

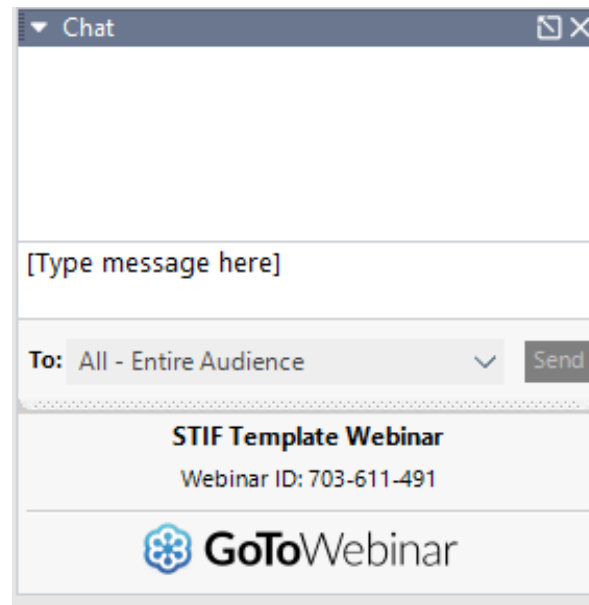
# STIF Formula Reporting Requirements Overview Section

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
  - Formula
  - Discretionary
- Statewide Transportation Improvement Fund
  - Formula
  - 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

APR	SPR
<b>Agency level</b> <ul style="list-style-type: none"><li>• Volunteer and non-cash resources</li><li>• Asset management</li><li>• Accidents</li><li>• Civil rights</li></ul>	<b>Program level</b> <ul style="list-style-type: none"><li>• Formula fund project status</li><li>• Task level expenditures</li><li>• Measurable benefits</li><li>• Outcomes</li><li>• Program criteria</li></ul>



# Roles and Responsibilities

QEs	PTSPs
<ul style="list-style-type: none"><li>• Initiate and submit SPR</li><li>• Delegate projects in SPR</li><li>• Report on STIF capital assets in APR</li><li>• Bundle and submit all low-income reports</li><li>• Provide copy of adopted annual budget</li><li>• Provide copies of financial audits</li></ul>	<ul style="list-style-type: none"><li>• Receive SPR prompt and enter project updates</li><li>• Submit annual low-income mitigation report</li><li>• Provides copies of financial audits</li><li>• Report on STIF capital assets in APR</li></ul>



# Quarterly Reporting

Type of Reporting	Quarterly Basis
Outcomes	<ul style="list-style-type: none"><li>• revenue miles</li><li>• revenue hours</li><li>• rides</li><li>• number of new stops shared with other providers</li><li>• number of students in grades 9-12 served by demand response</li><li>• number of students in grades 9-12 with free or reduced fares</li></ul>
Capital Assets	Acquired, purchased or leased Capital Assets by QEs and PTSPs using STIF Formula and/or Discretionary and Intercommunity funds





# Quarterly Reporting and Disbursement Schedule (Standard)

STIF Formula Fund Disbursement and Reporting Schedule				
Disbursement to QEs	Jan 15	Apr 15	Jul 15	Oct 15
QE STIF Plan reporting period	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
QE STIF Plan reports due to ODOT	May 15	Aug 14	Nov 14	Feb 14



# Quarterly Reporting and Disbursement Schedule (Initial Submittals)

<b>STIF Cycle 1 (November 2018 Submissions)</b>			
<b>Disbursement to QEs</b>	May 15, 2019	Jul 15, 2019	Oct 15, 2019
<b>QE STIF Plan reporting period</b>	Jul 2018-Jun 2019	Jul-Sep 2019	Oct-Dec 2019
<b>QE STIF Plan reports due to ODOT</b>	Aug 14, 2019	Nov 14, 2019	Feb 14, 2020

<b>STIF Cycle 2 (May 2019 Submissions)</b>	
<b>Disbursement to QEs</b>	Oct 15, 2019* contingent on STIF Plan approval
<b>QE STIF Plan reporting period</b>	Jul 2018-Dec 2019
<b>QE STIF Plan reports due to ODOT</b>	Feb 14, 2020



# Annual Reporting

Type of Reporting	Annual Basis
Outcomes (Q4 SPR)	<ul style="list-style-type: none"> <li>• number of people within a half mile of transit stop</li> <li>• number of Low-Income Households within a half mile of transit stop</li> <li>• number of students in grades 9-12 attending a school served by transit</li> <li>• number of rides provided to students in grades 9-12</li> </ul>
Program Criteria (Q4 SPR)	<ul style="list-style-type: none"> <li>• increases frequency to areas with high-percentage of low income households</li> <li>• expands routes or services to areas with high-percentage of low-income households</li> <li>• reduces fares in communities with high percentage of low-income households</li> <li>• procures low-or no-emission buses for use in areas with population of 200,000</li> <li>• improves frequency and reliability of service between communities in and out of QE's service area</li> <li>• improves coordination among PTSPs to reduce fragmentation of service</li> <li>• provides student transit for students in grades 9-12</li> </ul>
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

