



Low-Income Reporting

All STIF Recipients (Formula and Discretionary)

Annual STIF Low-Income Mitigation Report

- Due date for the first annual report is August 14, 2020
- Purpose of report
 - Actions taken by any PTSPs located within the area of that QE to mitigate the impact of the STIF tax on passengers who reside in low-income communities
- Roles and responsibilities
 - PTSPs submit form to their QE
 - QE completes cover letter and form, bundles all PTSP forms, and submits consolidated report to ODOT

Low-Income Impact Mitigation Cover Letter

- QE to complete a cover letter
 - Explain how the QE defines and identifies passengers in low-income communities
 - List of PTSPs who have submitted the Low-Income Impact Mitigation Forms
- Submit cover letter and attach all Low-Income Impact Mitigation Forms to ODOT
- QE to coordinate with PTSPs on receiving submissions in advance

Low-Income Impact Mitigation Cover Letter

Statewide Transportation Improvement Fund
Qualified Entity
Low-Income Impact Mitigation Cover Letter

INSTRUCTIONS: Complete all sections of this cover letter, providing as much detail as is feasible. Once completed, submit with the low-income mitigation forms to ODOT as an attachment to the 4th quarter STIF Period Report (SPR). The 4th quarter SPR report is due on August 14, 2020.

Name of QE:
Explain how the QE defines and identifies passengers in low-income communities. QE may enter the information from their approved STIF Plan:
List of PTSPs who have submitted the Low-Income Mitigation Form (including QE):

Signature:	Date:

Low-Income Impact Mitigation Form

**Statewide Transportation Improvement Fund
Public Transportation Service Providers
Low-Income Impact Mitigation Form**

INSTRUCTIONS: Complete all sections of this form, providing as much detail as is feasible. Once completed, return the completed form to the Qualified Entity identified in the form. PTSPs are advised to submit this form 30 days prior to the 4th quarter SPR deadline of August 14, 2020.

Name of PTSP:		
Fund Source(s) Received (check all that apply):		
STIF Formula <input type="checkbox"/>	STIF Discretionary <input type="checkbox"/>	STIF Intercommunity Discretionary <input type="checkbox"/>
Name of Qualified Entity (based on location of PTSP):		
Describe the actions, if any, that this PTSP has taken to mitigate the impact of the STIF tax on passengers residing in low-income communities. If no such actions have been taken, write "N/A."		
Signature:	Date:	
<input type="text"/>	<input type="text"/>	

PTSP Reference Guide

STIF Low-Income Impact Mitigation Qualified Entities and Public Transportation Service Providers

Each PTSP including QEs receiving STIF funds must complete the STIF Low-Income Impact Mitigation Form and return to the appropriate QE. QEs are responsible for bundling and submitting reports from all PTSPs in their area of responsibility. This table shows the Qualified Entities (QEs) and their applicable Public Transportation Service Providers (PTSPs) specifically for the low-income impact mitigation form requirement. The QE report is due to ODOT no later than 60 days after the end of each Fiscal Year.

Name of QE	STIF Plan Contact	Contact Email	Applicable PTSPs
Benton County	Lisa Scherf	lisa.scherf@corvallisoregon.gov	<ul style="list-style-type: none"> City of Corvallis City of Philomath Oregon Cascades West Council of Government Oregon State University (Discretionary)
Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians	Jeff Stump	jstump@ctclusi.org	<ul style="list-style-type: none"> Coos County Area Transit
Confederated Tribes of the Warm Springs Reservation	Michele Stacona	michele.stacona@wstribes.org	<ul style="list-style-type: none"> Central Oregon Intergovernmental Council (Formula Only)
Crook County	Colleen Ferguson	colleen.ferguson@co.crook.or.us	<ul style="list-style-type: none"> Central Oregon Intergovernmental Council (Formula Only)
Deschutes County	Erik Krop	erik.kropp@deschutes.org	<ul style="list-style-type: none"> Central Oregon Intergovernmental Council (Deschutes Formula and All Discretionary Projects) City of La Pine (Discretionary)
Jefferson County	Jeff Rasmussen	jeff.rasmussen@co.jefferson.or.us	<ul style="list-style-type: none"> Central Oregon Intergovernmental Council (Formula Only) Hood River County Transportation District (Formula and Discretionary)
Lane Transit District	Aurora Jackson	aurora.jackson@ltd.org	<ul style="list-style-type: none"> Lane Council of Governments (Formula and Discretionary) City of College Grove
Linn County	Mark Volmert	mvolmert@co.linn.or.us	<ul style="list-style-type: none"> City of Albany (Formula and Discretionary) City of Lebanon Oregon Cascades West Council of Government (Discretionary)

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Low-Income-Mitigation-Form.pdf>

Annual Reporting

- Three additional documents submitted annually:
 - QE & PTSP Low-income Impact Mitigation Reporting (4th Quarter SPR)
 - QE budget (ODOTPTDreporting@odot.state.or.us)
 - QE & PTSP Annual Financial Audits (ODOTPTDreporting@odot.state.or.us)





Resources and Contacts

Guidance and Support

Resources

- STIF Formula Reporting Requirements Overview

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Formula-Reporting-Requirements-Overview.pdf>

- Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Substantially-Compliant-Considerations.pdf>

- STIF Training Resources from the Grant Management Training

<https://www.oregon.gov/ODOT/RPTD/Pages/STIF-Training-Resources.aspx>

Resources

- STIF QE Low-Income Impact Mitigation Cover Letter
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Low-Income-Impact-Mitigation-Cover-Letter.pdf>
- STIF PTSP Low-Income Impact Mitigation Form
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Low-Income-Mitigation-Form.pdf>
- PTSP Reference Guide
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Low-Income-Mitigation-Form.pdf>
- Request for Reimbursement Supporting Documents Checklist
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/Request-for-Reimbursement-Supporting-Documents-Checklist.pdf>

SPR Technical Assistance

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STIF Program Contacts

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