

# STIF Plan Consistency and FAQ Section

Webinar  
July 15, 2019



# STIF Plan Consistency

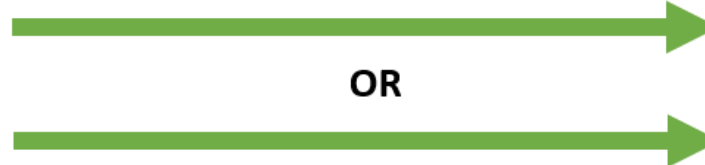


# Consistent Spending

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

<b>Project 1</b>	<b>Weekend Service</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



<b>Project 2</b>	<b>New Route</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration

# 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

<b>Project 4</b>	<b>Night Service</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration



# 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**
  - Explanation for unfinished projects required
- **Carry forward and unspent funds can roll over to the next STIF Plan period**
  - Explanation for carrying funding forward to the next STIF Plan period
- **Program reserve spending**
  - 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**

<b>Project 1</b>	<b>Weekend Service</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration

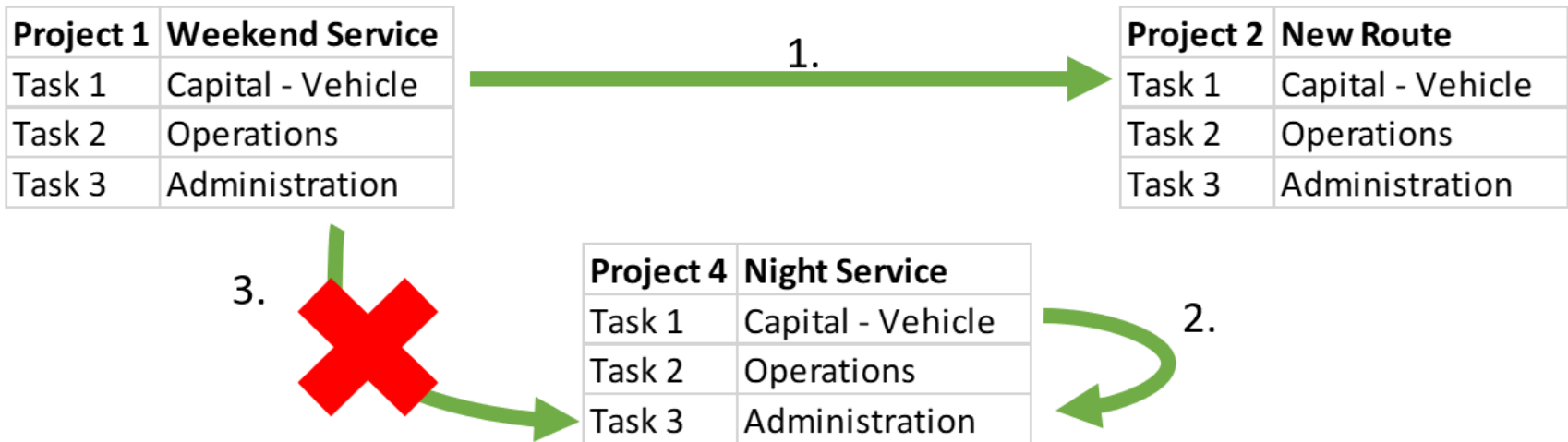


<b>Project 2</b>	<b>New Route</b>
Task 1	Capital - Vehicle
Task 2	Operations
Task 3	Administration

# 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





# 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**



# Frequently Asked Questions

## Amendments

- 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?
  - ODOT will disburse up to the approved plan maximum (130% for those that applied for it)
  - Any additional revenues will be carried forward by ODOT to next Plan period



# Frequently Asked Questions

## Administration

- 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 ?
  - 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?
  - No. Agencies are required to report rides and miles in both the APR and the SPR.
  - APR includes agency-wide metrics
  - SPR includes STIF Formula metrics



# Frequently Asked Questions

## Carry Forward

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



# Resources

- STIF Formula Reporting Requirements Overview  
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Formula-Reporting-Requirements-Overview.pdf>
- Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan  
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Substantially-Compliant-Considerations.pdf>
- Agreed upon Audit Procedures  
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Agreed-Upon-Audit-Procedures-Form.pdf>
- Compliance QE Subrecipient Oversight Guide  
<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/STIF-Formula-QE-Subrecipient-Oversight-Guide.pdf>

