

2017 Grant Management Training

Webinar Presentation

Presenter: Marsha Hoskins, Public Transportation
Manager

Agenda

- **Grant Management:
Reporting &
Reimbursement**
- **Procurement**
- **Compliance**
- **Upcoming ODOT RPTD
Discretionary Grants**



Grant Management Reporting

- **Quarterly Reports (Agency Periodic Report)**
- **Other Reports**
- **Reimbursement Requests**
- **General Grant Management**

Grant Management Quarterly Reports

Who Reports?

- Grantees with current grant agreements
- Prior grantees who still operate vehicles and other capital assets awarded by ODOT
- STF Agencies receiving STF funds

Note: Subrecipients and vendors may prepare information for reports, but the grantee or STF Agency must approve and submit to ODOT

Grant Management Quarterly Reports

How to Report

- In OPTIS – grantees submit reports electronically
- By email – *on a pre-approved, limited exception basis*, an agency may submit a report to ODOT reporting:

ODOTPTDreporting@odot.state.or.us

Grant Management Quarterly Reporting

Why Report?

- Project status
- Payments
- Desk reviews
- Technical assistance
- Federal requirements for capital assets



Grant Management Quarterly Reporting

When to Report

Quarter 1 (July – September)	November 15
Quarter 2 (October – December)	February 15
Quarter 3 (January – March)	May 15
Quarter 4 (April – June)	August 15



HANDOUT:
Required Reports Timeline

Grant Management Quarterly Reporting

What to Report

- Budget
- Rides and miles
- Assets
- Accidents
- Civil rights complaints
- Grant progress/milestones



Grant Management Quarterly Reporting

What's New:

- OPTIS quarters are now 1 through 4 for each fiscal year (July-June)
- Budget detail worksheet replaced by OPTIS reimbursement request fields
- Issues and best practices examples



HANDOUTS:
Reporting cheat sheet
Division Processes Coming Soon

Quarterly Reporting

Any Questions?



Grant Management Other Reports

- **Charter Bus**
- **National Transit Database**
- **Drug and Alcohol Management Information System**
- **Disadvantaged Business Enterprises**
- **Department of Labor**

RPTD notifies agencies that need to report and provides the due date via GovDelivery system. For more information:

<https://www.oregon.gov/ODOT/RPTD/Pages/Reporting.aspx>

Grant Management Reimbursement Requests

New

Operations and purchased or contracted service reimbursement requests must include a breakdown of expenses

- Enter information into the OPTIS reimbursement request (Budget detail worksheet no longer used)
- Purchased Service reimbursement requests require an attached invoice

Grant Management Reimbursement Requests

New

Capitalized vehicle maintenance:

- Attach *Preventive Maintenance Capital Expense Invoice Attachment*, or another form that contains all the required information
- Submit receipts only if RTC requests them

Procurement



Procurement

Vehicle Mileage and Condition

- New federal state of good repair reporting rules require **quarterly** data collection – recommended now and mandatory after July 1, 2019
- Required information is listed on the RPTD website

Procurement

Vehicle Purchases – Clarification

Disadvantaged Business Enterprise (DBE) Requirements

- Vehicles using federal funds must be purchased from state contracts to meet DBE requirements and ensure manufacturers are certified transit vehicle manufacturers
- All vehicles purchased with federal funds must be ADA-accessible

Procurement

Grant-funded Capital Purchases

- Order early
- Request reimbursement as soon as the item is put into service
- RTCs can submit reimbursement requests for purchases made before reports are due



Procurement

Vehicle Purchase Reminders

- Send bid documents to RTC and Capital Program Coordinator for approval *before* sending to vendors
- Vehicle comparison/selection documents must also be approved prior to order
- Send signed purchase orders to Capital Program Coordinator; she will submit to vendor



Procurement



Any Questions?

Compliance

- **What's New**
- **Recent review results**
- **Common findings from past reviews**
- **Preparation tips**



Compliance

What's New?

- Drug and alcohol site reviews (for 5311, 5339, and agencies with CDL drivers)
- Annual desk reviews (skipped if a site review is scheduled)



HANDOUT:
Drug and Alcohol Process

Compliance

What's New?

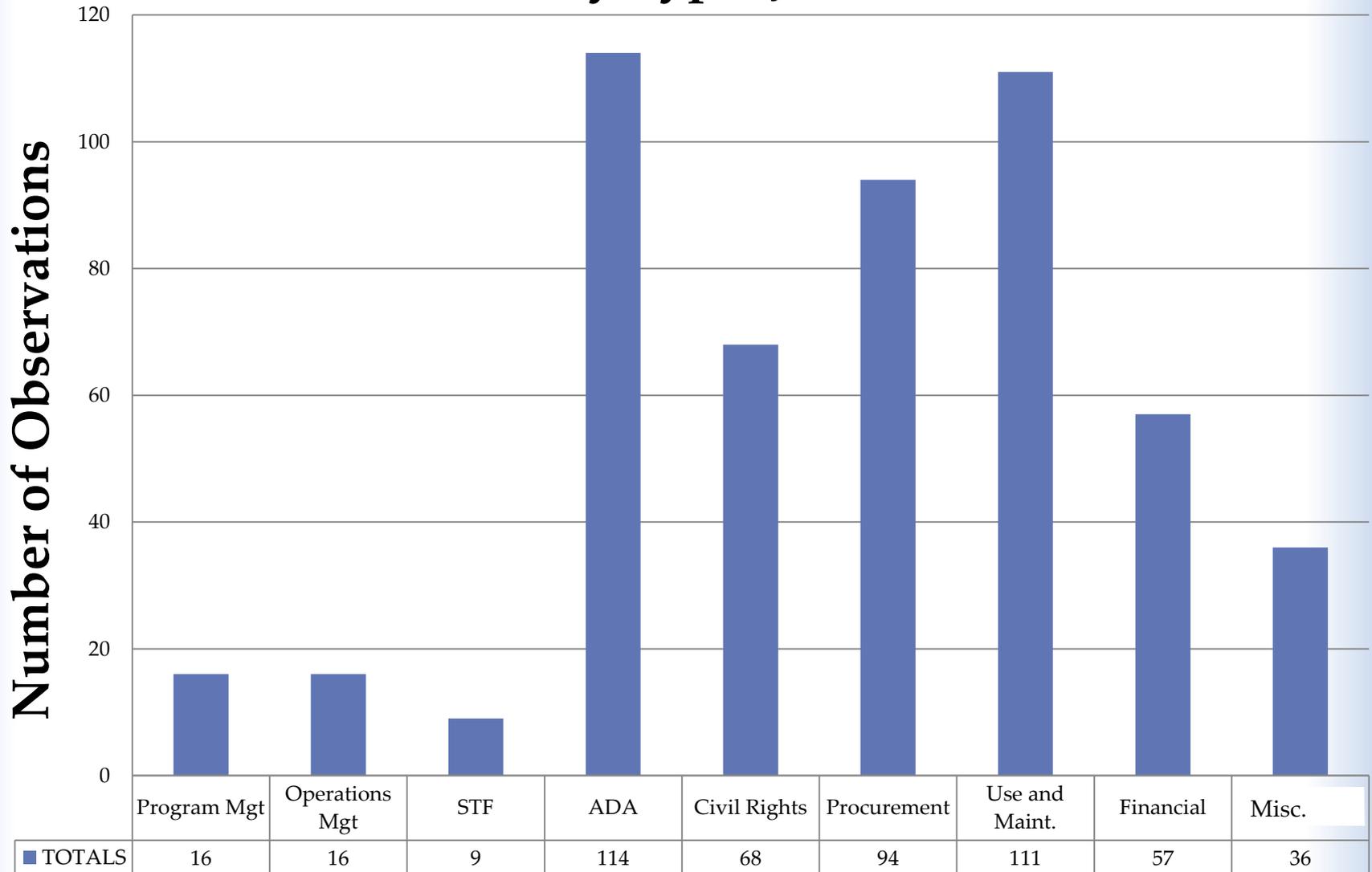
- RPTD will conduct 20 reviews per year to get to 3-4 year cycle
- On-site reviews resume in 2018 (may change from every 3 years to every 5 years)

Compliance

Recent Reviews

- 77 site reviews completed
- Round 2: 7 completed
- On average, findings are down 50% from round 1

Observations by Type June 30, 2017



Compliance

Common Review Findings

1. Governance

Primary subrecipient not exercising adequate oversight of lower tier subrecipients



Compliance

Common Review Findings

2. Procurement

- Poorly written policies
- Lack of recognition of federal requirements in purchasing policies
- No protest procedures
- Failure to include third party clauses in lower tier contracts

Compliance

Common Review Findings

3. Equipment Use and Maintenance

- Failure to meet own PM intervals
- Lack of lift maintenance procedures
- No facility maintenance program
- Failure to name ODOT as additional insured



Compliance

Common Review Findings

4. ADA

Printed materials intended for the public not prepared in alternative formats for the visually impaired.



Common Findings: How to Improve

Governance

- Write clear sub-recipient agreements
- Have your RTC review agreements prior to execution

Equip and PM

- Establish a PM tracking process that works for you
- Use sample forms on RPTD website

Procurement

- Use resources on RPTD website
- Work with Capital Program Coordinator on each step
- Have your RTC review agreements prior to execution

ADA

- Update passenger guides with required language
- Identify the potential riders in your service area

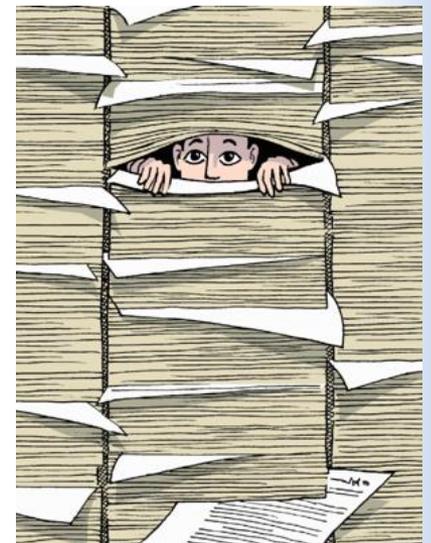


Compliance

Best Practice Tip...

Upload the documents requested at least one week prior to your review date

- Allows for a more organized review
- Saves time for all
- No surprises at the exit interview, or when the final report is presented



Compliance



Any Questions?

Upcoming Discretionary Grants

5310 Discretionary - \$1.7 M

- Available to agencies providing rural service
- Operations 50:50
- Capitalized Preventive Maintenance 80:20
- Purchased Service 80:20
- Mobility Management 80:20
- Project selection is based on project need and how each of ODOT's guiding principles are being met.



Upcoming Discretionary Grants

5339 Bus and Bus Facilities - \$4.8 M

- Available to small urban and rural agencies
- \$4 M for Vehicle Replacement and Right-sizing (85:15)
 - Project selection criteria:
 - Vehicle Age (1-5 points)
 - Vehicle Mileage (1-5 points)
 - Condition as reported in OPTIS (1-5 points)
 - Geographic Balance (no points)
- \$800,000 for Vehicle Expansion, Equipment, Signs and Shelters (80:20)
 - Project selection is based on project need and how each of ODOT's guiding principles are being met

Upcoming Discretionary Grants

STP Bus Replacement - \$5 M

- Available to urban, small urban, and rural agencies who are current ODOT or FTA grant recipients
- Replacement of vehicles to which ODOT holds title 89.73:10.27
- Project selection criteria:
 - Vehicle Age (1-5 points)
 - Vehicle Mileage (1-5 points)
 - Condition (as reported in OPTIS) (1-5 points)
 - Geographic Balance (no points)



Upcoming Discretionary Grants

5307 Mass Transit Vehicles - \$4 M

- Available to nine designated agencies in MPO areas
- Category A and B vehicle replacements
- Project Selection Criteria:
 - Age (1-5 points)
 - Mileage (1-5 points)
 - Condition (as reported in OPTIS)
 - Geographic balance (no points)



Upcoming Discretionary Grants

Any Questions?



Wrap Up...

**Any Remaining Questions?
Thanks for coming today!**



Bonus Section

Statewide Transportation Improvement Fund

PUBLIC TRANSPORTATION AND PUBLIC SAFETY (Public Transit)

SECTION 122a. (1) As used in this section:

- (a) “Employer” has the meaning given that term in ORS 316.162.
 - (b) “Resident of this state” has the meaning given that term in ORS 316.027.
 - (c) “Wages” has the meaning given that term in ORS 316.162.
- (2) A tax is imposed at the rate of one-tenth of one percent of:
- (a) The wages of an employee who is:
 - (A) A resident of this state, regardless of where services are performed.

Enrolled House Bill 2017 (HB 2017-A)

Transit fund: Overview

- Dedicated new source of state public transportation funding
- Improves public transportation service throughout Oregon
- Assessment begins - July 2018
- First grant agreements – Jan. 2019

Fund distribution

- 90% formula
- 5% competitive
- 4% competitive intercity
- 1% statewide technical resource center

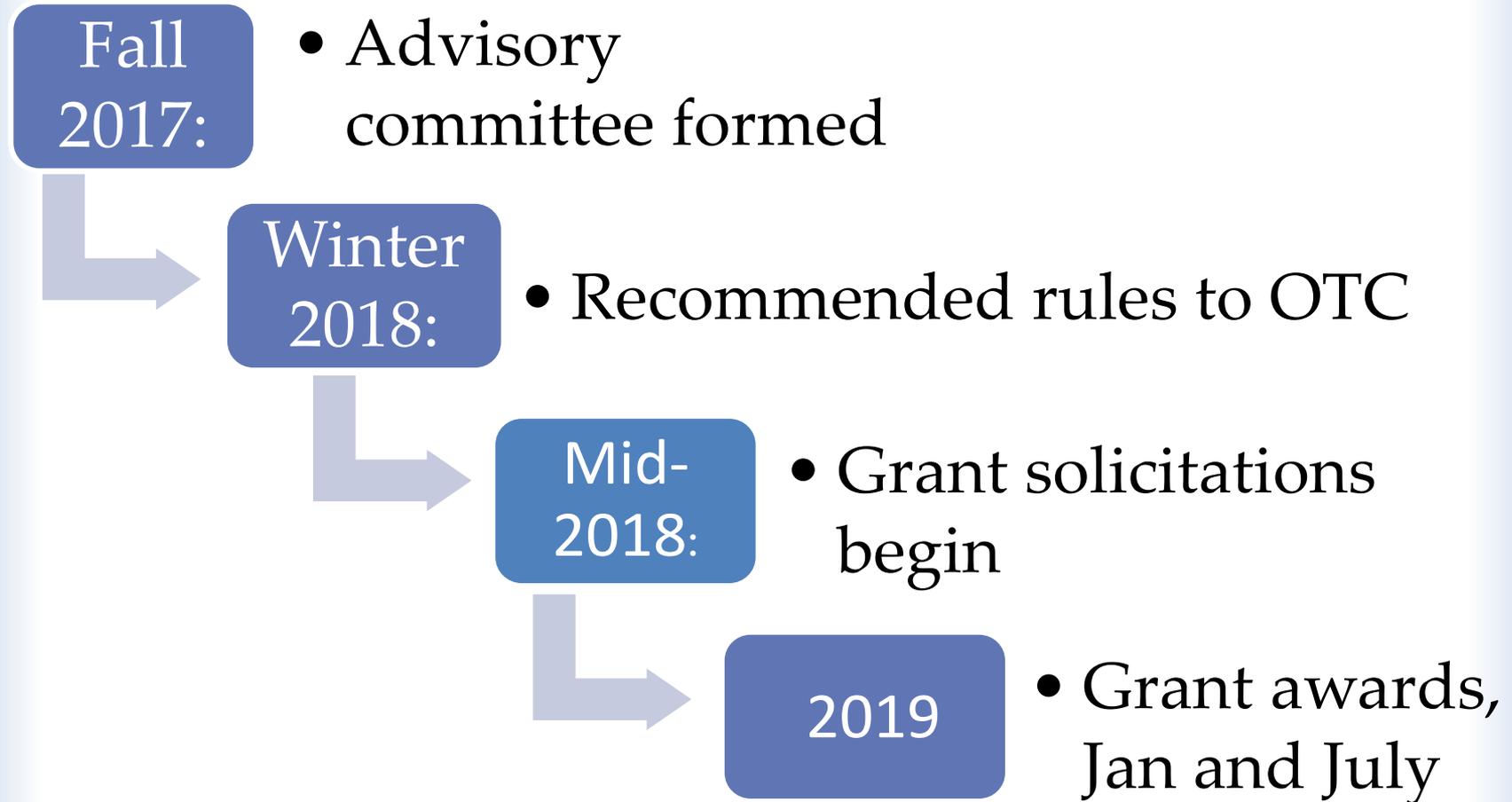


Fund eligibility

- Formula funds: “qualified entities”
- Competitive grants: “public transportation providers”
- Tech. services for rural providers



Next steps



How to stay involved

- Visit our STIF web page
 - <http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>
- Sign-up to receive monthly email updates
- Attend Committee meetings
- Participate in public/online comment periods

Questions and contact

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