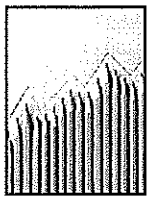


OPTIS
AGENCY PERIODIC REPORT (APR)*

EXTERNAL USER ENTRY

*Also Known As Quarterly Report

1

Reporting Guidelines
Quarterly/periodic reports . . .

- Are required from any agency which has
  - an active PTD-funded grant, or
  - a PTD-funded capital asset still in use.
- Must be received or entered no later than 45 days after the end of a quarter.
- Must be "on file" before most grant payments will be authorized.

Contact your friendly neighborhood program manager if you have questions.

2

OPTIS Periodic Report Guidelines

- ☐ OPTIS APR is very similar to the current "manual" Quarterly Report.
- ☐ Reporting information is keyed directly into the system, may be saved in progress, and can be printed if you want a hard copy.
- ☐ OPTIS APR does not include special progress reports or Budget Detail Worksheet (BDW).
- ☐ OPTIS allows you to attach the BDW to the APR before submittal.

3

Comparison of Manual QR to OPTIS APR

ODOT PUBLIC TRANSIT DIVISION
AGENCY QUARTERLY REPORT

INSTRUCTIONS:
1. This form is intended to be completed electronically. To enter information into the gray-colored fields, double-click on or in front of the field.
   a. For text boxes, enter your text into the "default text" area of the dialogue box. Please note that the text boxes will accept an unlimited amount of text, and that the amount of text may increase the number of report pages.
   b. For check boxes, select Check or Uncheck.
   c. For boxes stating "select", make the appropriate selection.
2. Please review the instruction document for definitions and additional information about completing this form.

Indicate for which year and period you are reporting:

Fiscal Year:			
☐ 2009-2010 ☐ 2010-2011	☐ 1st Quarter July-Sept	☐ 2nd Quarter Oct - Dec	☐ 3rd Quarter Jan - March	☐ 4th Quarter April - June

Legal Name of Grantee Agency:	
Transit Service Name(s) (DBA):	
Mailing Address:	
City, State, Zip:	
Phone Number:	E-mail Address:
STF Agency:	County:
Person completing report and Phone #:	

By checking this box ☐ or signing below, I certify that I am the authorized representative; the document is correct to the best of my knowledge, and is not being used to request reimbursement from any other source.

Name of Authorized Representative:	Date:
Signature of Authorized Representative:	Title of Authorized Representative:
x	

Are you submitting reimbursement request(s) for this period? ☐Yes No☐
List ODOT grant agreement numbers for which you are requesting reimbursement

MANUAL QUARTERLY REPORT

Number: APR-09-1111

ODOT Public Transit Division
Agency Quarterly Report

Directions: Every agency is required to report to ODOT Public Transit Division for each grant in every quarter. The STF agency or each STF formula recipient must file a report. This quarterly report includes services provided by state or federal-funded vehicles as long as the vehicle is in service. Financial and reimbursement pages will be developed for different grant and payment types. Certain projects may have additional reporting requirements. Please review Statement of Work for each project.

Report for: 2011 Biennium Quarter 2: January 1 to March 31

Legal Name of Agency: Salem Area Mass Transit District	
Mailing Address: 555 Commercial St SE Ste 100	
City, State, Zip: Salem, Oregon, 97302-4173	
Person Completing Report: Janice Ellis	E-mail: ellis@salemkeizer.org
Phone No.: 1 (503) 588-2424	Fax No.: 1 (503) 959-9293
STF Agency: Salem Area Mass Transit District	

Provider
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.

Name of Authorized Representative:	Date:
Janice Ellis	02/11/2011
Signature of Authorized Representative:	Title of Authorized Representative:

Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers		$0.00	$0.00
Scheduler/Dispatcher		$0.00	$0.00
Office Help		$0.00	$0.00
Vehicle Maintenance (washing, etc.)		$0.00	$0.00
Contributed Professional Services: List each services as audit, accounting, distributing, etc.			
		$0.00	$0.00
Other In-Kind Services: List donated services or materials, supplies, etc.			
		$0.00	$0.00
		Total	$0.00

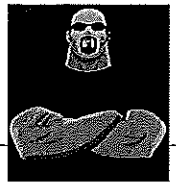
AGENCY PERIODIC REPORT (OPTIS)

Periodic Report Guidelines

Periodic or Quarterly Reports
<u>are not Reimbursement Requests</u>!

5

OPTIS Validation and Security



- Validation Process – ensures that agencies and individuals are authorized to view, create and submit documents such as reports in OPTIS.
- Only a validated user may *create* an OPTIS APR.
- Only a validated user with signature authority may *submit* an OPTIS APR.
- Validated users with signature authority are given an "eResponse keyword," which must be entered at the last step of OPTIS document submittal. The keyword functions as an electronic signature.

6

Preliminary APR Steps

☑ Verify Current Assets

- Check Asset Report and Asset Register
- For Corrections – Contact Jenny Erickson (503-986-3408)

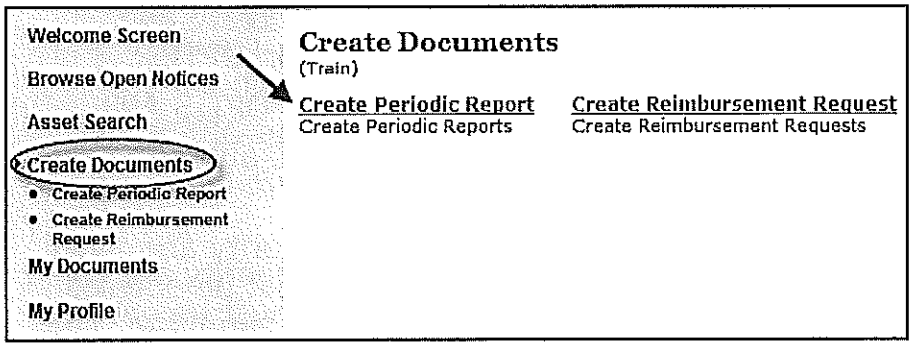
☑ Verify Current Reports

- APR Search
- For Corrections – Contact Francine Peterson (503-986-3376) or send an email to the reporting inbox and someone will contact you.

7

How to Enter a New APR

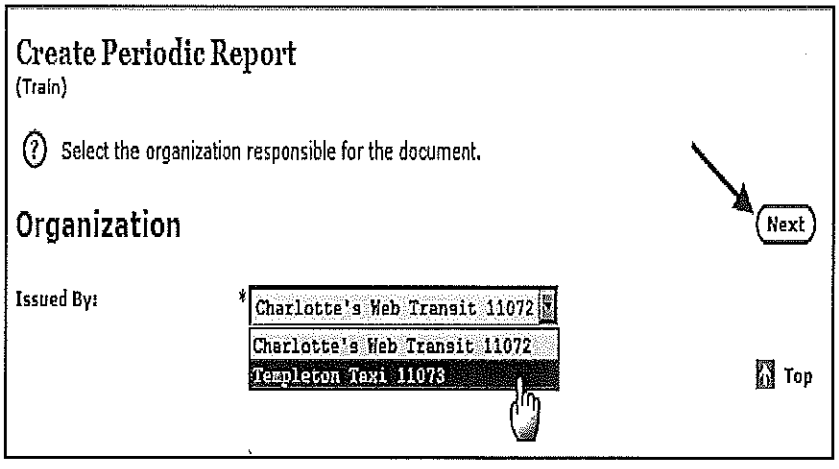
Start by clicking on "Create Documents" . . .



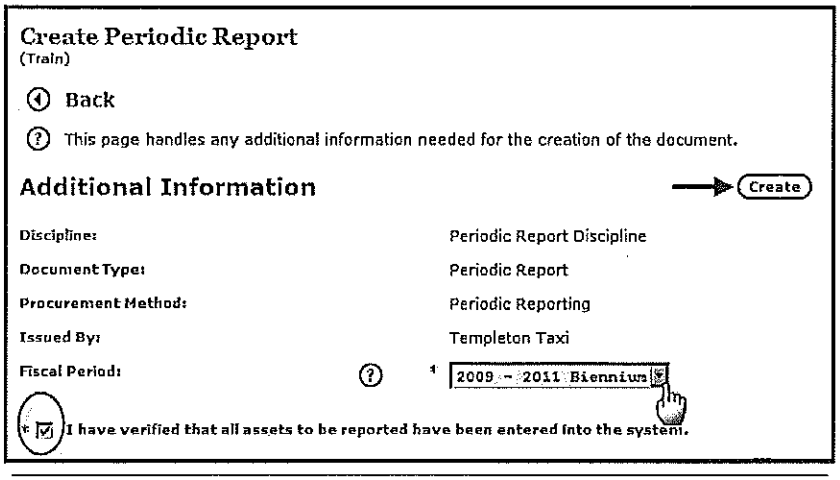
. . . and then Create Periodic Report

8

Select Organization



Choose Biennium & Verify Assets



Information Screen

Create Periodic Report
(Train)

Continue

Periodic Reported Created

Form Number: APR-09-0654
Control #: 9968393

The initial Periodic Report has been created. To continue setting up the Periodic Report click on 'Continue'. You can leave the set up at anytime. Use the My Documents searching functions to find the Periodic Report again by the form number listed above and continue with set up.

View To bypass the creation wizard and go directly to the review page click on the View button.

11

APR Wizard Begins

Steps

1. Number
2. Periodic Report Details
3. Authorized Representative
4. Address
5. Volunteer & Non-Cash Resources
6. Service Data
7. Financial Statement
8. Grant Information
9. Assets
10. Accident Reporting
11. Civil Rights
12. Optional Agency Narrative
13. Attachments

12

APR / QR Fields Compared

OPTIS Agency Periodic Report Fields

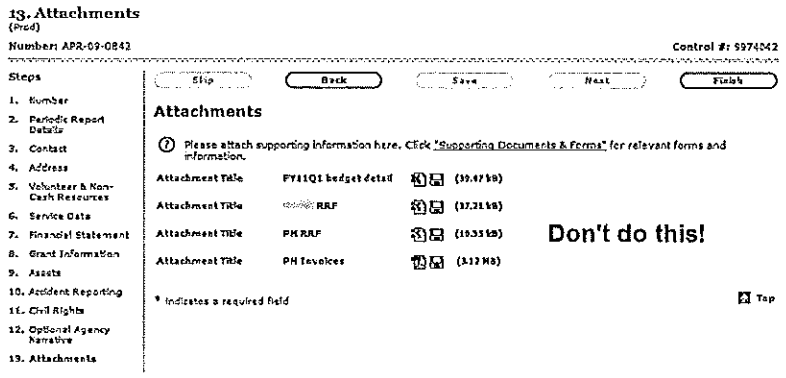
1. Number
2. Periodic Report Details
3. Authorized Representative
4. Address
5. Volunteer & Non-Cash Resources
6. Service Data
7. Financial Statement
8. Grant Information
9. Assets
10. Accident Reporting
11. Civil Rights
12. Optional Agency Narrative
13. Attachments

Manual Quarterly Report Fields

1. Fiscal Year and Quarter
2. Agency Information
3. Certification Check Box
4. Authorized Rep Name
5. Authorized Rep Signature
6. ODOT Agreement Numbers
7. Volunteer & Non-Cash Resources
8. Service Data
9. Revenue & Expense Information
10. Accidents
11. Asset Report
12. Civil Rights
13. Optional Agency Status Report Narrative
14. Progress Reports
15. Budget Detail Worksheet
16. Documented In-Kind Contribution Worksheet

Attachments - Warning!

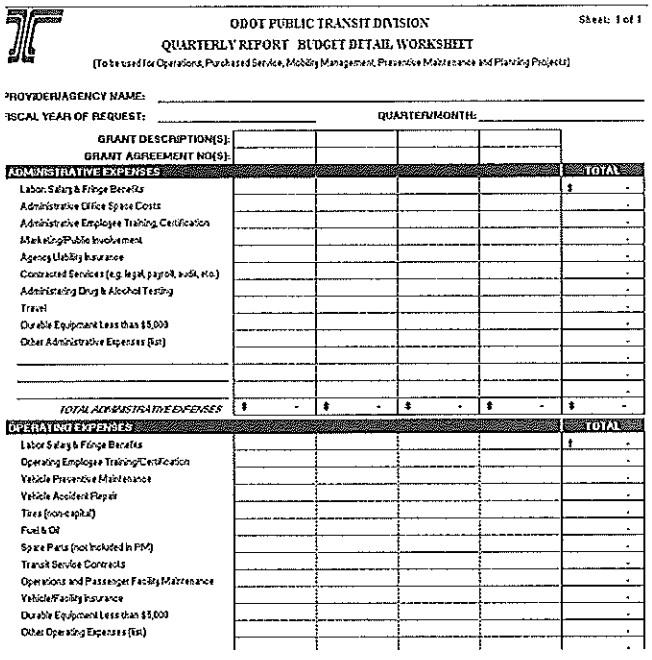
Documents related to payments (e.g., RRFs and invoices) should not be attached to the APR.



Don't do this!

Attach Budget Detail Worksheet to APR.

You may also attach other *reporting* documents such as Intercity Service Reports or JARC / New Freedom Reports.



ODOT PUBLIC TRANSIT DIVISION

Sheet: 1 of 1

QUARTERLY REPORT BUDGET DETAIL WORKSHEET

(To be used for Operations, Purchased Service, Mobility Management, Preventive Maintenance and Planning Projects)

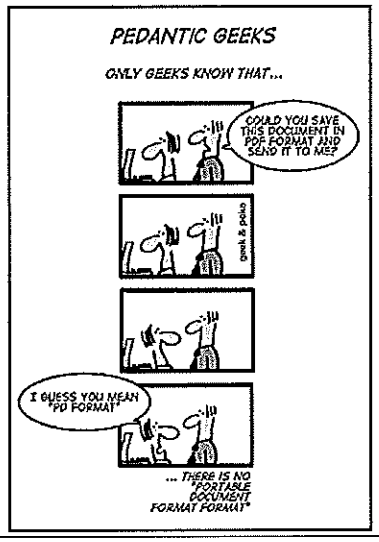
PROVIDER/AGENCY NAME: _____

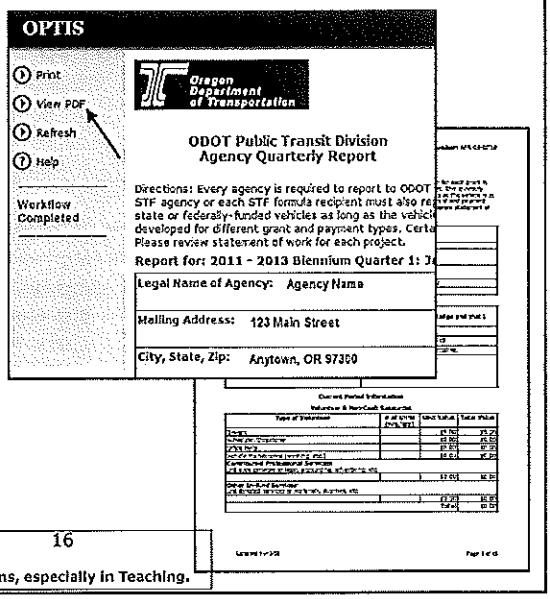
FISCAL YEAR OF REQUEST: _____ QUARTER/MONTH: _____

GRANT DESCRIPTION(S):					
GRANT AGREEMENT NO(S):					
ADMINISTRATIVE EXPENSES					**TOTAL**
Labor: Salary & Fringe Benefits					$ -
Administrative Office Space Costs					-
Administrative Employee Training, Certification					-
Marketing/Public Involvement					-
Agency Liability Insurance					-
Contracted Services (e.g. legal, payroll, audit, etc.)					-
Administering Drug & Alcohol Testing					-
Travel					-
Durable Equipment Less than $5,000					-
Other Administrative Expenses (list)					-
					-
					-
					-
TOTAL ADMINISTRATIVE EXPENSES	$ -	$ -	$ -	$ -	$ -
OPERATING EXPENSES					**TOTAL**
Labor: Salary & Fringe Benefits					$ -
Operating Employee Training/Certification					-
Vehicle Preventive Maintenance					-
Vehicle Accident Repair					-
Tires (non-capital)					-
Fuel & Oil					-
Spare Parts (not included in PM)					-
Transit Service Contracts					-
Operations and Passenger Facility Maintenance					-
Vehicle/Facility Insurance					-
Durable Equipment Less than $5,000					-
Other Operating Expenses (list)					-

Periodic Report PDF

Click "View PDF" to load printable APR.





pe·dan·tic –adjective
1. ostentatious in one's learning.
2. overly concerned with minute details or formalisms, especially in Teaching.

16

Finishing

View PDF
Refresh
Help
Complete Step (Issue)
Maintain
Actions
Work Flow History

Review/Approve
(Train)

Submit

Number: APR-09-0655 06/10/2010 5:04 PM
Current Step: Issue
eResponse Keyword * ••••••••••

To send a request for a new eResponse Keyword to the Registrar, click on the Go button. Go

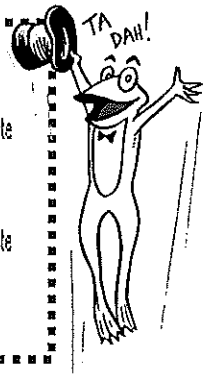
By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative. *

* Indicates a required field

17

Your report is now complete!

	Document No	Document Type	Organization Issued By	Status
1	APR-09-0654	Periodic Report	Black Pearl	Complete
	2009 - 2011 Biennium Quarter 1: July 1 to September 30			
2	APR-09-0655	Periodic Report	Black Pearl	Complete
	2009 - 2011 Biennium Quarter 2: October 1 to December 31			



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