

# STIF Periodic Reporting Refresher

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Presented by:

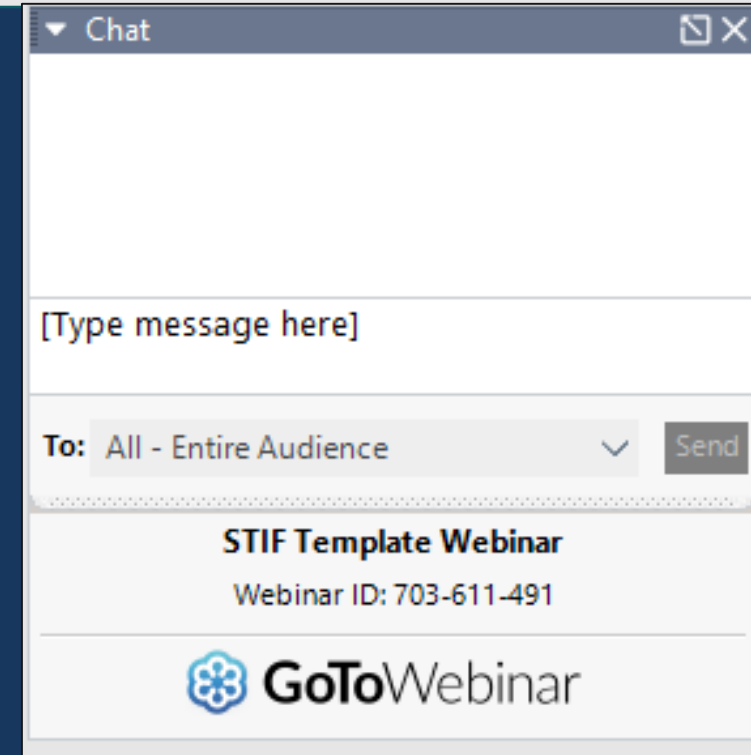
Lynda Viray, Formula Fund Program Coordinator

David Graf, STIF Fund Coordinator

Janel Hull, Webinar Support

# How to Ask Questions

- You will be muted during the webinar
- If you have a question, use the question box
- Questions will be answered throughout the meeting



# Topics

- Schedule (Initial Submittals and Standard)
- OPTIS Upgrades and SPR Demonstration
- SPR Common Issues
- Low-Income Reporting
- Resources and Contacts



# Schedule

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Initial Submittals and Standard

# Quarterly Reporting and Disbursement Schedule (Initial Submittals)

STIF Cycle 1 (November 2018 Submissions)			
Disbursement to QEs	May 15, 2019	July 15, 2019	Oct 15, 2019
QE STIF Plan reporting period	Jul 2018-Jun 2019	Jul-Sep 2019	Oct-Dec 2019
QE STIF Plan reports due to ODOT	Aug 21, 2019	<b>Nov 14, 2019</b>	Feb 14, 2020

STIF Cycle 2 (May 2019 Submissions)	
Disbursement to QEs	Oct 15, 2019
QE STIF Plan reporting period	Jul 2018-Dec 2019
QE STIF Plan reports due to ODOT	Feb 14, 2020

# Quarterly Reporting and Disbursement Schedule (Standard)

## STIF Formula Fund Disbursement Schedule (Standard)

Disbursement to QES	Jan 15	Apr 15	July 15	Oct 15
QE STIF Plan reporting period	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
QE STIF Plan reports due to ODOT	May 15	Aug 14	Nov 14	Feb 14






# STIF Periodic Report (SPR)

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OPTIS Upgrades and Demonstration

# Click Through of OPTIS Upgrades

**OPTIS** Close 

## 2. Other Funds

(Test)

Item: 1.1  
Number: SPR-19-0029-1 Control #: 10090782


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**Steps**

- 1. Item Information
- 2. Other Funds**
- 3. Outcome Measures
- 4. Annual Measures

**Other Funds**

<b>Federal</b>	<input type="text" value="300000"/>
Value on STIF Plan: \$300,000	
<b>Other State</b>	<input type="text"/>
<b>Local</b>	<input type="text"/>
<b>Other Funds</b>	<input type="text"/>

\* indicates a required field  **Top**

**Navigation:** Skip Back Save Next Finish



# Click Through of OPTIS Upgrades

## 3. Outcome Measures

(Test)

Item: 1.1

Number: SPR-19-0029-1

Control #: 10090782

### Steps

1. Item Information

2. Other Funds

3. **Outcome Measures**

4. Annual Measures

Skip

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### Outcome Measures

#### Operations - Operating

Revenue Miles

Revenue Hours

Rides

Number of New Stops Shared with Other Providers

#### Operations - Student Transportation

Number of Students in Grades 9-12 Served by Demand Response

Number of Students in Grades 9-12 with Free or Reduced Fares

#### Operations - Communications

Number of impressions

Number of new users due to communications project

#### Operations - Mobility Management

Number of individuals that received transit training

Number of individuals that are served by a coordinated demand response call center

#### Other

Other Measure (Fill-in)

1 bus into service

# Click Through of OPTIS Upgrades

**3. Outcome Measures**  
(Test)

Item: 2.1  
Number: SPR-19-0029-1 Control #: 10090783

Steps

- 1. Item Information
- 2. Other Funds
- 3. **Outcome Measures**
- 4. Annual Measures

### Outcome Measures

**Operations - Operating**

Revenue Miles  
Value on STIF Plan: 5,000

Revenue Hours  
Value on STIF Plan: 1,000

Rides  
Value on STIF Plan: 2,500

Number of New Stops Shared with Other Providers  
Value on STIF Plan: 2

**Operations - Student Transportation**

Number of Students in Grades 9-12 Served by Demand Response

Number of Students in Grades 9-12 with Free or Reduced Fares

**Operations - Communications**

Number of impressions

Number of new users due to communications project


**Operations - Mobility Management**

Number of individuals that received transit training

Number of individuals that are served by a coordinated demand response call center

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# Click Through of OPTIS Upgrades

**OPTIS** Close 

## 7. Program Criteria

(Test)

Number: SPR-19-0029-1 Control #: 10090768

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**Steps**

- 1. Number
- 2. Project Info
- 3. Provider Contact
- 4. Provider Address
- 5. Record Expenditures
- 6. Project Status
- 7. Program Criteria**
- 8. Optional Project Narrative
- 9. Attachments

**Program Criteria**

**Increases Frequency to Areas with High Percentage of Low-Income Households**  
Value on STIF Plan: FY0:30

**Expands Routes or Services to Areas with High Percentage of Low-Income Households**  
Value on STIF Plan: FY0:30

**Reduces Fares in Communities with High Percentage of Low-Income Households**  
Value on STIF Plan: FY0:0

**Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More**  
Value on STIF Plan: FY0:0

**Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area**  
Value on STIF Plan: FY0:30

**Improves Coordination Among PTSPs to Reduce Fragmentation of Service**  
Value on STIF Plan: FY0:10

**Provides Student Transit for Students in Grades 9-12**  
Value on STIF Plan: FY0:0

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# SPR Common Issues

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STIF Cycle 1 (November 2018 Submissions)

# #1 Project Criteria Percentages

- Projects have different percentages entered in the SPR compared to the STIF Plan.
- The method for reporting each program criterion is to review the percentage allocated in the STIF Plan and enter the same percentage as the STIF Plan allocates, unless there has been a variance.

## Updated SPR Template


**OPTIS** Close

**7. Program Criteria**  
(Test)

Number: SPR-19-0029-1 Control #: 10090768

Steps: Skip Back Save Next Finish

**Program Criteria**

Increases Frequency to Areas with High Percentage of Low-Income Households Value on STIF Plan: FY0:30	Enter 	<input type="text"/>
Expands Routes or Services to Areas with High Percentage of Low-Income Households Value on STIF Plan: FY0:30		<input type="text"/>
Reduces Fares in Communities with High Percentage of Low-Income Households Value on STIF Plan: FY0:0		<input type="text"/>
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More Value on STIF Plan: FY0:0		<input type="text"/>
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area Value on STIF Plan: FY0:30		<input type="text"/>
Improves Coordination Among PTSPs to Reduce Fragmentation of Service Value on STIF Plan: FY0:10		<input type="text"/>
Provides Student Transit for Students in Grades 9-12 Value on STIF Plan: FY0:0		<input type="text"/>

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# #2 Backup Documentation

- Project lacks backup documentation regarding the project expenditures.
- Although, the STIF Formula has no reimbursements the backup documentation needed to support expenditures made will be similar to the reimbursement requests.

## SPR Expenditure Example

Expenditures			
	Previous	Current	Total to Date
STIF Funds	\$0.00	\$850.00	\$850.00
Other Funds	\$0.00	\$0.00	\$0.00
<b>Total Expenditure</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>\$850.00</b>

## Attachments Requirement

**Steps**

1. Number
2. Project Info
3. Provider Contact
4. Provider Address
5. Record Expenditures
6. Project Status
7. Program Criteria
8. Optional Project Narrative
9. **Attachments**

**Attachments**

Attachment Title: **FY 2019 Invoice** (27.67 kB)








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**This is correct.**

# #3 Project Status Notes

- Project status notes includes information on when the project started but there is lack of progress details.

## SPR Deliverables Example


Deliverables	Target Date	Status	Enter 	Status Notes
Quarterly Measure: 65,000 Revenue miles	06/30/2021	In Process		44,181 Revenue Miles for 3rd and 4th quarter. No activity in 1st and 2nd quarter.
Quarterly Measure: 4,680 Revenue hours	06/30/2021	In Process		2070.5 Revenue hours total in quarters 3 and 4. No activity in 1st or 2nd quarter.
Quarterly Measure: 26,925 Rides	06/30/2021	In Process		6434 total in the 3rd and 4th quarters. No activity in 1st or 2nd quarter.
Annual Measure: 3,876 people w/in a half mile of a transit stop	06/30/2021	In Process		3,876 people are living within a half mile of a transit stop.
Annual Measure: 783 low-income households w/in a half mile of transit stop	06/30/2021	In Process		There are 783 low-income households within a half mile of a transit stop.
Annual Measure: 8,000 rides provided to 9-12 students	06/30/2021	In Process		917 total rides grade 9-12 in the 3rd and 4th quarter. No activity in 1st and 2nd quarter.

## Project Narrative

Steps
Skip
Back
Save
Next
Finish

1. Number
2. Project Info
3. Provider Contact
4. Provider Address
5. Record Expenditures
6. Project Status
7. Program Criteria
8. **Optional Project Narrative**
9. Attachments

### Optional Project Narrative

 Please provide any additional information that you would like the Rail and Public Transit Division to know about STIF Formula-Funded activities. This can include successes, challenges, new partners, etc.

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There are no comments to display








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# #4 Project Deliverables

- Project deliverables should only be marked complete if there is nothing else to report in the lifetime of the project.
- Proof of final deliverables

## SPR Deliverables Example

Deliverables	Target Date	Status		Status Notes
Quarterly Measure: 8,315 Revenue miles	06/30/2021	In Process		Project started mid-May 2019
Quarterly Measure: 628 Revenue hours	06/30/2021	In Process		Project started mid-May 2019
Quarterly Measure: 2,825 Rides	06/30/2021	In Process		Project started mid-May 2019
Quarterly Measure: 498 9-12 students served by demand response	06/30/2021	In Process		Project started mid-May 2019
Annual Measure: 2,781 low-income households w/in a half mile of a transit stop	06/30/2021	In Process		Project started mid-May 2019
Annual Measure: 13,718 people w/in a half mile of a transit stop	06/30/2021	In Process		Project started mid-May 2019
Annual Measure: 50 rides provided to 9-12 students	06/30/2021	In Process		Project started mid-May 2019



# #5 Outcome Measures

- Projects have outcome measures entered which are not applicable to the relevant projects.
- Metrics reported for outcome measures should only be applicable to STIF funding.
- The purpose of the STIF Periodic Report (SPR) is for STIF specific data.

## SPR Outcome Measures Example




Tasks				
Task #	Quantity	Description	Total Unit Price	STIF Total
1	1	11.32.20 Miscellaneous Bus Station Equipment	\$7,000	\$7,000.00
1.1	1	11.32.20 Misc.  <b>Other Funds</b> Federal: \$0 Other State: \$0 Local: \$0 Other Funds: \$0  <b>Outcome Measures</b> Number of New Stops Shared with Other Providers: 4 Number of Students in Grades 9-12 Served by Demand Response: 0 Number of Students in Grades 9-12 with Free or Reduced Fares: 0  <b>Annual Measures</b> Number of Rides to Students in Grades 9-12: 0 Number of People within a Half Mile of Transit Stop: 4,700 Number of Low-Income Households within a Half Mile of Transit Stop: 2,500 Number of Students in Grades 9-12 Attending a School Served by Transit: 244	\$7,000	\$7,000.00

← This is incorrect.


# Other Issues

- Lack of vehicle information
- Lack of other funds and match information (from STIF Plan)

## SPR Deliverables Example

Deliverables	Target Date	Status		Status Notes
Quarterly Measure: Vehicle Purchase Match Requirements	06/30/2021	Completed	 This is correct. 	Starcraft Model (E-450 chasis Allstar, Length 25'5", 14 seats, 3 ADA stations. Fuel type Gas
Quarterly Other Outcome Measure: 2 vehicle delivery and entry into revenue service	06/30/2021	Completed		Ford, Length 18, 8 seats, 2 total ADA stations Fuel type Gas

## SPR Expenditures Example

Expenditures			
	Previous	Enter Current	Total to Date
STIF Funds	\$0.00	 \$18,485.00	\$18,485.00
Other Funds	\$0.00	\$161,513.00	\$161,513.00
<b>Total Expenditure</b>	<b>\$0.00</b>	<b>\$179,998.00</b>	<b>\$179,998.00</b>

# Inconsistent vs. Compliant

- Changes in ALIs and Project Scope
- Differences from STIF Plan are being documented

## STIF Plan Example

2	1	11.79.00 Project Admin.	\$205,719	\$205,719.00
<b>Outcome Measures</b> Other Measure Organization will be more efficient in the (Fill-in): tracking and managing of fiscal processes and grants.				
<b>Annual Measures</b> Number of People within a Half Mile of Transit Stop: 0				

## SPR Example Issue

2	1	11.79.00 Project Admin	\$205,719	\$205,719.00
2.1	1	30.TO.00 Salary, Services & Supplies	\$23,320	\$23,320.00
<b>Outcome Measures</b> Revenue Miles: 251,271 Revenue Hours: 22,134 Rides: 57,672 Number of New Stops Shared with Other Providers: 73 Number of Students in Grades 9-12 Served by Demand Response: 2 Number of Students in Grades 9-12 with Free or Reduced Fares: 2				
<b>Annual Measures</b> Number of Rides to Students in Grades 9-12: 436 Number of People within a Half Mile of Transit Stop: 20,098 Number of Low-Income Households within a Half Mile of Transit Stop: 4,100 Number of Students in Grades 9-12 Attending a School Served by Transit: 2				

← This is inconsistent.



# Resources and Contacts

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Guidance and Support

# Resources

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- 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

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- 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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- David Graf, STIF Fiscal Analyst, 503-986-3472  
[David.J.Graf@odot.state.or.us](mailto:David.J.Graf@odot.state.or.us)
- Amanda Mathis, Support Analyst (Regions 1 and 3) 503-856-3376  
[Amanda.Mathis@odot.state.or.us](mailto:Amanda.Mathis@odot.state.or.us)
- Joe Heberlein, Support Analyst (Regions 2A and 2B), 503-986-3408  
[Joseph.K.Heberlein@odot.state.or.us](mailto:Joseph.K.Heberlein@odot.state.or.us)
- Maggie Charles, Support Analyst (Regions 4 and 5), 503-986-3411  
[Maggie.Charles@odot.state.or.us](mailto:Maggie.Charles@odot.state.or.us)

# STIF Program Contacts

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- David Graf, STIF Fiscal Analyst, 503-986-3472  
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- Karyn Criswell, STIF Project Manager, 503-856-6172  
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