



Oregon Department of Transportation
Rail and Public Transit Division
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Statewide Transportation Improvement Fund
Qualified Entity
Low-Income Impact Mitigation Cover Letter

Per OAR 732-040-0025(1), each Qualified Entity (QE) receiving Statewide Transportation Improvement Fund (STIF) funds is required to submit an Annual STIF Low-Income Tax Mitigation Report, detailing any actions taken by any Public Transportation Service Providers (PTSPs) located within the area of that Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. Each QE receiving STIF funds must complete this cover letter and submit with the low-income mitigation forms to ODOT.

QE's responsibility is to bundle and submit all low-income impact mitigation forms from PTSPs (including non-formula funded PTSPs). The QE must also complete a low-income impact mitigation form. PTSPs responsibility is to submit an annual low-income mitigation form to the QE. The QE will coordinate with PTSPs on receiving submissions in order to ensure ODOT receives the consolidated Annual STIF Low-Income Tax Mitigation Report. This report is due as part of the 4th quarter STIF Periodic Report (SPR) and can be attached in OPTIS.

Per the STIF Formula Disbursement and Reporting Schedule, the 4th quarter SPR is due on August 14, 2020. Please note that STIF Formula Cycle 1 (November 2018) submissions will need to report on both FY 2018 and FY 2019 and STIF Formula Cycle 2 (May 2019) submissions will only report on FY 2019.

Reference:

OAR 732-00025 STATEWIDE TRANSPORTATION IMPROVEMENT FUND – QUALIFIED ENTITY REPORTING REQUIREMENTS

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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: