

Basin Transit Service Transportation District STIF Grant Program Guide 2027-2029 for Subrecipients

Basin Transit Service Transportation District (BTS) is now accepting applications for STIF applications for the 2027-2029 biennium for transit projects in Klamath County. There are limited project funds for the 2027-2029 biennium. ***Please read the instructions below and use the links to read the STIF Program Application Instruction and STIF Program Guidebook on the ODOT website.***

Applying through the Qualified agency:

If you are a public transportation organization that has not applied for a recent ODOT Public Transit Division grants, please provide the following information to BTS. (Please see the items list at the end of this document.):

- Articles of incorporation
- Adopted corporate bylaws
- 501(c)3 non-profit approval letter from the Internal Revenue Service
- A description of transportation services and other grants received by your agency

Organizations (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division to do business in Oregon. See the website <http://www.filinginoregon.com/business/index.htm>.

Please use the attached link for accessing the Subrecipient application <https://www.cognitofrms.com/odot2/subrecipientprojectapplication202729/> for the Subrecipient Project Application 2027-29. You will find additional information and guidance regarding the State Transportation Improvement Fund (STIF) Formula Fund by clicking the following link <https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx>. Click the box for State Transportation Improvement Fund (STIF) Formula Fund then look towards the bottom of the box and you will find STIF Guidebook instructions and other similar information.

On the application under the heading “1. Subrecipient Information”, fill in all the information regarding your organization as required.

On the application under the heading “2. Qualified Entity representing Subrecipient”, “Qualified Entity Name” click the drop-down menu select “Basin Transit Service Transportation District “. For “STIF Plan Contact Name” use “Michael Stinson” for “STIF Plan Contact Title” use “Grant Manager”. For “STIF Plan Contact Email” use mstinson@basintransit.com. **The STIF Plan contact email is important as it sends the application directly to BTS.** The “Lead Agency Contact Telephone No.” is 541-883-2877. The “End Date of QE STIF Plan” is 6/30/2029.

On the application under the heading “3. Local Plan Compliance”, Please see the basintransit.com website below instructions section for this grant is a link for “Coordinated Human Services Public Transportation Plan”, Klamath County, February 2026 and “Basin Transit Service Transit Development Plan”, Klamath Falls, June 2013. Review the plans to see if your organization’s project is addressed in any of these plans and answer the questions under local plan. You may reference a second plan by clicking the “Add Local Plan”. Then answer the remaining questions for Local Plan requirements.

Then fill out the required in “4. Projects” information sections. If you have another projects, click the “Add Project” box and “Project 2” will appear on the application. Project 2 will request similar information as requested in Project 1. You may add additional projects to the application. Note projects under STIF program do not require a local match by the applicant, projects must be a need identified in the local plans, projects must meet environmental compliance, and projects must meet other requirements see STIF Program Guidebook.

Attach supporting documentation to the application as necessary to support your project. Documentation may include cost estimates for vehicles, cost breakdown for operations showing items such as administration, driver wage and benefits, fuel, maintenance, maps, plans and/or other project information.

The application must be signed by a person with legal authority to sign applications on behalf of the applicant.

You may save your application at any time using the save button on the right-hand side at the bottom of the application. Follow the instructions and it will send you a link to your saved application. When you have completed your signed application with any attachments, please click the submit button on the left-hand side at the bottom of the application. The application will be delivered to Grant Manager at Basin Transit Service Transportation District. All applications are due no later than Friday, September 25, 2026, at 11:30 AM.

If you have questions regarding the STIF application process, please call Michael Stinson at 541-883-2877. If you do not receive a response that your application has been received, please call.