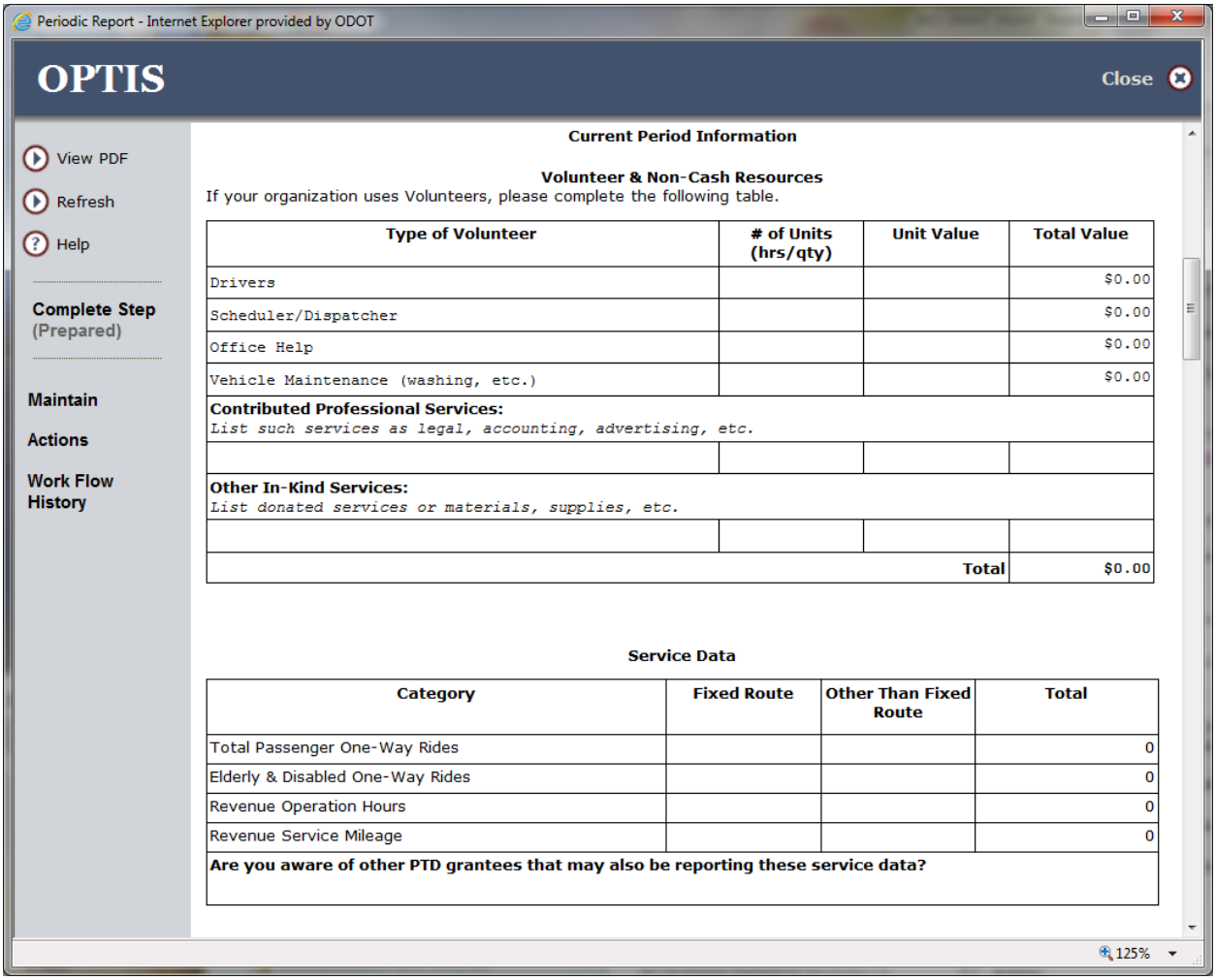
ODOT Grant Management Training 2015
Agency Periodic Report

Screenshots of a report:



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OPTIS

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Work Flow History

Current Period Information

Volunteer & Non-Cash Resources

If your organization uses Volunteers, please complete the following table.

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

Service Data

Category	Fixed Route	Other Than Fixed Route	Total
Total Passenger One-Way Rides			0
Elderly & Disabled One-Way Rides			0
Revenue Operation Hours			0
Revenue Service Mileage			0
Are you aware of other PTD grantees that may also be reporting these service data?			

125%

This section in OPTIS follows the contact information and is also about the agency as a whole. Here, please include all donated services to public transportation service provision, whether or not the volunteer efforts are used as match. When accessing grants with in-kind match, attach documentation to the APR on how your agency came up with the value of donated service. For example, if you receive pro-bono legal services, have the attorney complete a pro-bono invoice that shows the value of the donated service. If you pay drivers and have some other volunteers drive, you may use the value of a paid driver. Note: paid drivers may not volunteer to drive on their time off. Paid drivers may volunteer for other activities.

If you need help on ride reporting, check instructions on the website.

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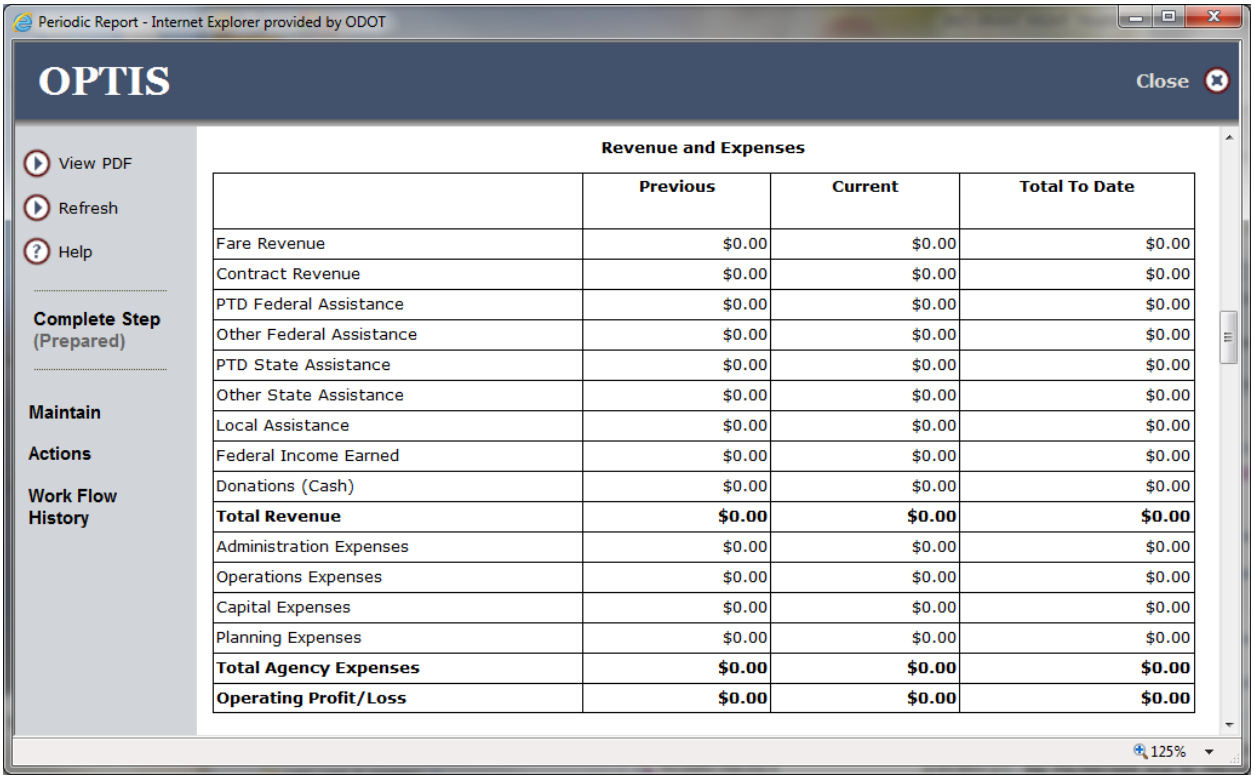

Revenue and Expenses

	Previous	Current	Total To Date
Fare Revenue	$0.00	$0.00	$0.00
Contract Revenue	$0.00	$0.00	$0.00
PTD Federal Assistance	$0.00	$0.00	$0.00
Other Federal Assistance	$0.00	$0.00	$0.00
PTD State Assistance	$0.00	$0.00	$0.00
Other State Assistance	$0.00	$0.00	$0.00
Local Assistance	$0.00	$0.00	$0.00
Federal Income Earned	$0.00	$0.00	$0.00
Donations (Cash)	$0.00	$0.00	$0.00
Total Revenue	**$0.00**	**$0.00**	**$0.00**
Administration Expenses	$0.00	$0.00	$0.00
Operations Expenses	$0.00	$0.00	$0.00
Capital Expenses	$0.00	$0.00	$0.00
Planning Expenses	$0.00	$0.00	$0.00
Total Agency Expenses	**$0.00**	**$0.00**	**$0.00**
Operating Profit/Loss	**$0.00**	**$0.00**	**$0.00**

Include ALL revenues and expenses used to provide public transportation service, whether requesting reimbursement from ODOT RPTD or not. The Division uses this information for reporting to legislatures, committees, and to inform funding decisions.

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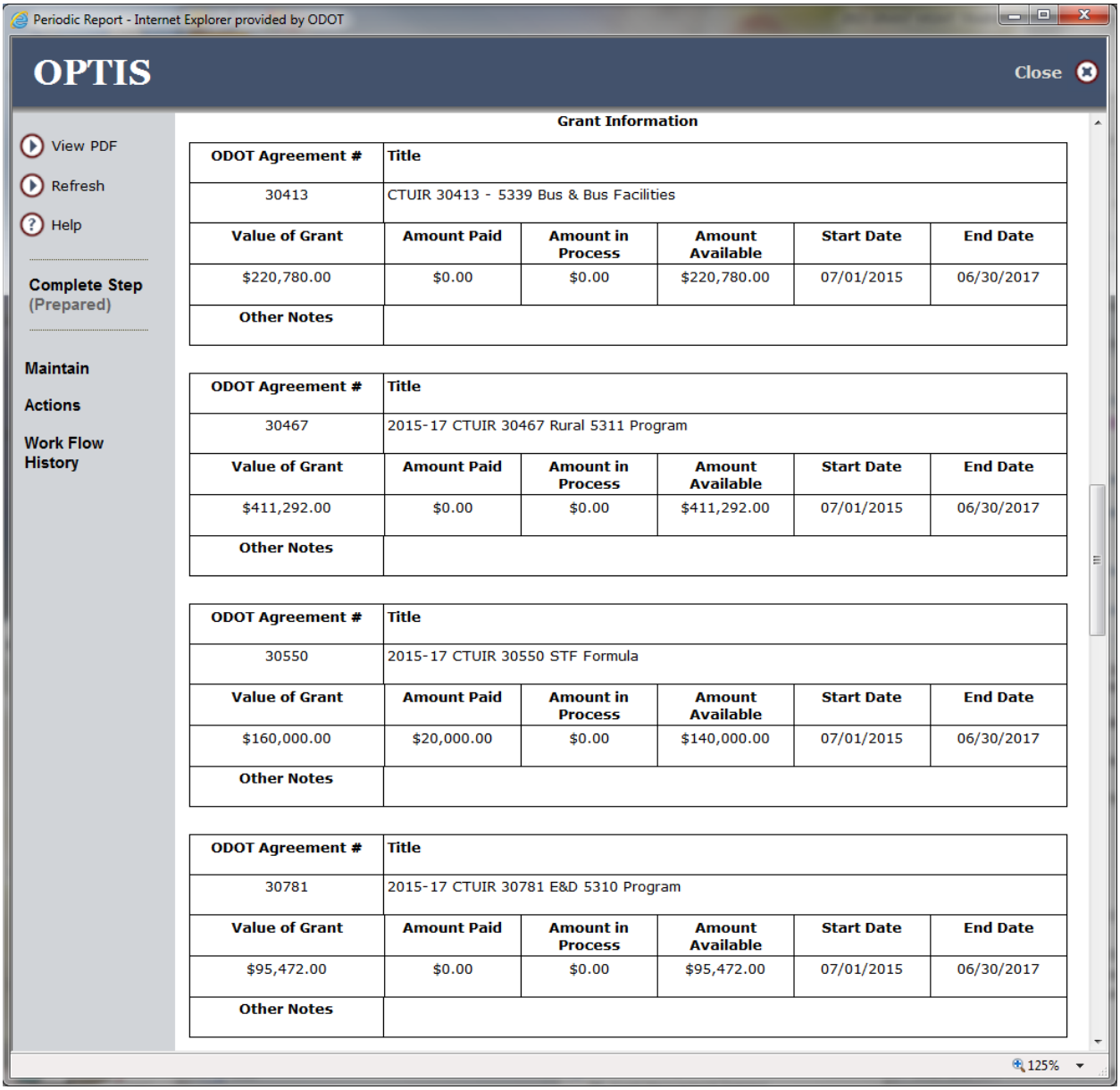

Grant Information

ODOT Agreement #	Title				
30413	CTUIR 30413 - 5339 Bus & Bus Facilities				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$220,780.00	$0.00	$0.00	$220,780.00	07/01/2015	06/30/2017
Other Notes					

ODOT Agreement #	Title				
30467	2015-17 CTUIR 30467 Rural 5311 Program				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$411,292.00	$0.00	$0.00	$411,292.00	07/01/2015	06/30/2017
Other Notes					

ODOT Agreement #	Title				
30550	2015-17 CTUIR 30550 STF Formula				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$160,000.00	$20,000.00	$0.00	$140,000.00	07/01/2015	06/30/2017
Other Notes					

ODOT Agreement #	Title				
30781	2015-17 CTUIR 30781 E&D 5310 Program				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$95,472.00	$0.00	$0.00	$95,472.00	07/01/2015	06/30/2017
Other Notes					

The Grant Information is auto-populated by OPTIS for current biennium grant agreements. Currently, the optional Other Notes section is where to report status of projects.

The Division is planning to activate a function in OPTIS that will require agencies to report on the status of capital deliverables. Trigger points will be ordered/dates, delivered/dates, and when the procured item is put into service.

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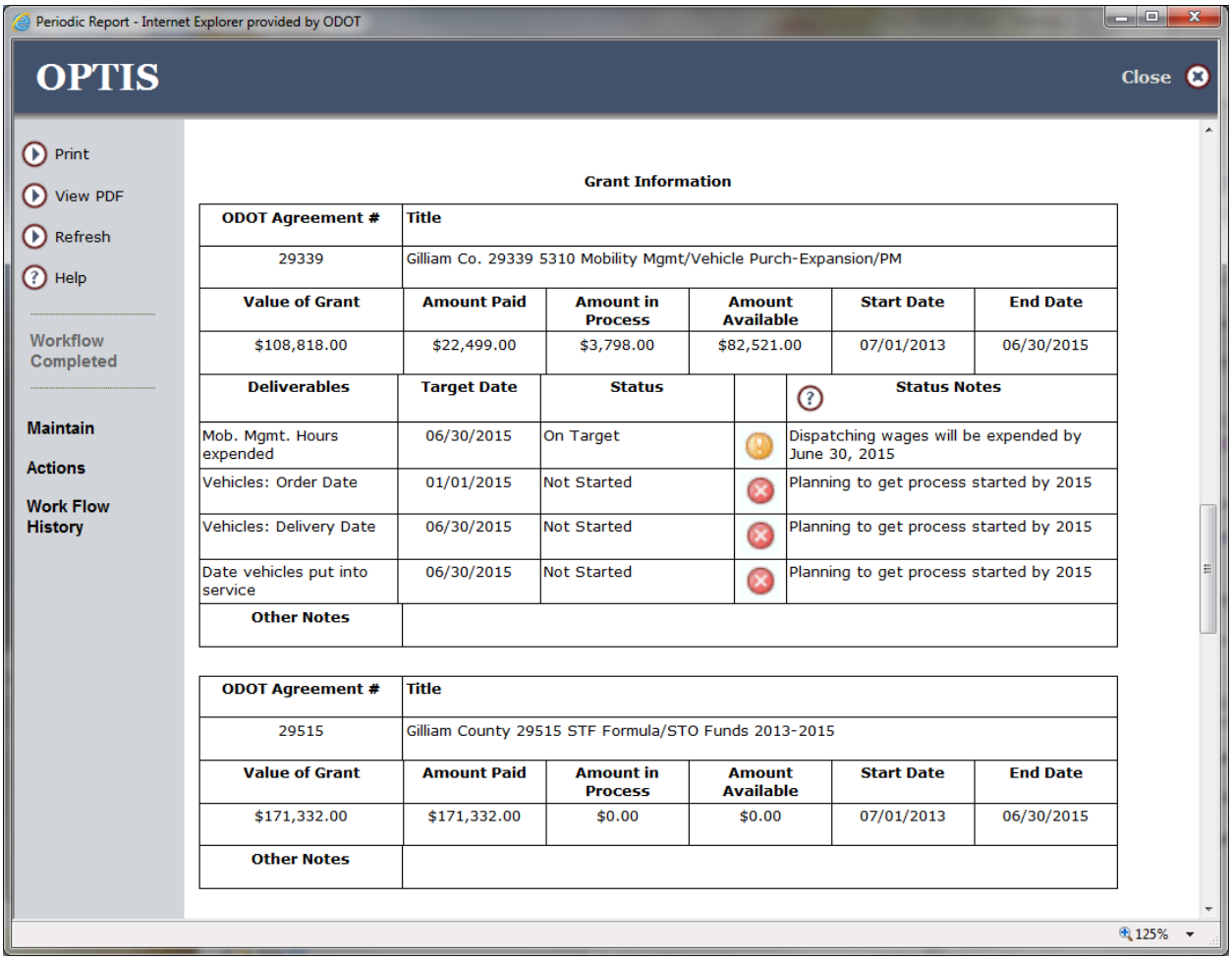
We tested this with Gilliam County in the 2013-2015 biennium for all project types in the 5310 award. Several agencies will pilot for further testing before the feature is turned on in OPTIS for capital projects. This is what it looks like when the feature is turned on in OPTIS:

PREVIEW:



Grant Information

ODOT Agreement #	Title				
29339	Gilliam Co. 29339 5310 Mobility Mgmt/Vehicle Purch-Expansion/PM				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$108,818.00	$22,499.00	$3,798.00	$82,521.00	07/01/2013	06/30/2015

Deliverables	Target Date	Status		Status Notes
Mob. Mgmt. Hours expended	06/30/2015	On Target		Dispatching wages will be expended by June 30, 2015
Vehicles: Order Date	01/01/2015	Not Started		Planning to get process started by 2015
Vehicles: Delivery Date	06/30/2015	Not Started		Planning to get process started by 2015
Date vehicles put into service	06/30/2015	Not Started		Planning to get process started by 2015
Other Notes				

ODOT Agreement #	Title				
29515	Gilliam County 29515 STF Formula/STO Funds 2013-2015				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$171,332.00	$171,332.00	$0.00	$0.00	07/01/2013	06/30/2015
Other Notes					

This is Quarter 5, and the example shows progress on grant 29339 with status. Below it, you can see the STF grant where the feature is not turned on. The deliverables and target dates will be populated by RPTD staff. Agencies will enter status and provide status notes each quarter.

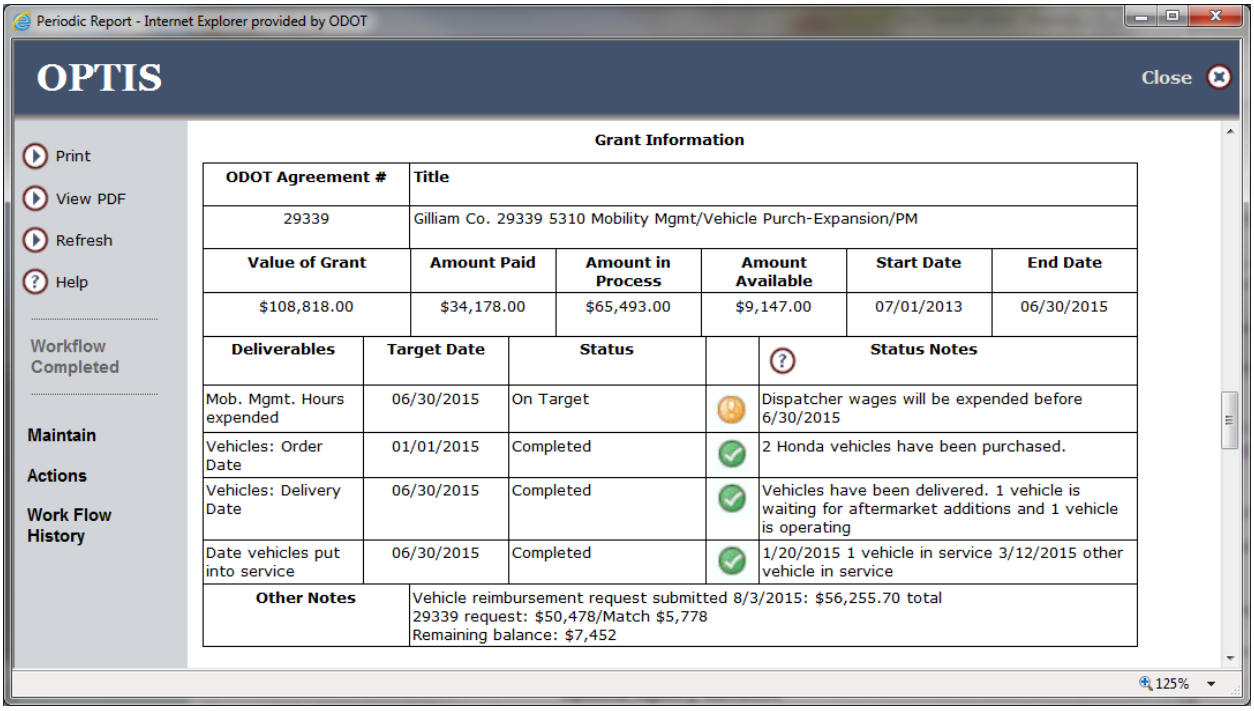
Red icon = not started

Yellow icon = on target

Green icon = completed

ODOT Grant Management Training 2015
Agency Periodic Report

PREVIEW:



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Work Flow History

Grant Information

ODOT Agreement #	Title				
29339	Gilliam Co. 29339 5310 Mobility Mgmt/Vehicle Purch-Expansion/PM				
Value of Grant	**Amount Paid**	**Amount in Process**	**Amount Available**	**Start Date**	**End Date**
$108,818.00	$34,178.00	$65,493.00	$9,147.00	07/01/2013	06/30/2015

Deliverables	Target Date	Status		Status Notes
Mob. Mgmt. Hours expended	06/30/2015	On Target		Dispatcher wages will be expended before 6/30/2015
Vehicles: Order Date	01/01/2015	Completed		2 Honda vehicles have been purchased.
Vehicles: Delivery Date	06/30/2015	Completed		Vehicles have been delivered. 1 vehicle is waiting for aftermarket additions and 1 vehicle is operating
Date vehicles put into service	06/30/2015	Completed		1/20/2015 1 vehicle in service 3/12/2015 other vehicle in service
Other Notes	Vehicle reimbursement request submitted 8/3/2015: $56,255.70 total 29339 request: $50,478/Match $5,778 Remaining balance: $7,452			

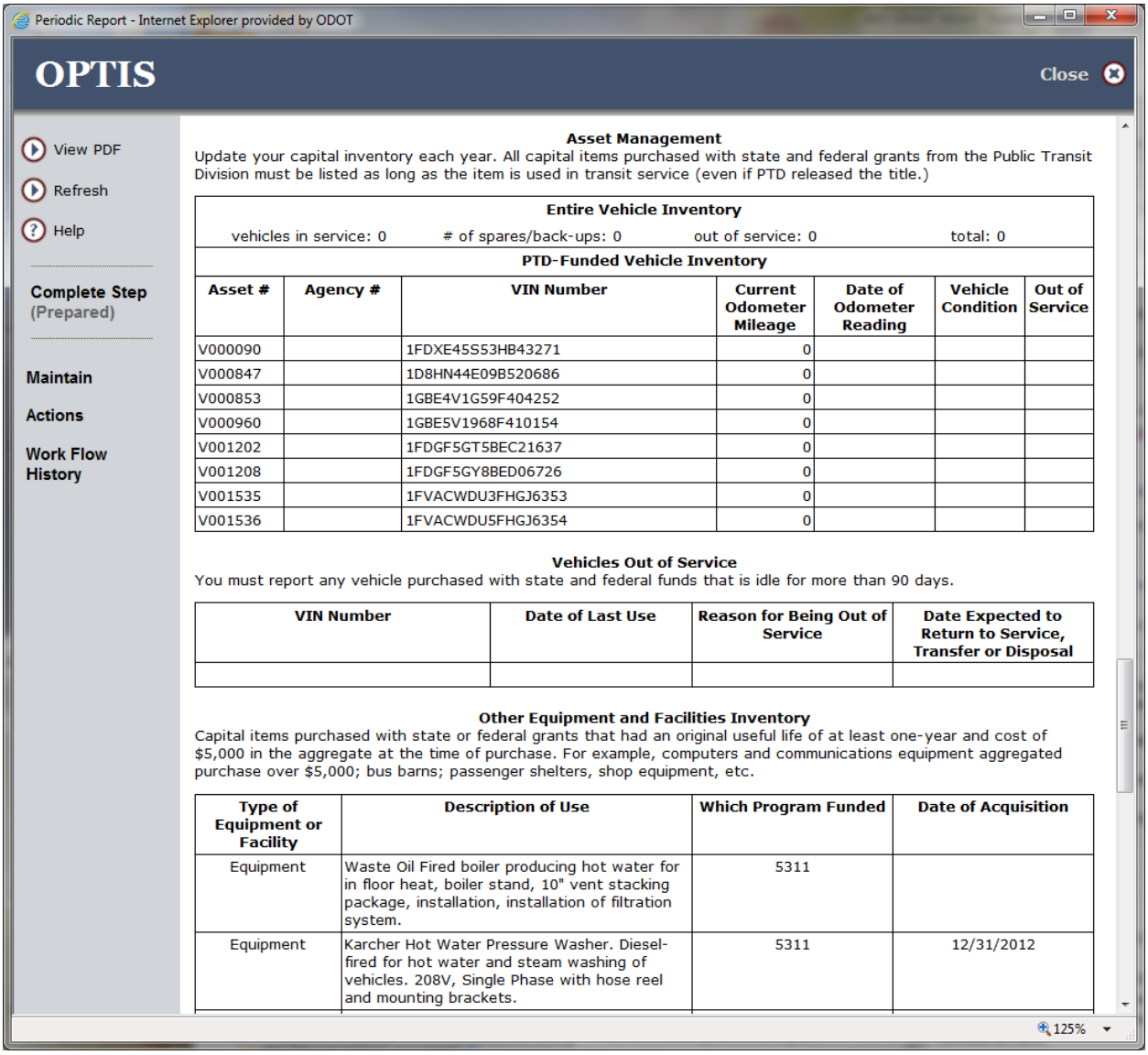
125%

This is Quarter 7 completion on vehicle procurements.

Red icon = not started

Yellow icon = on target

Green icon = completed



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Actions

Work Flow History

Asset Management

Update your capital inventory each year. All capital items purchased with state and federal grants from the Public Transit Division must be listed as long as the item is used in transit service (even if PTD released the title.)

Entire Vehicle Inventory

vehicles in service: 0 # of spares/back-ups: 0 out of service: 0 total: 0

PTD-Funded Vehicle Inventory

Asset #	Agency #	VIN Number	Current Odometer Mileage	Date of Odometer Reading	Vehicle Condition	Out of Service
V000090		1FDXE45S53HB43271	0			
V000847		1D8HN44E09B520686	0			
V000853		1GBE4V1G59F404252	0			
V000960		1GBE5V1968F410154	0			
V001202		1FDGF5GT5BEC21637	0			
V001208		1FDGF5GY8BED06726	0			
V001535		1FVACWDU3FHGJ6353	0			
V001536		1FVACWDU5FHGJ6354	0			

Vehicles Out of Service

You must report any vehicle purchased with state and federal funds that is idle for more than 90 days.

VIN Number	Date of Last Use	Reason for Being Out of Service	Date Expected to Return to Service, Transfer or Disposal

Other Equipment and Facilities Inventory

Capital items purchased with state or federal grants that had an original useful life of at least one-year and cost of $5,000 in the aggregate at the time of purchase. For example, computers and communications equipment aggregated purchase over $5,000; bus barns; passenger shelters, shop equipment, etc.

Type of Equipment or Facility	Description of Use	Which Program Funded	Date of Acquisition
Equipment	Waste Oil Fired boiler producing hot water for in floor heat, boiler stand, 10" vent stacking package, installation, installation of filtration system.	5311	
Equipment	Karcher Hot Water Pressure Washer. Diesel-fired for hot water and steam washing of vehicles. 208V, Single Phase with hose reel and mounting brackets.	5311	12/31/2012

125%

This section is important and people get confused on what to enter.

For **Entire Vehicle Inventory**, report all vehicles used for public transportation service provision (not agency staff or maintenance vehicles—only those used in passenger transportation).

The **PTD-Funded Vehicle Inventory** is auto-populated with the OPTIS number and VIN. Agencies must enter mileage and date of odometer reading in quarters 4 and 8. (Agencies are encouraged to report quarterly.)

Vehicles Out of Service: Report any vehicles that are not being used for a period of 90-days or more. If a vehicle is not being used to provide rides, the vehicle must be reported as out of service. RTCs are going to be checking mileage and use for accuracy more regularly than in the past. A vehicle cannot be designated as spare or back-up until condition and/or useful life warrants it. Report out-of-service vehicles quarterly.

Reasons for a vehicle being out of service may include: major component rebuilds if complications arise or parts are not provided timely; the vehicle is no longer being used because it is being sold or transferred; accident causing a lot of repairs; or a vehicle is not drivable.

FTA has changed condition reporting due to MAP-21. Condition must be reported quarterly. New materials and training are available, based on new terminology and condition descriptions being implemented in January.

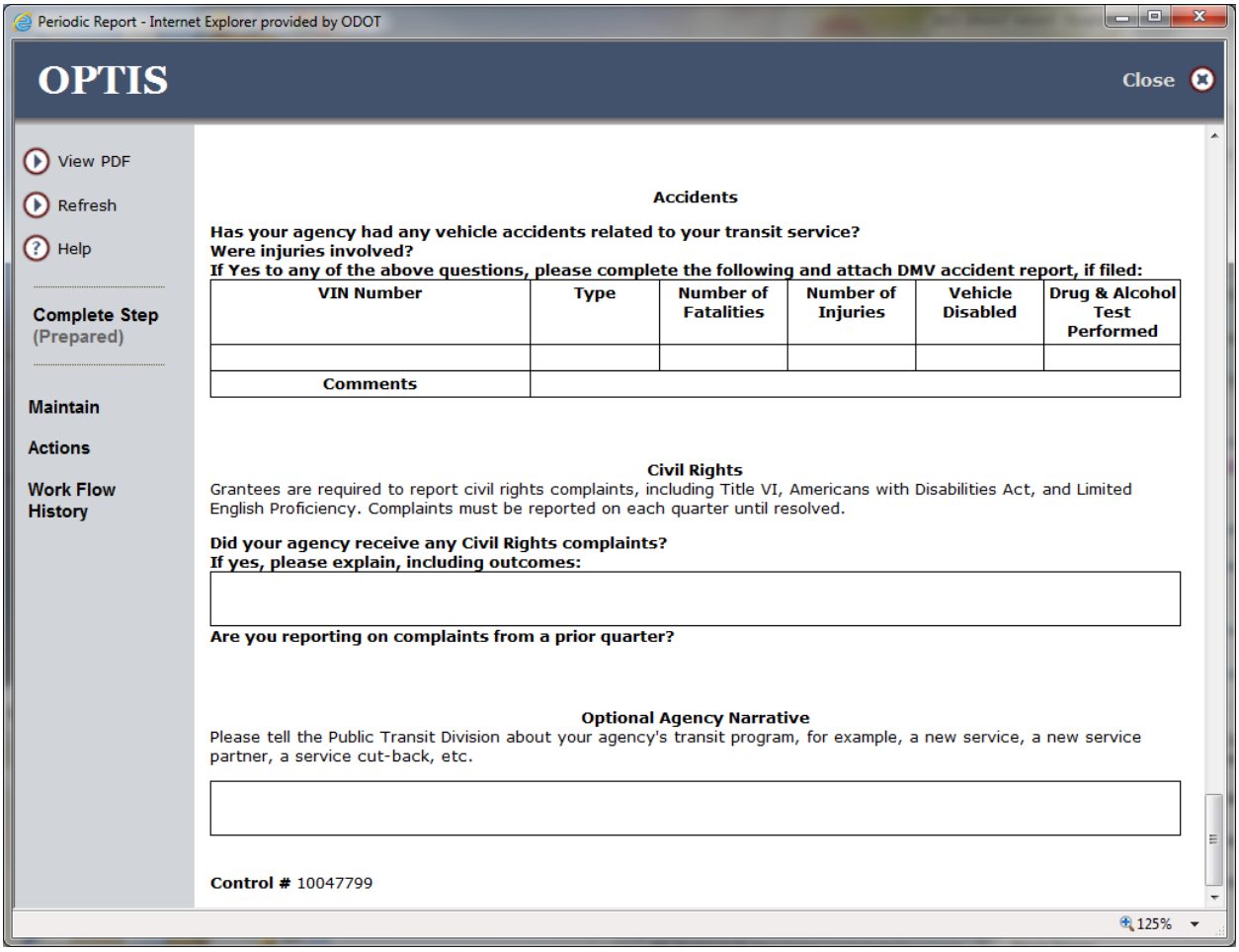
ASSET CONDITION MEASUREMENT

ASSET CRITERIA AND SCORING SYSTEM

Asset Rating Score	Asset Age	Asset Condition	Asset Performance	Level of Maintenance
	(Percent of useful Life Remaining)	(Quality, Level of Maintenance Required)	(Reliability, Safety, Meets Industry Standards)	(Level of Preventive and Corrective Maintenance)
5 Excellent	Asset new or nearly new 75% - 100%	Asset new or like new; no visible defects	Asset meets or exceeds all performance and reliability metrics, industry standards	No unfunded or deferred maintenance activities
4 Good	Asset nearing or at its midlife point 50%-75%	Asset showing minimal signs of wear; some slight defects or deterioration	Asset generally meets performance and reliability metrics, industry standards	Corrective maintenance increasing; no skipped preventive or corrective maintenance
3 Adequate	Asset has passed its midlife point 25%-50%	Some moderately defective or deteriorated components; expected maintenance needs	Occasional performance and reliability issues; may be substandard in some areas	More frequent corrective maintenance required and some minor component failures
2 Marginal	Asset nearing or at end of its useful life 0%-25%	Increasing numbers of defects; deteriorating components; growing maintenance needs	Performance and reliability problems becoming more serious; sub-standard elements	Corrective maintenance activities frequently, including major components needing replacement or rehab
1 Poor	Asset passed its useful life	Asset in need of replacement or restoration; may have critically damaged components	Frequent performance and reliability problems; does not meet industry standards	Major component failures
0	Asset non-operable or unsafe			

This document (above) was developed to assist in reporting vehicle condition, per the MAP-21 changes. This is a PDF version; the Excel spreadsheet posted to the RPTD website will do the calculations for the condition, once numbers are entered.

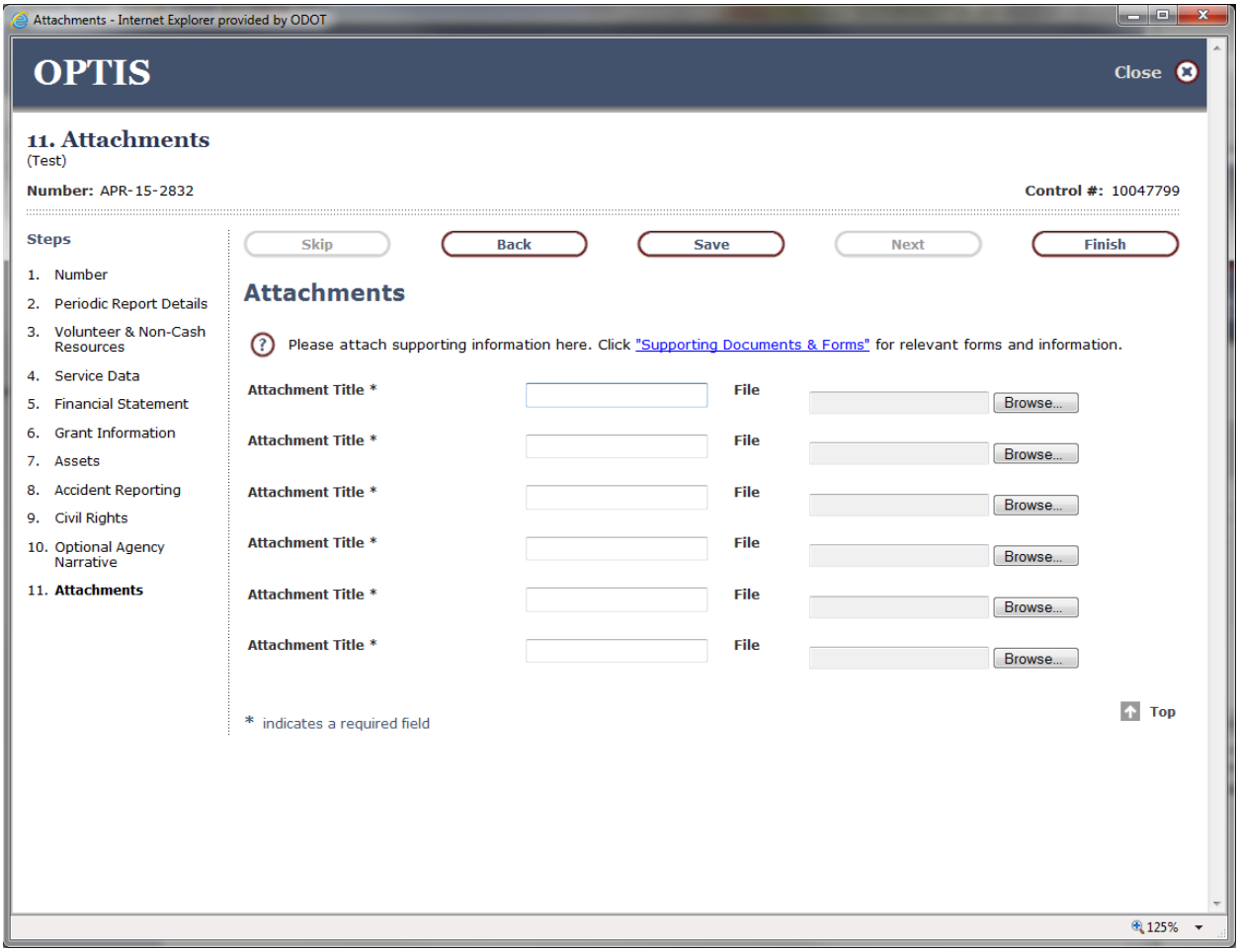
When asset management guidance is released by FTA, agencies will be required to report on all capital assets, not just vehicles.



Accidents and Civil Rights complaints are rare, so we won't cover these in detail at training sessions. These reports are required quarterly if such events occur.

Accidents that involve passenger transportation must be reported, regardless of how the vehicle was funded. Report any accident that involves death of a person, or injury requiring medical attention, the vehicle has to be towed, or a report must be provided to DMV ($1,500 or more damage to vehicle(s) involved). Upload a copy of the DMV report to OPTIS APR as an attachment. Refer questions to your RTC regarding accidents.

Civil Rights complaints: ODOT Office of Civil Rights, Sherrin Coleman, Intermodal Civil Rights Manager, is the expert and can assist with your questions. She can be reached at (503) 986-3169 or sherrin.k.coleman@odot.state.or.us The ODOT Civil Rights web page provides valuable information: http://www.oregon.gov/ODOT/PT/Pages/index.aspx (left grey navigation bar has this link on the main page, and most pages).



Examples of attachments:

Intercity Service Report—for agencies awarded Intercity funds: the Intercity Service Report must be included in order for your APR to be considered complete and payments made.

Budget Detail Worksheet (for operating projects and mobility management). This is expected to be going away when data is captured on Reimbursement Requests in OPTIS. A new form will be available for agencies—see Reimbursement Request handout.

Deliverables such as travel training data reports on mobility management projects, a draft plan or meeting notes on a planning project; activity reports, annual reports, and park & ride lot inventories for Transportation Options projects.

Accident report information