

Questions and Answers: STIF Discretionary and Statewide Transit Network Reporting Webinar held on January 16, 2020

1. Can you give a few examples of low-income mitigation actions?

As part of their STIF Plans, QEs defined how they identify passengers in low-income communities. Low-income tax impact mitigation includes actions that reduce impacts to those identified low-income communities. A couple examples of such mitigation actions might include introduction of reduced-fare or fare-free programs for low-income passengers or increasing frequency of service to low-income communities.

2. Will the grant agreement number be already entered in OPTIS?

Yes. STIF Discretionary/Intercommunity and 5311(f) grant agreements will already be catalogued in OPTIS and those agreement numbers will be automatically populated into the quarterly APR.

3. Is there a character limit for the Project Progress and Outcomes Achieved text boxes? And if so, what is the character limit?

No. There is no character limit for these responses.

4. If we're using a sub-contractor and they're submitting invoices on a fixed-fee basis rather than quarterly, when do we report their expenses?

STIF Discretionary and Statewide Transit Network Program funds are reimbursement-based. Project expenses should be included in reimbursement requests for the quarter in which the expense is accrued by the Recipient. Therefore, invoices for subcontractor work should be submitted for the quarter that the Recipient pays the sub-contractor for that work.

5. Could you provide more detail on "expense documentation?"

Documentation requirements for reimbursement of expenses incurred under the STIF Discretionary and Statewide Transit Network Program are the same as what is required for other ODOT RPTD discretionary programs. Please review the information and examples at the following links for more guidance of expense documentation:

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/RR-Expense-Documentation-Requirements.pdf>

<https://www.oregon.gov/ODOT/RPTD/RPTD Document Library/maintenance-reimbursement.xlsx>

6. Will we need to submit all invoices that pertain to STIF projects?

Some project types require much more documentation than others, which may include invoices. We have created a one-page guidance document (provided by hyperlink in Question 5 above) that lists what is required for each project type. For more detailed information on these requirements please contact your RTC or support analyst.

7. Are we able to report on multiple projects in one APR?

Yes. All grant agreements managed by the ODOT Public Transit Section, excluding STIF Formula funds, are reported on in the quarterly APR.

8. Will these slides be available for access after the presentation?

Yes. A PDF version of the webinar PowerPoint slides has been uploaded to the [STIF webpage](#). A recording of the webinar will also be uploaded to the STIF webpage once it has been downloaded and edited.

9. What is required as support for reserves, specifically operating reserves to maintain increases in service/programs?

Reserve funds, including for operating expenses, is not an eligible project type for STIF Discretionary and Statewide Transit Network Program funds. It is possible to build operating reserves funding into a QE's STIF Formula STIF Plan.