019-21 STF & 5310 Public Process (Lee)
 - c) Summary of Provider Applications Received (Lee)
5. Presentations by Applicants (75 Minutes)
 - a) Please refer to **Schedule for Presentations** with Applications packet
6. Budget Briefing & Options Analysis (30 Minutes)
 - a) Review Budget Briefing & Funding Options report (Lee)
 - b) Review and Determination of Applicant Requests & Recommended Funding (Mary & STAC Members)
 - c) Staff-Recommended Resolutions (Mary & STAC Members)
 - d) Appeals Process - Reminder (Lee)
 - e) Wrap-Up and Next Steps (Lee)
7. Special Announcement and Discussion (15 Minutes) (Lee)
8. Roundtable (10 Minutes)

Conclusion

NEXT MEETING: To Be Determined (February)

Benton County STAC Committee Members:

Mary Marsh-King, Chair (Vol. Driver)	Tera Stegner – Member (Grace Center)	Dave Zaback - Member (HomeLife)
Axel Deininger – Member (Disabled Rep.)	Drew Foster – Member (City of AV)	Tim Bates – Vice-Chair (CTS)
Tom Wogaman – Member (Schools ret.)	Steve Harder – Member (Dial-a-Bus)	Steven Black – Member (Vol. Driver)
Lee K. Lazaro – STAC Staff		

STAC MEETINGS ARE OPEN TO THE PUBLIC

**Meeting facility: Sunset Building, 4077 SW Research Way, Corvallis, OR 97333
In the Sunset Room on the first floor.**

The Sunset Building is accessible to the public.

This Agenda and the accompanying Minutes are available in alternate format upon request.
For an alternate format, or if you have any questions, please contact Cathy Williams, STF Assistant, at
cathy.williams@corvallisoregon.gov 541-766-6729 ext. 5012



SPECIAL TRANSPORTATION PROGRAM

PO Box 1083
Corvallis, Oregon 97339-1083
Phone: (541) 766-6916
Fax: (541) 766-6920

Opportunity and Schedule for Presentations

The Benton County Special Transportation Advisory Committee (BC-STAC) is providing an opportunity for agencies to make a brief presentation to the Special Transportation grant review committee, regarding projects proposed for funding from the *Federal §5310 Discretionary Grant program and State of Oregon Special Transportation Fund program*, offered through the Oregon Department of Transportation, for the 2019-2021 fiscal biennium.

DATE: Tuesday, January 8, 2019

LOCATION: Benton County Sunset Building, Large 1st Floor Conference Room, 4077 SW Research Way, Corvallis, OR 97333

SCHEDULE OF PRESENTATIONS:

- 1:15 PM** - OCWCOG Senior and Disability Services; transportation subsidy services for in-program seniors and persons with disabilities
- 1:30 PM** - OCWCOG Senior Companion Services, volunteer-based transit service for seniors and persons with disabilities
- 1:45 PM** - Albany Paratransit/ Call-a-Ride; transit service for seniors and persons with disabilities between Albany and North Albany
- 2:00 PM** - City of Albany / Linn-Benton Loop; regional transit service, for the cost of riders who are seniors and persons with disabilities
- 2:15 PM** - Mental Health Association of Benton County, Janus House; transit service for persons with mental health disabilities
- 2:30 PM** - Grace Center for Adult Day Services; specialized transportation service for memory care seniors and persons with disabilities
- 2:45 PM** - City of Adair Village; partial match for 99 Express transit service for seniors and persons with disabilities between Adair Village and Corvallis (Lee Lazaro will present)

FORMAT OF PRESENTATIONS: Presentations shall be no longer than ten (10) minutes, with an additional five (5) minutes allowed for questions by the Review Committee. Presentations should include a very brief overview of the agency, followed by a brief description of the project proposed for funding, and why the presenter believes it should be considered for special transportation funding in the 2019-21 biennium.

CONFIRMATION: Agencies will be individually contacted by Lee Lazaro, Benton County Special Transportation Coordinator, to confirm presentation details. 541-754-1748 lee.lazaro@corvallisoregon.gov



**BENTON COUNTY
SPECIAL TRANSPORTATION ADVISORY COMMITTEE
MEETING MINUTES
October 23, 2018**

Present

Mary Marsh-King, Chair
Tim Bates, Vice-Chair
Tera Stegner
Steven Black
Debie Wyne
Axel Deininger (remote)
Dave Zaback
Drew Foster
Rocio Munoz
Tom Wogaman
Steven Harder

STF and City/County Staff

Lee Lazaro, STF Coordinator
Cathy Williams, STF Assistant (Recorder)

Visitors/Presenters

(None)

Absent

Lisa Scherf

1. Introductions

Chair Mary Marsh-King called the meeting to order at 1:37 PM. She also acknowledged that member Axel Deininger was present via speakerphone.

2. Review and Approval of Minutes

The Committee reviewed the September 25th, 2018 minutes. Steven Black moved to accept the minutes as submitted. Dave Zaback seconded the motion and all Members approved.

3. Old Business:

Update on HB2017 Transportation Bill Activities – Lee Lazaro stated that there have been two meetings of the new Special Transportation Improvement Fund Committee (STIF). He gave a brief overview of items the STIF Committee has covered thus far during their meetings. Mr. Lazaro also mentioned resources that are assisting with identifying areas of high/low-income within the county and providing data.

4. New Business:

2019-21 Biennium STAC Budget Process Discussion:

a) 2019-21 Budget Briefing & General Overview (Handout 1) – We received .7% of percent this time from state funding (approximately \$3,000) but still have not recovered from the 17% reduction during the last two biennium for Senior and Disabled Transportation (down about \$88,000). Federal 5310 monies includes two components of Rural and Small Urban. Rural figures reflects increase of .3% (almost \$1,200) and Small Urban has 6.7% increase, so overall funds are up 2.7%, which is approximately \$15,000. Rural 5311 funds are up by 10%.

b) 2019-21 Formula Funds Allocations/ODOT Advance Grant Solicitation (Handout 1) – The STAC is responsible for allocating the funds in Formula funding. Mr. Lazaro reviewed the ODOT Advance Solicitation document amounts and dates.

NOTE: Mr. Lazaro received a thank-you letter following his presentation to Monroe area Seniors at the Legion Hall in August 2018 regarding the Benton County Transportation System Plan (Cathy Williams to send to Committee members).

c) Review Draft STAC Budget Process Activities Schedule (Handout 1) – Mr. Lazaro reviewed the draft activities schedule. November will involve staff conducting the public process, distributing applications, releasing required advertising for grant monies, and gathering information for the January 2019 meeting. Lee Lazaro and his Assistant, Cathy Williams, will attend ODOT grant training in November as well. December 11th at 3PM is the grant application deadline.

In December and early January, Lee will be screening applications for eligibility, sending letters to applicants with process and deadline dates, finalizing information for January 8th, 2019 STAC meeting (which will be a longer public meeting with lunch). Committee members will be reviewing applications for funding at that meeting, hear brief presentations by applicants, and make determinations for funding award amounts. On January 9th, 2019, applicants will be notified (begins their 10-day appeal process), Notices of Intent to distribute funds will be published in media and on STAC Committee page of Benton County website. Then 15-day public comment period will commence and presentations to the Benton County Board of Commissioners will be made on or around February 5th, 2019.

After that date, the final list will be submitted to ODOT and another press release if approved by the Board of Commissioners. February 8th, 2019 is the first deadline to submit the 5311 application. Final allocations and any returned applications for corrections will be reviewed at the February STAC meeting. In February/March we will be finalizing grant applications plus any protests would be considered and responded to at that time. March 15th, 2019 is the deadline to submit applications for STF 5310 grant monies. In June/July, ODOT will finalize grant application funding to us and grant agreements, so we could confirm our sub-grantee agreements, which would conclude the process.

d) Review Draft 2019-21 Application Packet (Handout 2) – Lee Lazaro provided copies to Committee members of the 2019-21 Biennium STF/5310 cover letter, application packet, and guidelines. These will be sent to all existing STF providers in November 2018, and provided to others upon request.

e) Review Public Process Documents (Handout 3) -- Mr. Lazaro said that the notices for grant money applications will be published in the Gazette Times and Democrat-Herald. He included a copy of the draft news release which will be done by the Benton County Public Information Officer. He also asked members to review the list of responsibilities of STAC members, which is part of the statutes and by-laws. The dates were updated on the appeal process but is same as past two periods.

Mr. Lazaro noted that once final recommended amounts are determined by the STAC, they will be released as to what STAC Committee intends to recommend to the Board of Commissioners. Applicants

will have 10 calendar days to appeal decision and must submit appeals in writing to Mr. Lazaro to forward for review to STAC Committee Chair, Mary Marsh-King. Any to be considered would be brought back to next STAC meeting for discussion, then applicants would be notified in writing of decision.

5. Action Items:

a) Recommendations for STAC Motions to move process forward (Handout 1) –

1) Steven Black made a motion to accept the Staff's report in terms of the funding available. Dave Zaback seconded the motion and all approved.

2) Steven Black made a motion to cancel the November meeting. Tom Wogaman seconded the motion and all approved.

3) Steven Black made a motion directing Staff to begin the public process for public notice and solicitation, and proposals for the community-based transportation services serving the elderly and individuals with disabilities in accordance with state and federal guidance within small urban and rural areas to be funded by Federal 5310 and/or State STF funds, and summarize and bring said proposals before the STAC members at their January 2019 workshop. Steve Harder seconded the motion and all approved.

6. Roundtable: Tim Bates requested update from Lee Lazaro on the RFP process for identifying a contractor for Benton County. Lee stated that the process has been conducted; the County received only one proposal, which was from Dial-A-Bus. The contract has been drafted and Benton County decided that they would like to exercise their right to conduct a financial audit (it has been five years since the previous audit) prior to finalizing the contract. Hopefully within 4 to 6 weeks after that then they can move forward with the agreement.

7. Conclusion: Steven Black made a motion to adjourn the meeting at 2:49 PM. Tom Wogaman seconded the motion and all approved.

NEXT MEETING: Next meeting is Tuesday, January 8th, 2019, from 12:30 PM to 3:30 PM AND WILL INCLUDE LUNCH. *The November and December meetings have been cancelled.*



SPECIAL TRANSPORTATION PROGRAM

PO Box 1083
Corvallis, Oregon 97339-1083
Phone: (541) 766-6916
Fax: (541) 766-6920

January 5, 2019

Dear STAC Members:

Enclosed please find your complete packet of Federal 5310/State STF Formula applications for the 2019-2021 Biennium. The packet includes the following documents for information, and one document for your completion:

- Special Meeting Agenda for January 8th and October 23, 2018 STAC Minutes
- Presentation Schedule for 1/8/19 Meeting
- STAC January 2019 Budget Briefing & STF Review Requirements
- Rating Sheet for STAC Review Committee Members (for your completion)
- 2019-21 STF and 5310 Public Process Document
- 2019-21 Appeals Process (from your October Meeting)
- STAC 5310/STF Eligible Applications with Cover Checklist - Seven (7) Total

I have reviewed each application submitted for eligibility. All seven applications in your packet are eligible for funding consideration, as verified by my cover checklist.

Additionally, Dial a Bus is eligible for funding. They were not required to submit a separate application for this process, as the County recently completed a full-scale RFP process for coordinated countywide public transportation services. Dial a Bus submitted a detailed Proposal in response to that RFP, and was ultimately selected as the County's transportation provider. They are currently operating under an extension of the current contract while the new five-year contract is being negotiated. A copy of the RFP and successful proposal may be obtained through the County Transportation Coordinator.

The January 2019 Budget Briefing summarizes the financial information for this biennium's STF, 5310, 5311, and 5339 State and Federal grants. I will review the information in this document at our workshop.

After local special provider allocations (the enclosed seven applications) are made, all remaining 5310 and STF funds will be used to provide local match for state and federal transportation grants and used to help defray Benton County's transportation operating costs, including the existing ongoing contract with Benton County Dial-a-Bus, as well as Benton County's motor pool and administrative expenses.

Should you have any questions about the summary or rating documents, a particular application or anything else about the process or funding that Benton County program receives, please don't hesitate to contact me at (541) 754-1748 or at lee.lazaro@corvallisoregon.gov

Sincerely,

Lee Lazaro
Special Transportation Coordinator
Enclosures



STAC January 2019 Budget Briefing & Options Analysis

Part One: The Situation for 2019-21 Formula Grants

Benton County Formula, Discretionary, and Bus Replacement Grant Allocations						
Grant Category	2015-17 Biennium	2017-19 Biennium	2019-21 Biennium	Difference: 17/19 - 19/21	% Difference	Comments
STF Formula	\$530,029	\$439,080	\$442,139	\$3,059	0.7%	Critical State STF & Match Funds for other Federal grants - still down by \$87,890 or 16.5% from 15-17
5310 Formula:						
- Statewide - Rural	\$379,655	\$363,239	\$364,426	\$1,187	0.3%	Senior & Disabled program funds for County unincorporated areas - stays flat - 10.27% match rate
- Small Urban	\$205,704	\$209,998	\$224,047	\$14,049	6.7%	Senior & Disabled program funds for Corvallis urban ADA paratransit svc - up 6.7% - 20% match rate
Total 5310:	\$585,359	\$573,237	\$588,473	\$15,236	2.7%	Total federal Elderly and Disabled Mobility funding is up 2.7% (last biennium was down 2.1%)
Total Senior & Disabled Public Transit Funds:	\$1,115,388	\$1,012,317	\$1,030,612	\$18,295	1.8%	\$18,295 or 1.8% increase in total combined senior & disabled funding (last biennium was a decrease of \$103,070 or 9.2%)
5311 Rural Formula Funds	\$217,906	\$229,375	\$252,312	\$22,937	10.0%	Rural transportation services (99E; CTV; Amtrak) increase by 10% - match rate varies 10% - 44%
Total ODOT Formula Funds:	\$1,333,294	\$1,241,692	\$1,282,924	\$41,232	3.3%	Net total increase of \$41,232, or 3.3% over the 17/19 Biennium (last biennium was a reduction of \$91,601 or 6.9% in total 2017-19 Formula Funding
STF Discr. Amtrak Conn. 17/18	\$0	\$99,650	discr grants not yet open	(\$99,650)		State discretionary solicitations have not opened ; BC anticipates applying for discretionary funds for some projects in the 19/21 Biennium
STF Discr. Demand Response	\$0	\$153,040	tbd	(\$153,040)		
5311 Discr. Amtrak Conn. 18/19	\$0	\$45,700	tbd	(\$45,700)		
Total Discretionary Funds:	\$0	\$298,390	\$0	(\$298,390)		
5339 Bus Replacement - State	\$107,900	\$422,875	state 5339 not yet open	(\$422,875)		State discretionary solicitations have not opened; BC anticipates receiving some level of state bus replacement funds in the 19/21 biennium
5339 Bus Replacement - State *	\$221,340	\$10,089	not yet open	(\$10,089)		
5339 Bus Replacement - Fed	\$0	\$0	\$198,900	\$198,900		
Total Bus Replacement Funds:	\$329,240	\$432,964	\$198,900	(\$234,064)		Nationwide award announced 10/2018
Total Formula & Discretionary Funds Through ODOT:	\$1,662,534	\$1,973,046	\$1,481,824	(\$491,222)		
* Grant Agreement No. 31452 was originally awarded in the 2015-17 Biennium, and was amended to extend into the 2017-19 Biennium and add \$10,089.						
Potential STIF Funds for Benton County **						
- Possible Capacity/Infrastructure Funds				\$185,000		Illustrative Only
- Potential Planning Funds				\$170,000		Illustrative Only
- Potential Project Funds				\$209,679		Illustrative Only
- Potential STIF Administration @ 10%				\$62,740		Illustrative Only
Total Potential STIF Funds:				\$627,419		
** These funds are under the oversight and approval of the STIF Advisory Committee and the Board of Supervisors; Estimates are illustrative only.						

1. Overall, we will be starting the Biennium in a much better situation with our formula funds than last Biennium. In 2017-19, our formula funding fell a total of \$91,601, or 6.9% overall, and senior and disabled formula funding (our primary funding source) fell even further: \$103,070, or 9.2%. Most dramatically, State STF funding fell a dramatic 17% over the prior biennium. These statewide reductions in STF and federal 5310 funding were unprecedented for Benton County, and could have resulted in major service reductions. The STAC Committee and staff worked diligently to balance the budget by a combination of budget reductions, funding level freezes for transit providers, leveraging new grants to plug service gaps where possible, and application of higher than anticipated year-end closing balances. In the end, we were able to hold existing service levels mostly intact, with fairly minor reductions.
2. This Biennium, initial funding estimates from ODOT, while not necessarily ideal, are at least improved. The biggest disappointment this biennium is that the prior biennium's cut in State STF funds was not significantly reversed. There is a minor increase of 0.7%, or \$3,059, but that is far from the restoration that many in the transit community were hoping for. Offsetting the STF picture, however, is that Federal 5310 funds have picked up, in particular the Small Urban portion of those funds, which for Benton County are up 6.7%. Overall, total formula funds for senior and disabled transportation (combined STF, and urban and rural 5310 funds) are increasing by \$18,295, or 1.8%. In comparison to our watershed Biennium of 2013-15, however, we still remain 7.6% below par.
3. Our 5311 Rural General Public funding for the 99 Express and Coast to Valley Express is again increasing, this time by 10%, thanks to a combination of increasing ridership and a change in the funding formula mechanism approved by PTAC this year. This sunny change brings our overall total formula funding from ODOT to a modest but healthy increase of \$41,232, or 3.3%, over last Biennium.
4. We will have the opportunity to submit a 10% expansion list to ODOT with our federal 5310 grant application, in the event additional funds become available. Staff will work with the STAC and providers to solicit projects for that expansion list.
5. ODOT has not yet opened any discretionary or bus replacement grant application programs for the 2019-21 Biennium, so at present these columns are showing zero's for awarded grants, which in turn makes the total funding comparison at bottom look unbalanced. We will be applying for both discretionary and bus replacement grants when the opportunity is afforded, and feel reasonably confident about our chances for success in both categories. So, the focus presently should be on the Formula Funding totals; it is much too early to be concerned about discretionary grants, which we do not generally count on for operational funding.
6. It should be noted, however, that we are off to a good start on vehicle replacements with the announcement of a federal nationwide competitive 5339 grant award to Benton County of \$198,900 to replace three small cutaway buses.

Part Two: Current 2017-19 Allocations

Current 2017-19 Allocations for County Special & Rural Transportation Funding

Funds for Allocation:	2017-19 STF State Funds through ODOT:	\$ 439,080
	2017-19 5310 Federal FTA Funds through ODOT:	\$ 573,236
	2017-19 Re-Budgeted STF Discretionary Funds	\$ 133,510
	2017-19 5339 Federal Bus Replacement Grant	\$ 422,875
	2017-19 5311 Rural General Public Grant	\$ 229,375
	2017-19 Adjustment in City ADA funding	\$ 12,121
	Total Funds for Allocation:	\$1,810,197

<u>Program</u>	<u>Funded 2015-17</u>	<u>Approved 2017-19</u>
<u>Existing Services/Grants/Contracts</u>		
Benton Co. Admin/Motor Pool/MM - 5310	\$ 60,000	\$ 60,000
Benton County Dial-a-Bus – 5310	\$ 525,357	\$ 513,236
Benton Co. Admin/Motor Pool – STF	\$ 73,500	\$ 73,560
Benton Co Dial-a-Bus - STF	\$ 389,929	\$ 377,713
Linn-Benton Loop	\$ 44,000	\$ 44,000
Albany Call-a-Ride	\$ 10,000	\$ 10,000
Adair Village	\$ 20,000	\$ 21,887
Corvallis ADA Ramps	\$ 15,000	\$ - 0 -
Grace Center for Adult Day Treatment	\$ 6,000	\$ 6,000
Janus House	\$ 9,600	\$ 9,600
OCWCOG Senior & Disability Services	\$ 6,500	\$ 6,500
Samaritan Senior Companion	\$ 6,800	\$ - 0 -
LB Loop Study 1-time Contribution	\$ - 0 -	\$ 6,400
Coast to Valley Express Service	\$ 130,744	\$ 137,625
99 Express Commuter Service	\$ 87,162	\$ 91,750
<u>Capital</u>		
Replace two County buses – 5339	\$ 329,240	\$ 422,875
Replace two County buses – STF Match	\$ 22,100	\$ 29,051
TOTALS:	\$ 1,735,932	\$ 1,810,197

Part Three: Proposed 2019-21 Biennium Allocations

Funds for Allocation:	2019-21 STF State Funds through ODOT:	\$ 442,139
	2019-21 5310 Federal FTA Funds through ODOT:	\$ 588,473
	2019-21 Re-Budgeted STF Discretionary Funds	\$ 55,000
	2019-21 5339 Federal Direct Bus Repl Grant	\$ 198,900
	2017-19 5311 Rural General Public Grant	\$ 252,312
	2019-21 Adjustment in City ADA funding	\$ 12,121
	Total Funds for Allocation:	\$1,548,945 *
	Anticipated Add'l carry-forward fund balance	\$ 65,000
	Identified STIF Capital vehicle match funding	\$ 35,100
	Total Potential Funds for Allocation:	\$1,649,045

* The amount for distribution is less than 2017-19 because we have not yet applied for 5339 bus replacement funds through ODOT – these applications will be released in the Fall of 2019. Only the direct federal competitive

bus grant (\$198,900) is listed as that has already been awarded. Also, there will be less re-budgeted carryover grant funds in 2019-21.

Part Four: Staff Recommendations and Options for STAC

A. Recommendations to STAC for Direction to Staff

Item 1. After consideration of options, provide direction to staff to proceed on STF and federal 5310 funding allocations, keeping in mind need for public process in STAC January meetings.

a) Approve amounts requested by STF providers or the amount recommended by staff for 2019-21 Biennium:

<u>Proposed 2019-21 Service Allocations</u>	Requested	Recommended
Benton Co. Admin/Motor Pool/MM - 5310	\$ 63,116	\$ 63,892
Benton County Dial-a-Bus – 5310	\$ 525,357	\$ 525,357
Benton Co. Admin/Motor Pool – STF	\$ 73,500	\$ 73,500
Benton Co Dial-a-Bus - STF	\$ 386,813	\$ 386,813
Linn-Benton Loop	\$ 48,000	\$ 47,500
Albany Call-a-Ride	\$ 10,000	\$ 10,500
Adair Village	\$ 25,071	\$ 25,071
Grace Center for Adult Day Treatment	\$ 6,000	\$ 6,500
Janus House	\$ 9,600	\$ 9,600
OCWCOG Senior & Disability Services	\$ 6,500	\$ 7,000
OCWCOG Senior Companion Program	\$ 7,000	\$ 7,000
Coast to Valley Express Service (5311)	\$ 151,387	\$ 151,387
99 Express Commuter Service (5311)	\$ 100,925	\$ 100,925
<u>Capital</u>		
Replace three County buses – 5339	\$ 198,900	\$ 198,900
Replace County buses – Match	\$ 35,100	\$ 35,100
TOTALS:	\$ 1,647,269	\$ 1,649,045

Item 2. Approve a motion directing that staff carry forward to the Board of Commissions the STAC's recommendation that the 2019-21 Federal 5311 Rural General Public formula grant application be submitted by or before the due date of February 8, 2019, allocating the Benton County formula amount of \$252,312 to the existing 99 Express and Coast to Valley Express rural bus services.

Item 3. Approve a motion directing that staff carry forward to the Board of Commissions the STAC's recommendation that the 2019-21 State STF and Federal 5310 Mobility for the Elderly and Persons with Disabilities formula grant application be submitted by or before the due date of March 15, 2019, allocating the Benton County formula amounts of \$442,139 (STF) and \$588,473 (5310) to the Benton County Special Transportation program and services.

STF Advisory Committee Responsibilities for Reviewing & Recommending Allocation of STF Funds

Besides the central role of the advisory committee to consult with the governing body of the STF Agency regarding the distribution of funds and the Coordinated Plan, the committee may perform one or more of the following functions:

- Evaluate the need for transportation services to seniors and people with disabilities.
- Establish criteria for evaluating proposals for services.
- Recommend funding levels and propose changes to the planned use of the STF.
- Develop a process for identifying projects to fund with STF.
- Review requests for funds.
- Review operating reports from providers.
- Monitor and evaluate services funded with STF moneys.
- Communicate with the public about the STF Program.
- Perform activities that will improve the quality of the STF-funded services, such as providing technical assistance.
- Identify opportunities to coordinate STF funded services with each other and with other transportation programs.

Distribution of Funds to Providers and Projects

The method used to determine how funds are to be used is at the discretion of the STF Agency, since the law does not define a local distribution procedure. The procedure used by the STF Agency should reflect the local conditions. For example: a small county with a single provider may not require a formal application and review process, whereas a larger county with many demands on the funds will need an appropriate method to assist in making decisions.

Examples of procedures used by STF Agencies include:

- A grant application process with application and eligibility criteria that are used to make decisions.
- A process of negotiation with the providers of service and the STF Advisory Committee about the best use of the funds.
- An request for proposal for service delivery.
- A directive from the STF Agency.

APPEAL PROCESS

FOR 2019-21 BIENNIUM STF / 5310 GRANT APPLICANTS

The Special Transportation Advisory Committee (STAC) will convene on January XX, 2019 to deliberate on funding allocations. Following that meeting, applicants will be notified by an emailed letter of the STAC's decision on their funding requests, which will include the basis for the STAC's decision.

Applicants will have ten (10) calendar days from date of notification to appeal the STAC's decision, after which there is no further window for appeals.

Appeals must be in writing, addressed to:

Mary Marsh-King, Chair
Benton County Special Transportation Advisory Board
C/O Lee Lazaro, Transportation Coordinator
PO Box 1083
Corvallis OR 97339

The letter may be attached to an email and can be submitted by email to:

lee.lazaro@corvallisoregon.gov

The appeal letter must address the following questions and issues:

- a) What is the specific basis for the appeal?
- b) What additional information not presented in the original application supports the basis for the appeal?
- c) State the specific action the appeal is requesting the STAC to take.

The appeal will be reviewed by the Chair of the STAC. If the Chair determines there is sufficient basis for the original application to be reconsidered, the matter will be brought back to the STAC at their next scheduled meeting. Appellants will be notified in writing of the Chair's decision regarding their appeal. The Chair's decision, or the full STAC's decision upon re-consideration of the original application, shall be final.