Quarterly Report and Reimbursement Request Guidelines

- All direct grantees with either an open grant, or a closed capital grant for an asset that is still being used, must submit a quarterly report (QR). This submittal may be made electronically using the Oregon Public Transit Information System (OPTIS), or manually using the "Agency Quarterly Report" document.
- Capital purchase and preventive maintenance reimbursement requests can be made at any time, but the most recent QR needs to be submitted before reimbursement will be made. Discuss any exceptions with the Capital Program Manager.
- Reimbursement requests for operating, purchased service, and mobility management grants should be submitted at the same time as the corresponding quarterly report.
- Planning grant reimbursement requests should be submitted according to the schedule in your grant agreement.

What is included in a Quarterly Report?

<u>Money:</u>

In a nutshell: include everything for your agency.

The QR should include all revenues for transportation programs run or paid for by the reporting agency, regardless of how they are funded. This often includes transportation programs that are not funded by grants administered by the Public Transportation Division (PTD). The expenses on the QR will always be at least as much as the expenses on the Budget Detail Worksheet (BDW), and will usually be more than the expenses on the BDW if you operate any transportation services that are not funded with PTD grants. The expenses on the BDW can never be more than the expenses on the QR since the BDW is used to show details of financial information reported on the QR.

<u>Performance Statistics:</u>

In a nutshell: include statistics for all services you pay for.

Include performance statistics for transportation services actually paid for by your agency, regardless of how they are funded. Include performance statistics if provided by you or performed by another organization on your behalf as a vendor. (Vendors do not determine where and when services are provided). Do not include performance statistics for services funded by another organization(s) even if your agency provided the service.

If a service is jointly funded by multiple organizations, those organizations must mutually agree how to split and report performance statistics so they are reported only once (no double counting). Any method of allocating performance statistics is acceptable to PTD as long as the organizations agree and report accordingly.

For example, County receives Special Transportation and 5310 funds and is obligated to submit a QR. County has an agreement with a Provider as a “pass-through” partner (not a vendor) who is responsible to provide the transit services paid for by the funds. The County itself is not in the transit business and does not provide rides. For this situation, the County and the Provider decide that the Provider will report all of the performance statistics in its report; the County will report only the funds received and disbursed. (Please

note that the County, as the grant recipient, is responsible for the narrative progress report, so communication regarding the project is required.)

If using OPTIS, you may give permission for another agency to *enter* the data, but your agency must then approve and submit it.

Vehicles:

In a nutshell: you bought it; you own it; you report it.

If you bought it (received a grant), you own it (must be listed on the title), and you report on it. Vehicle reports include: vehicle identifiction number(s), current mileage and date taken, current condition, and, if a vehicle is out of service for repairs or to be sold, the date it is expected to return to service or the estimated date it will be sold. If another agency operates the vehicle, that agency must report the vehicle data to your agency and you must report the data to PTD.

If using OPTIS, you may give permission for another agency to *enter* the data, but your agency must then approve and submit it.

In the Entire Vehicle Inventory portion of the Asset Management section include your entire fleet including spares. In the Fleet Summary section only provide details on vehicles purchased with funds provided by PTD. (In OPTIS these vehicles are presented to you by vehicle id number).

What is included in the Budget Detail Worksheet?

In a nutshell: include information only for open PTD grants.

Include cash expenses for all open operations, preventive maintenance, mobility management, and planning grants administered by PTD. Do not include capital purchase expenses. Do not include any expenses for in-kind contributions.

Always deduct farebox, as well as any other ineligible expenses, from operating expenses.

Show enough match to fund the reimbursement you are requesting this quarter. If the match did not come from the current quarter's revenues, it is helpful to note the source. For example, if property taxes collected during a previous quarter are being used as match, it is helpful to note it is a previous quarter's tax revenue. If you are including in-kind contributions as match, please make sure they are adequately documented in the quarterly report.

If you are using a state-funded discretionary grant as match for another grant rather than its own project, include the grant number and funding source on the Budget Detail Worksheet in a separate column. Do not, however, include any expenses in that column. In the "Source for Match Funds" section, enter the grant number of the grant used as match and enter the amount of match in the appropriate column(s) for the grant(s) being matched.