

# 2023 Grant Management



Public Transportation Division November 9, 2023

# Questions and comments are welcome throughout the session!

Use hand raise option

Speaker will pause at each topic change for your questions



Add your question in the chat

To build a frequently asked questions (FAQ) resource



# Training Overview

**Compliance**

**OPTIS Reporting**

**RTC and Best Practices**

**Procurement**

**Funding: FTA 5310, 5339,  
5311, 5304 & Relief Funding  
(CARES, ARP)**

**State Programs**

**Reporting**

**Question and Answer**



# Types of Site Review Processes

## Three types of reviews:

- Full direct provider: 11 topics over 2 days
- Pass-through: Exclude Ops Management, Procurement, Use and Maintenance or Charter and School Bus. These take less than a full day.
- Urban/Small Urban: STIF, and monitoring subrecipients in less than 1 day.



# Sub-Sections of STIF Review

1. Budget and accounting requirements
2. STIF advisory committee
3. Formula Fund allocation method
4. STIF Plan contents
5. STIF reporting
6. Discretionary funds
7. Capital assets



# Capital Asset Requirements

## Asset inventories

- All elements for assets and vehicles are listed in the field guide and in OAR 732-042-0040 (2)

## Asset maintenance

- Maintenance plan for asset (vehicle, facility)
- Maintenance intervals in plans at least manufacturer recs
- Maintenance performance (80% on-time) – vehicle and facility



2023  
Grant Management  
OPTIS Reporting



Public Transportation Division

# Quarterly Reporting Purpose

- Required to meet state and federal grant terms
- Provide project status
- Request reimbursements
- Provide RTC with data for a desk reviews
- Identify need for technical assistance





# Quarterly Reporting Deadlines

Quarter 1 (July – September )	November 15*
Quarter 2 (October – December)	February 15
Quarter 3 (January – March)	May 15
Quarter 4 (April – June)	August 15



\*Quarter 1 2023 exception: Reports due 11/30/2023 for most providers.

# Quarterly Reporting

## Who Reports

- Grantees with current agreements
- Prior grantees who still operate vehicles and other capital assets funded by ODOT

**Note:** subrecipients and vendors may prepare information for reports, but the grantee or QE Agency must approve and submit to ODOT



# Quarterly Reporting

## How to Report

- Submit electronically in OPTIS
- Contact Operations:  
[ODOTPTDreporting@odot.state.or.us](mailto:ODOTPTDreporting@odot.state.or.us)



# Resources

## OPTIS - Oregon Public Transit Information System

### Coronavirus (COVID-19)

#### ADDITIONAL RESOURCES

- Training Opportunities
- Public Transportation Programs Overview
- Public Transportation Division News
- Advisory Committees
- Transportation Resources for Car-Free Travel in Oregon
- OPTIS - Oregon Public Transit Information System

#### PUBLIC TRANSPORTATION PROVIDER RESOURCES

- Funding Opportunities
- Consolidated STIF Rules Advisory Committee
- Buying and Managing Vehicles and Assets
- Reporting and Agreement Compliance
- Technical Resource Center
- Safety and Compliance Policies that Guide Public Transit

### System Status Update


**Last Updated: 7/6/2023 7:00 am**

OPTIS is online. Send any questions or concerns to [Brian Roth](#).


### OPTIS Access

Select the green "OPTIS Production (Prod)" icon to use the live site; select the red "OPTIS Training (Train)" icon to practice in the training site.

[Access OPTIS Production](#)



[Access OPTIS Training](#)



The Oregon Public Transit Information System, or OPTIS, is the web-based software that the Public Transit Section uses to manage grants. It automates and standardizes many transactions and serves as our system of record.

In OPTIS you can:

- Submit reimbursement requests
- Enter reporting data
- Track your grant activities
- Check agreement status
- Access payment histories, grant balances, and assets
- Run reports

### How to use OPTIS

The OPTIS User Guide

Find instructions for:

### Contacts

#### OPTIS

- [OPTIS Administrator](#)  
503-986-3394

#### Payments / Agreements

- [Blanca Sinfield](#), Regions 1, 2A, 2B, and 3  
503-986-7201
- [Rachael Bekkevold](#), Regions 4 and 5  
503-986-4124

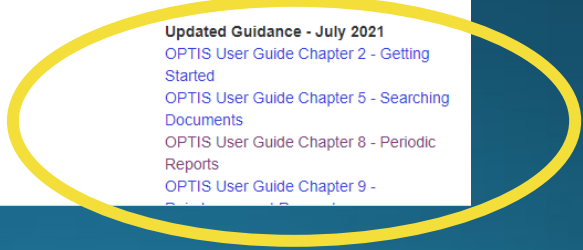
#### Technical Support, Reporting, Assets

- [Vacant](#), Regions 1, 2A, and 2B  
503-986-3408
- [Patty McNeil](#), Regions 3, 4, and 5  
503-507-3701

### Resources

Right-click and open the web portal link in a new tab if you are having trouble connecting.

- Updated Guidance - July 2021**
- [OPTIS User Guide Chapter 2 - Getting Started](#)
- [OPTIS User Guide Chapter 5 - Searching Documents](#)
- [OPTIS User Guide Chapter 8 - Periodic Reports](#)
- [OPTIS User Guide Chapter 9 - Reporting](#)



# Agency Periodic Report

## Content

- Agency financials – detailed reporting, revenue & expenses
- Agency operations outcomes
- Grant agreement project progress
  - Outcomes: Deliverables or outcomes for quarter
  - SOW Deviations: Identify scope, schedule and budget impacts
  - Challenges, Successes, and Lessons: Explain issues and how they may impact future work
  - Attachments: Limit to requirements, such as expenditure back-up
- Other: Civil rights, accidents, assets



# Agency Periodic Report

## Data Requirements

- Expenditures
- Rides and miles
- Assets
- Accidents
- Civil rights complaints
- Grant progress
- Outcomes Narrative for each project
- NEW contracts or amendments



# Reporting - Assets

- **Vehicle owner:** Maintains record on status of property with a federal or state interest even if loaned or leased to another agency
- **Agency leasing/loaned the vehicle:** Provide quarterly asset information (mileage and condition) to the agency owning the vehicle
- **Vehicle owner:** Reports miles and condition in its quarterly report
- **Agency leasing/loaned vehicle:** Ensures asset is clean, safe and mechanically sound
- **Inactive agreements?** Report quarterly for the life of the vehicle or facility

# Reporting - Accidents

Email RTC when a *reportable* accident happens

Report quarterly in APR

- Fatalities
- Injuries requiring immediate medical attention away from the scene
- A vehicle(s) is totaled or towed from the scene
- When crash meets US DOT requirements for drug and alcohol testing

ODOT DMV reporting requirements

- Damage to vehicle or property over \$2,500
- Vehicle is towed from the scene
- Injury or death





# Reimbursement Requests



# Reimbursement Requests

Operations and purchased/contracted service reimbursement requests must include a breakdown of expenses

- Enter information into OPTIS reimbursement request or attach documentation
- Budget detail worksheet tool or equivalent is required to be submitted to support your OPTIS data entry
- ODOT PTD Required Reimbursement Documentation



# Required Reimbursement Supporting Documentation (Appendix A)



Required Reimbursement  
Supporting  
Documentation



Attachments clearly  
named



Contracts and Contract  
Amendments



Easy to understand and  
track with Budget Detail  
Worksheet or equivalent



# Reimbursement Requests

## Capitalized vehicle maintenance

- Attach *Preventive Maintenance Capital Expense Invoice Attachment* or another form that contains all the *required information*
- *Required Information*
  - Mileage
  - VIN / Agency ID# / OPTIS Asset ID#
  - Date of Service
  - Description of Service
  - Cost
- Submit receipts if requested by your RTC
- Accident repairs and insurance deductibles are not allowable reimbursement costs.



# Best Practices

- Read your agreement and know what is required.
- Mark reporting dates on your calendar.
- Your website should have a link to a form that can be filled out for sign language interpreter. By law agencies have to pay for interpreters if notified 5 days in advance.
- Websites should have easy access to ADA/Title VI complaint forms, as well as Title VI Plan.
- Update your websites often
- Complete proper procurement process, and order as soon as possible for capital items.
- Review and update GTFS



# Best Practices

- General tips, eligible match, in-kind tracking
- Reimbursement request requirement (recap, changes, etc.)
- Quarterly reporting & STIF reporting (recap, changes, etc.)
- When in doubt, ask your RTC
- Have a plan for updating your required documents
- Keep Procurements files up-to-date
- Know your Preventive Maintenance schedules and be sure your files are up-to-date
- Have a separate file for each vehicle that covers from RFQ process to disposal.
- Contact RTC as soon as possible via email or phone if there was an accident with injuries, deaths, or major damage to vehicles.





## Regional Transit Coordinator Statewide Service

Contact your Regional Transit Coordinator, or RTC, about ODOT funding opportunities, transit laws and policies, and working collaboratively to design complete transportation solutions.



**Region 1 – Arla Miller (Interim)**  
**Portland Metro**

503-949-5415

[arla.miller@odot.oregon.gov](mailto:arla.miller@odot.oregon.gov)



**Region 2A – Arla Miller**  
**Willamette Valley, North Coast**

503-949-5415

[arla.miller@odot.oregon.gov](mailto:arla.miller@odot.oregon.gov)



**Region 2B – Jennifer Boardman (Interim)**  
**Lane County**

971-701-5049

[jennifer.boardman@odot.oregon.gov](mailto:jennifer.boardman@odot.oregon.gov)



**Region 3 – Jennifer Boardman**  
**Southern Oregon and South Coast**

971-701-5049

[jennifer.boardman@odot.oregon.gov](mailto:jennifer.boardman@odot.oregon.gov)



**Region 4 – Jovi Anderson**  
**Central Oregon**

971-718-1050

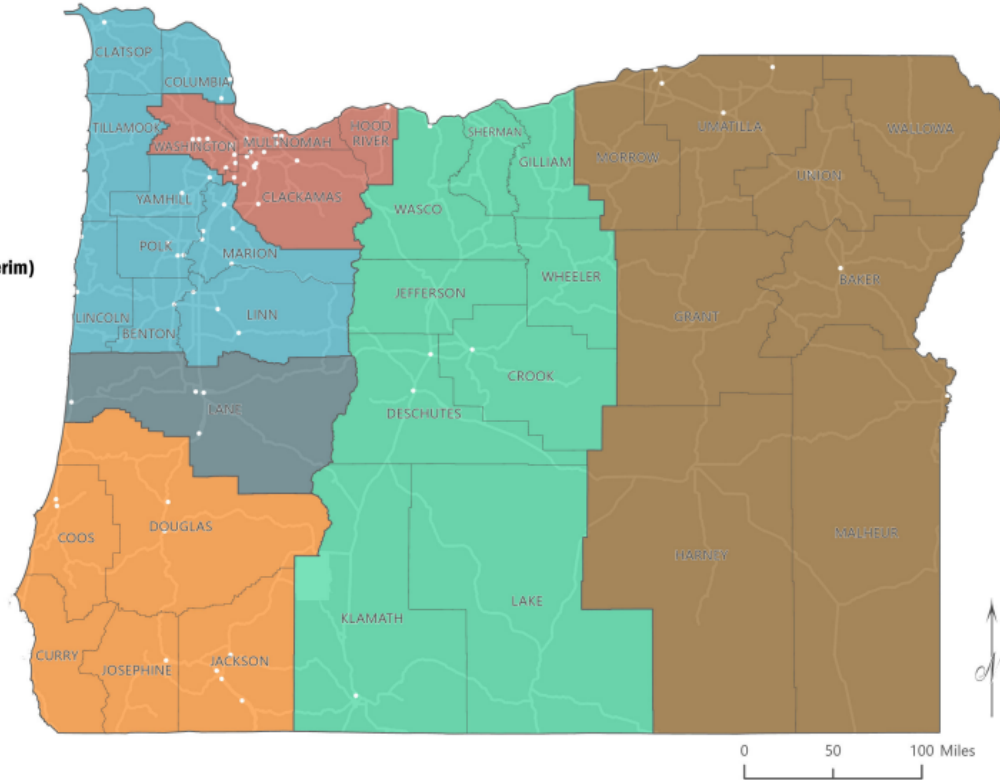
[jovi.anderson@odot.oregon.gov](mailto:jovi.anderson@odot.oregon.gov)



**Region 5 – Angie Jones**  
**Eastern Oregon**

971-718-6953

[angie.jones@odot.oregon.gov](mailto:angie.jones@odot.oregon.gov)



Produced by ODOT GIS Unit | October 2023 | GIS No. 23-60 | [odotmaps@odot.oregon.gov](mailto:odotmaps@odot.oregon.gov)

**DISCLAIMER:**

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



# RTC Role Refined

- **1 Resource-** provides answers, or finds answers to burning questions
- **2. Champion** –Your advocate on project selection during competitive solicitations, important to inform your RTC of projects
- **3. Sounding Board** - Reviews grant projects for completeness and provide feedback for funding.
- **4. Compliance** – attends compliance reviews and assists in closing open findings.
- **5. Fiscal oversight** - through periodic onsite visits and reviews submitted Reimbursement Requests to ensure Federal Transit Administration (FTA)/State requirements are met.





# 2023 Grant Management Procurement



Public Transportation Division

# Procurement Step By Step



Procurement  
Directions

Capital  
procurement and  
facilities  
requirements



Request for Quote  
(RFQ)

RFQ Base  
Specification  
sheets



RFQ Comparison

List of all quotes  
received



Purchase Order (PO)

Signed agreement  
for vehicle  
purchase





# Procurement Resources

- [Public Transit Division Procurement Website](#)
- [How to Buy Vehicles](#)
- [Oregon Buys](#)
- Capital procurement
  - RFQ Base Specification sheets
  - State Price Agreement - Base Vehicle Specifications (update in process)
  - **QR Code for Survey**



# Things you might not know about Grant Funded Capital Purchases



- **Order early and account for inflation**
- Request reimbursement as soon as the item is put into service
- **All** vehicles purchased with federal funds must be ADA-accessible
- RTCs can process reimbursement requests for purchases made before quarterly reports are due
- Check SAMS website for vehicle manufacturer disarmament prior to awarding and issuing a PO

2023  
Grant Management  
§5310 and §5339



Public Transportation Division

# Section 5310 Eligible Projects

- Capital Projects-vehicles, equipment and facilities, signs, shelters
- Contracted Service-purchased service
- Preventive Maintenance
- Mobility Management
- Dispatch and asset management software
- Administrative cost of managing project



# Section 5310 Obligations



- Federal procurement requirements
- Federal useful life requirements for assets
- Federal preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol testing program for safety sensitive positions (mandatory)
- On-site compliance reviews
- Quarterly reporting to PTD
- Transit Asset Management
- NTD asset reporting

# Section 5339 Eligible Projects

- Capital projects (Replace, rehabilitate and purchase buses, vans, and related equipment)
- Construct bus-related facilities,
- Technological changes or innovations
- Low or no emission vehicles or facilities
- Discretionary Grants coming soon
  - Opens January 2024, Due March 2024, Avail Oct 24





# Section 5339 Obligations

- Federal procurement requirements
- Federal useful life requirements for assets
- Federal preventive maintenance requirements
- Federal civil rights requirements
- On-site compliance reviews
- Quarterly reporting to PTD
- Transit Asset Management
- NTD asset reporting
- Drug and alcohol testing program for safety sensitive positions (mandatory)



# Section 5339 Eligible Recipients

- Designated recipients that operate fixed route bus service or that allocate funding to fixed route bus operators
- State or local governmental entities that operate fixed route bus service that are eligible to receive direct grants under 5307 and 5311
  - Subrecipients: An eligible recipient that receives a grant under the formula or discretionary programs may allocate amounts from the grant to subrecipients that are public agencies or private nonprofit organizations engaged in public transportation.



2023  
Grant Management  
Section 5311



Public Transportation Division

# Section 5311 Eligible Projects

- Capital Projects-vehicles, equipment and facilities, signs, shelters
- Contracted Service-purchased service
- Preventive Maintenance
- Mobility Management
- Dispatch and asset management software
- Administrative cost of managing project
- Operating –direct service, fuel, bulk oil, purchased service
- Planning
- Project Administration



# Section 5311 Obligations

- Federal procurement requirements
- Federal useful life requirements for assets
- Federal preventive maintenance requirements
- Federal civil rights requirements
- Drug and alcohol testing program for safety sensitive positions (mandatory)
- On-site compliance reviews
- Quarterly reporting to PTD
- Transit Asset Management
- NTD asset reporting
- Management Information System Report
- Charter reporting



2023  
Grant Management  
§5304



Public Transportation Division

# Section 5304

## Funds are available for planning activities

- Planning needs to be cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance integration and connectivity of the transportation system, across and between modes
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system.



limited grant funding available in January 2024.

# Relief Funding-CARES, ARP

Eligible expenses:

Operating expenses incurred beginning on January 20, 2020 for all rural and urban recipients, even those in large urban areas, are also eligible, including operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency.

Awarded funding will be available to grantees by early 2024.

Final round of funding for COVID Relief





# 2023 Grant Management STIF Programs



Public Transportation Division

# STIF Discretionary

STIF Discretionary Funds are reported on the APR each quarter.

Funds are provided by reimbursement

Rides, Miles and hours of service operations projects for STIF Discretionary funds should be reported only on the APR

Funds can only be used for expenses that were listed on the application and are recorded in the Statement of Work on the grant agreement

# STIF Formula Funding Sources

## Key Terms on Recipient Eligibility

- **Qualified Entity (QE)** - mass transit districts, transportation districts, counties without either a mass transit or transportation district, and federally-recognized tribes. Map of ODOT QEs.
- **Public Transportation Service Provider (PTSP)** - cities, counties, Qualified Entities, special districts, intergovernmental entities, and any other political subdivision or municipal or public corporation that provides public transportation services.
- **Sub-Recipient** – any entity that has entered into an agreement with a recipient in order to complete one or more tasks. These entities include nonprofits, private for-profits, and public entities.



# Annual STIF Low-Income Mitigation Report – Due 4th Quarter

- Actions taken by any PTSP or QE to mitigate the impact of the STIF tax on passengers who reside in low-income communities
- PTSPs submit reports to their QE
- QE bundles the PTSP reports and along with their own report and submits to ODOT
- Report to include information on dollars spent to improve and expand transportation services to Low-Income Households



# Low-Income Impact Mitigation Cover Letter

- QE to complete a cover letter
  - Explain how the QE defines and identifies passengers in low-income communities
  - List of PTSPs who have submitted the Low-Income Impact Mitigation Forms
- Submit cover letter and attach all Low-Income Impact Mitigation Forms to ODOT
  - Consolidated report is due 45 days after end of each Fiscal Year
  - QE to coordinate with PTSPs on receiving submissions in advance



# Annual Financial Audits

- QEs and PTSPs shall submit the results of any relevant financial audit to ODOT
- Any required local, state, federal, or any voluntarily submitted audits
  - The state financial report required under ORS 291.040
  - The results of any review completed by the FTA
  - Information submitted as part of the requirements of a statewide audit
- QE is not expected to audit their subrecipients
  - QE's role is limited to compliance oversight
- Due 30 Days after accepted by governing body to RTCs and PTD email [ODOTPTDReporting@odot.oregon.gov](mailto:ODOTPTDReporting@odot.oregon.gov)



# SPR Reporting

## NEW – Cash Flow

**QE STIF Fund Cash Flow**

	<b>On Hand At Start of Biennium</b>	<b>Received from ODOT this Biennium</b>	<b>Distributed to PTSPs this Biennium</b>	<b>Expended by QE on Projects this Biennium</b>	<b>Interest Earned by QE this Biennium</b>	<b>Remaining Cash On Hand</b>
STIF Funds						

**STIF Project Cash Flow**

	<b>On Hand At Start of Biennium</b>	<b>Received from QE this Biennium</b>	<b>Expended on Project this Biennium</b>	<b>Interest Earned this Biennium</b>	<b>Remaining Cash On Hand</b>
STIF Funds	\$100,000.00	\$48,594.00	\$53,589.00	\$0.00	\$98,117.00

**QE STIF Fund Cash Flow**

	<b>On Hand At Start of Biennium</b>	<b>Received from ODOT this Biennium</b>	<b>Distributed to PTSPs this Biennium</b>	<b>Expended by QE on Projects this Biennium</b>	<b>Interest Earned by QE this Biennium</b>	<b>Remaining Cash On Hand</b>
STIF Funds	\$0.00	\$139,239.00	\$139,939.00	\$0.00	\$0.00	\$0.00

(On hand at start of biennium + received by ODOT) – Expended + Interest = Cash remaining



# STIF Agreed-Upon Audit Procedures (letter example)

- QE Level Questions
  - Is the STIF plan approved by OTC?
  - Are there sub recipients? If yes, was a method followed for distributing funds as well as interest?
  - Was 1% of total funds spent on students grade 9-12?
- PTSP Level Questions
  - What types of funds were received?
  - Are the funds in separate accounts in the accounting system?
  - Total interest earned on funds and what it was spent on?
  - Amount of carry forward?





# STIF Reporting

Were all reporting requirements met?

- Financial Audits: 30 days after receipt
- QE's adopted budget: 30 days after adoption
- QEs written agreement for joint management: 30 days after adoption
- Written agreement with subrecipients: 30 days after execution
- Provision information to ODOT if PTAC recommends rejection of STIF Plan: 30 days after notice
- Capital asset reports: Quarterly
- Quarterly reports for 1st-3rd quarters: 45 days after the end of each quarter; and 4th quarter: 60 days

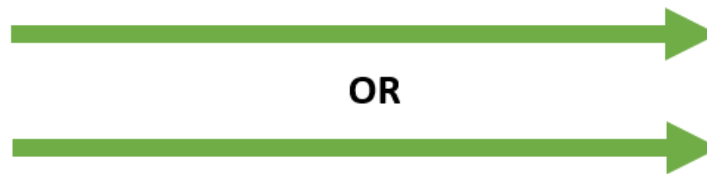


# Consistent Spending

## Shifting budget on same types of activities across projects

- E.g. unused vehicle purchase funds from Project 1 to Project 2 for vehicle purchases
- Total expenditures can't exceed budget of both projects combined
- ODOT pre-approval required when expenditure is greater than 10% of project cost or \$250,000, whichever is less

<b>Project 1</b>	<b>Weekend Service</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



<b>Project 2</b>	<b>New Route</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



# Consistent Spending

## shift budget within same project

- e.g., Project 4 Task 1 has unused funds, reallocate to Project 4 Task 3
- Total expenditures can't exceed project budget total
- ODOT pre-approval required

<b>Project 4</b>	<b>Night Service</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



# Consistent Spending

- **Projects at close of a STIF Plan period where deliverables have not been completed can roll over to the next STIF Plan period**
  - Explanation for unfinished projects required
- **Carry forward and unspent funds can roll over to the next STIF Plan period**
  - Explanation for carrying funding forward to the next STIF Plan period
- **Program reserve spending**
  - Narrative must be provided on which existing plan projects and tasks were supplemented



# Inconsistent Spending

- **Going over your STIF plan budget**
- **Shifting budget between both activity type and project**
  - e.g. unused vehicle funds from Project 1 may not go to operations in Project 2
- **Debt payments made to projects and tasks that did not specifically describe use of debt financing in the STIF plan**

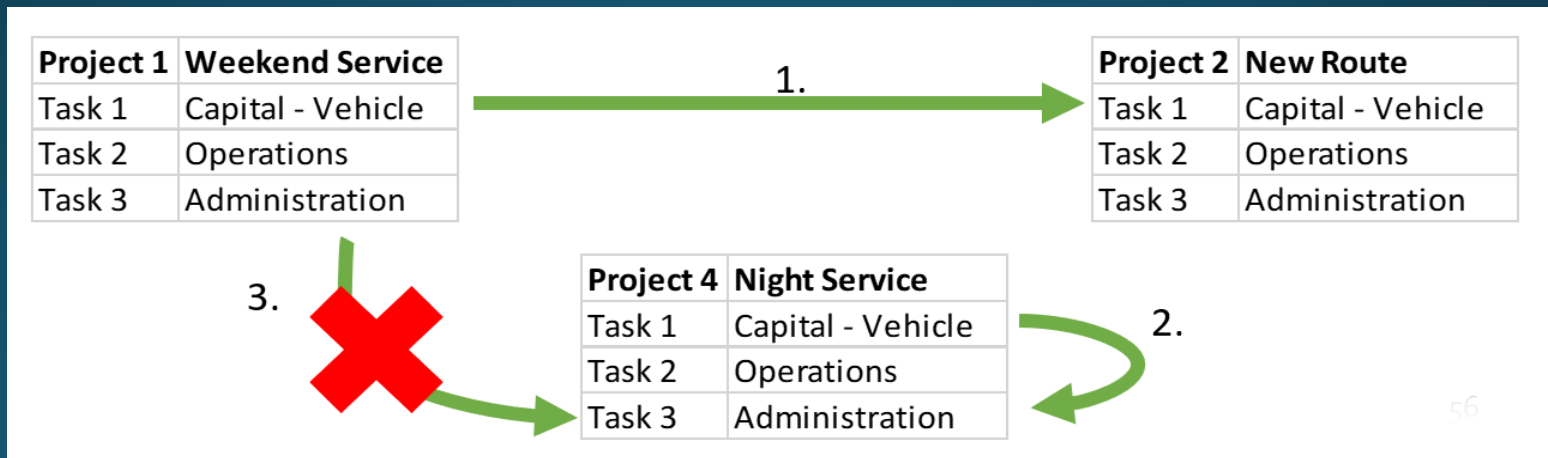
Project 1	Weekend Service
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



Project 2	New Route
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration

# Inconsistent Spending

- Shifting budget within tasks and between projects
- Shifting budget on same types of activities across projects or shifting budget within same project, **but not both**
- e.g. Project 4 shifted budget from Task 1 to Task 3, it cannot receive additional funds from other projects, nor can it transfer budget to other projects



# Updates to STIF Periodic Report

- New feature showing if a project supports Elderly and Disabled transportation (formerly STF)
- New reporting field for services for adults and people with disabilities included in SPR reports from the STIF Plan
- New payment report that shows STIF Plan and STIF Plan Project spending as reported on the SPRs, along with population-based payment information from payment requests.
- Update to SPR Overview screen where STIF Carry Forward is separate from other funding, which can be found in the Budget Totals and Expenditures Totals section
- New reporting fields for QE Cash Flow on the SPR, and PTSP Cash Flow on the SPR Project.
- Update to SPR Overview screen to show the QE Cash Flow and PTSP Cash Flow.



# Administration - Expense Definitions



General administrative expenses (e.g., salaries of the project director, secretary, and bookkeeper)



Marketing expenses



Insurance premiums or payments to a self-insurance reserve



Office supplies



Facilities and equipment rental



Standard overhead rates





FUEL, OIL



DRIVERS'  
SALARIES  
AND FRINGE  
BENEFITS



DISPATCHER  
SALARIES  
AND FRINGE  
BENEFITS



LICENSES



FACILITY  
MAINTENANCE



THIRD PARTY  
CONTRACTS FOR ADA  
COMPLEMENTARY  
PARATRANSIT  
SERVICES

# Operations-Expenses Definitions

# Mobility Management Expenses Definitions

---

Promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services

---

Development and operation of one-stop transportation traveler call centers

---

Planning for the acquisition of transportation technologies to operate coordinated systems

---

Coordination services, such as with employers, human service organizations, and individual trip-oriented transportation management organizations

---

# Updates to STIF Periodic Report

- New feature showing if a project supports Elderly and Disabled transportation (formerly STF)
- New reporting field for services for adults and people with disabilities included in SPR reports from the STIF Plan
- New payment report that shows STIF Plan and STIF Plan Project spending as reported on the SPRs, along with population-based payment information from payment requests.
- Update to SPR Overview screen where STIF Carry Forward is separate from other funding, which can be found in the Budget Totals and Expenditures Totals section
- New reporting fields for QE Cash Flow on the SPR, and PTSP Cash Flow on the SPR Project.
- Update to SPR Overview screen to show the QE Cash Flow and PTSP Cash Flow.

# Frequently Asked Questions Outcomes

- Are there methods to limit double-counting for rides and miles across the APR and SPR?
  - No. Agencies are required to report rides and miles in both the APR and the SPR.
  - APR includes agency-wide metrics
  - SPR includes STIF Formula metrics



# NEPA





## Uniform Act Things to Know

1. You must comply with the Uniform Act to obtain federal funds for land acquisition or projects constructed on that land.
2. You cannot acquire real property interests until appropriate NEPA activities are complete.
3. You must comply with appropriate state laws.
4. You must pay for any real property that is acquired or damaged.
5. If you displace a person or business, you must provide relocation assistance.

# When Does the URA Apply?

- When any real property interests are being acquired for a project using federal funds in any phase of the project.
- When any land is committed to a project that will use federal funds in any phase of the project.
- When real property interests are acquired using “voluntary” transactions.
- When a grantee includes previously acquired land in a project, it must demonstrate that the acquisition complied with the law or that it is exempt.



## Allowable activities before NEPA

- Title Searches;
- Right-of-way (ROW) Acquisition Cost Estimates;
- ROW Relocation Cost Estimates or Relocation Plans;
- ROW Plans, Exhibits, or Legal Descriptions;
- Public Meetings or Hearings;
- Environmental Site Assessments (ESAs) including “inspections”; and,
- Appraisals







## Prohibited Acquisition Activities During the NEPA Process

Can be either implied or explicit, of prohibited acquisition activities during the NEPA process

- Any offer to purchase;
- Any negotiation to purchase;
- Any discussion on price;
- Any commitment to purchase or establishing any conditions of purchase; and,
- Any commitment to proceed to settlement.
- Early Property Acquisition and NEPA Webinar provides an overview of FTA policies on early or advance acquisition of real property for instances where federal funds will be, or are anticipated to be used

# Uniform Act and NEPA Resources

Bottom line on NEPA -No purchase of land before NEPA if the intent was to use federal funds

## Links for FTA NEPA Resources

- Webinar slides on real property FTA conducted a few months ago:  
<https://www.transit.dot.gov/regulations-and-programs/environmental-programs/early-property-acquisition-and-nepa-presentation>
- FAQs on Early Property Acquisition:  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-01/Real-Estate-and-NEPA-FAQs\\_0.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-01/Real-Estate-and-NEPA-FAQs_0.pdf)

# 2023 Grant Management Reporting - Charters



Public Transportation Division

# Charter Service

## Definition

- Third party exclusive use of a vehicle paid for (even partially) by the third party
- Outside of provider's regular service
- Third party decides where and when the trip occurs
- Event trips with a premium fare

# Charter Reporting

- Required to report four times per year using a fillable form emailed to subrecipient contact on file
- Form contains the following information:
  - Name of individual filling out form
  - Agency name
  - Email address
  - Reporting period
  - Yes/No - Did you provide charter service during the reporting period
- Details if you provided charter service



2023  
Grant Management  
Reporting - NTD



Public Transportation Division

# National Transit Database Reporting

## Rural Providers

- 5311 and 5339 subrecipients must report on all data elements
- 5310 only subrecipients report asset data
- Exception: Client-only services



# National Transit Database

## Subrecipient responsibilities

- Collect and enter data
- Review validation issues
- Correct information and/or explain its validity
- Submit correct data even if they generate a validation notice
- Submit validation responses timely





# NTD

## What's Changed?

The Bipartisan Infrastructure Law adds geographic service area coverage (GTFS) as a reporting requirement to the NTD. *The law also requires data relating to assaults on transit workers and fatalities resulting from impact with a bus to be reported into the NTD.*

- Full Reporters will report monthly on the S&S-50 form, (or S&S-40 if for a major event)
- Rural and 5311 providers will report annually on the S&S 60 form

Training Video on NTD changes: [041823 Webinar: NTD Safety Reporting Requirements Update: Assaults on Transit Workers - YouTube](#)



# DAMIS Reporting

## Subrecipient Responsibilities

- 5311 recipients
- Annual reporting-mid-January
- Third party contractor contacts providers
- Submit data online
- Contractor may require corrections



# Transit Title VI Programs



- Used to monitor for compliance with Title VI of the Civil Rights Act
- Recipients must have a formal plan to prevent discrimination in all programs and activities
- Pass-through entities are not exempt from Title VI, program elements may be developed in a conjunction with provider

# Civil Rights Complaint Contact

**Carroll Cottingham**  
Intermodal Civil Rights  
Manager

Office of Civil Rights

[Carroll.J.Cottingham@odot.state.or.us](mailto:Carroll.J.Cottingham@odot.state.or.us)

(503) 986-3169



# Disadvantaged Business Enterprise Program

- Intended to level playing field for DBEs to compete fairly
- 3.39% is statewide target for transit funding
- No “hard goal” or requirement
- Transit providers should attempt to contract with firms certified by COBID
- Recipients of FTA funding must submit quarterly report to ODOT through their APR
- Vehicle purchases are exempt



# Reporting Schedule

## **Quarterly on APR**

- DBE Utilization Report
- Complaints and Lawsuits

## **Annually**

- Title VI Program Changes
- Outreach Activities

## **Every 3 Years**

Complete Title VI Plan Update



# TAMS Asset Reporting

- Regardless of funding source
  - All vehicles and facilities (including service vehicles)
  - Assets valued over \$50,000
- Exception: Privately owned charter vehicles that are not used for public transportation are not reported



## Resources by Provider Type

- Direct Provider Compliance Field Guide
- Pass-Through Compliance Field Guide
- Urban/Small Urban Compliance Field Guide
- STIF Formula Qualified Entity – Subrecipient Oversight Guide
- All located here:  
<https://www.oregon.gov/ODOT/RPTD/Pages/Compliance-Review.aspx>





# Where Can I Find It?

## Low Impact Mitigation & Cover Letter

[www.oregon.gov/odot/RPTD/Pages/STIF-Reporting-and-Technical-Resources.aspx](http://www.oregon.gov/odot/RPTD/Pages/STIF-Reporting-and-Technical-Resources.aspx)

## All FTA Circulars:

[www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars](http://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars)

## Search for Suspension & Disbarments:

[www.SAM.gov](http://www.SAM.gov)

## FTA Certifications & Assurances

[www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances](http://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances)

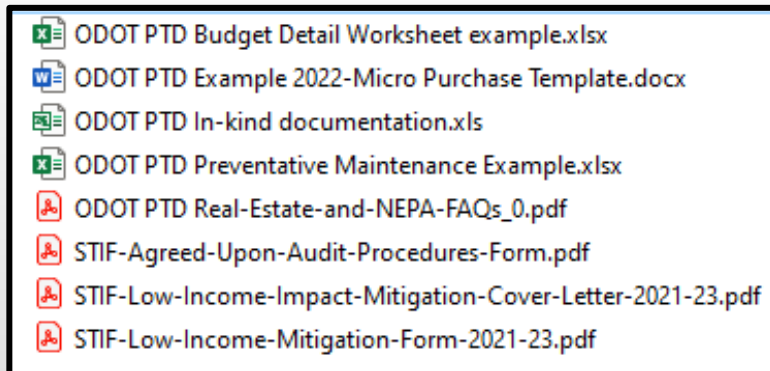


# Grant Training Documents

<https://www.oregon.gov/odot/RPTD/Pages/Training.aspx>

Go to Previous Training 2023 Grant Management Training

- Presentation
- Reference documents:



# Take the Transit Vehicle Needs Survey

Transit Vehicle Needs Survey



[Use this link to access the survey.](https://forms.office.com/Pages/ResponsePage.aspx?id=EgCwKLxGZEgNhhyKMcgZDbizkk_Rnm9PmlZj-rj_831UOTNHO1pHOERDUVVBVoJMSzhNUIM4T1cyRy4u&origin=QRCode)



[https://forms.office.com/Pages/ResponsePage.aspx?id=EgCwKLxGZEgNhhyKMcgZDbizkk\\_Rnm9PmlZj-rj\\_831UOTNHO1pHOERDUVVBVoJMSzhNUIM4T1cyRy4u&origin=QRCode](https://forms.office.com/Pages/ResponsePage.aspx?id=EgCwKLxGZEgNhhyKMcgZDbizkk_Rnm9PmlZj-rj_831UOTNHO1pHOERDUVVBVoJMSzhNUIM4T1cyRy4u&origin=QRCode)

# Sign up for Gov Delivery to get news

Choose

Public Transportation Topics

[Oregon Department of Transportation \(govdelivery.com\)](https://public.govdelivery.com/accounts/ORDOT/subscriber/new)

<https://public.govdelivery.com/accounts/ORDOT/subscriber/new>

## Updates to the Public Transportation Division's Oregon Public Transit Information System (OPTIS)

Oregon Department of Transportation sent this bulletin at 10/17/2023 11:51 AM PDT

Having trouble viewing this email? [View it as a Web page.](#)



Oregon Department  
of Transportation

**Public Transportation Division**

### Updates to the Public Transportation Division's Oregon Public Transit Information System (OPTIS)

ODOT Public Transportation Division (PTD) would like to share changes that were made as part of the most recent updates to the Oregon Public Transit Information System (OPTIS). Included is a list of high-level items that are new or updated.

As a result of the delay in access to create periodic reports, the quarter 1 due date has been extended for Statewide Transportation Improvement Fund (STIF) Period Reports (SPR) and Agency Periodic Reports (APR) from 11/15/2023 to 11/30/2023.

#### Updates to STIF Periodic Reports

- New feature showing if a project supports older adults and people with disabilities transportation (formerly Special Transportation Fund (STF))
- New reporting field for services for older adults and people with disabilities included in SPR reports from the STIF Plan
- New payment report that shows STIF Plan and STIF Plan Project spending as reported on the SPRs, along with population based (formerly STF) payment information from payment requests.
- Update to SPR Overview screen where STIF Carry Forward is separate from other funding, which can be found in the Budget Totals and Expenditures Totals sections.
- New reporting fields for Qualified Entities (QE) Cash Flow on the SPR, and Public Transportation Service Providers (PTSP) Cash Flow on the SPR Project.
- Update to SPR Overview screen to show the QE Cash Flow and PTSP Cash Flow.



# Thank you for attending!

- **Questions?**

- **Have you signed up?**

- December 12 & 13, 2023 8:30 am-12:00 pm
- **Financial Management for Public Transit Providers and Pass-Through Agencies**
- January 10, 2024, 8:00 am-12:00 pm
- **ADA Compliance Responsibilities for Public Transit Providers**
- January 23, 2024, 8:30 am-12:00 pm
- **Title VI Compliance Responsibilities for Public Transit Providers**

<https://www.cognitoforms.com/odot2/trainingregistrationfortransitproviderandpassthroughagencycompliance>

