August 2026

2027-29 Statewide Transportation Improvement Fund Program Application Instructions

In coordination with the Statewide Transportation Improvement Fund (STIF) Program Guidebook, this step-by-step guide walks users through the web-based STIF Plan.

Oregon Department of Transportation

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STIF Plan Format and Use

The Statewide Transportation Improvement Fund (STIF) Plan is a fillable, web-based form that serves as the mechanism for accessing STIF Formula funds. ODOT creates and publishes this form each solicitation cycle and accessing it requires an internet connection.

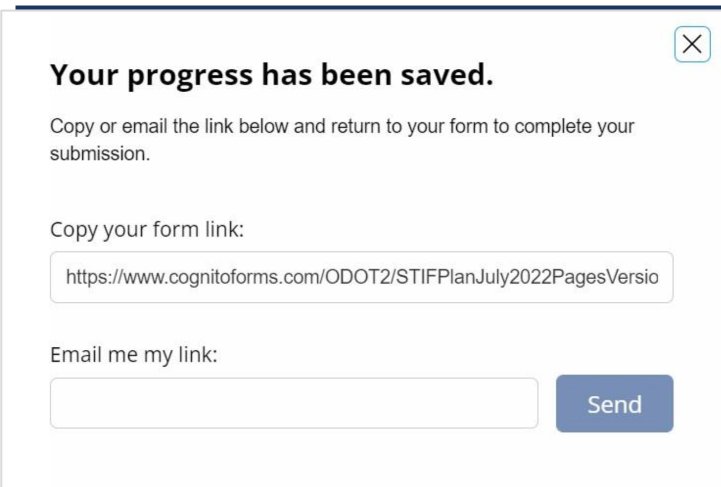
This resource is a step-by-step guide for completing and submitting the STIF Plan. For more information about the STIF Formula program and a summary of requirements, please see the STIF and STN Program Guidebook.

The STIF Plan can be found online. The form can also be accessed through the STIF Formula section of the Public Transportation Funding Opportunities Page. Chrome, Firefox, and Edge are the recommended web browsers. The form will not function in Internet Explorer since Microsoft has ended support for this browser.

The STIF Plan uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. All questions on the form marked with a red asterisk must be answered. Failure to respond could result in Oregon Department of Transportation's (ODOT) determination that the STIF Plan is incomplete and re-submittal is required. Some yes or no questions, when checked, generate additional questions from a drop-down menu based on the response. It is very important to answer all questions because they may generate additional choices depending on your answer.

When you first access the STIF Plan, select the "Save" button, located in the lower right-hand corner of the form. After pressing "Save," a window will appear showing a personalized link for your STIF Plan (Figure 1).

Figure 1: Saving the STIF Plan



This link can be copied, saved, and then pasted into the search bar of your internet browser to return to the last saved version of the form. You may also enter your email address here and press "Send" to have a link to the form emailed to you.

Always use the "Save" button before closing the form to save the data you entered during your last session. If you do not save before closing the form, data will be lost.

When you have finished entering all STIF Plan information, you will submit the form to ODOT using the "Submit STIF Plan" button. Upon submittal, a copy of the completed form will be emailed to you for your records and to ODOT for processing.

Please do not print and scan your application to us. Printed and scanned forms will only be accepted in extraordinary circumstances. If you would like to print your STIF Plan for use locally, make sure no portions of the application are hidden before printing.

ODOT has also created an optional form for use by sub-recipients to provide their Qualified Entity (QE) with all the information required for each project. The Sub-Recipient Project Application form can be found online. When a sub-recipient submits the form, the information is sent to their Qualified Entity who can use it as a reference when submitting the STIF Plan.

Qualified Entities may choose to upload approved Sub-Recipient Project Applications instead of manually entering the same information on the STIF Plan form. More information about this optional step can be found in Section 6. Use of the Sub-Recipient Project Application form is not a required step in the application process, but is a helpful tool used successfully in previous STIF Plan cycles.

If you have technical problems using either form, please contact Brian Roth, Web and Forms Developer for ODOT's Public Transportation Division, at 541-508-9862 or by email at Brian.Roth@odot.oregon.gov. For answers to programmatic or process-specific questions, contact your regional transit coordinator.

STIF Plan Organization

The STIF Plan has the following seven sections:

- Qualified Entity
- Advisory Committees
- Local Plan Compliance
- Accountability
- STIF Plan Period and Adoption
- Projects
- STIF Plan Summary

All seven sections of the STIF Plan will appear on one page. However, portions of the STIF Plan can be hidden as you fill out the form. You can hide sections 1-5 together, as shown below (Figure 2). In addition, each project (Figure 3), and each task can also be hidden individually (Figure 4).

You must reopen any hidden fields before submitting your STIF Plan.

Figure 2: Show/Hide Sections 1-5

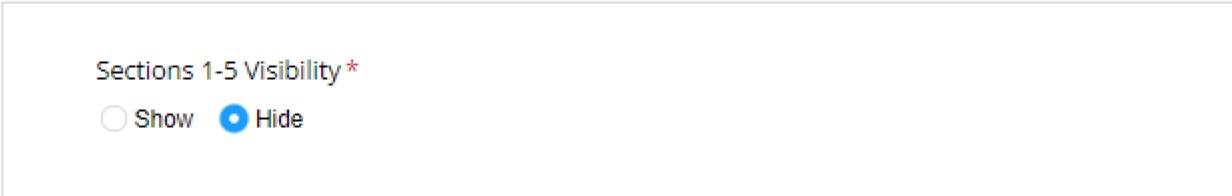


Figure 3: Show/Hide Project

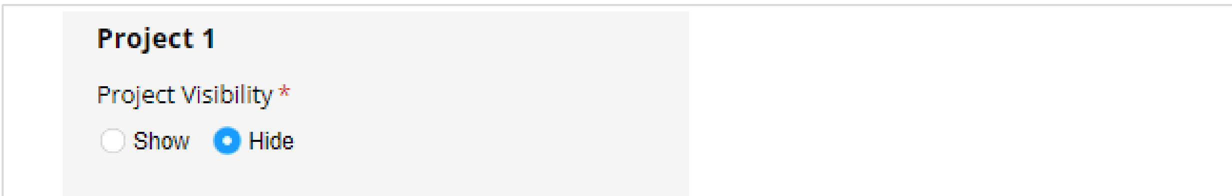
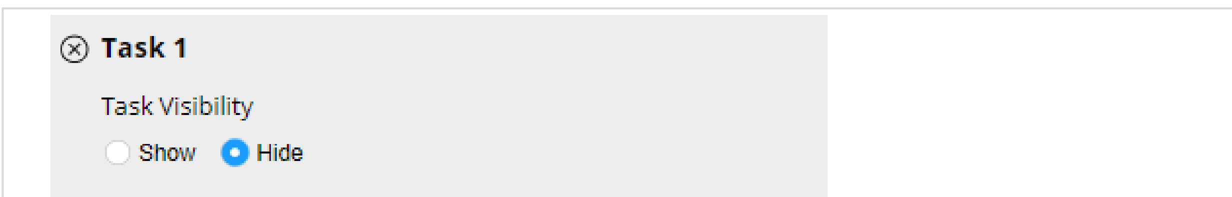


Figure 4: Show/Hide Task



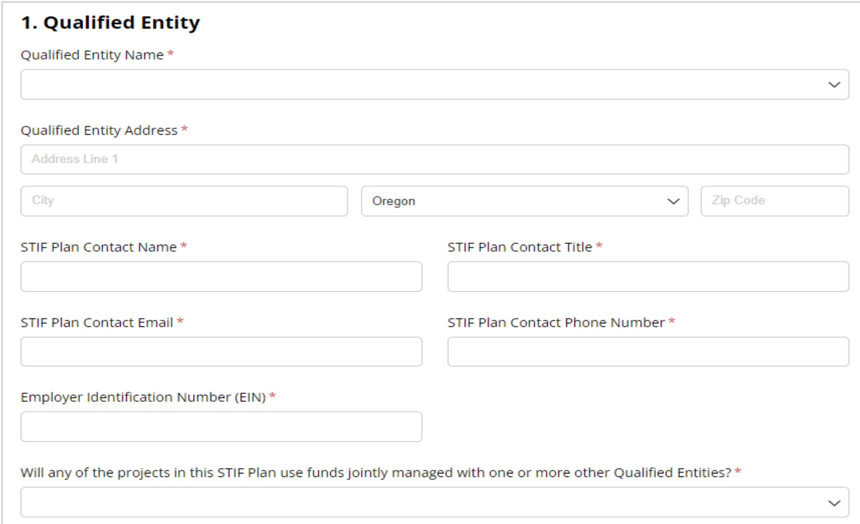
When you are ready to submit your STIF Plan, select “show” on all hidden portions of the form.

STIF Plan Form

1. Qualified Entity Information

Select the Qualified Entity name from the drop-down menu. Complete each field in this section with the appropriate contact information (Figure 5). The “STIF Plan Contact” should be the person completing the STIF Plan or a person responsible for providing any additional information related to your STIF Plan.

Figure 5: Qualified Entity Information



For the last question, select "Yes" from the drop-down menu if any STIF Plan projects use funds that will be jointly managed by more than one Qualified Entity. Select the "Upload" button to attach documentation of the joint management agreement. Some examples of a joint management agreement include a memorandum of understanding, an intergovernmental agreement, or a governing body resolution.

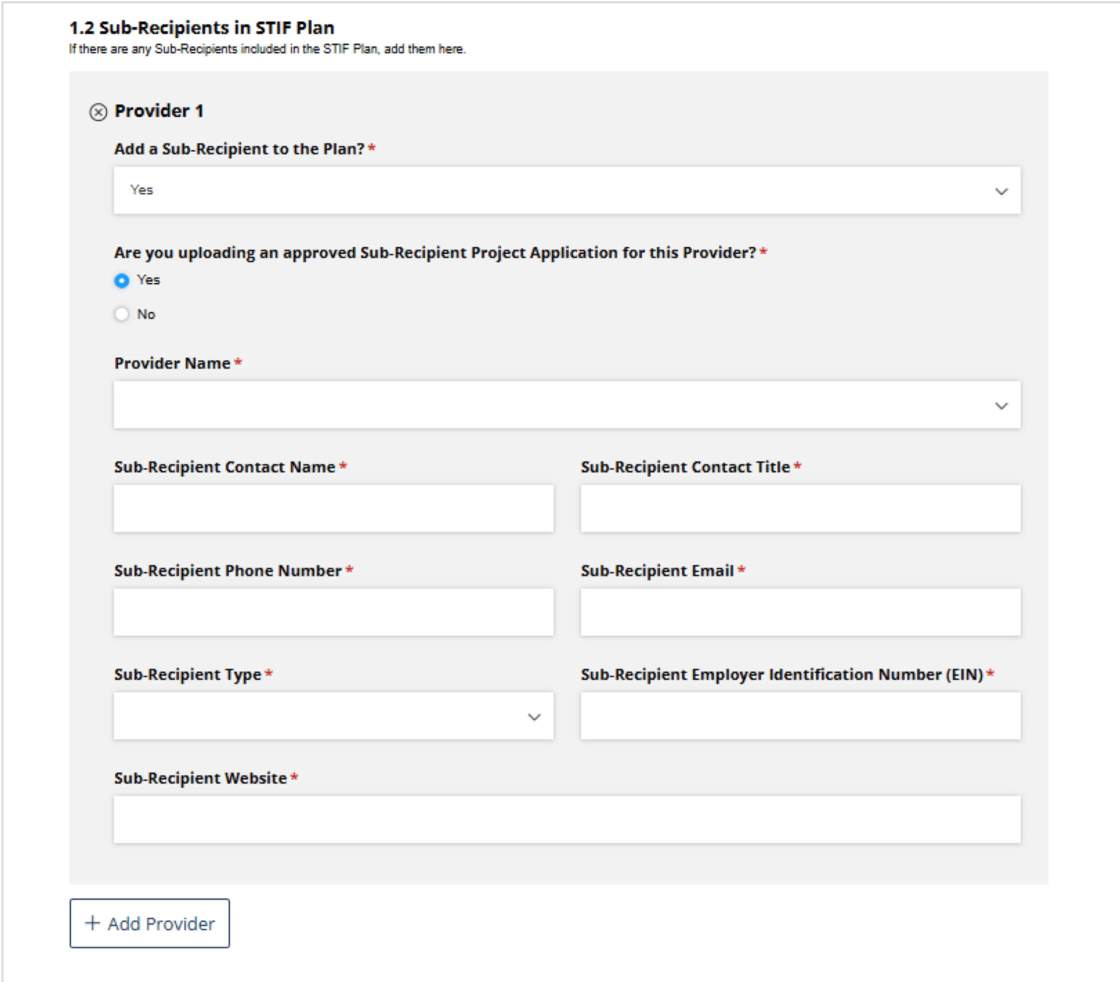
If no STIF Plan projects use funds that will be jointly managed by more than one Qualified Entity, select "No" from the drop-down menu.

1.1 Sub-Recipients in STIF Plan

If there are no sub-recipients in this STIF Plan, keep the response in the first question set to "No" to verify that the Qualified Entity is the only service provider in the STIF Plan.

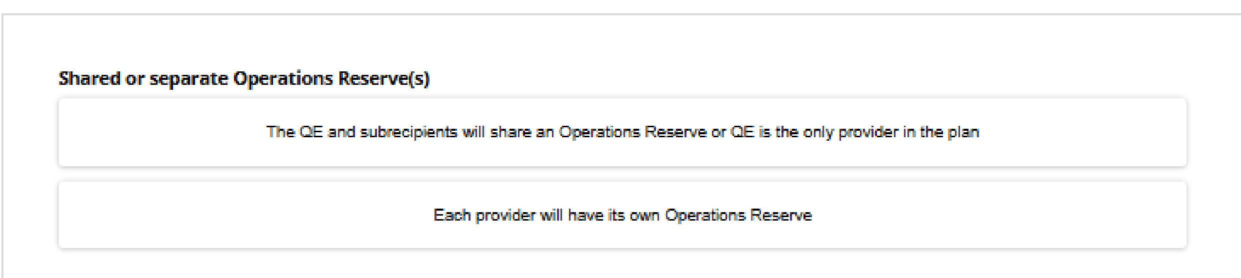
If there are any sub-recipients in this STIF Plan, select "Yes" in the first question. (Figure 6). Then indicate whether you will be uploading an approved Sub-Recipient Project Application for the provider. If you are uploading a Sub-Recipient Project Application, select the Provider's name from the drop-down menu. This will automatically complete the information required in Figure 6. If not, manually complete all fields with the correct information. You can add as many Sub-Recipients as needed by selecting the "+Add Provider" button. Continue to add providers to the STIF Plan until all entities have been entered.

Figure 6: Expanded Form when Sub-Recipients are in the STIF Plan



After you have completed the provider information, you will need to indicate whether your STIF Plan will include a shared Operations Reserve or separate Operations Reserves. (Figure 7). Operations Reserve funds may be used to support the continued operations of services in the event of significant unexpected declines in revenue. If there are Sub-Recipients in the plan, the QE and Sub-Recipients may each have an individual operations reserve, or they may share a single Operations Reserve. If there is just one provider in the Plan, the provider should select the first option. More information can be found in Appendix A ("Operations Reserve & Plan Contingency").

Figure 7: Shared or separate Operations Reserve(s).

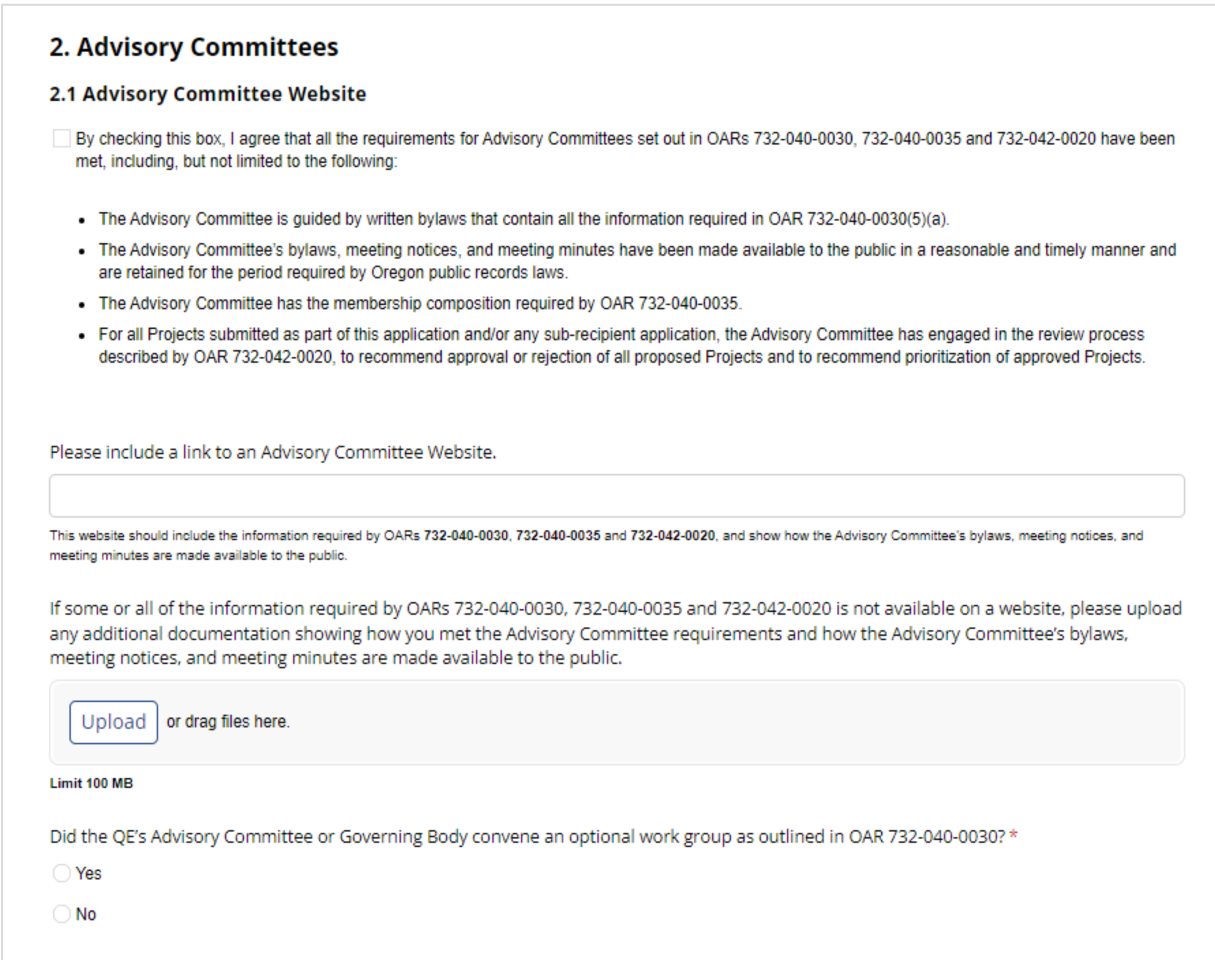


2. Advisory Committees

2.1 Advisory Committee Website

Review all of the Advisory Committee requirements specified in the Advisory Committee section and Oregon Administrative Rules (OARs) 732-040-0030, 732-040-0035, and 732-042-0020 (Figure 8). Check the box to agree that all Advisory Committee requirements have been met before proceeding.

Figure 8: Advisory Committee Information



2. Advisory Committees

2.1 Advisory Committee Website

☐ By checking this box, I agree that all the requirements for Advisory Committees set out in OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including, but not limited to the following:

- The Advisory Committee is guided by written bylaws that contain all the information required in OAR 732-040-0030(5)(a).
- The Advisory Committee's bylaws, meeting notices, and meeting minutes have been made available to the public in a reasonable and timely manner and are retained for the period required by Oregon public records laws.
- The Advisory Committee has the membership composition required by OAR 732-040-0035.
- For all Projects submitted as part of this application and/or any sub-recipient application, the Advisory Committee has engaged in the review process described by OAR 732-042-0020, to recommend approval or rejection of all proposed Projects and to recommend prioritization of approved Projects.

Please include a link to an Advisory Committee Website.

This website should include the information required by OARs **732-040-0030**, **732-040-0035** and **732-042-0020**, and show how the Advisory Committee's bylaws, meeting notices, and meeting minutes are made available to the public.

If some or all of the information required by OARs 732-040-0030, 732-040-0035 and 732-042-0020 is not available on a website, please upload any additional documentation showing how you met the Advisory Committee requirements and how the Advisory Committee's bylaws, meeting notices, and meeting minutes are made available to the public.

Upload or drag files here.

Limit 100 MB

Did the QE's Advisory Committee or Governing Body convene an optional work group as outlined in OAR 732-040-0030? *

◯ Yes

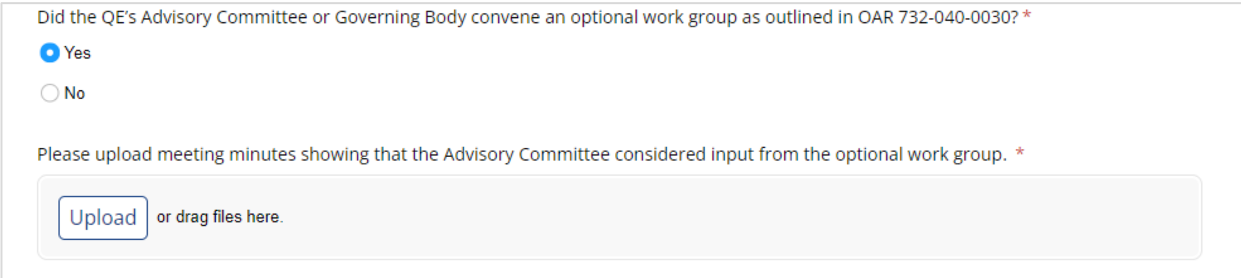
◯ No

Enter the Advisory Committee website address in the appropriate field.

Copies of the Advisory Committee bylaws, meeting minutes, and meeting notices must be published by the Qualified Entity and made available for public review in a reasonable and timely manner. If this information is not available on a website, you may upload other documentation that demonstrates how the Advisory Committee requirements have been met and how the Advisory Committee's bylaws, meeting notices, and meeting minutes were made available to the public by selecting the "Upload" button.

If the Qualified Entity's Advisory Committee or Governing Body convened an optional work group as outlined in OAR 732-040-0030, select "Yes" (Figure 9). Upload the meeting minutes demonstrating that input from the work group was considered as part of the Advisory Committee process by selecting the "Upload" button. If the Qualified Entity's Advisory Committee or Governing Body did not convene an optional work group as outlined in OAR 732- 040-0030, select "No."

Figure 9: Optional Work Group

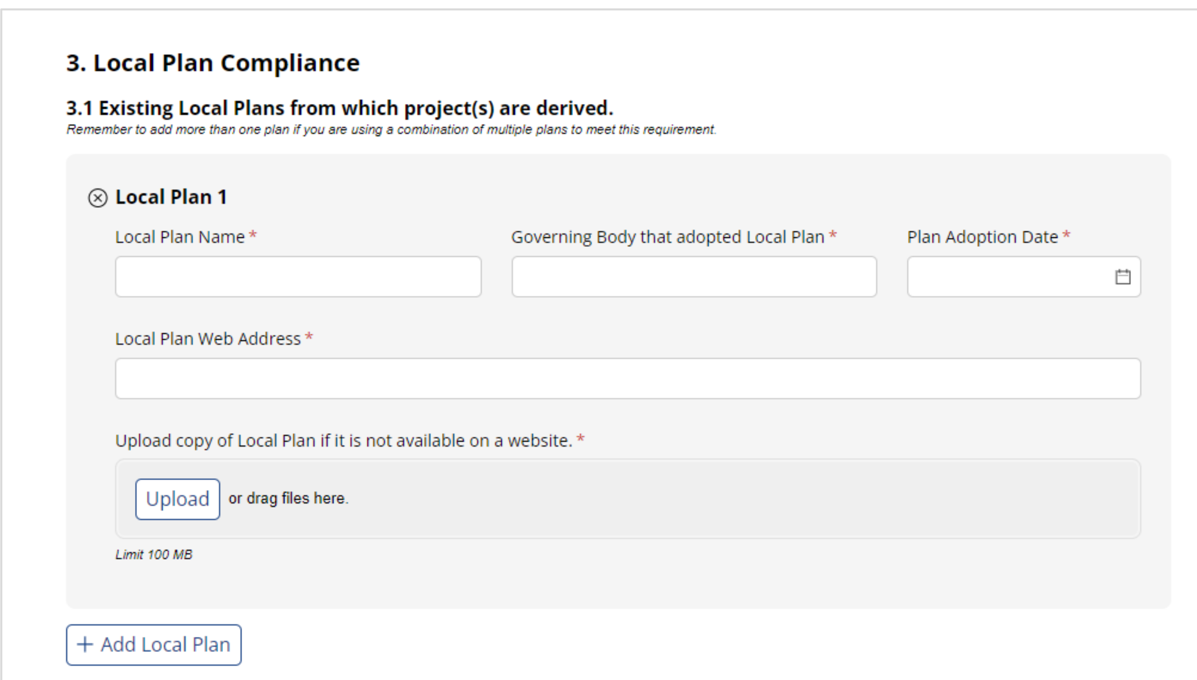


3. Local Plan Compliance

3.1 Existing Local Plans from Which Project(s) Are Derived

Enter the name of the local plan or plans from which the projects in the STIF Plan were derived (Figure 10). Look to OAR 732-040-0005(19) for the Local Plan definition. Examples of local plans that may meet these requirements include coordinated public human services transportation plans, transportation system plans, transit development plans, and transit master plans. If necessary, you may rely on more than one local plan to meet the local plan requirements. ODOT's regional transit coordinators can help you identify and evaluate your local plans for compliance with STIF rules.

Figure 10: Existing Local Plans from Which Project(s) Are Derived

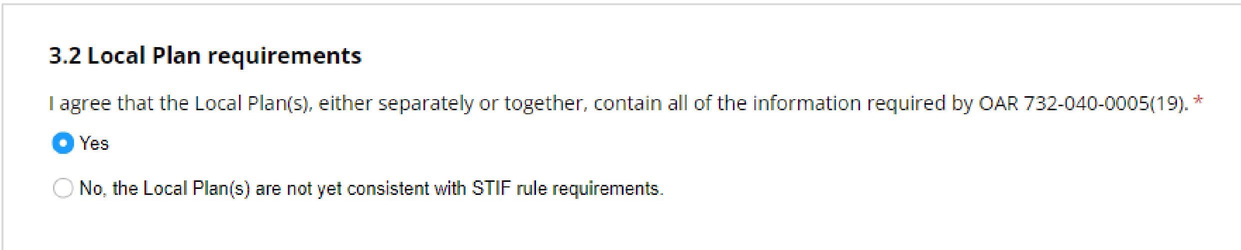


Enter the name of the board, council, commission, or other Governing Body that adopted the local plan; the adoption date; and the web address where the local plan may be referenced. If this information is not available on a website, you may upload a copy of the relevant plan or policy. Select "+Add Local Plan" to include additional local plans.

3.2 Local Plan Requirements

Select "Yes" if the local plans that you are relying on are consistent with STIF Rule requirements in OAR 732-040-0005(19). (Figure 11).

Figure 11: Local Plan Consistency with STIF Rule Requirements



3.2 Local Plan requirements

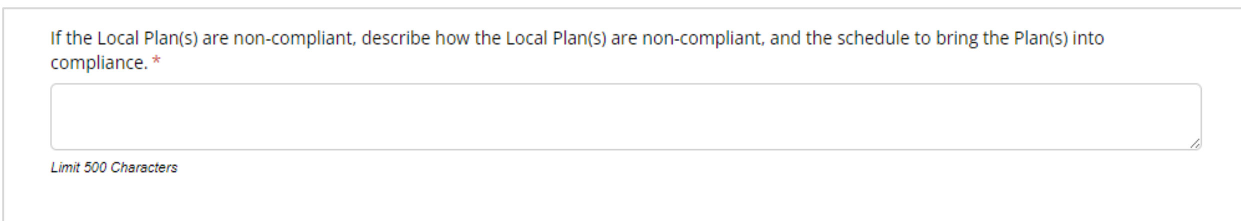
I agree that the Local Plan(s), either separately or together, contain all of the information required by OAR 732-040-0005(19). *

Yes

No, the Local Plan(s) are not yet consistent with STIF rule requirements.

Select "No" if one or more local plans are not yet consistent with STIF Rule requirements. Describe why a local plan is not compliant with STIF requirements (Figure 12).

Figure 12: Non-Compliant Local Plans



If the Local Plan(s) are non-compliant, describe how the Local Plan(s) are non-compliant, and the schedule to bring the Plan(s) into compliance. *

Limit 500 Characters

4. Accountability

4.1 Accountability Methods

Select both boxes to affirm that all of the required policies and procedures are in place (Figure 13). Review OAR 732-040 and OAR 732-042 (paying particular attention to Audit and Compliance Review Requirements) if necessary before agreeing to these statements.

Figure 13: Accountability Methods Acknowledgement

4. Accountability

4.1 Accountability methods

☐ Qualified Entity Accountability: By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of the Qualified Entity with OAR 732, Divisions 40 and 42 is met, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to: program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights, and compliance with ADA.

☐ Sub-Recipient Accountability: By checking this box, I affirm that I will conduct oversight of subrecipients as required by OAR 732-042-0050 and contractors as required by OAR 732-042-0055 in order to provide reasonable assurance that compliance of all Sub-Recipients and that all the necessary policies and procedures are in place to provide reasonable assurance that of compliance with OAR 732, Divisions 40 and 42 is met to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to provide reasonable assurance that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to: audit and compliance requirements, accounting requirements, capital asset requirements, and reporting requirements.

4.2 Sub-Allocation Method

First, answer the question asking whether you distribute STIF formula a portion of your payroll tax funds to any Public Transportation Service Providers or other sub-recipients (Figure 14).

Figure 14: Sub-Allocation Method

4.2 Sub-Allocation method

You may insert a web address in place of a description or document upload, as long as the website includes all the information needed to support approval of the STIF Plan and comply with STIF Rules. Suballocation requirements can be found at OAR 732-042-0010(7).

Does the Qualified Entity distribute STIF formula payroll formula funds to any Public Transportation Service Providers or other subrecipients?

Yes | No

Answer no to this question if one of the following applies:

(1) The Qualified Entity is the only Public Transportation Service Provider within its area of responsibility,

(2) No potential sub-recipient has expressed interest in applying for STIF formula payroll funding, or

(3) The Qualified Entity distributes all of its STIF formula funds to a single entity **and** no other entity has expressed interest in applying for STIF formula payroll funding.

If you answer no, go on to the next section.

Answer "yes" if you distribute STIF formula payroll funds to other Public Transportation Service Providers or other sub-recipients.

First, select the box to affirm that all data used to develop the sub-allocation method was shared with all potential sub-recipients of funding under your STIF Plan.

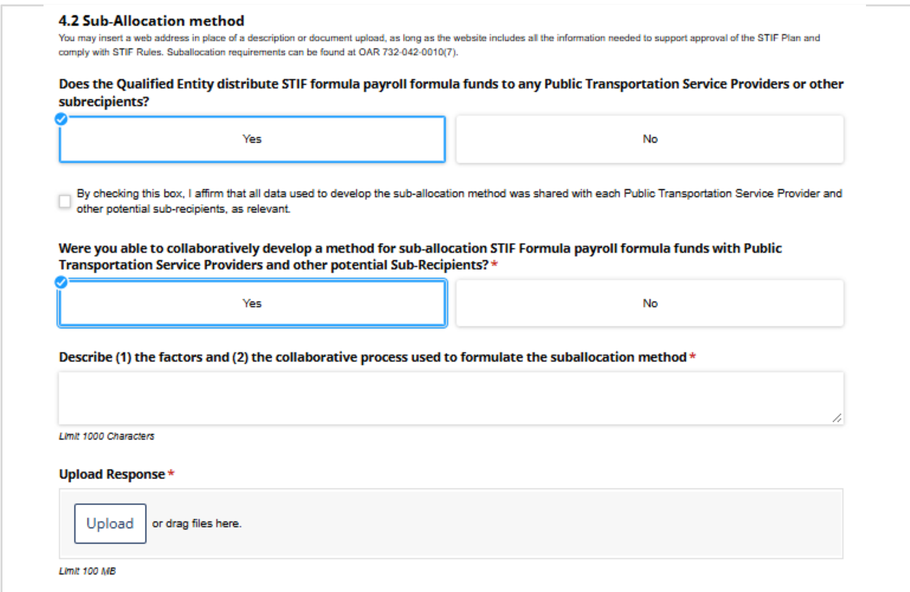
Answer the question which appears asking whether you were able to "collaboratively develop a method for sub-allocation STIF formula payroll tax funds with Public Transportation Service

Providers and other potential Sub-Recipient.”

If you answer yes, describe the method that you use to allocate STIF formula payroll tax funds, and the collaborative process used to develop that method (Figure 15).

If you answer no, describe the method that you used to meet the requirement that your sub-allocation method must be based on the proportionate amount of payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider, including any steps that were taken to facilitate a collaborative process (Figure 16).

Figure 15: Sub-Allocation Description: Collaborative Process


4.2 Sub-Allocation method

You may insert a web address in place of a description or document upload, as long as the website includes all the information needed to support approval of the STIF Plan and comply with STIF Rules. Suballocation requirements can be found at OAR 732-042-0010(7).

Does the Qualified Entity distribute STIF formula payroll formula funds to any Public Transportation Service Providers or other subrecipients?

Yes | No

By checking this box, I affirm that all data used to develop the sub-allocation method was shared with each Public Transportation Service Provider and other potential sub-recipients, as relevant.

Were you able to collaboratively develop a method for sub-allocation STIF Formula payroll formula funds with Public Transportation Service Providers and other potential Sub-Recipients? *

Yes | No

Describe (1) the factors and (2) the collaborative process used to formulate the suballocation method *

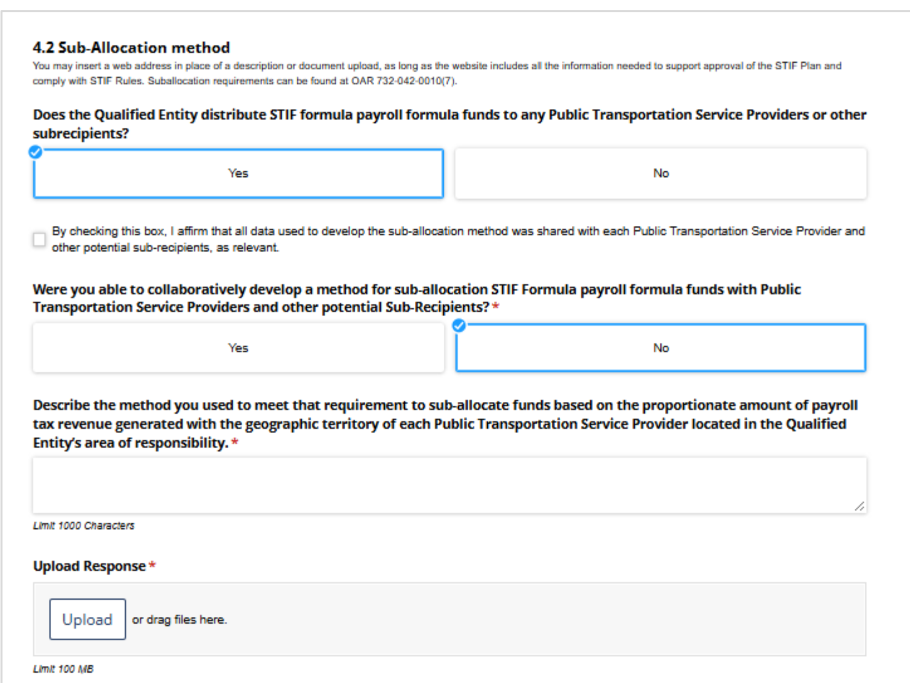
Limit 1000 Characters

Upload Response *

Upload or drag files here.

Limit 100 MB

Figure 16: Sub-Allocation Description: Payroll-Based Method


4.2 Sub-Allocation method

You may insert a web address in place of a description or document upload, as long as the website includes all the information needed to support approval of the STIF Plan and comply with STIF Rules. Suballocation requirements can be found at OAR 732-042-0010(7).

Does the Qualified Entity distribute STIF formula payroll formula funds to any Public Transportation Service Providers or other subrecipients?

Yes | No

By checking this box, I affirm that all data used to develop the sub-allocation method was shared with each Public Transportation Service Provider and other potential sub-recipients, as relevant.

Were you able to collaboratively develop a method for sub-allocation STIF Formula payroll formula funds with Public Transportation Service Providers and other potential Sub-Recipients? *

Yes | No

Describe the method you used to meet that requirement to sub-allocate funds based on the proportionate amount of payroll tax revenue generated with the geographic territory of each Public Transportation Service Provider located in the Qualified Entity's area of responsibility. *

Limit 1000 Characters

Upload Response *

Upload or drag files here.

Limit 100 MB

4.3 High Percentage of Low-Income Households

For the 2027-2029 biennium, Qualified Entities are no longer required to develop a definition for the term "community with a high percentage of low-income households." Instead, use the definition shown in the STIF Plan, and mapping tool provided by ODOT. (Figure 17).

Figure 17: High Percentage of Low-Income Households

4.3 High Percentage of Low-Income Households

Beginning in the 2027-29 STIF Plan Period, Qualified Entities will no longer develop their own definitions for the term "community with a high percentage of low-income households. Instead, every Qualified Entity should use the statewide definition now included in the STIF Program rules at OAR 732-040-0005(11):

"Community with a high percentage of low-income households" means either:

(a) A group of people living in geographic proximity to each other who have a higher percentage of low-income households than the state average; or

(b) A group of people sharing a common characteristic, such as enrollment in Medicaid, the Supplemental Nutrition Assistance Program (SNAP), or another income-eligible program, who have a higher percentage of low-income households than the state average, regardless of where any person within the group is located.

To determine which of your services meet the definition of the term, please use the mapping tool provided by ODOT or contact STIF Program Analyst Ben Goldberg.

5. STIF Plan Period and Adoption

5.1 Period Covered by STIF Plan

Enter the start and end dates for all projects in this STIF Plan (Figure 18). The earliest possible start date for this solicitation cycle is July 1, 2027. A STIF Plan can be for one or two biennia, so the end date for this funding cycle will either be June 30, 2029, or June 30, 2031.

Figure 18: Start and End Dates for All Projects in the STIF Plan

5. STIF Plan Period and Adoption

5.1 Period Covered By STIF Plan

Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date is July 1, 2025.

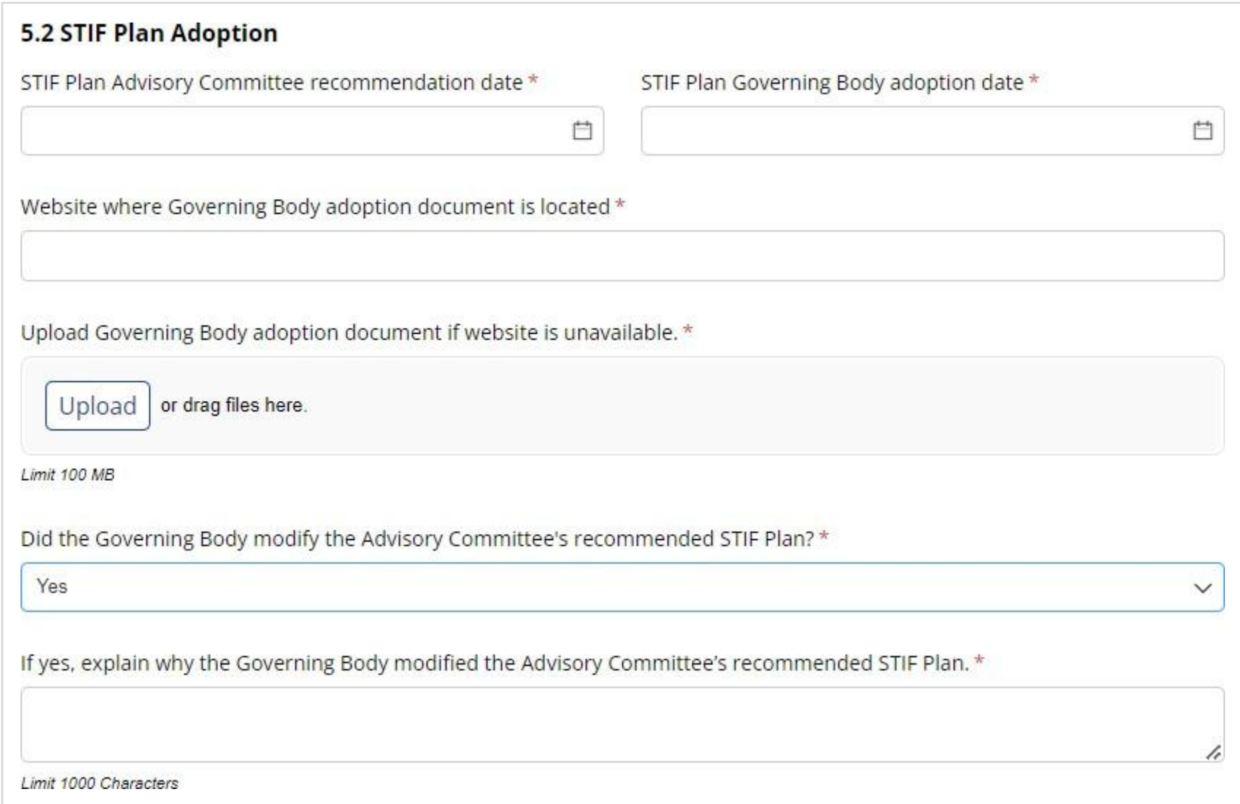
Start Date: * 7/1/2025

End Date *

5.2 STIF Plan Adoption

Enter the appropriate dates in the fields provided (Figure 19). Enter the website where the Governing Body adoption document is located or press "Upload" to attach a file if the document is not posted on a website.

Figure 19: STIF Plan Adoption and Governing Body Information



5.2 STIF Plan Adoption

STIF Plan Advisory Committee recommendation date *

STIF Plan Governing Body adoption date *

Website where Governing Body adoption document is located *

Upload Governing Body adoption document if website is unavailable. *

Upload or drag files here.

Limit 100 MB

Did the Governing Body modify the Advisory Committee's recommended STIF Plan? *

Yes

If yes, explain why the Governing Body modified the Advisory Committee's recommended STIF Plan. *

Limit 1000 Characters

If the Governing Body modified the Advisory Committee's recommended STIF Plan, select "Yes" from the drop-down menu. Explain why the Governing Body modified the Advisory Committee's recommended STIF Plan in the text box that appears.

If the Governing Body did not modify the Advisory Committee's recommended STIF Plan, select "No" from the drop-down menu.

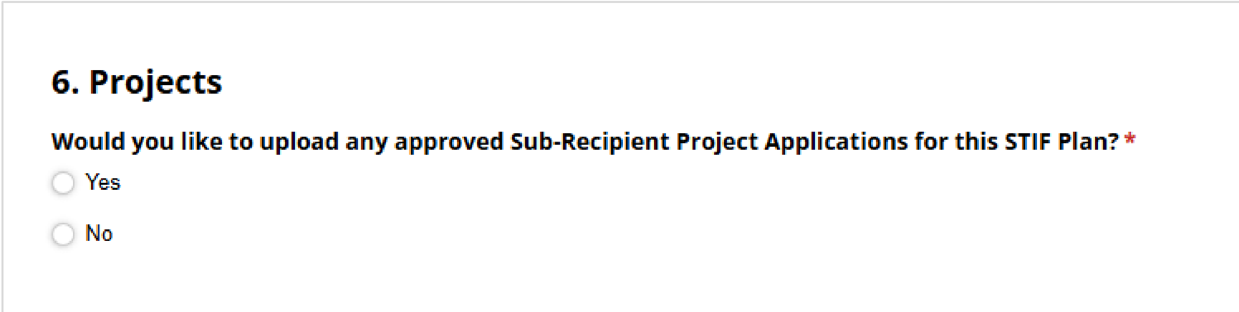
6. Projects

6.1 Project Detail Entry

You may upload Sub-Recipient Project Applications instead of manually entering the information for each Sub-Recipient (Figure 20). All uploaded Sub-Recipient Project Applications must have been approved by the Qualified Entity's Governing Body and will be part of the Qualified Entity's STIF Plan.

In addition to this, any Qualified Entities with their own STIF Plan projects may enter that information directly into the STIF Plan form or may choose to upload their own Sub-Recipient Project Application. In all cases, you cannot split information for a single entity between the STIF Plan and an uploaded Sub-Recipient Project Application. All project information for a given entity must be contained either solely within the Sub-Recipient Project Application or STIF Plan itself. Qualified Entities that use the Sub-Recipient Project Application for their project information must still upload a STIF Plan that includes all of the information in sections 1-5, as well as the fields in shown in Figure 21.

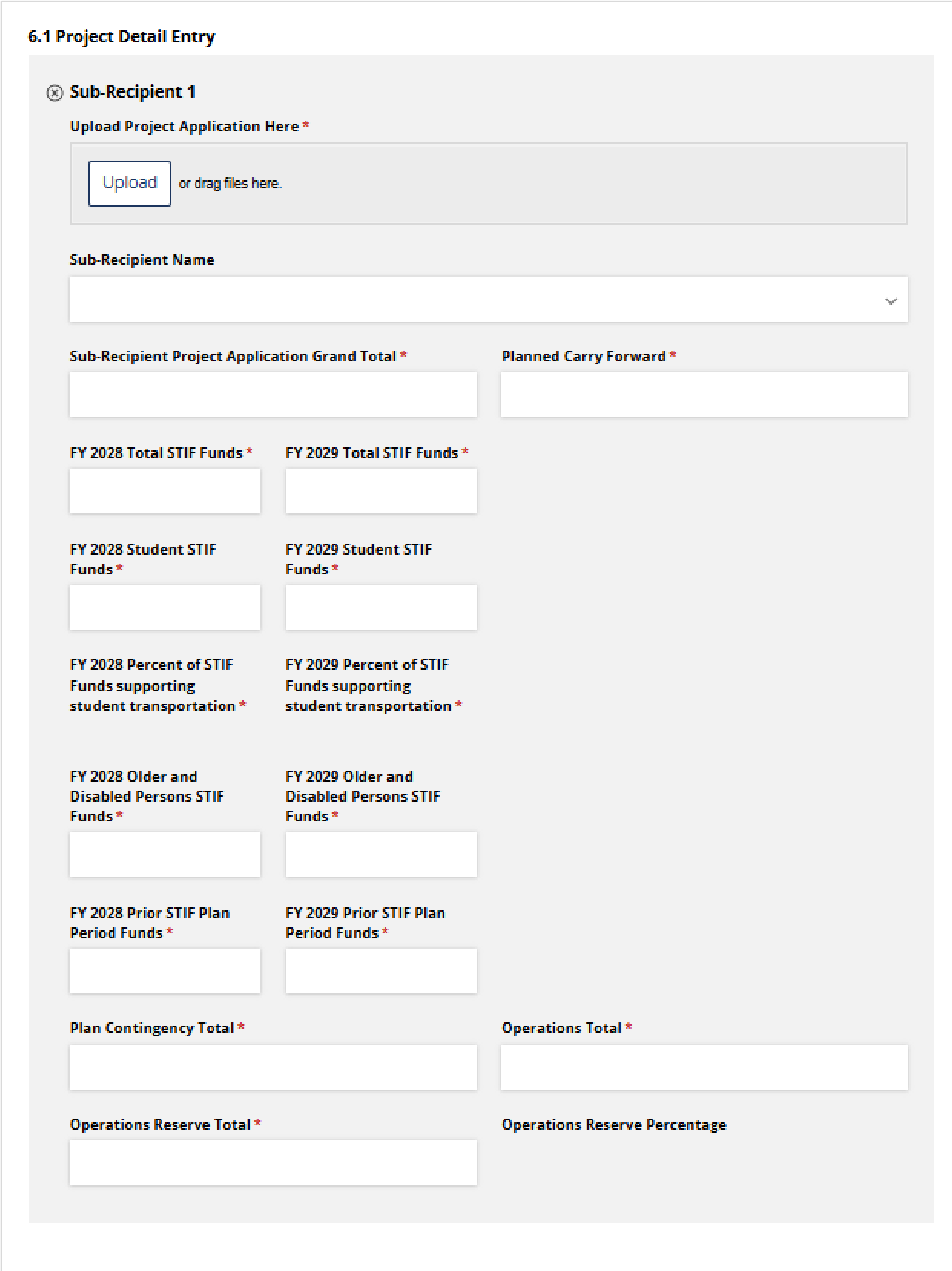
Figure 20: Optional Upload of Approved Sub-Recipient Project Applications



If you'd like to use this optional upload feature, the applications you have uploaded will appear in the drop down menu under the heading "Sub-Recipient Name." The relevant information in the Sub-Recipient Project Application will then automatically appear in the fields shown in Figure 21. This information can be found in the last section of the Sub-Recipient Project Application.

If the information in the last section of a Sub-Recipient Project Application does not match project totals that were approved by your Governing Body, you **must** either (1) require the sub-recipient to correct those totals and resubmit the Sub-Recipient Project Application; or (2) create a new project(s) to manually add the correct information to your plan. The information from the Sub-Recipient Project Application will be used to generate the values included in Section 7 (STIF Plan Summary), and if it does not match the amounts approved by your Governing Body your Plan will be incomplete and will need to be corrected before it can be approved.

Figure 21: Project Detail Entry for Sub-Recipient Project Applications



6.1 Project Detail Entry

Sub-Recipient 1

Upload Project Application Here *

Upload or drag files here.

Sub-Recipient Name

Sub-Recipient Project Application Grand Total *

Planned Carry Forward *

FY 2028 Total STIF Funds *

FY 2029 Total STIF Funds *

FY 2028 Student STIF Funds *

FY 2029 Student STIF Funds *

FY 2028 Percent of STIF Funds supporting student transportation *

FY 2029 Percent of STIF Funds supporting student transportation *

FY 2028 Older and Disabled Persons STIF Funds *

FY 2029 Older and Disabled Persons STIF Funds *

FY 2028 Prior STIF Plan Period Funds *

FY 2029 Prior STIF Plan Period Funds *

Plan Contingency Total *

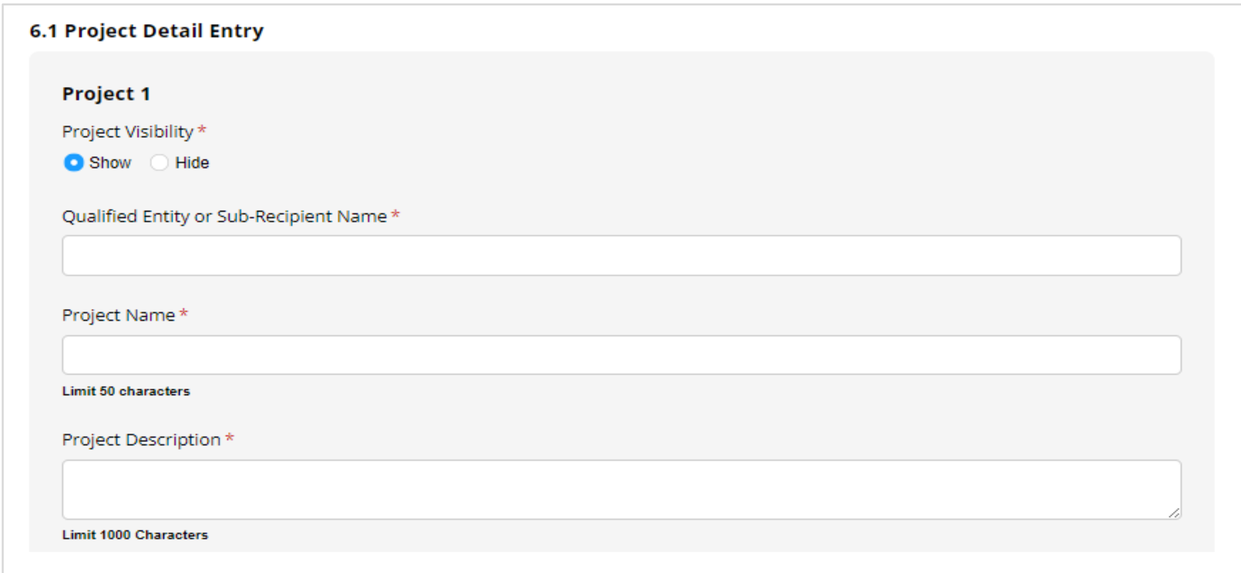
Operations Total *

Operations Reserve Total *

Operations Reserve Percentage

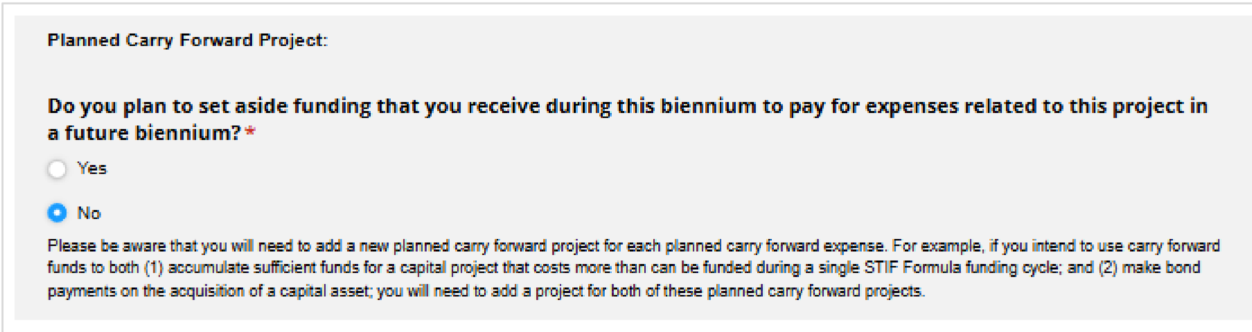
Once you have added all approved Sub-Recipient Project Applications to your plan (or you choose not to use this optional upload feature), continue to Section 6.1 and provide the following information for Project 1 (Figure 22):

Figure 22: Project Detail Entry for Project 1



- Enter the appropriate Qualified Entity or sub-recipient name.
- Enter a project name in the field provided. ODOT recommends that a project name is concise, similar to names used in local plans, and applicable to all project elements. Multi- phase projects will need to use the same name in future STIF Plans. The name is restricted to 50 characters to facilitate data collection and analysis.
- Enter a project description in the field provided. The project description is an opportunity to provide information about the project purpose and service elements. Suggested elements include the project location or extent, service span, frequency, stops, intended customers, vehicles, equipment, and marketing or other activities needed to implement service.
- Next, determine whether you plan to set aside funding that you receive during this biennium to pay for expenses related to your project in a future biennium, and answer the question shown in Figure 23.
- Because the large majority of STIF Plan Projects involve funding that is intended to be spent during the current biennium, the default selection for this question is “no.” This kind of project is referred to as “Planned Carry Forward Project.” You will see the total funding you programmed for this kind of project in your STIF Plan as the “Planned Carry Forward Total” in the STIF Plan Summary (Section 7).

Figure 23: Project Using Planned Carry Forward Funding


Planned Carry Forward Project:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium? *

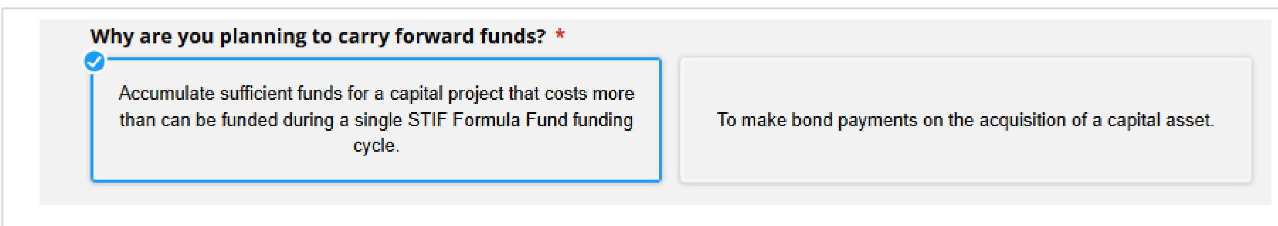
Yes

No

Please be aware that you will need to add a new planned carry forward project for each planned carry forward expense. For example, if you intend to use carry forward funds to both (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula funding cycle; and (2) make bond payments on the acquisition of a capital asset; you will need to add a project for both of these planned carry forward projects.

– If you change the answer to “Yes,” to the question in Figure 21, a new field will appear asking you to select whether you are planning to carry forward funds to (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle or (2) to make bond payments on the acquisition of a capital asset? (Figure 24)

Figure 24: Project Using Planned Carry Forward Funding—Project Type

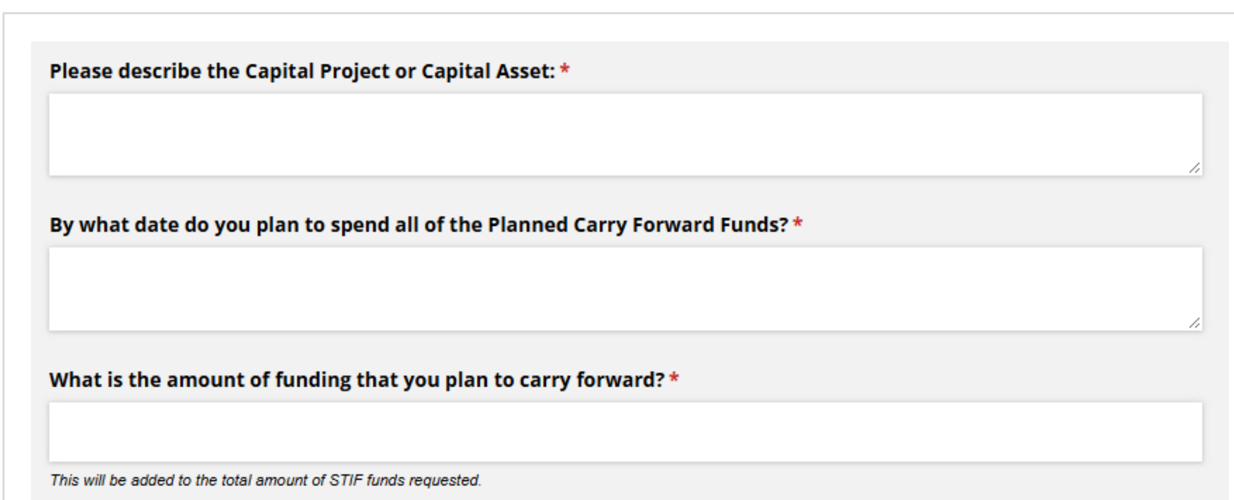

Why are you planning to carry forward funds? *

Accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle.

To make bond payments on the acquisition of a capital asset.

- Once you have made your selection, you will need to describe the capital project or asset, provide the date by which you intend to spend the funds, and the amount of funding you intend to spend. (Figure 25). If the Qualified Entity is a Mass Transit or Transportation District, you must also specify the percentage of the project budget in the district.

Figure 25: Planned Carry Forward Questions


Please describe the Capital Project or Capital Asset: *

By what date do you plan to spend all of the Planned Carry Forward Funds? *

What is the amount of funding that you plan to carry forward? *

This will be added to the total amount of STIF funds requested.

- Once you have filled out the information in Figure 25 you have completed the last step for planned carry forward projects.
  - If there are other projects in this STIF Plan, select "+Add Project." Follow the instructions provided for Project 1 for all subsequent projects.
  - If there are no other projects on this STIF Plan, continue to Section 7 STIF Plan Summary.
- If you answer "No," to the question, "Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?" you will complete the remaining fields in Section 6, beginning with the fields shown in Figure 26.
  - Enter the information requested in Figure 26, including designating how much of the project will "Improve or Expand Service," which "Local Plan from which this project is derived" and the "Local Plan page number." It should be clear how the project is derived from the local plan from the information on the page you enter in the "Local Plan page number" field.
  - If the Qualified Entity is a Mass Transit or Transportation District, you must also specify the percentage of the project budget in the district.
  - If your answer to the question, "Is your project part of a larger, multi-phase project," is "Yes," you must complete the fields in Figure 27. For more information on this requirement, reference OAR 732-042-0015(3)(g).

Note: The questions in Figure 27 relate to major capital public transportation projects and other types of projects that cannot be completed within a single STIF Plan period. Applicants may have projects that extend over multiple STIF Plan periods.

- Once you have filled out the information in Figure 26 (and Figure 27, if necessary), continue to Section 6.1.1 Project Scope.

Figure 26: Not Planning to Set Aside Funds for Use in a Future Biennium

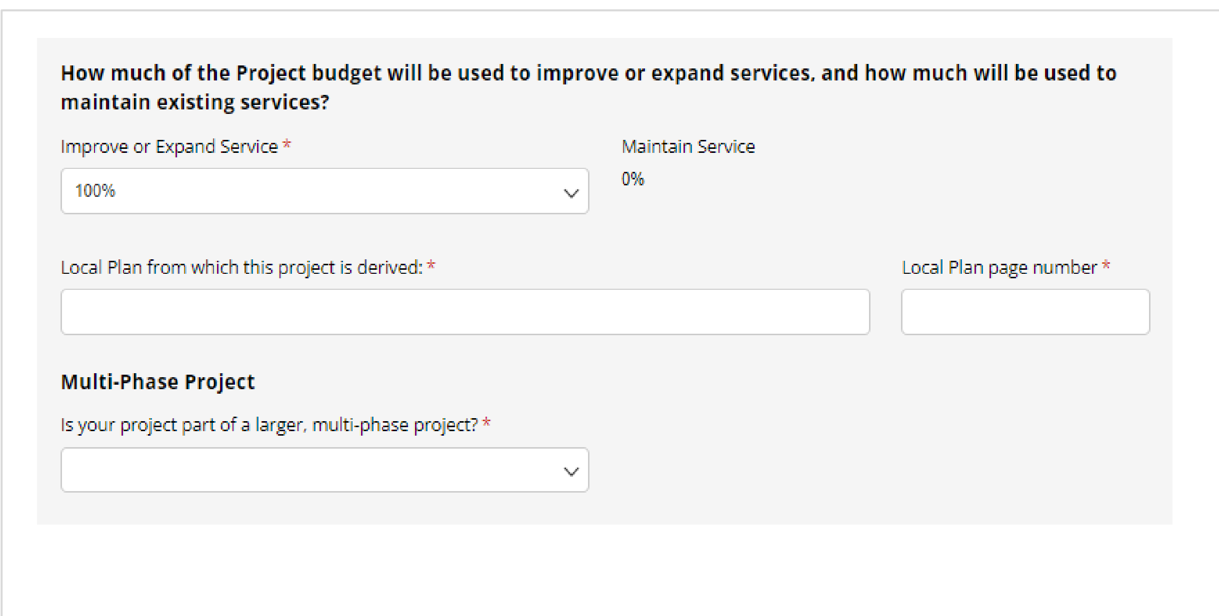
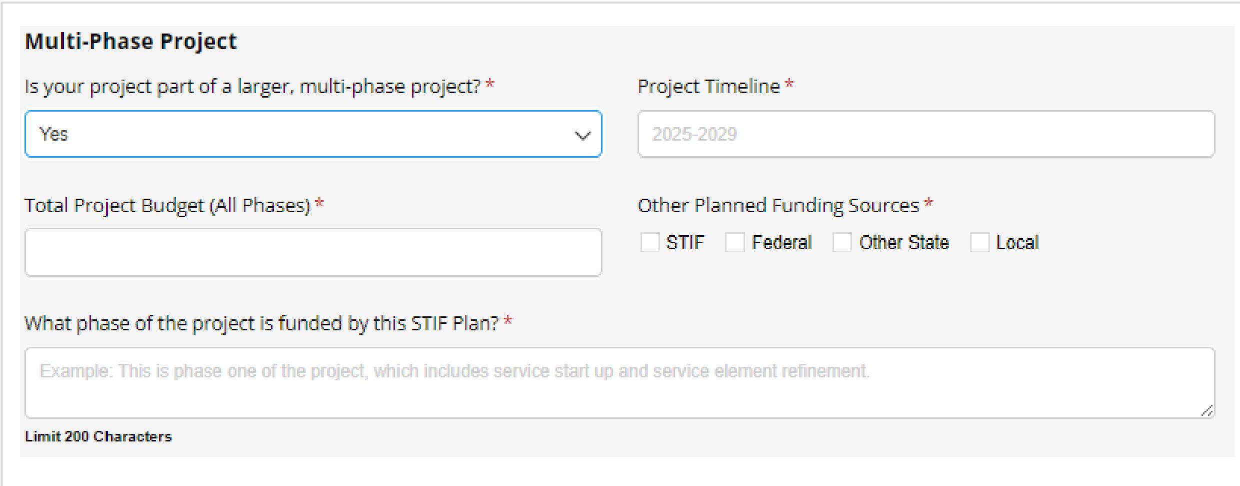


Figure 27: Project Is Part of a Multi-Phase Project



Multi-Phase Project

Is your project part of a larger, multi-phase project? *

Yes

Project Timeline *

2025-2029

Total Project Budget (All Phases) *

Other Planned Funding Sources *

STIF   Federal   Other State   Local

What phase of the project is funded by this STIF Plan? *

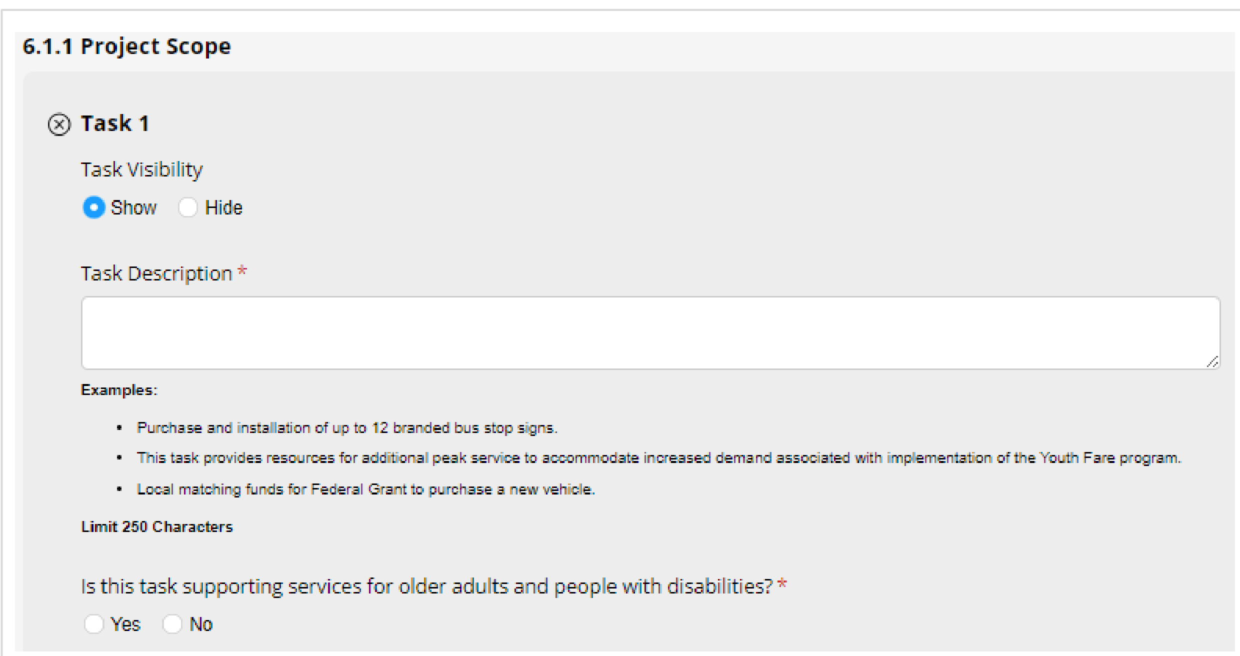
Example: This is phase one of the project, which includes service start up and service element refinement.

Limit 200 Characters

6.1.1 Project Scope

Enter a description for this task in the field provided (Figure 28). Use the examples provided when considering the amount of detail to include in this description. Also determine whether the task will support services for older adults and people with disabilities and select "Yes" or "No" depending on your answer to that question.

Figure 28: Project Scope Task Description



6.1.1 Project Scope

Task 1

Task Visibility

Show   Hide

Task Description *

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.
- Local matching funds for Federal Grant to purchase a new vehicle.

Limit 250 Characters

Is this task supporting services for older adults and people with disabilities? *

Yes   No

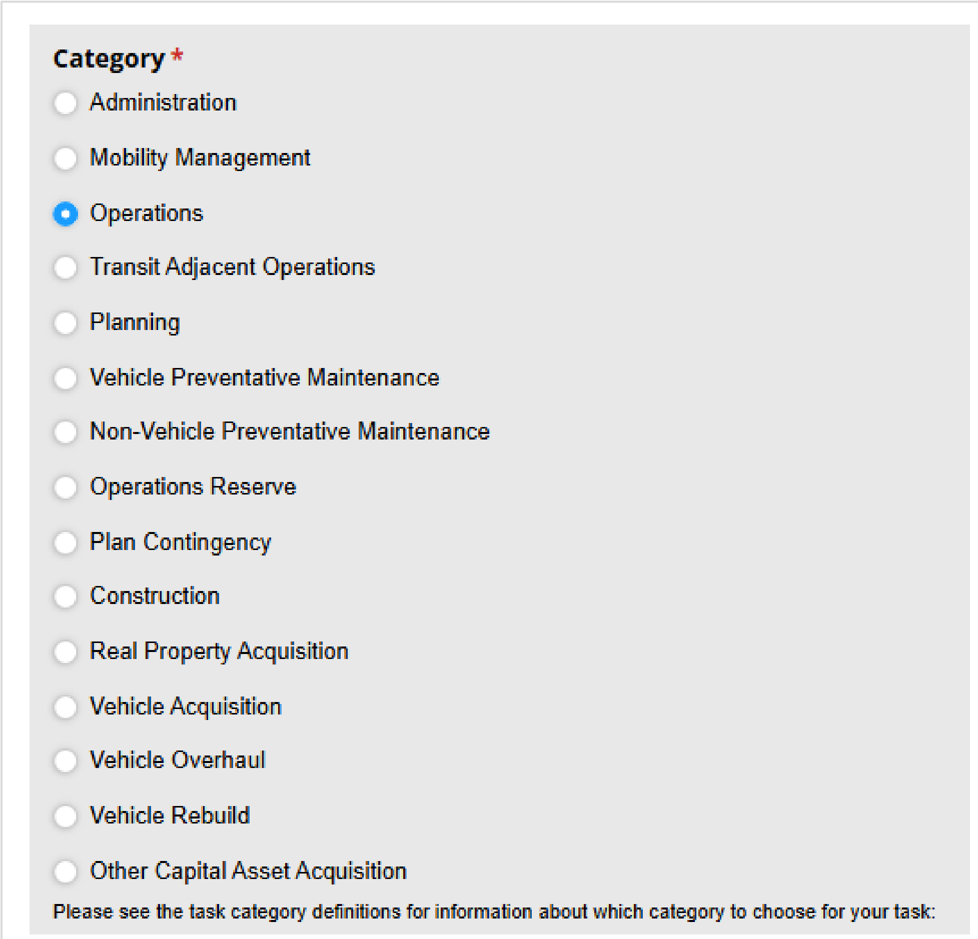
After you have answered that questions, choose the category that best describes this task (Figure 29). Each task category has a unique definition which can be found either in Appendix B ("Task Category Definitions") of these instructions and/or Appendix A of the STIF Program Guidebook. Review these definitions to determine which category to select for your task.

Depending on which category you select, new field(s) will appear for you to enter more information about the task. Here’s an overview of the additional information you will be asked for when you choose each task category:

1. **Administration:** What is the total cost?
2. **Mobility Management:** What is the total cost?
3. **Operations:** Is this for fixed route, demand response service, or deviated fixed route service What is the total cost?
4. **Transit Adjacent Operations:** What is the total cost?
5. **Planning:** What is the total cost?
6. **Vehicle Preventative Maintenance:** What is the total cost?
7. **Non-Vehicle Preventative Maintenance:** What is the total cost?
8. **Operations Reserve:** What is the total cost?
9. **Plan Contingency:** What is the total cost?
10. **Construction:** Is this task for construction of a support facility, transit facility, or transit adjacent project? What is the total cost?
11. **Real Property Acquisition:** Is the task for acquisition of land, a support facility, transit facility, or transit adjacent facility? What is the total cost?
12. **Vehicle Acquisition:** Is this a replacement or expansion purchase? Information about the vehicle(s) that will be replaced and/or acquired, including cost.
13. **Vehicle Overhaul:** Information about the vehicle(s) that will be overhauled, including cost.

- **Vehicle Rebuild:** Information about the vehicle(s) that will be rebuilt, including cost.
- **Other Capital Asset Acquisition:** Enter a brief description of the item followed by the quantity and unit cost.

Figure 29: Category that Best Describes the Task



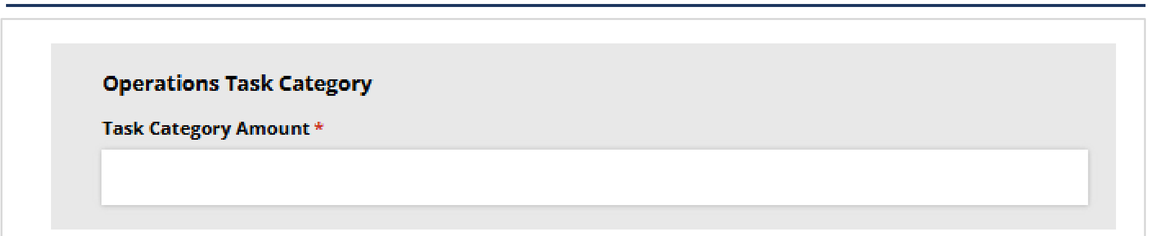
Category *

- ( ) Administration
- ( ) Mobility Management
- (•) Operations
- ( ) Transit Adjacent Operations
- ( ) Planning
- ( ) Vehicle Preventative Maintenance
- ( ) Non-Vehicle Preventative Maintenance
- ( ) Operations Reserve
- ( ) Plan Contingency
- ( ) Construction
- ( ) Real Property Acquisition
- ( ) Vehicle Acquisition
- ( ) Vehicle Overhaul
- ( ) Vehicle Rebuild
- ( ) Other Capital Asset Acquisition

Please see the task category definitions for information about which category to choose for your task:

Most task categories in the Plan request a "task category amount" (Figure 30). This value should be the sum of **STIF formula funds** (**STIF population funds**, **STIF payroll funds**, and **Prior STIF Plan Period funds**) included in the project budget. **Do not** include any non-STIF funding in the "task category amount" because this will cause errors in the automatic calculations within the Plan.

Figure 30: Task Category Amount



Operations Task Category

Task Category Amount *

The **Operations Reserve** and **Plan Contingency** categories are subject to caps that limit the amount of funding that may be allocated for those uses. For more information, see [Appendix A ("Operations Reserve & Plan Contingency")](#).

6.1.2 Expenditure Estimates

This section asks for you to provide estimates of the amount of funding you plan to spend on your task and to provide the source of that funding (Figure 31). The first column in this section represents the first year of the STIF Plan period (FY 2028), and the second column represents the second year of the STIF Plan period (FY 2029).

Figure 31: Expenditures by Fund Source and Fiscal Year

Expenditures by Fund Source and Fiscal Year

Fund Type *	FY 2028 *	FY 2029 *	Total
STIF Population Funds			$0.00
STIF Payroll Funds			$0.00
Federal			$0.00
Other State			$0.00
Local			$0.00
Other Funds			$0.00
Prior STIF Plan Period Funds			$0.00
	$0.00	$0.00	$0.00

Answer "yes" or "no" to the question whether you are using STIF funding in the task as match for another source of funding. If you answer yes, make sure you have included that information in the task description.

If you answer no, indicate whether the project is supported only by STIF funding or whether the project uses other funding sources but STIF is not being used as match.

If this project will be supported with funds other than what is requested in this STIF Plan, enter the information about those funds in the boxes provided.

Note: If your STIF Plan covers two biennia as detailed in Section 5.1 Period Covered by STIF Plan, two additional columns will appear so that you can estimate expenditures for FY 2028 and FY 2029.

Here is a brief overview of the various funds mentioned in the budget table shown in Figure 31:

1. **STIF Population Funds:** These are funds allocated to you based on the population formula. These funds must be used to support services for older adults and people with disabilities.
2. **STIF Payroll Funds:** These are the funds allocated to you based on the payroll tax formula. These funds can be used to fund any eligible STIF projects. The total of your STIF Population and STIF Payroll funds cannot be more than your total allocation of STIF funds. The STIF Plan funding balance will be in Section 7 of your plan, the STIF Plan Summary. That amount will include both STIF Population and STIF Payroll Funds.

3. **Federal:** These are funds expected from any federal sources to fund the transportation project activity, such as Federal Transit Administration (FTA) Sections 5310, 5311, and 5307. You do not need to input the specific funding program, only the total amount of federal funding expected.

4. **Other State:** These are any other state funds expected to fund the task.

5. **Local:** These are any funds generated or collected by the district, county, city, or other local/special district, which are to be applied to the transportation project activity. Examples include local tax revenues, service agreements with local agencies, and general funds. It could also include contributions by private organizations to support the project activity, either directly or through the sub-recipient. ODOT suggests you enter only funds you can reasonably assume will be available within the STIF Plan timeframe based on historical trends or commitments based on local budgeting and agreement processes.

6. **Other Funds:** These are all other fund sources that are budgeted to fund this project, such as private contributions.

7. **Prior STIF Plan Period Funds:** This is the amount of unspent STIF Formula funds that you are carrying over from the previous STIF cycle, including any interest accrued on those funds. All unspent funds that you received in a prior STIF Plan Period must be programmed into the 2027-29 STIF Plan.

You may use the Federal, Other State, Local, or Other Funds sections if you are using your STIF funds as matching funds for another source.

6.1.3 Outcome Measures and Deliverables

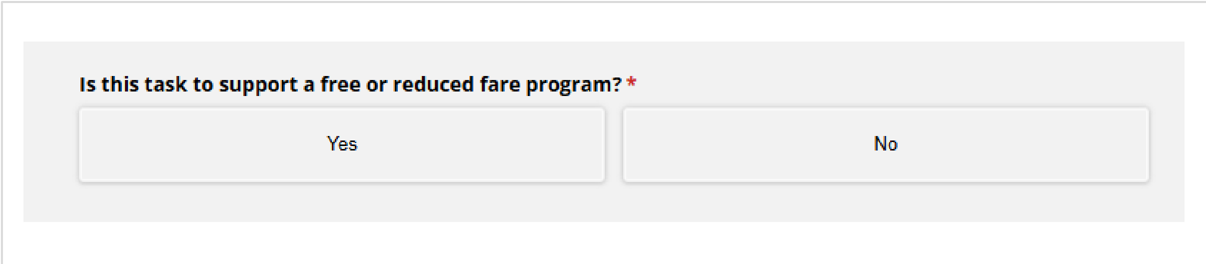
Qualified Entities must include anticipated deliverables for each STIF Plan project. Deliverables are a brief description of the benefits to be achieved through the project during the STIF Plan Period. Progress will be tracked with the "status" portion of the STIF Plan Report (SPR). In addition, Qualified Entities are required to include measurable outcome measures for certain types of tasks. The STIF Plan form will guide users to provide deliverables and establish outcome measures.

Outcome measures help ODOT to compile and report STIF outcomes on a consistent, statewide basis. Qualified Entities should apply the definitions provided by ODOT when reporting on outcomes. The outcomes should fit into standard reporting procedures and methods that will be consistent with future reporting.

Most task categories will only require you to put in a deliverable. However, for some task categories you will need to either answer some follow-up questions or input additional information for pre-assigned outcome measures.

If you select "operations" from menu, once you enter a deliverable, you will first see a question (Figure 32) asking "Is this task to support a free or reduced fare program?"

Figure 32: Free or Reduced Fare Program

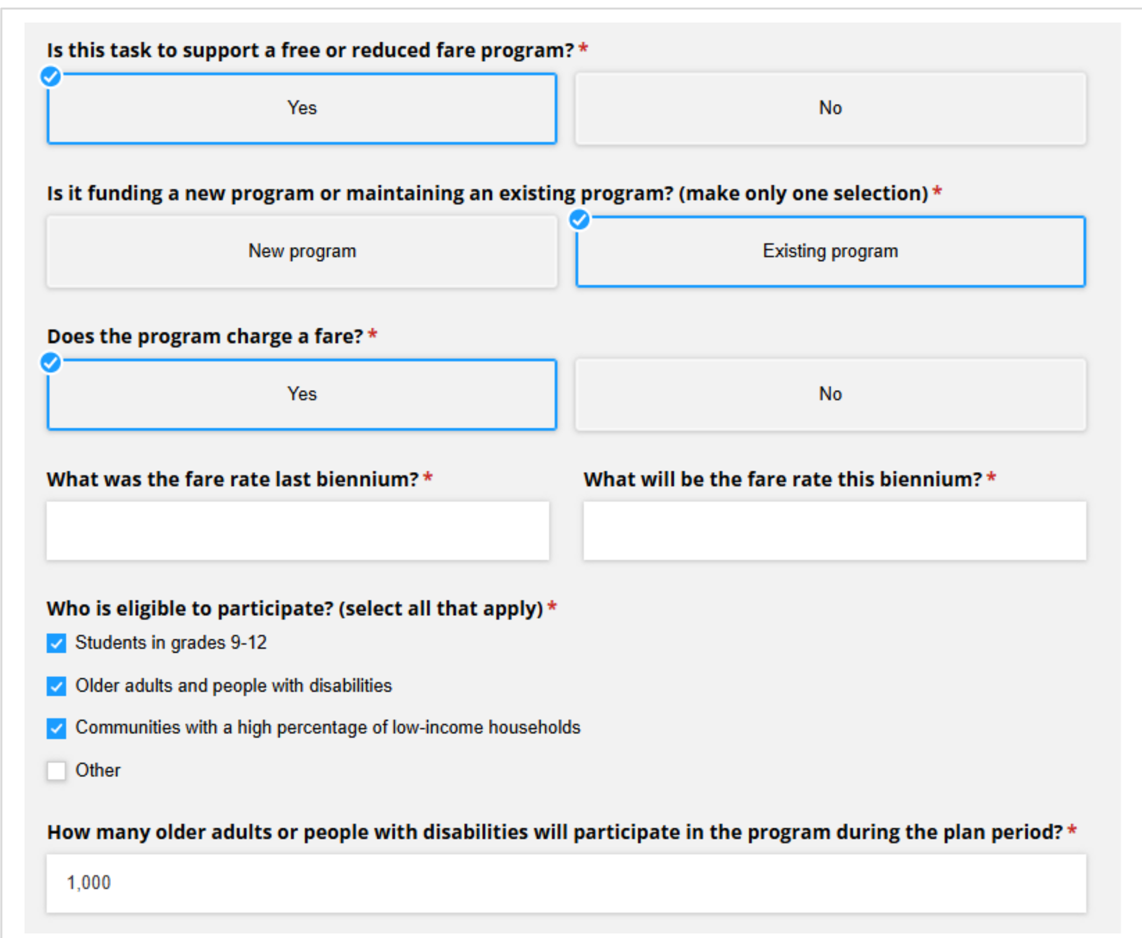


Is this task to support a free or reduced fare program? *

Yes | No

If you answer "yes," you will see follow up questions requesting additional information about the free or reduced fare program, including whether it is a "New program" or an "Existing Program," whether the program charges a fare, the fare rate, and "who is eligible to participate." You will provide different information depending on your answers to these questions. For example, if your task supports an existing program that charges a $1.00 fare, which is unchanged from last biennium, and students, older adults and people with disabilities, and communities with a high percentage of low-income households are eligible to participate, your Plan will look like the image in Figure 33.

Figure 33: Outcome Measures for Free or Reduced Fare Program



Is this task to support a free or reduced fare program? *

Yes | No

Is it funding a new program or maintaining an existing program? (make only one selection) *

New program | Existing program

Does the program charge a fare? *

Yes | No

What was the fare rate last biennium? *

What will be the fare rate this biennium? *

Who is eligible to participate? (select all that apply) *

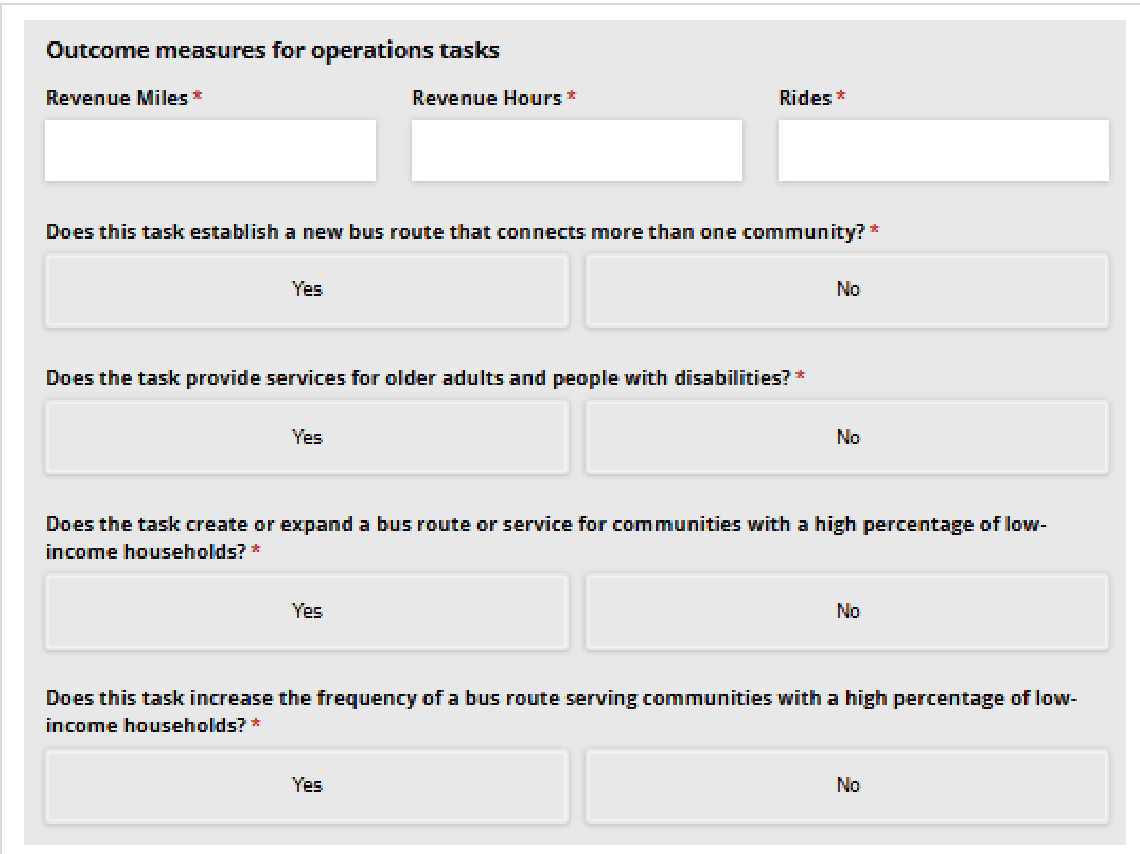
- [x] Students in grades 9-12
- [x] Older adults and people with disabilities
- [x] Communities with a high percentage of low-income households
- [ ] Other

How many older adults or people with disabilities will participate in the program during the plan period? *

1,000

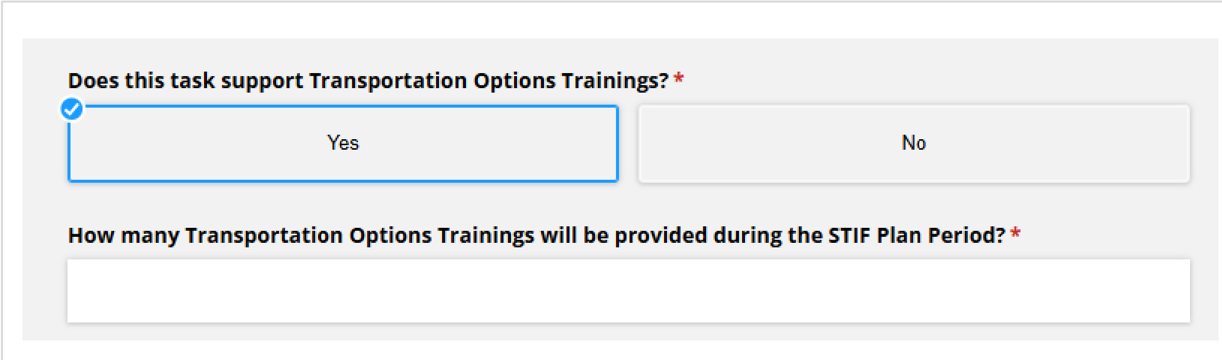
If your operations task does not support a free or reduced fare program, you will answer no to that question, and you will see a different set of fields and questions. You will be required to enter estimated "Revenue Miles," Revenue Hours," and "Rides" for the task. Depending on your answers to the follow-up questions shown in Figure 34, you may be required to provide additional information. Your answers to these questions will determine the information that must be provided.

Figure 34: Outcome measures for all other operations projects



If you have selected mobility management, you will see the question "Does this task support Transportation Options Trainings?" If you answer yes, you will not indicate how many trainings will be provided during the STIF Plan Period (Figure 35).

Figure 35: Outcome Measures Required for a Mobility Management Project



If you have answered the questions in the plan and no specific outcome measure has appeared, you have completed this section once you have specified a deliverable.

Once you have completed the outcome measures and deliverables, you are done entering information for the task. When this step has been completed, determine if there are other tasks to add for this specific project.

If there are other tasks for this project, press "+Add Task" and follow these same steps starting at Section 6.1.1 Project Scope.

If there are no other tasks for this specific project, continue to Section 6.2: Allocation of STIF Funds by Project.

6.2 Allocation of STIF Funds by Project

You must specify the percentage of Formula funds allocated to the nine STIF criteria listed in Figure 36, as outlined in OAR 732-042-0015. Identify what percentage of a STIF project budget is allocated to each of the criteria listed (e.g., providing transit to students in grades 9 through 12) by fiscal year.

Qualified Entities should use the following definitions in Appendix C ("Fund Allocation Definitions") when determining which of the criteria apply to their Projects.

In addition, Qualified Entities should use the mapping tool to determine which of their Projects meet criteria 1 & 2. This tool helps to determine whether a bus route or service serves a "community with a high percentage of low-income households." If you are increasing the frequency of a service identified through the tool, you must allocate funds in criterion 1. If you are expanding the functional or geographic reach of an identified service, you must allocate funds under criterion 2.

Figure 36: Percentage of STIF Budget Allocated to Each of the Criteria by Fiscal Year

6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Please see the definitions in Appendix B of the Application Instructions.

Note: More information about requirements for criterion #7 can be found in OAR 732-042-0015(3)(j). More information about requirements for criterion #8 can be found in OAR 732-042-0010(2)(a).

STIF Criteria

1. Increased frequency of bus service schedules in communities with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.
9. Support for the operation of existing service.

FY 2028 STIF Total $0.00

FY 2029 STIF Total $0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply to this project, fill in with zeros. Do not add or remove any criteria from the table. **The table does not need to total to 100%.**

Criterion	FY 2028 *	FY 2029 *
Criterion 1	0.0%	0.0%
Criterion 2	0.0%	0.0%
Criterion 3	0.0%	0.0%
Criterion 4	0.0%	0.0%
Criterion 5	0.0%	0.0%
Criterion 6	0.0%	0.0%
Criterion 7	0.0%	0.0%
Criterion 8	0.0%	0.0%
Criterion 9	0.0%	0.0%
	0.00%	0.00%

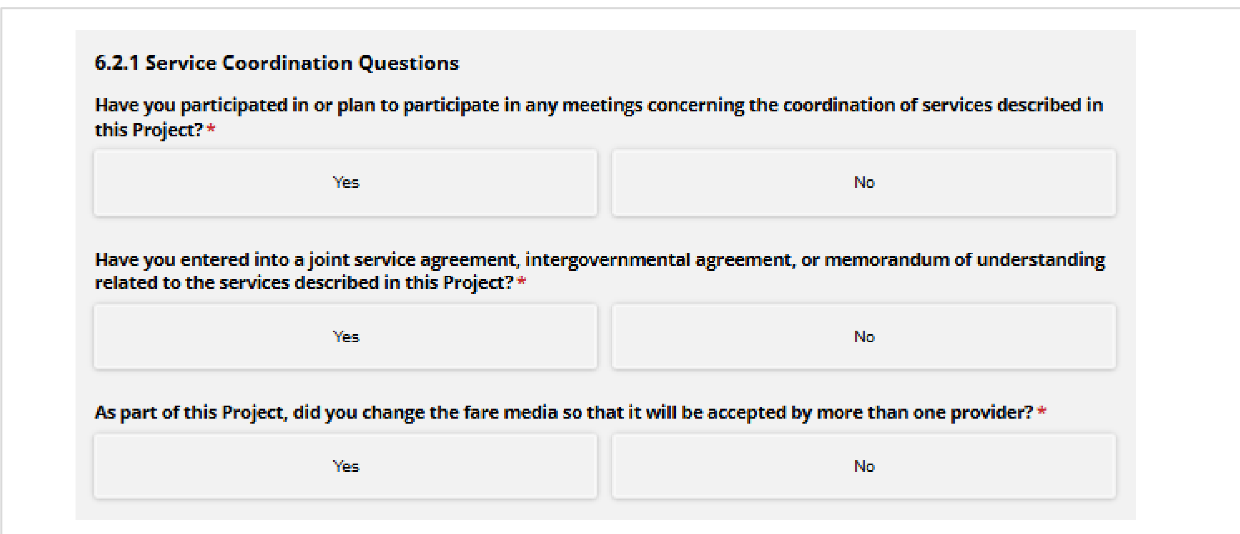
The total for each criterion in each fiscal year may not exceed 100 percent but may be a percentage that ranges from 0 to 100 percent. A single project may have benefits that meet more than one criterion. In these instances, use your best professional judgment to specify which percentage of the funding meets each of the applicable criteria. The STIF Plan will auto-calculate the amount of funding allocated to each of the eight criteria based on the percentages you specify. This will enable ODOT to report the amount of funds allocated to each of the eight areas, recognizing that many projects will meet multiple criteria.

The percentage entered for criterion seven, which pertains to funding for student transit services for students in grades 9 through 12, is used to calculate whether the Qualified Entity will meet the statutory requirement of spending at least one percent of Formula Fund funds received each year on transportation services for students in grades 9 through 12, if practicable (see definition of Student Transit Services in OAR 732-040-0005(44)).

The percentage entered for criterion eight, which pertains to funding for older adults and people with disabilities, is used to calculate whether the Qualified Entity will meet the statutory requirement of allocating funds received via the population-based formula to transit service for older adults and people with disabilities. The total amount of funding in your plan designated for transit services for older adults and people with disabilities must be equal or greater to the total amount of population-based funds you receive from ODOT.

If you have entered a percentage for criterion 6, "Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services," you will need to answer three follow up questions about your project, shown in Figure 37. If you answer yes to the question "Have you participated in or plan to participate in any meetings concerning the coordination of services described in this Project," you will need to provide the dates for those meetings. If you answer yes to the question "Have you entered into a joint service agreement, intergovernmental agreement, or memorandum of understanding related to the services described in this Project," you will need to provide a brief description of the agreement(s). Finally, if you answer yes to the question "As part of this Project, did you change the fare media so that it will be accepted by more than one provider," you will indicate the type(s) of fare media you accept for the services described in the project.

Figure 37: Service Coordination Questions



6.2.1 Service Coordination Questions

Have you participated in or plan to participate in any meetings concerning the coordination of services described in this Project? *

Yes | No

Have you entered into a joint service agreement, intergovernmental agreement, or memorandum of understanding related to the services described in this Project? *

Yes | No

As part of this Project, did you change the fare media so that it will be accepted by more than one provider? *

Yes | No

6.3 Oregon Public Transportation Plan Goals

Each project in your plan must be consistent with Oregon Public Transportation Plan (OPTP) goals and policies (Figure 38). The OPTP is an essential plan for supporting the development of the statewide public transportation system. The title for each OPTP goal is listed in this section next to a checkbox, and you must select at least one goal that applies to each specific STIF Plan project. To learn more about the intricacies and policies associated with each goal, consult page eight of the OPTP.

Figure 38: Identify How Projects Are Consistent with OPTP Goals and Policies

6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the Oregon Public Transportation Plan.

Select the OPTP goals that apply to your STIF Plan Projects. *

- [ ] Goal 1 Mobility: Public Transportation User Experience
- [ ] Goal 2: Accessibility and Connectivity
- [ ] Goal 3: Community Livability and Economic Vitality
- [ ] Goal 4: Equity
- [ ] Goal 5: Health
- [ ] Goal 6: Safety and Security
- [ ] Goal 7: Environmental Sustainability
- [ ] Goal 8: Land Use
- [ ] Goal 9: Funding and Strategic Investment
- [ ] Goal 10: Communication, Collaboration, and Coordination

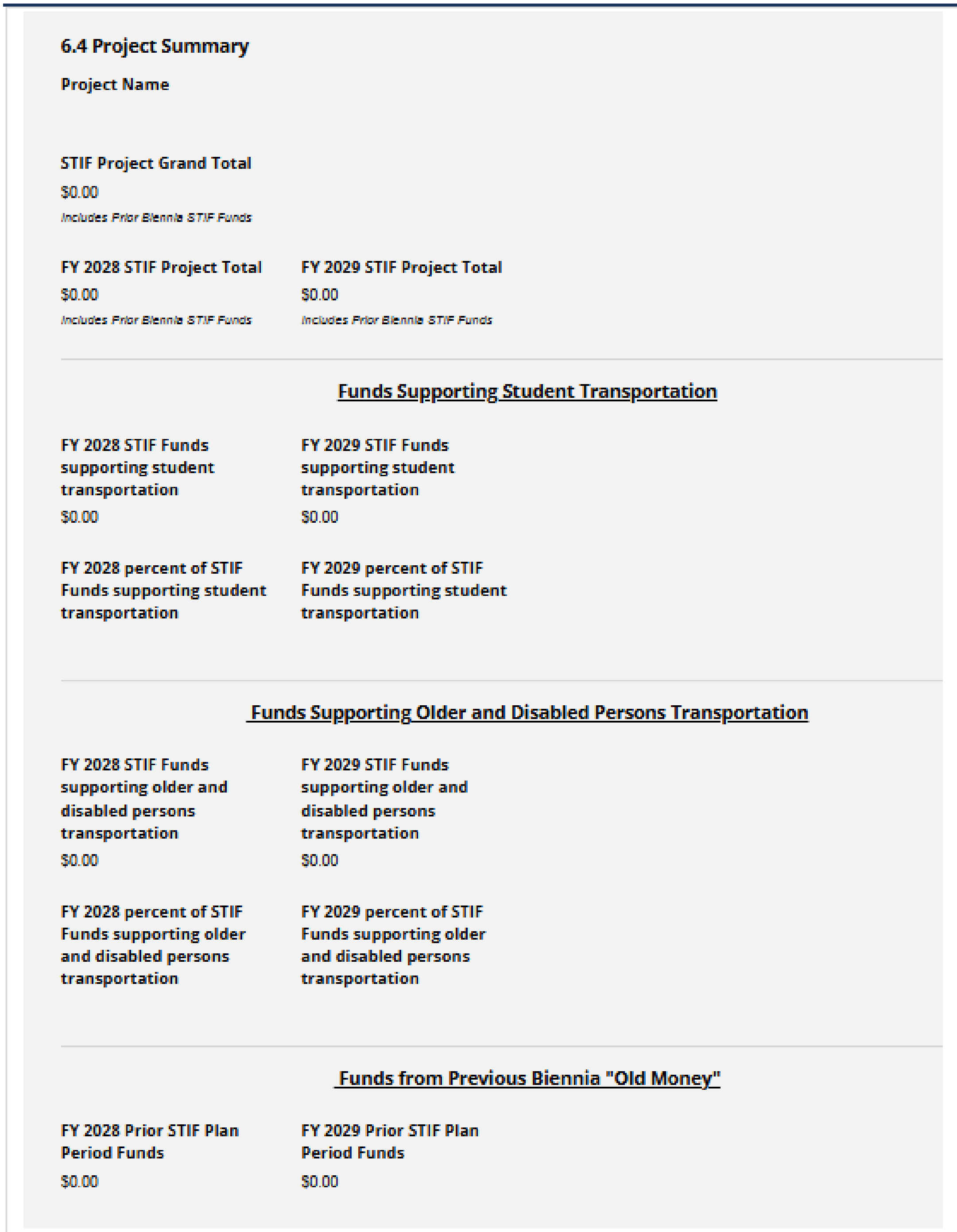
6.4 Project Summary

The Project Summary is a breakdown showing how you have programmed your funding for an individual project. The data in this section are auto-calculated based on responses entered about a specific project in previous sections (Figure 39).

If more than one provider has a Project within the STIF Plan, and you have elected that each provider will have a separate Operations Reserve, this section will display the amount of Operations Reserve funding available for allocation based on the Project budget. For more information, see Appendix A ("Operations Reserve & Plan Contingency").

For more information on how the values in the Project Summary are calculated, see Appendix D, Section 1 ("Calculations in the Project Summary (Section 6.4)").

Figure 39: Auto-Calculated Project Summary


6.4 Project Summary

Project Name

STIF Project Grand Total

$0.00

Includes Prior Biennia STIF Funds

FY 2028 STIF Project Total	**FY 2029 STIF Project Total**
$0.00	$0.00
Includes Prior Biennia STIF Funds	*Includes Prior Biennia STIF Funds*

Funds Supporting Student Transportation

FY 2028 STIF Funds supporting student transportation	**FY 2029 STIF Funds supporting student transportation**
$0.00	$0.00
FY 2028 percent of STIF Funds supporting student transportation	**FY 2029 percent of STIF Funds supporting student transportation**

Funds Supporting Older and Disabled Persons Transportation

FY 2028 STIF Funds supporting older and disabled persons transportation	**FY 2029 STIF Funds supporting older and disabled persons transportation**
$0.00	$0.00
FY 2028 percent of STIF Funds supporting older and disabled persons transportation	**FY 2029 percent of STIF Funds supporting older and disabled persons transportation**

Funds from Previous Biennia "Old Money"

FY 2028 Prior STIF Plan Period Funds	**FY 2029 Prior STIF Plan Period Funds**
$0.00	$0.00

Note: All the steps from Section 6.1 Project Detail Entry to Section 6.4 Project Summary are for one project only. If your STIF Plan contains only one project, then continue to Section 7 STIF Plan Summary. If there are additional projects to be added, select the "+Add Project" button and repeat these instructions starting at Section 6.1 Project Detail Entry.

7. STIF Plan Summary

The STIF Plan Summary is a breakdown showing how you have programmed your funding across your entire Plan. The data in this section will auto-calculate based on the data that have been entered for each project (Figure 40).

If either (1) the QE and sub-recipients in the Plan will share and Operations Reserve; or (2) there are no sub-recipients with Projects in the Plan, then this section will display the amount of Operations Reserve funding available for allocation based on the Plan budget. In addition, this will Section will show the total funds available for Plan Contingency Projects. For more information, see Appendix A ("Operations Reserve & Plan Contingency").

For more information about how the values in the Project Summary are calculated, see Appendix C, Section 2 ("Calculations in the STIF Plan Summary (Section 7)").

Figure 40: Auto-Calculated STIF Plan Summary

7. STIF Plan Summary

STIF Plan Grand Total

$0.00

STIF Plan Grand Total: Includes STIF Plan Maximum, as well as Prior STIF Plan Period Funds.

Planned Carry Forward Total

$0.00

Planned Carry Forward Total: The total amount of funding that is set aside to pay for project expenses in a future biennium.

STIF Plan Total (Plan Maximum)

$0.00

STIF Plan Total: The total amount of funding that ODOT will be authorized to distribute under this plan when it is approved by the OTC. This does not include Prior STIF Plan Period Funds.

FY 2028 Total Prior STIF Plan Period Funds

$0.00

FY 2029 Total Prior STIF Plan Period Funds

$0.00

FY 2028 Total STIF Funds

$0.00

FY 2029 Total STIF Funds

$0.00

FY 2028 Total STIF Funds from Sub-Recipient Applications

$0.00

FY 2029 Total STIF Funds from Sub-Recipient Applications

$0.00

FY 2028 Student STIF Funds

$0.00

FY 2029 Student STIF Funds

$0.00

FY 2028 Percent of STIF Funds supporting student transportation

FY 2029 Percent of STIF Funds supporting student transportation

Unless it is not practicable, each year, the percentage of STIF Funds supporting student transportation must equal or exceed 1% of the FY Total STIF Funds.

Please explain why your allocation of STIF Funds to support student transportation is less than 1%. *

Limit 500 Characters

FY 2028 Older and Disabled Persons STIF Funds

$0.00

FY 2029 Older and Disabled Persons STIF Funds

$0.00

FY 2028 Percent of STIF Funds supporting older and disabled persons transportation

FY 2029 Percent of STIF Funds supporting older and disabled persons transportation

The amount of STIF Funds that support transit services for Older and Disabled Persons. This amount must equal or exceed the Qualified Entity's allocation of population-based formula funds.

Plan Contingency Total

$0.00

Plan Contingency Cap

$0.00

Plan Contingency Percentage

Operations Reserve Total

$0.00

Operations Total

$0.00

Operations Reserve Total Percentage

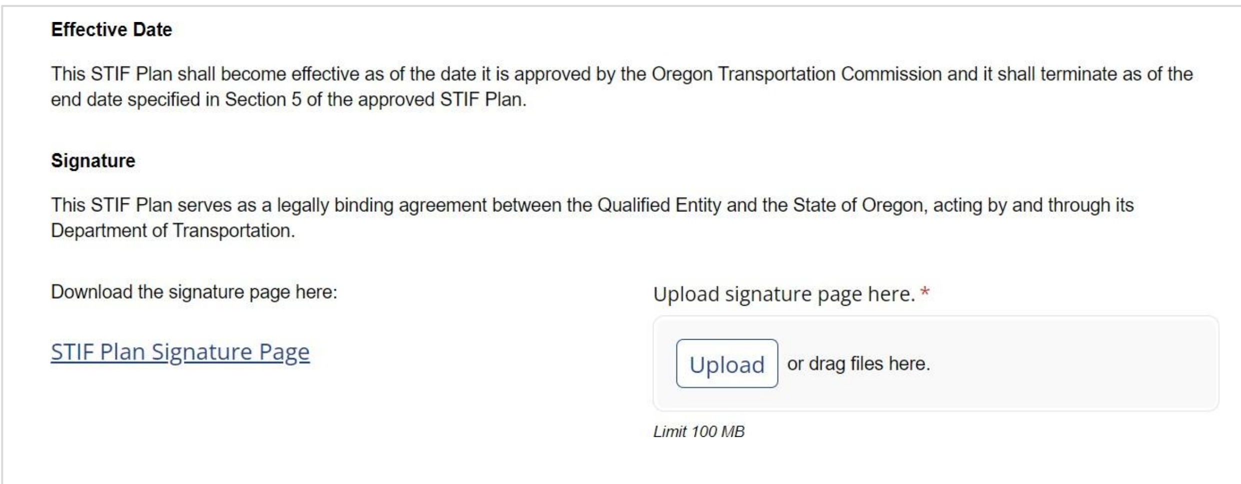
Operations Reserve Cap

$0.00

The STIF Plan Summary section also includes the percentage of STIF Formula funds that will be dedicated to transportation services for students in grades 9 through 12 for each year of the STIF Plan. If less than one percent of STIF Plan Formula funds are proposed to be used for student transportation in any single fiscal year, a text box will appear requiring you to explain why it isn't practicable to dedicate at least one percent of Formula Fund money for this purpose each fiscal year. Consider the definition of Student Transit Services in OAR 732-040-0005 (44) when writing an explanation.

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation (Figure 41).

Figure 41: STIF Plan Serves as a Legally Binding Agreement



Effective Date

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here:

STIF Plan Signature Page

Upload signature page here. *

Upload or drag files here.

Limit 100 MB

The person who signs the STIF Plan is certifying that they are authorized to execute this STIF Plan on behalf of their Qualified Entity and at the direction of their Governing Body. They also are legally binding their Qualified Entity and acknowledging and representing on behalf of their Qualified Entity each of the following:

- The Qualified Entity, through its agents, officers, or employees responsible to administer the STIF Plan and oversee completion of the projects included in the STIF Plan, has read and understands ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42.
- The Qualified Entity agrees to be bound by ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42 and any other laws applicable to STIF Formula Fund program administration and to the completion of the projects described in this STIF Plan.
- The STIF Plan is complete and includes all of the required documentation and information.
- The STIF Plan does not contain and is not based on any false or fraudulent information.
- The STIF Plan does not contain any statement or representation that is untrue in whole or part.
- The STIF Plan does not omit information that could have a material effect on the value, validity, or authenticity of the STIF Formula Fund distributions made to the Qualified Entity.
- The Qualified Entity agrees to deliver the projects described in this STIF Plan within the identified timelines.

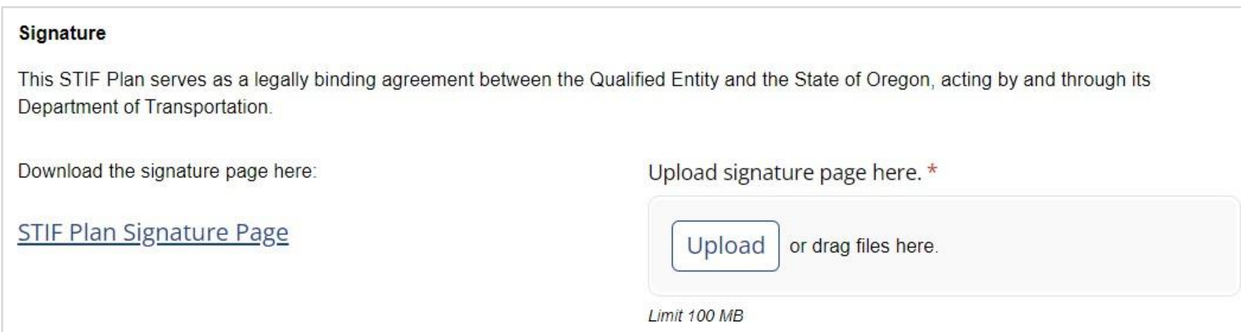
- The Qualified Entity understands that it may request STIF Formula Fund distributions from ODOT after the Oregon Transportation Commission (OTC) has approved the STIF Plan but may not make a request for funding prior to July 1, 2027.

Payments to the Qualified Entity are conditioned on the Qualified Entity satisfying all terms and conditions of this agreement.

- The Qualified Entity is required to repay, in full, any distributions paid to the Qualified Entity if the Oregon Transportation Commission determines that the recipient has failed to meet any terms or conditions of this agreement.

Select the link next to "Download the signature page here" and have an authorized person complete and sign the form (Figure 42). Upload the signed signature page using the "Upload" button.

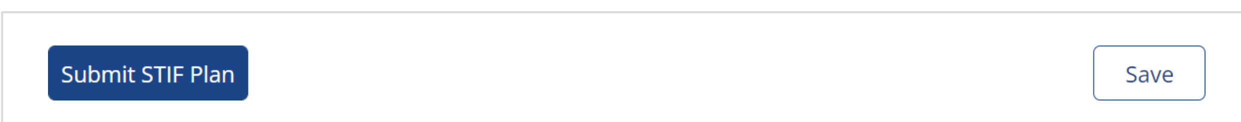
Figure 42: Download and Upload the Signature Page



When your STIF Plan has been completed, check that all hidden files are changed to "show", press the "Save" button one last time before selecting the "Submit STIF Plan" button at the bottom of the form (Figure 43).

Note: Remember to "show" any hidden fields before you submit your STIF Plan.

Figure 43: Saving and Submitting the STIF Plan



Appendix A— Operations Reserve & Plan Contingency

This Appendix provides additional information about the Operations Reserve and Plan Contingency categories. These categories replace the “Program Reserve” category included in prior STIF Plans.

Operations Reserve

An Operations Reserve sets aside money to support the operation of services in the event of significant, unanticipated declines in revenue. These funds can only be transferred to operations projects or tasks to make up for revenue short falls.

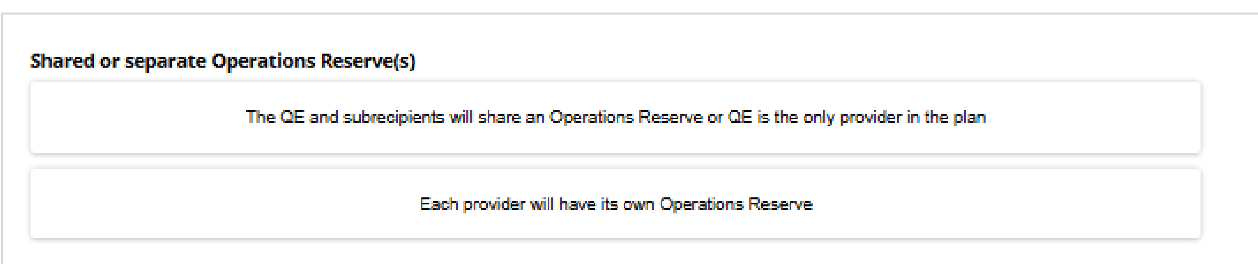
A STIF Plan can include a single Operations Reserve to be shared between the Qualified Entity the sub-recipients in the Plan. Alternatively, the Plan may include a separate Operations Reserve for the Qualified Entity and for each sub-recipient. If the QE is the only provider in the STIF Plan, it will have a single operations reserve.

The amount of Operations Reserve funding that may be included in a Plan is capped based on the amount of funding that the STIF Plan budgets for Operations expenses. If the Qualified Entity shares an Operations Reserve project with its sub-recipient(s), or there are no sub-recipients in the plan, then the amount of Operations Reserve funding is capped at 12.5% of the total funding budgeted for Operations expenses in the STIF Plan.

If each Provider has its own Operations Reserve, the amount of money that can be set aside for Operations Reserve Projects is capped at 12.5% of the total funding that the Qualified Entity or sub-recipient has budgeted for operations.

The STIF Plan form calculates how much Operations Reserve funding is available in the Plan. The calculations in the Plan and the information displayed will vary depending on whether the Plan includes one shared Operations Reserve or separate Operations Reserves for each provider.

Figure A



Shared Operations Reserve

If the QE and Sub-Recipients will share an operations reserve, or there are no Sub-Recipients in the Plan, then the form will show the following in Section 7 “STIF Plan Summary”:

- The Operations Reserve Total: The funding budgeted in Tasks categorized as Operations Reserve in the Plan

- The Operations Total: The funding budgeted for Operations Tasks throughout the Plan.
- The Operations Reserve Percentage: The Operations Reserve Total as a percentage of the Operations Total. This value must not exceed 12.5% to comply with the Program Rules.
- The Operations Reserve Cap: This is the amount of funding that can permissibly be budgeted for Operations Reserve in the Plan.

For example, if a STIF Plan includes $1,000,000 in funding for tasks in the Operations category, and $125,000 for Operations Reserve, then the form will show the following:

Figure B

Operations Reserve Total
$125,000.00

Operations Total
$1,000,000.00

Operations Reserve Total Percentage
12.50%

Operations Reserve Cap
12,500,000.00%

Figure B shows a compliant plan. The Total amount of Operations Reserve is equal to 12.5% of the Total amount of Operations expenses in the Plan, and it matches the Operations Reserve Cap.

Each provider will have its own Operations Reserve

If the QE and sub-recipients will each have their own Operations Reserve, the information will not be displayed at the Plan level. Instead, Section 6.4 “Project Summary” will display the following for each Project.

- Operations Total: The amount of Operations Funding budged in the Project
- Operations Reserve Available: The amount of Operations Reserve that can be added to the Plan based on the amount of Operations funding in the Project

For example, if the total amount of funding budgeted for Operations tasks in a Project is equal $500,000, then the Provider will have $62,500 in Operations Reserve Available.

Figure C

Operations Reserve Available
$62,500.00

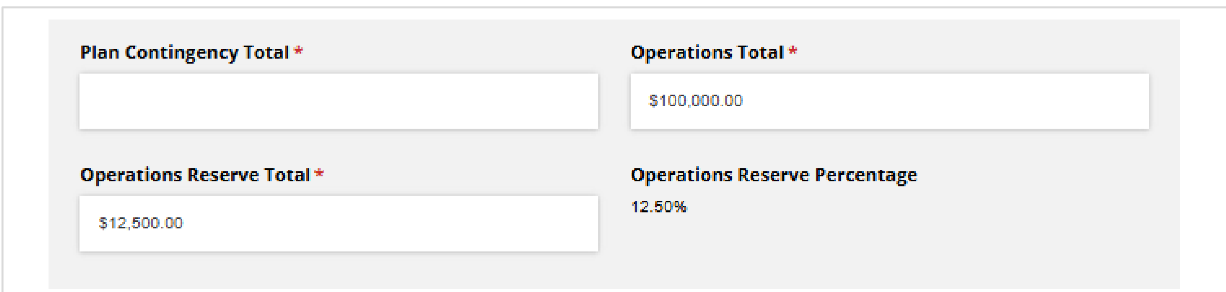
Operations Total
$500,000.00

Each Provider can then add together the "Operations Reserve Available" for its Projects to determine the total amount of Operations Reserve funding it may add to the Plan. For example, assume a Provider has 3 projects, each with $100,000 in Operations funding for a total of $300,000. It may therefore add $12,500 in Operations Reserve funding for each of those Projects, for a total of $37,500.

If the QE has attached an approved Sub-Recipient Project Application to the Plan, refer to the totals in the Sub-Recipient Detail Entry field. This will show the "Operations Total," "Operations Reserve Total," and "Operations Reserve Percentage" based on the information entered into the Sub-Recipient Project Application.

For example, if the Sub-Recipient Project Application includes $100,000 in Operations funding and $12,500 in Operations Reserve, then the Sub-Recipient Project Application Detail Entry fields will show the following.

Figure D



Plan Contingency

Plan Contingency Projects set aside money for costs that were not foreseen by the Qualified Entity at the time the STIF Plan was submitted to the Oregon Transportation Commission for approval. These funds can be transferred to any other project or task within the Plan to account for unanticipated increases that may arise during the Plan Period. OAR 732-042-0015(5).

There is no limit to the number of Plan Contingency Projects that can be included in a STIF Plan, but the amount of money that can be set aside for Plan Contingency is capped at 15% of the total money that the Qualified Entity expects to spend during the STIF Plan Period. That means it is 15% the total funding in the Plan, not including any money set aside in Operations Reserve Projects and Planned Carry Forward Projects.

The STIF Plan automatically calculates the amount of Plan Contingency funding available in the Plan. Section 7 "STIF Plan Summary" will show the following:

- Plan Contingency Total: The total amount of funding budgeted to Plan Contingency Tasks throughout the plan
- Plan Contingency Cap: The total amount of funding that can permissibly be budgeted for Plan Contingency throughout the plan based on the current totals.
- Plan Contingency Percentage: The percentage of funding in the Plan (excluding Operations Reserve and Planned Carry Forward funding) budgeted for Plan Contingency based on the

current totals. This value must be 15% or less to comply with the program rules.

For example, if the STIF Plan Grand Total is $1,200,000, with $100,000 budgeted Operations Reserve, $100,000 budgeted for a Planned Carry Forward Project, and $150,000 for Plan Contingency, then the STIF Plan will display the following:

Figure E

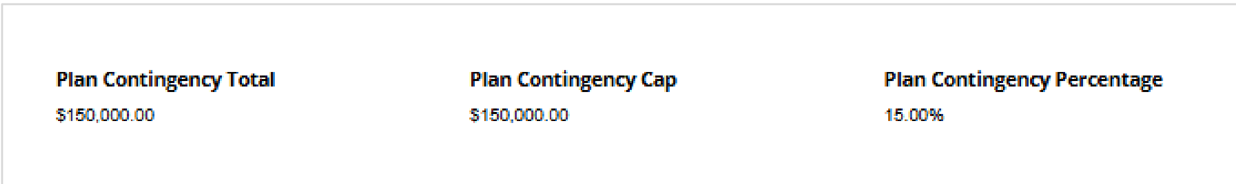


Figure E shows a compliant Plan. The amount of Plan Contingency is equal to 15% of the total amount of funding that the QE expects to spend during the STIF Plan Period.

Please note: The Plan Contingency Cap is always based on the funds entered into the Plan so far. If you increase the “Grand Total,” including by adding in Plan Contingency, the Plan Contingency Cap will go up.

Appendix B— Task Category Definitions

Use the following definitions as you select the "task category" for each task in your plan:

Non-capital Task Categories

- **Administration** – Activities that support the accomplishment or oversight of a Project(s) within the STIF Plan or the management or oversight of funding received pursuant to the STIF Plan. Expenses for administration are those that support completion of a Project(s) in the Plan but which do not meet the definition of another task category.
  - Examples of administration expenses may include but are not limited to: administrative staff salaries; overhead expenses; marketing expenses; insurance premiums and payments to a self-insurance reserve; office supplies; office equipment; telecommunications; facilities and equipment rental; costs for coordination of transit services. Administration expenses may also include costs such as those associated with reporting on STIF Plan expenses and outcomes; audits of STIF moneys received; and other STIF program compliance requirements.
- **Mobility Management** – Short-range planning, management activities, and projects for improving coordination among public transportation and other transportation service providers. Mobility management includes access to transportation services that are focused on connecting individuals with the transit options that best meet their needs, including activity related to the functionality of passenger-facing software and applications that assist with trip-planning and connectivity within or across transit systems.
- **Operations** – Activities directly related to system operations. Examples of operating expenses include but are Operations expenses include expenses associated with free or reduced fare programs.
- **Transit Adjacent Operations** – Activities directly associated with system operations for bicycle or pedestrian projects with a physical or functional relationship to public transit.
- **Planning** – Planning is one or more of the following:
  - Developing transportation plans and programs;
  - Planning, engineer, design, and evaluate a public transportation project; and
  - Conducting technical studies relating to public transportation.
  - Examples of planning tasks include the following:
    - Studies related to management, planning, operations, capital requirements, and economic feasibility;
    - Evaluating previously financed projects;
    - Peer reviews and exchanges of technical data, information, assistance, and related activities in support of planning and environmental analyses among metropolitan planning organizations and other transportation planners; and
    - Other similar and related activities preliminary to and in preparation for constructing,

acquiring, or improving the operation of facilities and equipment.

- **Vehicle Preventative Maintenance** – Maintenance activities related to vehicles. These include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner, up to and including the current state of the art for maintaining such an asset.
- **Non-Vehicle Preventative Maintenance** – Maintenance activities related to assets other than vehicles, including real property. These include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner, up to and including the current state of the art for maintaining such an asset.
- **Operations Reserve** – STIF Formula Fund moneys that may be transferred to any operations Project in the STIF Plan in the event of significant, unexpected declines in transit operations revenue.
- **Plan Contingency** – STIF Formula Fund moneys that may be used for Project costs that were not foreseen at the time the Qualified Entity submitted a STIF Plan to the Commission for approval.

Capital Task Categories

- **Construction** – All activities associated with the completion, expansion, or improvement of a building, structure, or other real property. Construction includes costs associated with the supplies, materials, labor, and services necessary for all phases of a construction project, except for those preliminary activities meeting the definition of "planning," such as engineering and design.
  - ***Construction-Support Facility*** – Any task that meets the definition of “construction” associated with a structure meeting the definition of “support facility.”
  - ***Construction-Transit Facility*** – Any task that meets the definition of “construction” associated with a structure that meets the definition of “transit facility.” A construction task related to a structure that meets the definition of both “support facility” and “transit facility” should be categorized as a “*construction-transit facility*” task.
  - ***Construction-Transit Adjacent Projects*** – Any task that meets the definition of construction associated with a bicycle or pedestrian project with a physical or functional relationship to public transit.
- **Real Property Acquisition** – All activities associated with the purchase or lease of any interest in real property, except for preliminary activities meeting the definition of "planning."
  - ***Real Property Acquisition-Land*** – Any task that meets the definition of real property acquisition associated with land.
  - ***Real Property Acquisition*-Support Facility** – Any task that meets the definition of real property acquisition associated with a structure that meets the definition of support facility.

- ◦ ***Real Property Acquisition-Transit Facility*** – Any task that meets the definition of real property acquisition associated with a structure that meets the definition of transit facility." A real property acquisition task related to a structure that meets the definition of both "support facility" and "transit facility" should be categorized as a "*real property acquisition-transit facility*" task.
- ◦ ***Real Property Acquisition-Transit Adjacent Facility*** – Any task that meets the definition of real property acquisition associated with a bicycle or pedestrian project with a physical or functional relationship to public transit.

- **Vehicle Acquisition** – The acquisition of capital buses or other transit vehicles for the purpose of expanding, replacing, leasing fleet assets. Vehicle acquisitions may cover a wide range of vehicle types for public transportation use, such as standard 40-ft buses, 35-ft buses, 30-ft buses, articulated buses, commuter or suburban buses, intercity buses, trolley buses, double-deck buses, vans, and dual-mode buses. Related capital maintenance items and spare parts associated with these vehicles are also included.
    - ***Vehicle Acquisition-Expansion*** – A task that meets the definition of vehicle acquisition to increase the overall fleet size.
    - ***Vehicle Acquisition-Replacement*** – A task that meets the definition of vehicle acquisition to replace existing fleet vehicles that have reached the end of their useful life.
    - ***Vehicle Acquisition-Lease*** – A task that meets the definition of vehicle acquisition to lease fleet assets.
- **Vehicle Overhaul** – Systematic replacement or upgrade of revenue and non-revenue systems, the useful life of which is less than the useful life of the entire vehicle, in a programmed manner. Overhaul is performed as a planned or concentrated activity and is intended to retain the original useful life. Compare with "Rebuild."
- **Vehicle Rebuild** – An activity associated with rolling stock that occurs at or near the end of a unit of rolling stock's useful life and results in an extended useful life for the unit of rolling stock consistent with the extent of the rebuilding. Compare with "Overhaul."
- **Other Capital Asset Acquisition** – The purchase or lease of a tangible item, other than real property or rolling stock, with a purchase price of $5,000 or more and a useful life of at least one year.

Appendix C— Fund Allocation Definitions

The following definitions should be used when you complete the "fund allocation" table in your STIF Plan.

Criterion 1: Increased frequency of bus service schedules in communities with a high percentage of low-income households.

Definitions:

Community with a high percentage of low-income households (CHPLIH)-"Community with a high percentage of low-income households" means either (a) A group of people living in geographic proximity to each other who have a higher percentage of low-income households than the state average; or (b) A group of people sharing a common characteristic, such as enrollment in Medicaid, the Supplemental Nutrition Assistance Program (SNAP), or another income-eligible program, who have a higher percentage of low-income households than the state average, regardless of where any person within the group is located. OAR 732-040-0005(11)

Bus service - Public transportation service provided through fixed route operations and demand response services, including fixed route buses that operate on established schedules and dial-a-ride services that offer on demand or reservation based transportation within the service area.

Criterion 2: Procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more

Definitions:

Procured – Purchased or leased through an approved acquisition process using STIF dollars for the purpose of adding vehicles to a public transportation fleet

Areas – Refers to Metropolitan Service Areas (MSA) with a population of 200,000 or more

Bus – Includes buses, cutaways, and vans that are intended for public transportation use and that meet applicable safety and operational standards

Criterion 3: Implementation of programs to reduce fares for public transportation in communities with a high percentage of low-income households

Definitions:

Community with a high percentage of low-income households (CHPLIH)-"Community with a high percentage of low-income households" means either (a) A group of people living in geographic proximity to each other who have a higher percentage of low-income households than the state average; or (b) A group of people sharing a common characteristic, such as enrollment in Medicaid, the Supplemental Nutrition Assistance Program (SNAP), or another income-eligible program, who have a higher percentage of low-income households than the state average, regardless of where any person within the group is located. OAR 732-040-0005(11)

Implementation - actions taken to initiate, establish, and/or maintain programs designed to reduce fares for public transportation in communities with a high percentage of low-income households. This includes planning, launching new efforts such as transportation wallets, continuing existing efforts, administering program operations, and ensuring ongoing delivery of reduced-fare benefits.

Criterion 4: Expansion of bus routes and bus services to reach communities with a high percentage of low-income households

Definitions:

Community with a high percentage of low-income households (CHPLIH)-"Community with a high percentage of low-income households" means either (a) A group of people living in geographic proximity to each other who have a higher percentage of low-income households than the state average; or (b) A group of people sharing a common characteristic, such as enrollment in Medicaid, the Supplemental Nutrition Assistance Program (SNAP), or another income-eligible program, who have a higher percentage of low-income households than the state average, regardless of where any person within the group is located. OAR 732-040-0005(11)

Expansion: The physical or operational growth of public transportation services, including extending geographic coverage such as adding new bus routes or expanding existing routes into additional areas; enhancing service offerings such as increasing service hours or adding new types of service; and upgrading from one service type to another or adding higher capacity or more frequent service

Services: Bus service; Public transportation service provided through fixed route operations and demand response services, including fixed route buses that operate on established schedules and dial-a-ride services that offer on demand or reservation based transportation within the service area

Reach: The ability of bus routes and services to provide access both within a community (intracommunity) and between separate communities (intercommunity), ensuring that residents can connect to destinations, services, and opportunities.

Criterion 5: Improvement in the frequency and reliability of service connections between communities inside and outside of the qualified entity's service area

Definitions:

Service connections - The transportation links that allow passengers to travel between different routes, systems, or jurisdictions, including transfers between services operated by the qualified entity, a sub-recipient, or contractor and services operated by neighboring or partner providers.

Communities- Cities, towns, neighborhoods, or other populated areas.

Improvement - measurable enhancements to transit service, including increases in service frequency, reductions in wait time, enhanced coordination between routes, or other actions that produce more efficient or dependable connections for riders.

Reliability - the on-time performance, schedule adherence, and the ability of passengers to make planned connections.

Service area - the geographic region in which the qualified entity is authorized to operate and provide public transportation services, as defined by its governing authority, charter, or adopted service boundaries, or the QE's area of responsibility if the QE does not have official service boundaries or does not directly provide public transportation services.

Criterion 6: Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services

Definitions:

Fragmentation - Gaps or inconsistencies in public transportation services that result from unaligned routes, schedules, fares, service areas, or operational practices across different providers, creating barriers for riders who need seamless travel between services.

Coordination - The intentional alignment and cooperation between public transportation service providers to improve connectivity, including shared planning, harmonized schedules, integrated service design, complementary routes, unified or interoperable fare systems, and other actions that support smooth, efficient travel for riders.

Criterion 7: Implementation of programs to provide Student Transit Services for students in grades 9 through 12

Definitions:

Implementation - Actions taken to initiate, develop, or carry out programs that provide student transit service

Program - A coordinated, ongoing set of services or initiatives designed to improve or provide access to public transportation for students in grades 9–12, including service delivery, fare support, partnerships, and related outreach activities

Student transit service - Public transportation service that provides access to a school by offering a transit stop located within one quarter mile of the school and operating at times that allow students to use the service to travel to and from school

Criterion 8: Services for older adults and people with disabilities

Definitions:

Services: Bus service; Public transportation service provided through fixed route operations and demand response services, including fixed route buses that operate on established schedules and dial-a-ride services that offer on demand or reservation-based transportation within the service area

Criterion 9: Support for the operation of existing service

Definitions:

Operation: activities directly tied to system operations, including not limited to: fuel and other consumables used for system operations, drivers' salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses.

Existing service: a service offered prior to the start of the new STIF Plan period that does not meet the definition of "expansion" or "improvement" in criterion 4 and 5, respectively, i.e., a service that will continue substantially the same as it was before the new STIF Plan goes into effect.

Appendix D—Calculations Glossary

This Appendix includes explanations of the how the values shown in the 2027-29 STIF Plan are calculated. These calculations are broken down between Section 6.4 and Section 7.

1. Calculations in the Project Summary (Section 6.4)

- **STIF Project Grand Total**:
  - For all projects other than planned carry forward projects, this is the sum of the numbers entered in the **STIF Payroll**, **STIF Population**, and **Prior STIF Plan Period** fields in the Expenditure Estimates table (Section 6.1.2) for all tasks included in the project.
  - This value **does not** include any numbers you entered in the **Federal**, **Other State**, **Local**, or **Other Funds** fields.
  - For planned carry forward projects, this is the number entered in response to the question "What is the amount of funding that you plan to carry forward?"
- **Amount in District**:
  - This value is the result of multiplying the **Project Grand Total** by the percentage assigned to **"Percent of project budget in district"** for the Project.
  - For example, if you assigned 50% to the **"Percent of project budget in district,"** and the **Project Grand Total** is $100,000, the calculation will be $100,000 x .5, resulting in an **"Amount in District"** of $50,000.
- **Amount out of District**:
  - This value is the **Project Grand Total** minus the **Amount in District.**
- **Operations Total**
  - This value appears only if the QE selects that each provider in the plan will have its own Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan).
  - This value is the sum of all funds included in the **Task Category Amount** for tasks categorized as **Operations** within the project.
  - For example, if the Project includes 2 tasks categorized as **Operations,** one with a **Task Category Amount** of $100,000 and one with a **Task Category Amount** of $50,000, then the **Operations Total** for the project is $150,000.
- **Operations Reserve Available**
  - This value appears only if the QE selects that each provider in the plan will have its own Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan).
  - This value is the result of multiplying the **Operations Total** by 12.5%.
  - For example, the **Operations Total** for the Project is $100,000, then the **Operations Reserve Available** is $12,500.
- **FY 2028 STIF Project Total**:

  - The sum of all numbers you entered in the **STIF Payroll**, **STIF Population**, and **Prior STIF Plan Period** fields in the Expenditure Estimates tables (Section 6.1.2) in the FY 2028 columns, for all tasks within the project.
  - This value **does not** include any numbers entered in the **Federal**, **Other State**, **Local**, or **Other Funds** fields.
  - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.
- **FY 2029 STIF Project Total**:
  - The sum of all numbers you entered in the **STIF Payroll**, **STIF Population**, and **Prior STIF Plan Period** fields in the Expenditure Estimates tables (Section 6.1.2) in FY 2027 columns, for all tasks within the project.
  - This value **does not** include any numbers you entered in the **Federal**, **Other State**, **Local**, or **Other Funds** fields.
  - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.
- **FY 2028 STIF Funds supporting student transportation:**
  - This value is the **Fiscal Year 2028 STIF Project Total** multiplied by the percentage that you entered for Criterion 7 in FY 2028 column of Fund Allocation Table (Section 6.2).
  - For example, if the **Fiscal Year 2028 Project Total** is $100,000, and you entered 2% for Criterion 7 in FY 2028 column of Fund Allocation Table (Section 6.2), then the calculation will be $100,000 x .02, leading to a result of $2,000.
  - This value does not apply to planned carry forward projects, which are not broken down by year in the STIF Plan.
- **FY 2029 STIF Funds supporting student transportation**
  - This value is the **Fiscal Year 2029 STIF Project Total** multiplied by the percentage that you entered for Criterion 7 in FY 2029 column of the Fund Allocation Table (Section 6.2).
  - For example, if the **Fiscal Year 2029 Project Total** is $100,000, and you entered 2% for Criterion 7 in FY 2029 column of the Fund Allocation Table (Section 6.2), then the calculation will be $100,000 x .02, leading to a result of $2,000.
  - This value does not apply to planned carry forward projects, which are not broken down by year in the STIF Plan.
- **FY 2028 percent of STIF Funds supporting student transportation**
  - This value is the result of dividing **FY 2028 STIF Funds supporting student transportation** by the **2028 STIF Project Total**.
  - For example, if the **FY 2028 STIF Funds supporting student transportation** is $5,000 and the **FY 2028 STIF Project Total** is $100,000, then the calculation would be $5,000/$100,000, leading to a result of 5%.
  - This value does not apply to planned carry forward projects

- **FY 2029 percent of STIF Funds supporting student transportation**
  - This value is the result of dividing **FY 2029 STIF Funds supporting student transportation** by the **2029 STIF Project Total**.
  - For example, if the **FY 2029 STIF Funds supporting student transportation** is $5,000 and the **FY 2029 STIF Project Total** is $100,000, then the calculation would be $5,000/$100,000, leading to a result of 5%.
  - This value does not apply to planned carry forward projects
- **FY 2028 STIF Funds supporting older and disabled persons transportation**
  - This value is the result of multiplying the **FY 2028 STIF Project Total** by the percentage entered for Criterion 8 in FY 2028 column of the Fund Allocation Table (Section 6.2).
  - For example, if the **FY 2028 STIF Project Total** is $50,000 and the percentage you entered 10% for Criterion 8 in FY 2028 column of the Fund Allocation Table (Section 6.2), the calculation would be $50,000 x .10, leading to a result of $5,000.
  - This value does not apply to planned carry forward projects.
- **FY 2029 STIF Funds supporting older and disabled persons transportation**
  - This value is the result of multiplying the **FY 2029 STIF Project Total** by the percentage entered for Criterion 8 in FY 2027 column of the Fund Allocation Table (Section 6.2).
  - For example, if the **FY 2029 STIF Project Total** is $50,000 and the percentage you entered 10% for Criterion 8 in FY 2029 column of the Fund Allocation Table (Section 6.2), the calculation would be $50,000 x .10, leading to a result of $5,000.
  - This value does not apply to planned carry forward projects.
- **FY 2028 percent of STIF Funds supporting older and disabled persons transportation**
  - This value is the result of dividing the **FY 2028 STIF Funds supporting older and disabled persons transportation** by the **FY 2028 STIF Project Total.**
  - For example, if the **FY 2028 STIF Funds supporting older and disabled persons transportation** is $7,500 and the **FY 2028 STIF Project Total** is $100,000, then the calculation would be $7,500/$100,000, leading to a result of 7.5%.
- **FY 2029 percent of STIF Funds supporting older and disabled persons transportation**
  - This value is the result of dividing the **FY 2029 STIF Funds supporting older and disabled persons transportation** by the **FY 2029 STIF Project Total.**
  - For example, if the **FY 2029 STIF Funds supporting older and disabled persons transportation** is $7,500 and the **FY 2029 STIF Project Total** is $100,000, then the calculation would be $7,500/$100,000, leading to a result of 7.5%.
- **FY 2028 Prior STIF Plan Period Funds**
  - The sum of the numbers entered in the **Prior STIF Plan Period** field in the FY 2026 columns from Expenditure Estimates Tables (Section 6.1.2) for all tasks within the Project.
  - This value <u>does not</u> include any numbers entered in the **Federal**, **Other State**, **Local**, or **Other Funds** fields. It **does not** include the **STIF Population** or **STIF Payroll** fields.

  - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.

- **FY 2029 Prior STIF Plan Period Funds**
  - The sum of the numbers entered in the **Prior STIF Plan Period** field in the FY 2029 columns from Expenditure Estimates Tables (Section 6.1.2) for all tasks within the Project.
  - This value **does not** include any numbers entered in the **Federal**, **Other State**, **Local**, or **Other Funds** fields. It **does not** include the **STIF Population** or **STIF Payroll** fields.
  - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.

2. Calculations in the STIF Plan Summary (Section 7)

- **STIF Plan Grand Total**
    - The sum of the **Project Grand Total** for every project and the values entered in **Sub-Recipient Project Application Total** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Planned Carry Forward Total**
    - The sum of all the **Project Grand Total** for all Planned Carry Forward Projects and the values entered in the **Planned Carry Forward** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Amount in District**
    - The sum of the **Amount in District** for every project, plus the values entered in the **Amount in District** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Amount out of District**
    - The sum of the **Amount out of District** for every project, plus the value that appears in the **Amount out of District** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **STIF Plan Total (Plan Maximum)**:
    - This value is the **STIF Plan Grand Total** minus the total amount of **Prior STIF Plan Period** for the STIF Plan.
    - If the **STIF Plan Grand Total is** $1,000,000 and the total of **FY 2028 Prior STIF Plan Period Funds** is $50,000 and the **FY 2029 Prior STIF Plan Period STIF Funds** is $100,000, then the **STIF Plan Total (Plan Maximum)** will equal $850,000.
    - **Planned Carry Forward** Funding is included in this amount.
- **FY 2028 Total Prior STIF Plan Period Funds:**
    - The sum of the **FY 2028 STIF Prior STIF Plan Period** field for every project, plus the values in the **FY 2028 Prior STIF Plan Period** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2029 Total Prior Biennia Funds**
    - The sum of the **FY 2029 Prior STIF Plan Period** field for every project, plus the values in the **FY 2029 Prior STIF Plan Period** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2028 Total STIF Funds**
    - The sum of the **FY 2026 STIF Project Total** from every Project, plus the values entered in the **FY 2026 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2029 Total STIF Funds**
    - The sum of the **FY 2029 STIF Project Total** from every Project, plus the values entered

in the **FY 2029 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.

- **FY 2028 Total STIF Funds from Sub-Recipient Applications**
  - The sum of the values entered in the **FY 2028 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2029 Total STIF Funds from Sub-Recipient Applications**
  - The sum of the values entered in the **FY 2029 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2028 Student STIF Funds**
  - The sum of the **FY 2028 STIF Funds supporting student transportation** from every project, plus the values entered in the **FY 2028 Student STIF Funds** for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2029 Student STIF Funds**
  - The sum of the **FY 2029 STIF Funds supporting student transportation** from every project, plus the values entered in the **FY 2029 Student STIF Fund** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2028 Percent of STIF Funds supporting student transportation**
  - This value is the result of dividing the **FY 2028 STIF Funds supporting student transportation** by the **FY 2028 Total STIF Funds.**
  - For example, if the **FY 2028 STIF Funds supporting student transportation** is $10,000 and the **FY 2028 Total STIF Funds** is $200,000, then the calculation is $10,000/$200,000, leading to a result of 5%.
- **FY 2029 Percent of STIF Funds supporting student transportation**
  - This value is the result of dividing the **FY 2029 STIF Funds supporting student transportation** by the **FY 2029 Total STIF Funds.**
  - For example, if the **FY 2029 STIF Funds supporting student transportation** is $10,000 and the **FY 2029 Total STIF Funds** is $200,000, then the calculation is $10,000/$200,000, leading to a result of 5%.
- **FY 2028 Older and Disabled Persons STIF Funds**
  - The sum of the **FY 2028 percent of STIF Funds supporting older and disabled persons transportation** from every project, plus the values entered in the **FY 2028 Older and Disabled Persons STIF Funds** field for every Sub-Recipient for which you have uploaded a Sub-Recipient Project Application.
- **FY 2029 Older and Disabled Persons STIF Funds**
  - The sum of the **FY 2029 percent of STIF Funds supporting older and disabled persons transportation** from every project, plus the values entered in the **FY 2029 Older and Disabled Persons STIF Funds** field for every Sub-Recipient for which you have uploaded a Sub-Recipient Project Application.
- **FY 2028 Percent of STIF Funds supporting older and disabled persons transportation**

  - This value is the result of dividing the **FY 2028 Older and Disabled Persons STIF Funds** by the **FY 2028 Total STIF Funds.**
  - For example, if the **FY 2028 STIF Older and Disabled Persons STIF Funds** is $20,000 and the **FY 2028 Total STIF Funds** is $100,000, then the calculation is $20,000/$100,000, leading to a result of 20%.
- **FY 2029 Percent of STIF Funds supporting older and disabled persons transportation**
  - This value is the result of dividing the **FY 2029 Older and Disabled Persons STIF Funds** by the **FY 2029 Total STIF Funds.**
  - For example, if the **FY 2029 STIF Older and Disabled Persons STIF Funds** is $20,000 and the **FY 2029 Total STIF Funds** is $100,000, then the calculation is $20,000/$100,000, leading to a result of 20%.
- **Plan Contingency Total**
  - This value is the sum of all funds included in the **Task Category Amount** for tasks categorized as **Plan Contingency** plus any funds in the **Plan Contingency Total** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Plan Contingency Cap**
  - This value is the **15%** multiplied by the **STIF Plan Grand Total** minus the sum of the **Operations Reserve Total** and the **Planned Carry Forward Total.**
  - For example, if the **STIF Plan Grand Total** is $1,000,000 and the **Operations Reserve Total is** $100,000, the **Planned Cary Forward Total** is $100,000, then the **Plan Contingency Cap** is $150,000.
- **Plan Contingency Percentage**
  - This value is the **Plan Contingency Total** divided by the **STIF Plan Grand Total** minus the sum of the **Operations Reserve Total** and the **Planned Carry Forward Total.**
  - For example, if the **STIF Plan Grand Total** is $1,500,000 and the **Operations Reserve Total is** $200,000, the **Planned Cary Forward Total** is $300,000, and the **Plan Contingency Total is** $150,000, then the **Plan Contingency Percentage** is 15%.
- **Operations Reserve Total**
  - This value appears only if the QE selects that the QE and sub-recipients will share an Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan) or there are no sub-recipients in the STIF Plan.
  - This value is the total the **Task Category Amount** for tasks categorized as **Operations Reserve** plus and in the **Operations Reserve Total** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Operations Total**
  - This value appears only if the QE selects that the QE and sub-recipients will share an Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan) or there are no sub-recipients in the STIF Plan.
  - This value is the total the **Task Category Amount** for tasks categorized as **Operations Total** plus and in the **Operations Total** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Operations Reserve Percentage**
  - This value appears only if the QE selects that the QE and sub-recipients will share an Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan) or there are no sub-recipients in the STIF Plan.

  - This is the **Operations Reserve Total** divided by the **Operations Total**.
  - For example, if the **Operations Reserve Total** is $125,000 and the **Operations Total** is $1,000,000, then the **Operations Reserve Percentage** is 12.5%.
- **Operations Reserve Cap**
  - This value appears only if the QE selects that the QE and sub-recipients will share an Operations Reserve in Section 1.2 (Sub-Recipients in STIF Plan) or there are no sub-recipients in the STIF Plan.
  - This value is **12.5%** multiplied by the **Operations Total**.