

Follow-up to Questions from 12-3-24 STIF Formula Application Q&A

12-17-24

1. How can a Qualified Entity use carry forward funding that was not anticipated at the time the STIF Plan is due?

The QE's 25-27 STIF plan should show how any excess funds from the prior biennium are being spent in the new plan period. Excess funds not incorporated into the QE's plan can't be spent in next biennium. If a QE determines that they have materially underestimated their excess funds for the end of the 23-25 plan period, they should immediately reach out to their Regional Transit Coordinator. PTD will attempt to respond to situations like this up to the April 2025 PTAC meeting on an individual basis. After that point, the QE will have the opportunity to amend their OTC plan in the next even-numbered year.

2. Can meeting minutes that are not approved by a governing body be submitted as documentation of approval for a STIF Plan?

Ideally, a Qualified Entity will provide either a resolution or approved meeting minutes to demonstrate adoption of a STIF Plan. However, meeting minutes that have not yet been approved are evidence that a governing body that has adopted a STIF Plan and may be considered sufficient if they adequately demonstrate governing body approval. PTD may request that QEs that submit unapproved meeting minutes provide additional documentation, if it is determined to be necessary, during the STIF Plan review process.

3. Can a Qualified Entity submit a document instead of a website to provide information requested in the STIF Plan.

Yes, there are several fields where the STIF Plan form allows for either a document or website to demonstrate compliance with STIF Plan requirements. A Qualified Entity may choose whether to provide the information in one or both of those forms. If a QE chooses to provide an uploaded document instead of a website, they should also make that indication in the "website" field.