STIF Periodic Reporting Refresher

Presented by:
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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

Initial Submittals and Standard
# Quarterly Reporting and Disbursement Schedule (Initial Submittals)

<table>
<thead>
<tr>
<th>STIF Cycle 1 (November 2018 Submissions)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement to QEs</td>
<td>May 15, 2019</td>
<td>July 15, 2019</td>
<td>Oct 15, 2019</td>
</tr>
<tr>
<td>QE STIF Plan reports due to ODOT</td>
<td>Aug 21, 2019</td>
<td>Nov 14, 2019</td>
<td>Feb 14, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STIF Cycle 2 (May 2019 Submissions)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement to QEs</td>
<td></td>
<td>Oct 15, 2019</td>
</tr>
<tr>
<td>QE STIF Plan reporting period</td>
<td></td>
<td>Jul 2018-Dec 2019</td>
</tr>
<tr>
<td>QE STIF Plan reports due to ODOT</td>
<td></td>
<td>Feb 14, 2020</td>
</tr>
</tbody>
</table>
## Quarterly Reporting and Disbursement Schedule (Standard)

<table>
<thead>
<tr>
<th>STIF Formula Fund Disbursement Schedule (Standard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement to QES</td>
</tr>
<tr>
<td>QE STIF Plan reporting period</td>
</tr>
<tr>
<td>QE STIF Plan reports due to ODOT</td>
</tr>
</tbody>
</table>
STIF Periodic Report (SPR)

OPTIS Upgrades and Demonstration
Click Through of OPTIS Upgrades
### Outcome Measures

**Steps**

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

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#### Outcome Measures

**Operations - Operating**

- Revenue Miles
- Revenue Hours
- Rides

- Number of New Seats Shared with Other Provider

**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)

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1. bus

---

1 bus into service
Click Through of OPTIS Upgrades
Click Through of OPTIS Upgrades

7. Program Criteria
(Valid for both modalities)

Number: SPR-19-0029-1

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 FY0:0
- Expands Routes or Services to Areas with High Percentage of Low-Income Households
  Value on STIF Plan FY0:0
- 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 FY0:0
- Improves Coordination Among PTSPs to Reduce Fragmentation of Service
  Value on STIF Plan FY0:0
- Provides Student Transit for Students in Grades 9-12
  Value on STIF Plan FY0:0

* Indicates a required field
SPR Common Issues

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.
#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

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Previous</th>
<th>Current</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds</td>
<td>$0.00</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>Other Funds</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>$0.00</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
</tbody>
</table>

## 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**

- FY 2019 Invoice

* indicates a required field

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

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Target Date</th>
<th>Status</th>
<th>Status Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Measure: 65,000 Revenue Miles</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>44,181 Revenue Miles for 3rd and 4th quarter. No activity in 1st and 2nd quarter.</td>
</tr>
<tr>
<td>Quarterly Measure: 4,680 Revenue hours</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>2070.5 Revenue hours total in quarters 3 and 4. No activity in 1st or 2nd quarter.</td>
</tr>
<tr>
<td>Quarterly Measure: 26,925 Rides</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>6434 total in the 3rd and 4th quarters. No activity in 1st or 2nd quarter.</td>
</tr>
<tr>
<td>Annual Measure: 3,875 people w/in a half mile of a transit stop</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>3,875 people are living within a half mile of a transit stop.</td>
</tr>
<tr>
<td>Annual Measure: 783 low-income households w/in a half mile of transit stop</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>There are 783 low-income households within a half mile of a transit stop.</td>
</tr>
<tr>
<td>Annual Measure: 8,000 rides provided to 9-12 students</td>
<td>06/30/2021</td>
<td>In Process</td>
<td>917 total rides grade 9-12 in the 3rd and 4th quarter. No activity in 1st and 2nd quarter.</td>
</tr>
</tbody>
</table>

### Project Narrative

**Optional Project Narrative**

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

There are no comments to display.
#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

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### SPR Deliverables Example

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

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Quantity</th>
<th>Description</th>
<th>Total Unit Price</th>
<th>STIF Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>11.32.20 Miscellaneous Bus Station Equipment</td>
<td>$7,000</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>1.1</td>
<td>1</td>
<td>11.32.20 Misc.</td>
<td>$7,000</td>
<td>$7,000.00</td>
</tr>
</tbody>
</table>

**Other Funds**
- Federal: $0
- Other State: $0
- Local: $0
- Other Funds: $0

**Outcome Measures**
- 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

**Annual Measures**
- Number of Rides to Students in Grades 9-12: 4,700
- Number of People within a Half Mile of Transit Stop: 2,500
- Number of Low-Income Households within a Half Mile of Transit Stop: 244

This is incorrect.
Other Issues

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

### SPR Deliverables Example

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Target Date</th>
<th>Status</th>
<th>Status Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Measure: Vehicle Purchase Match Requirements</td>
<td>06/30/2021</td>
<td>Completed</td>
<td>Starcraft Model [E-450 chassis Allstar, Length 25'5&quot;, 14 seats, 3 ADA stations. Fuel type Gas]</td>
</tr>
<tr>
<td>Quarterly Other Outcome Measure: 2 vehicle delivery and entry into revenue service</td>
<td>06/30/2021</td>
<td>Completed</td>
<td>Ford, Length 18, 8 seats, 2 total ADA stations Fuel type Gas</td>
</tr>
</tbody>
</table>

### SPR Expenditures Example

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Previous</th>
<th>Current</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds</td>
<td>$0.00</td>
<td>$18,485.00</td>
<td>$18,485.00</td>
</tr>
<tr>
<td>Other Funds</td>
<td>$0.00</td>
<td>$161,513.00</td>
<td>$161,513.00</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>$0.00</td>
<td>$179,998.00</td>
<td>$179,998.00</td>
</tr>
</tbody>
</table>
Inconsistent vs. Compliant

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

### STIF Plan Example

<table>
<thead>
<tr>
<th>2</th>
<th></th>
<th>11.79.00</th>
<th>$205,719</th>
<th>$205,719.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Project Admin.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outcome Measures**

Other Measure Organization will be more efficient in the (Fill-in): tracking and managing of fiscal processes and grants.

**Annual Measures**

Number of People within a Half Mile of Transit Stop: 0

### SPR Example Issue

<table>
<thead>
<tr>
<th>2</th>
<th>1</th>
<th>11.79.00</th>
<th>$205,719</th>
<th>$205,719.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Project Admin.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.1</th>
<th>1</th>
<th>30.70.00</th>
<th>$23,320</th>
<th>$23,320.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Salary, Services &amp; Supplies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outcome Measures**

Revenue Miles: 251,271
Revenue Hours: 22,134
Rides: 57,672
Number of New Steps 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

**Annual Measures**

Number of Rides to Students in Grades 9-12: 436
Number of People within a Half Mile of Transit Stop: 20,009
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
Resources and Contacts

Guidance and Support
Resources

• STIF Formula Reporting Requirements Overview

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

• 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

• STIF PTSP Low-Income Impact Mitigation Form

• PTSP Reference Guide

• Request for Reimbursement Supporting Documents Checklist
SPR Technical Assistance

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

• Lynda Viray, Formula Fund Program Coordinator, 503-986-3416
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• David Graf, STIF Fiscal Analyst, 503-986-3472
  David.J.Graf@odot.state.or.us

• Karyn Criswell, STIF Project Manager, 503-856-6172
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