STIF Formula Reporting Requirements Overview Section

Webinar
July 15, 2019
How to Ask Questions

• You will be muted during the webinar
• If you have a question, use the chat box
Overview of Grant Types

• Federal Transit Administration
• Special Transportation Fund
  o Formula
  o Discretionary
• Statewide Transportation Improvement Fund
  o Formula
  o Discretionary
STIF Formula Reporting Requirements
Reporting Requirements Overview

- **Quarterly Reporting:** QEs prepare STIF Periodic Report (SPR) on project progress, outcomes, and expenditures
- **Annual Reporting:** 1) low income mitigation, 2) annual QE budget, and 3) annual financial audit
- **Note:** STIF Discretionary/Intercommunity reporting: Separate reporting requirements are forthcoming
## Agency Periodic Report vs. STIF Periodic Report

<table>
<thead>
<tr>
<th>APR Agency level</th>
<th>SPR Program level</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Volunteer and non-cash resources</td>
<td>• Formula fund project status</td>
</tr>
<tr>
<td>• Asset management</td>
<td>• Task level expenditures</td>
</tr>
<tr>
<td>• Accidents</td>
<td>• Measurable benefits</td>
</tr>
<tr>
<td>• Civil rights</td>
<td>• Outcomes</td>
</tr>
<tr>
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<td>• Program criteria</td>
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# Roles and Responsibilities

<table>
<thead>
<tr>
<th>QEs</th>
<th>PTSPs</th>
</tr>
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<tbody>
<tr>
<td>• Initiate and submit SPR</td>
<td>• Receive SPR prompt and enter project updates</td>
</tr>
<tr>
<td>• Delegate projects in SPR</td>
<td>• Submit annual low-income mitigation report</td>
</tr>
<tr>
<td>• Report on STIF capital assets in APR</td>
<td>• Provides copies of financial audits</td>
</tr>
<tr>
<td>• Bundle and submit all low-income reports</td>
<td>• Report on STIF capital assets in APR</td>
</tr>
<tr>
<td>• Provide copy of adopted annual budget</td>
<td></td>
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<tr>
<td>• Provide copies of financial audits</td>
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## Quarterly Reporting

<table>
<thead>
<tr>
<th>Type of Reporting</th>
<th>Quarterly Basis</th>
</tr>
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<tbody>
<tr>
<td>Outcomes</td>
<td>• revenue miles</td>
</tr>
<tr>
<td></td>
<td>• revenue hours</td>
</tr>
<tr>
<td></td>
<td>• rides</td>
</tr>
<tr>
<td></td>
<td>• number of new stops shared with other providers</td>
</tr>
<tr>
<td></td>
<td>• number of students in grades 9-12 served by demand response</td>
</tr>
<tr>
<td></td>
<td>• number of students in grades 9-12 with free or reduced fares</td>
</tr>
<tr>
<td>Capital Assets</td>
<td>Acquired, purchased or leased Capital Assets by QEs and PTSPs using STIF Formula and/or Discretionary and Intercommunity funds</td>
</tr>
</tbody>
</table>
Quarterly Reporting and Disbursement Schedule (Standard)

<table>
<thead>
<tr>
<th>STIF Formula Fund Disbursement and Reporting Schedule</th>
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</thead>
<tbody>
<tr>
<td>Disbursement to QEs</td>
</tr>
<tr>
<td>Jan 15</td>
</tr>
<tr>
<td>QE STIF Plan reporting period</td>
</tr>
<tr>
<td>Jan-Mar</td>
</tr>
<tr>
<td>QE STIF Plan reports due to ODOT</td>
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<tr>
<td>May 15</td>
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</tbody>
</table>
# Quarterly Reporting and Disbursement Schedule (Initial Submittals)

<table>
<thead>
<tr>
<th></th>
<th>STIF Cycle 1 (November 2018 Submissions)</th>
<th>STIF Cycle 2 (May 2019 Submissions)</th>
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<tbody>
<tr>
<td>Disbursement to QEs</td>
<td>May 15, 2019</td>
<td>Oct 15, 2019*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contingent on STIF Plan approval</td>
</tr>
<tr>
<td>QE STIF Plan reports due to ODOT</td>
<td>Aug 14, 2019</td>
<td>Nov 14, 2019</td>
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*Note: Disbursement contingent on STIF Plan approval.
# Annual Reporting

<table>
<thead>
<tr>
<th>Type of Reporting</th>
<th>Annual Basis</th>
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</table>
| **Outcomes** (Q4 SPR)     | • number of people within a half mile of transit stop  
• number of Low-Income Households within a half mile of transit stop  
• number of students in grades 9-12 attending a school served by transit  
• number of rides provided to students in grades 9-12 |
| **Program Criteria** (Q4 SPR) | • increases frequency to areas with high-percentage of low income households  
• expands routes or services to areas with high-percentage of low-income households  
• reduces fares in communities with high percentage of low-income households  
• procures low-or no-emission buses for use in areas with population of 200,000  
• improves frequency and reliability of service between communities in and out of QE’s service area  
• improves coordination among PTSPs to reduce fragmentation of service  
• provides student transit for students in grades 9-12 |
| **Low-Income Mitigation** | Report on mitigating the impact of the tax on low-income passengers |
| **QE Budget**             | Copy of QE’s adopted annual budget |
| **Financial Audits**      | Copies of financial audits, including STIF procedures |