STIF Plan Consistency and FAQ Section

Webinar
July 15, 2019
STIF Plan Consistency
Consistent Spending

Shifting budget on same types of activities across projects

• E.g. unused vehicle purchase funds from Project 1 to Project 2 for vehicle purchases
• Total expenditures can’t exceed budget of both projects combined
• ODOT pre-approval required when expenditure is greater than 10% of project cost or $250,000, whichever is less

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Consistent Spending

Shifting budget within same project

- e.g. Project 4 Task 1 has unused funds, reallocate to Project 4 Task 3
- Total expenditures can’t exceed project budget total
- ODOT pre-approval required

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Consistent Spending

• Projects at close of a STIF Plan period where deliverables have not been completed can roll over to the next STIF Plan period
  o Explanation for unfinished projects required

• Carry forward and unspent funds can roll over to the next STIF Plan period
  o Explanation for carrying funding forward to the next STIF Plan period

• Program reserve spending
  o Narrative must be provided on which existing plan projects and tasks were supplemented
Consistent Spending

- Debt payments made on projects and tasks specifically outlined in STIF Plan
- Delays in project spending within STIF Plan period
  - Ensure that at least 1% of total expenditures support transportation for students in grades 9-12 each fiscal year
- Shifting budget between QEs and their subrecipient PTSPs and shifting between individual PTSPs
  - Concurrence of both providers in writing required prior to transfer
Inconsistent Spending

- Going over your STIF plan budget
- Shifting budget between both activity type and project
  - e.g. unused vehicle funds from Project 1 may not go to operations in Project 2
- Debt payments made to projects and tasks that did not specifically describe use of debt financing in the STIF plan

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Inconsistent Spending

Both shifting budget within tasks and between projects

- Shifting budget on same types of activities across projects or shifting budget within same project, but not both
- e.g. Project 4 shifted budget from Task 1 to Task 3, it cannot receive additional funds from other projects, nor can it transfer budget to other projects

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STIF Plan Compliance

- Failure to complete one or more of the following actions may result in a determination of STIF Plan non-compliance
  - At least 1% of expenditures spent supporting transportation for students in grades 9-12 in each fiscal year (FY)
  - At least one project that benefits low-income households over the STIF Plan period
  - All reports are complete and on time over the STIF Plan period
  - Provide documentation that supports STIF Plan expenditures
- ODOT will identify compliance issues and work with QE toward resolution
Can we add new projects to our STIF Plan? Is there flexibility?

- There are no amendments to the STIF Plan at this moment and an additional project cannot be added to the STIF Plan.
Frequently Asked Questions
Disbursement

• Will QEs receive more funding if revenues are greater than forecast?
  o ODOT will disburse up to the approved plan maximum (130% for those that applied for it)
  o Any additional revenues will be carried forward by ODOT to next Plan period
What if we didn’t budget for an expense such as administration? Can this be reported elsewhere such as operations?

- Administrative expenses cannot be part of an operations or any other task
Expenses Definitions Administration

• General administrative expenses (e.g., salaries of the project director, secretary, and bookkeeper)
• Marketing expenses
• Insurance premiums or payments to a self-insurance reserve
• Office supplies
• Facilities and equipment rental
• Standard overhead rates
Expenses Definitions
Operations

• Fuel, oil
• Drivers’ salaries and fringe benefits
• Dispatcher salaries and fringe benefits
• Licenses
• Facility maintenance
• Third party contracts for ADA complementary paratransit services
Expenses Definitions
Mobility Management

- Promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services
- Development and operation of one-stop transportation traveler call centers
- Planning for the acquisition of transportation technologies to operate coordinated systems
- Coordination services, such as with employers, human service organizations, and individual trip-oriented transportation management organizations
Frequently Asked Questions
Transfers

• What if a QE made an error in entering a capital project expense to a PTSP? Can we transfer funds from any of our (QE) project tasks to a PTSP for a capital project expense?
  o No. Funds would need to be transferred from funds that are already dedicated to capital purchases.
Frequently Asked Questions Outcomes

• Are there methods to limit double-counting for rides and miles across the APR and SPR?
  o No. Agencies are required to report rides and miles in both the APR and the SPR.
  o APR includes agency-wide metrics
  o SPR includes STIF Formula metrics
Frequently Asked Questions
Carry Forward

• Will ODOT disburse funds to QEs for approved carry forward projects by their PTSPs?
  o Yes, ODOT will disburse funds for approved carry forward projects to the QE
  o Whether the funds are held by the QE or the PTSP is up to QEs and PTSPs to decide
  o The entity holding the funds should be tracking the interest on those funds
Resources

- STIF Formula Reporting Requirements Overview

- Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan

- Agreed upon Audit Procedures

- Compliance QE Subrecipient Oversight Guide