

SPR Training

OPTIS Definitions and Guidance

STIF Data Improvement Project

ODOT Public Transportation Division

June 17, 2025

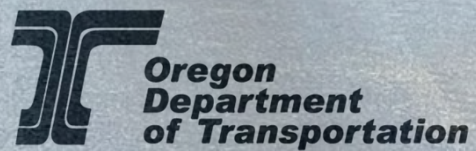


Table of Contents

Table of Contents	2
Introduction.....	5
STIF Plan Report (SPR).....	5
Legislative Metrics	5
STIF Outcome Reporting.....	6
Data Reporting In OPTIS	6
Program Criteria	6
Outcome Measures.....	9
Operations – Operating.....	10
Revenue Miles	10
Revenue Hours	11
Rides	11
Number of New Stops Shared with Other Providers	12
Number of People within a Half Mile of a Transit Stop (Annual).....	13
Number of Low-Income Households within a Half Mile of a Transit Stop (Annual).....	13
Is This Project Supporting Student Transportation (Y/N)	14
Operations – Student Transportation	14
Number of Students in Grades 9-12 Served by Demand Response	14
Number of Students in Grades 9-12 with Free or Reduced Fares	14
Number of Students in Grades 9-12 Attending a School Served by Transit.....	14
Number of Rides to Students in Grades 9-12.....	15
Other Outcome Measures	15
General	15
Capital Improvements Completed	15
Connections Added	15
FTEs/Contractors Added.....	15
Low-Income Fares Provided	15
Marketing Materials Created	16

Service Miles Added	16
Paratransit Rides Provided.....	16
Plans Created	16
Public Outreach Events.....	16
Reserve Funds Created	16
Ridership Number Increase.....	16
Ridership Percentage Increase	16
Communications	16
Number of Impressions.....	16
Number of new users due to communications	16
Mobility Management.....	17
Number of Individuals That Receive Transit Training.....	17
Number of Individuals That Are Served by a Coordinated Demand Response Call Center	17
STIF Project Status	17
Non-Capital Projects	18
Not Started	18
Started.....	18
Completed	18
Delayed/Suspended	18
Cancelled	18
Capital Projects – Construction, Renovation, Land Acquisition	19
Not Started	19
Property in Acquisition	19
In Contract for Construction	19
Completed	19
Delayed/Suspended	19
Cancelled	19
Capital Projects – Asset Only	19
Not Started	19

In Procurement	19
Purchase Order Issued	19
Asset Acquired	19
Completed	19
Delayed/Suspended	19
Manufacturer Delay.....	19
Cancelled	20

Introduction

The State Transportation Improvement Fund (STIF) program was established in Section 122 of House Bill 2017 to provide a dedicated source of funding for improving, maintaining, and expanding public transportation for all users. Every two years STIF Formula funding is made available to support access to jobs, improve mobility, relieve congestion, and reduce greenhouse gas emissions in Oregon.

This document is intended to be a resource for STIF Formula recipients who submit STIF Plan Reports (SPR) in the Oregon Public Transit Information System (OPTIS). This guidance is a compilation of reporting requirements, definitions, and recommended methodologies for the preparation of the SPR.

STIF Plan Report (SPR)

Agencies that receive STIF Formula funds are required to create STIF Plans to indicate how the agency plans to invest funds. The STIF Plan is incorporated into OPTIS to allow for reporting by the transit agency regarding progress on the projects they included in their STIF Plan. The SPR is created in OPTIS through quarterly reporting by transit agencies.

The key purpose of the SPR is to track expenditures and outcomes relative to the 8 STIF Metrics. The Public Transportation Division (PTD) utilizes the data to analyze project results for STIF fund investment, looking specifically at data that advances the 8 STIF Metrics outlined by the Oregon Legislature. The data collected in the SPR is used as evidence presented to the legislature that STIF Formula funds invested into public transportation are advancing the state's goals.

Legislative Metrics

The 8 STIF Metrics included in the STIF Statute¹, which are incorporated into rule in OAR 732-043-0015(2)(c)(A-H). They are as follows:

- 1) Increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;
- 2) The expansion of bus routes and bus services to reach communities with a high percentage of Low-Income households;

¹ Statewide Transportation Improvement Fund, ORS 184.751

- 3) Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
- 4) The procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with populations of 200,000 or more;
- 5) The improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- 6) Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services;
- 7) Implementation of programs to provide Student Transit Services for students in grades 9 through 12; and
- 8) Implementation of programs that enhance services for older adults and people with disabilities.

STIF Outcome Reporting

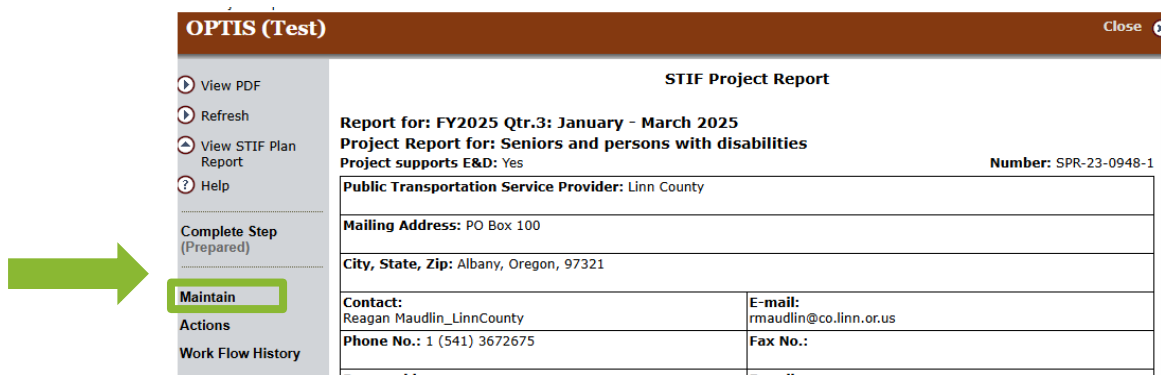
OPTIS prompts transit providers to answer several questions regarding their current STIF Plan and the measurable outcomes relating to their projects. In the following sections of this guidance document, the questions and terms that appear in OPTIS will be defined and the methodology providers should follow will be explained. This will assist providers in reporting consistent and accurate data on the outcome of the state's investment in the STIF Formula and public transportation.

Data Reporting In OPTIS

Program Criteria

The Program Criteria section is intended to collect data regarding the total amount of STIF funds spent toward each of the 8 legislated STIF Metrics for each STIF Project.

To access this section in OPTIS, start from the STIF Project Report, then click 'Maintain' in the menu on the right-hand side.



OPTIS (Test) Close

STIF Project Report

Report for: FY2025 Qtr.3: January - March 2025
Project Report for: Seniors and persons with disabilities
 Project supports E&D: Yes Number: SPR-23-0948-1

Public Transportation Service Provider: Linn County

Mailing Address: PO Box 100

City, State, Zip: Albany, Oregon, 97321

Contact: Reagan Maudlin_LinnCounty	E-mail: rmaudlin@co.linn.or.us
Phone No.: 1 (541) 3672675	Fax No.:

Prepared by: **E-mail:**

Phone No.: **Fax No.:**

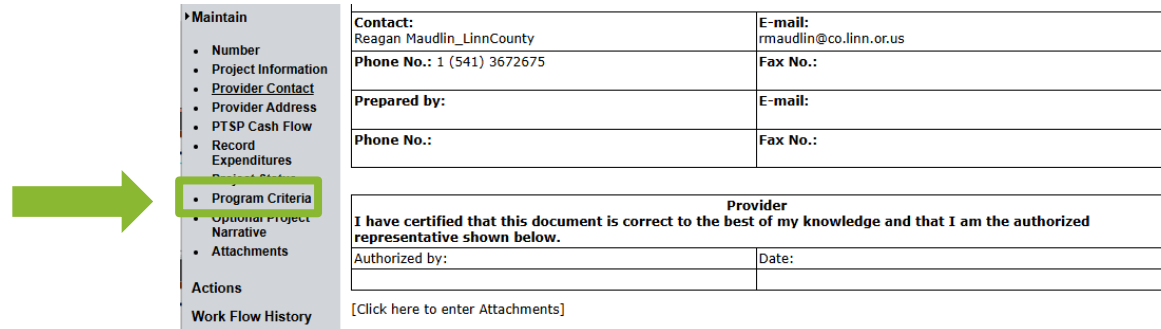
Complete Step (Prepared)

Maintain

Actions

Work Flow History

Menu will expand, then click 'Program Criteria'.



Maintain

- Number
- Project Information
- Provider Contact
- Provider Address
- PTSP Cash Flow
- Record Expenditures
- Program Criteria
- Optional Project Narrative
- Attachments

Actions

Work Flow History

Contact: Reagan Maudlin_LinnCounty	E-mail: rmaudlin@co.linn.or.us
Phone No.: 1 (541) 3672675	Fax No.:
Prepared by:	E-mail:
Phone No.:	Fax No.:

Provider

I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.

Authorized by:	Date:
-----------------------	--------------

[Click here to enter Attachments]

A new dialog box will open.

OPTIS (Test)
Close

8. Program Criteria
(Test)

Number: SPR-23-0948-1

Control #: 10236169

Steps

1. Number
2. Project Information
3. Provider Contact
4. Provider Address
5. PTSP Cash Flow
6. Record Expenditures
7. Project Status
- 8. Program Criteria**
9. Optional Project Narrative
10. Attachments

Skip
Back
Save
Next
Finish

Program Criteria

Increases Frequency to Areas with High Percentage of Low-Income Households	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Expands Routes or Services to Areas with High Percentage of Low-Income Households	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Reduces Fares in Communities with High Percentage of Low-Income Households	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Provides Student Transit for Students in Grades 9-12	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:0 FY2:0</small>	
Services for older adults and people with disabilities	<input style="width: 90%;" type="text"/>
<small>Value on STIF Plan: FY1:100 FY2:100</small>	

* indicates a required field

Top

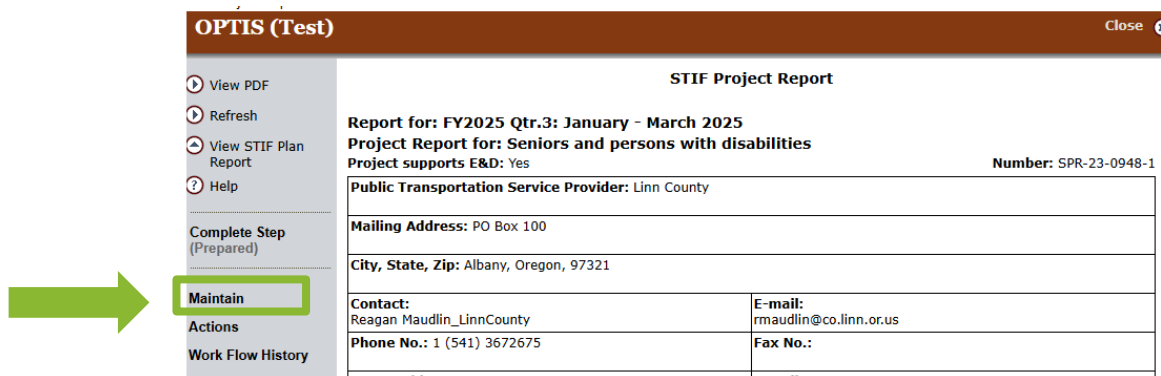
In the fillable boxes, please provide the percent of the current quarter's STIF Funds for this project that were spent for each of the 8 criteria listed below. If there was no money spent for a STIF Metric on the project, please enter "0" (zero) in the fillable box. For reporting percent of expenditures in the Program Criteria section, percentages entered **do not** need to add up to 100%. This differs from a similar section in the creation of the STIF Plan in which the percentages for each of these items are required to total 100%.

- Increases Frequency to Areas with High Percentage of Low-Income Households
- Expands Routed or Service to Areas with High Parentage 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 or More
- Improves Frequency and Reliability of Service Between Communities in and out of QE's Service Area
- Improves Coordination Among PTSP's to Reduce Fragmentation of Service
- Provides Student Transit for Students in Grades 9-12
- Service for Older Adults and People with Disabilities

Outcome Measures

The Outcome Measures section is task specific and is intended to collect data regarding the outcomes of the STIF expenditures per task for the STIF project.

To access this section in OPTIS, start from the STIF Project Report, then click 'Maintain' in the menu on the right-hand side.



OPTIS (Test) Close

STIF Project Report

Report for: FY2025 Qtr.3: January - March 2025
Project Report for: Seniors and persons with disabilities
Project supports E&D: Yes Number: SPR-23-0948-1

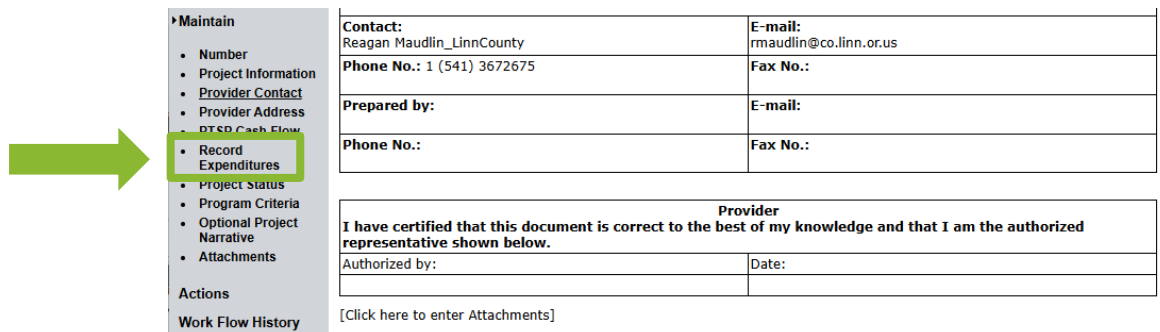
Public Transportation Service Provider: Linn County

Mailing Address: PO Box 100

City, State, Zip: Albany, Oregon, 97321

Contact: Reagan Maudlin_LinnCounty E-mail: rmaudlin@co.linn.or.us
Phone No.: 1 (541) 3672675 Fax No.:

The menu will expand, then click 'Record Expenditures'.



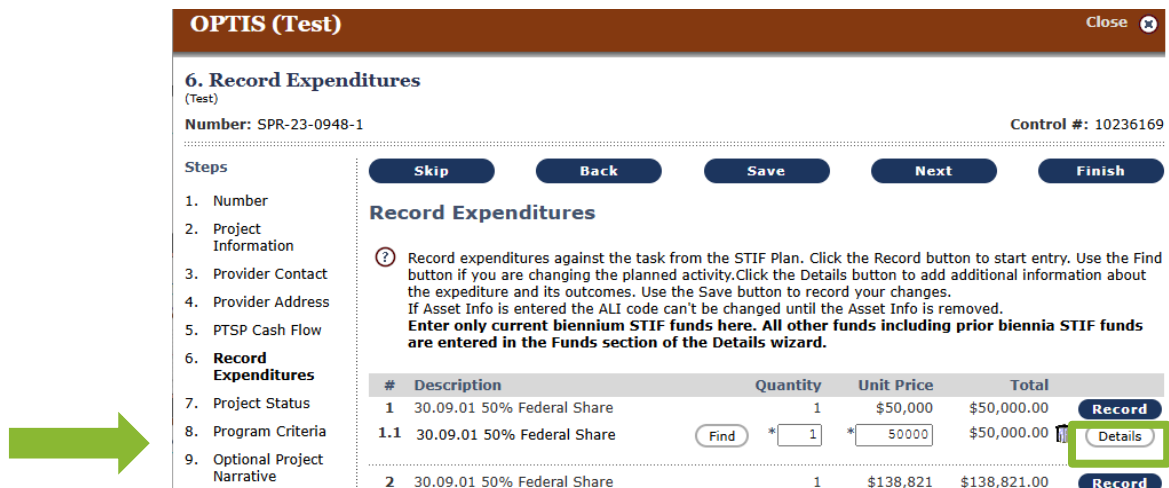
Maintain

- Number
- Project Information
- Provider Contact
- Provider Address
- PTSP Cash Flow
- Record Expenditures**
- Project Status
- Program Criteria
- Optional Project Narrative
- Attachments

Actions
Work Flow History

Contact: Reagan Maudlin_LinnCounty E-mail: rmaudlin@co.linn.or.us
Phone No.: 1 (541) 3672675 Fax No.:
Prepared by: E-mail:
Phone No.: Fax No.:
Provider
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.
Authorized by: Date:
[Click here to enter Attachments]

A new dialogue box will open listing all the tasks for the STIF Project. Click 'Details' under the desired task.



OPTIS (Test) Close

6. Record Expenditures
(Test)

Number: SPR-23-0948-1 Control #: 10236169

Steps

- Number
- Project Information
- Provider Contact
- Provider Address
- PTSP Cash Flow
- Record Expenditures**
- Project Status
- Program Criteria
- Optional Project Narrative

Skip Back Save Next Finish

Record Expenditures

Record expenditures against the task from the STIF Plan. Click the Record button to start entry. Use the Find button if you are changing the planned activity. Click the Details button to add additional information about the expenditure and its outcomes. Use the Save button to record your changes. If Asset Info is entered the ALI code can't be changed until the Asset Info is removed. Enter only current biennium STIF funds here. All other funds including prior biennia STIF funds are entered in the Funds section of the Details wizard.

#	Description	Quantity	Unit Price	Total	
1	30.09.01 50% Federal Share	1	\$50,000	\$50,000.00	Record
1.1	30.09.01 50% Federal Share	Find * 1 * 50000		\$50,000.00	Details
2	30.09.01 50% Federal Share	1	\$138,821	\$138,821.00	Record

A new dialogue box will open for the task Outcome Measures.

OPTIS (Test)

Close

3. Outcome Measures

(Test)

Item: 1.1

Number: SPR-23-0948-1

Control #: 10236210

Steps

Skip

Back

Save

Next

Finish

1. Item Information

2. Funding

3. Outcome Measures

4. Asset Info

Outcome Measures

Operations - Operating

Revenue Miles

Value on STIF Plan: 210,000

Revenue Hours

Value on STIF Plan: 14,000

Rides

Value on STIF Plan: 36,160

Number of New Stops Shared with Other Providers

Value on STIF Plan: 0

Number of People within a Half Mile of Transit Stop (Annual)

Value on STIF Plan: 0

Number of Low-Income Households within a Half Mile of Transit Stop (Annual)

Value on STIF Plan: 0

Is this project supporting student transportation?

☒ Yes

☐ No

Operations - Student Transportation

Number of Students in Grades 9-12 Served by Demand Response

Number of Students in Grades 9-12 with Free or Reduced Fares

Number of Students in Grades 9-12 Attending a School Served by Transit (Annual)

Number of Rides to Students in Grades 9-12 (Annual)

Other

Other Measure (Predefined)

Value on STIF Plan: 36,160

Paratransit Rides Provided

Other Measure (Fill-in)

Value on STIF Plan: 1

Older adults and people with disabilities: Portion of the funding used as Match to

Operations – Operating

The Operating Outcome Measures section is intended to collect data relative to miles, hours, rides, populations served, and connections that can be attributed to STIF Funds, for each task in the STIF Project. Each Outcome Measure is defined below.

Revenue Miles

Definition: The total number of revenue miles traveled for vehicles operated by STIF funds for each STIF Project during the quarter.

Notes:

- Revenue miles *do include* distances traveled during running time (i.e., the time it takes a transit vehicle to travel from the beginning to the end of the route) and lay/over recovery time (i.e., the time transit agencies use to provide operator breaks or to give the operator an opportunity to get service back on schedule if running late).
- Revenue miles *do not* include miles related to the following
 - Deadhead time
 - Operator training
 - Maintenance testing
 - Other non-revenue uses of the vehicles
- For *Demand Response* service, revenue miles include all miles traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the garage or dispatching point or have interruptions in service such as lunch breaks or vehicle fueling and servicing.

Revenue Hours

Definition: The total number of revenue hours a vehicle is operating for vehicles operated by STIF funds for each STIF Project during the quarter.

Notes:

- Revenue hours include running time (i.e., the time it takes a transit vehicle to travel from the beginning to the end of the route) and lay/over recovery time (i.e., the time transit agencies use to provide operator breaks or to give the operator an opportunity to get service back on schedule if running late).
- Revenue hours *do not* include hours related to the following:
 - Deadhead time
 - Operator training
 - Maintenance testing
 - Other non-revenue uses of the vehicles
- For *Demand Response* service, revenue hours include all travel time from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the garage or dispatching point or have interruptions in service such as lunch breaks or vehicle fueling and servicing.

Rides

Definition: Unlinked passenger trips (UPT), or the number of boardings, on vehicles operated by STIF funds for each STIF Project during the quarter.

Notes:

- Transit agencies *must count* passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (i.e., interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers.
- For *Demand Response* service, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.
- For *Vanpool* service, agencies generally must report the driver as a passenger and include the driver in UPT counts. In almost all cases, the vanpool driver is unpaid and is traveling for personal reasons (e.g., work commuting, shopping). In the rare case when the driver is being employed as a driver and not traveling for personal reasons, then the driver should not be counted as a passenger.
- Agencies may provide an estimate but only if the actual 100 percent data are not reliably collected and routinely processed. If an estimate is provided, please note this in the Project Narrative for the quarter. If an agency collects and routinely processes true unlinked passenger trip data, it must report the actual data on the SPR Report.

Collection Methods

Transit agencies may collect data by using drivers' logs, mobile data terminals, Automatic Passenger Counters (APCs), manual passenger counters, and fareboxes. If a transit agency estimates UPT data, it must adhere to FTA requirements of estimation procedures, as described in the 2024 National Transit Data Reporting Policy Manual.

Number of New Stops Shared with Other Providers

Definition: The number of 1) new stops established under each STIF Project during the quarter with STIF funds and/or 2) the number stops that begin to be serviced by two or more providers during the quarter by vehicles operated with STIF funds.

Notes:

- Only one provider needs to be operating service at the stop location utilizing STIF funds for stop to be reported in the SPR Report.
- Shared stops should only be reported by one provider. If only one provider is utilizing STIF funds to provide service to the stop location, that provider will report the stop on the SPR report. If more than one provider is utilizing STIF funds to service stop location, agencies must coordinate to determine which provider will report the stop on the SPR Report.

Number of People within a Half Mile of a Transit Stop (Annual)

Definition: The total population that live within a half mile radius of a transit stop serviced by vehicles operated by STIF funds. This should be based on data provided or derived from population data published by the U.S. Census Bureau.

Notes:

- The population within a ½ mile of a given transit stop or transit center should only be reported once, regardless of how many transit agencies provide service to that stop or transit center. Overlap in service areas among two or more transit agencies should be noted and addressed by the Qualified Entity to avoid duplication of population figures
- This value only needs to be entered in the fourth and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th annually. The value of '0' (zero) should be entered for the remaining quarters of the STIF Plan period.
- Value should only be entered for one STIF Project in STIF Plan per quarter to prevent double counting of the data.

Number of Low-Income Households within a Half Mile of a Transit Stop (Annual)

Definition: The total number of Low-Income Households within a half mile radius of each transit stop serviced by vehicles operated by STIF funds.

Notes:

- "Low-Income Household" means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia. (OAR 732-040-0005(18)).
- The number of Low-Income Households within a ½ mile of a given transit stop or transit center should only be reported once, regardless of how many transit agencies provide service to that stop or transit center. Overlap in service areas among two or more transit agencies should be noted and addressed by the Qualified Entity to avoid duplication of population figures.
- This value should only be entered in the fourth and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th. The value of '0' (zero) should be entered for the remaining quarters of the STIF Plan period.
- Value should only be entered for one STIF Project in STIF Plan per quarter to prevent double counting of the data.

Is This Project Supporting Student Transportation (Y/N)

Answer yes if project supports student transportation as defined in OAR 732-040-0005(37): "Public Transportation Services within the Qualified Entity's area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12".

Operations – Student Transportation

The Student Transportation Outcome Measures section is intended to collect data relative to transit service provided to students in grades 9-12 that can be attributed to STIF Funds, for each task in the STIF Project. *Student Transportation Outcomes are reported annually.* Each Outcome Measure is defined below.

Number of Students in Grades 9-12 Served by Demand Response

Definition: Number of students in grades 9-12 that have utilized Demand Response service that operates at times during the scholastic schedule when students arrive and depart from school.

Notes:

- This value should only be entered in the fourth and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th. The value of '0' (zero) should be entered for the remaining quarters of the STIF Plan period.
- Value should only be entered for one STIF Project in STIF Plan per quarter to prevent double counting of the data.

Number of Students in Grades 9-12 with Free or Reduced Fares

Definition: The total number of students in grades 9-12 eligible to participate in the STIF Plan's free or reduced fare program.

Notes:

If transit agency has a zero-fare transit program that includes students in grades 9-12, all student rides for grades 9-12 should be reported. Providers with fare programs specifically for students should report all students in grades 9-12 enrolled at served schools. This value should only be entered in the fourth and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th. The value of '0' (zero) should be entered for the remaining quarters of the STIF Plan period.

- Value should only be entered for the STIF Project associated with the free or reduced fare program.

Number of Students in Grades 9-12 Attending a School Served by Transit

Definition: The total number of students in grades 9-12 attending schools within the transit service area that have a transit stop within a half mile with service that operates at times during the scholastic schedule when students arrive and depart from school.

Notes:

- This value should only be entered in the fourth and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th. The value of 'o' (zero) should be entered for the remaining quarters of the STIF Plan period.
- Value should only be entered for one STIF Project in STIF Plan per quarter to prevent double counting of the data.

Number of Rides to Students in Grades 9-12

Definition: The total number of rides provided to students in grades 9-12 on vehicles operated by STIF funds for the STIF Project during the quarter. (See above definition of 'Rides')

Notes:

- This value should only be entered in the first and eighth quarter of the STIF Plan period. These are the quarters ending on June 30th. The value of 'o' (zero) should be entered for the remaining quarters of the STIF Plan period.
- Value should only be entered for one STIF Project in STIF Plan per quarter to prevent double counting of the data.

Other Outcome Measures

The Other Outcome Measures section is intended to collect data relative to outcome measures that are specific to each individual STIF Plan. The Other Outcome Measures should be reported for each task in the STIF Project that is supported by STIF Funds. This information is reported quarterly. Each Outcome Measure is defined below.

General

Capital Improvements Completed

The number of capital assets that have been created, purchased, or improved during the quarter.

Connections Added

The number of new stops created during the quarter that connect two routes of the same provider or that are being serviced by more than one provider.

FTEs/Contractors Added

The number of Full Time Equivalency positions or contractors that start or continue employment or work with the transit agency during the quarter who are paid with STIF Funds.

Low-Income Fares Provided

The number of fare-reduced rides provided to low-income individuals during the quarter.

Marketing Materials Created

The number of new marketing materials created during the quarter. Duplicated small materials should count as one material, and large duplicated items can be counted individually. For example, several copies of a brochure would count as one material, whereas multiple printings of a large sign would be counted individually.

Service Miles Added

The number of revenue miles added to service during the quarter.

Paratransit Rides Provided

The number of paratransit rides provided during the quarter.

Plans Created

Number of Local Plans created during the quarter Local plans include, but are not limited to, Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.

Public Outreach Events

The number of events held during the quarter with the primary focus of engaging the public.

Reserve Funds Created

The number of reserve funds created during the quarter.

Ridership Number Increase

The number of rides that exceeded the number of rides for the previous quarter.

Ridership Percentage Increase

The number of rides added the current quarter divided by the total number of rides for the previous quarter.

Communications

Number of Impressions

The total number of times an advertisement or other piece of content relative to the agency's transit service is displayed or viewed by users during the quarter. This is often tracked by advertisers.

Number of new users due to communications

The number of new users due to this communication task during the quarter. This could be determined by an onboard survey asking the rider how they heard about the service, or by other means.

Mobility Management

Number of Individuals That Receive Transit Training

The number of transit users that receive training during the quarter focused on connecting individuals with the transit options that best meet their needs.

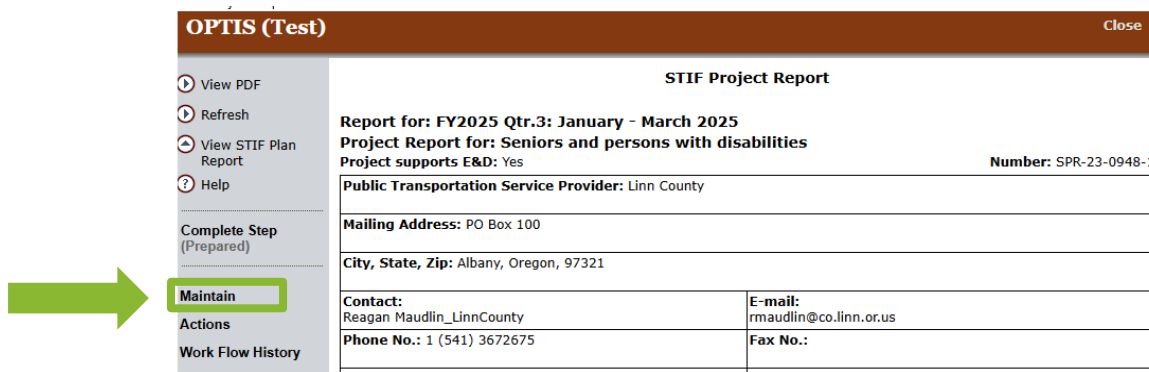
Number of Individuals That Are Served by a Coordinated Demand Response Call Center

The number of individuals that receive rides through a Demand Response Call Center, Dial-a-ride, or similar service during the quarter.

STIF Project Status

The intent of the Project Status section is to track the status on tasks in each STIF Project in the STIF Plan. *Project should be identified as either a Non-Capital Project, a Capital Project - Construction, Renovation, Land Acquisition or Capital Project – Asset Only.* Then, a status should be assigned to each task per quarter.

To access this section in OPTIS, begin from STIF Project Report, and click 'Maintain' in the menu on the right-hand side.



OPTIS (Test) Close

STIF Project Report

Report for: **FY2025 Qtr.3: January - March 2025**
Project Report for: **Seniors and persons with disabilities**
Project supports E&D: Yes Number: SPR-23-0948-1

Public Transportation Service Provider: Linn County

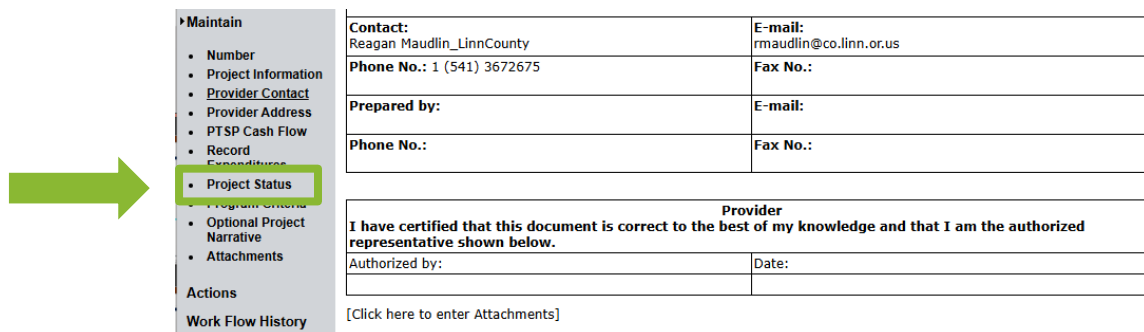
Mailing Address: PO Box 100

City, State, Zip: Albany, Oregon, 97321

Contact: Reagan Maudlin_LinnCounty E-mail: rmaudlin@co.linn.or.us

Phone No.: 1 (541) 3672675 Fax No.:

Menu will expand, then click 'Project Status'.



Maintain

- Number
- Project Information
- Provider Contact**
- Provider Address
- PTSP Cash Flow
- Record Expenditures
- Project Status**
- Program Criteria
- Optional Project Narrative
- Attachments

Actions

Work Flow History

Contact: Reagan Maudlin_LinnCounty E-mail: rmaudlin@co.linn.or.us

Phone No.: 1 (541) 3672675 Fax No.:

Prepared by: E-mail:

Phone No.: Fax No.:

Provider

I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.

Authorized by: Date:

[Click here to enter Attachments]

A new dialogue box will open with a table outlining all tasks for the STIF Project. Select a status from the drop-down menu and add any desired notes.

OPTIS (Test)
Close

7. Project Status
(Test)

Number: SPR-23-0948-1

Control #: 10236165

Skip Back Save Next Finish

Project Status

? Enter the project status information. Deliverable status has been copied from the previous report.

Deliverables	Target Date	Status	Status Notes
Task 1 - Project Complete	06/30/2025	In Process	
Task 2 - Project Complete	06/30/2025	Not Started	
Task 3 - Project Complete	06/30/2025	In Process	
Task 4 - Project Complete	06/30/2025	Completed	
Task 5 - Project Complete	06/30/2025	In Process	
Task 6 - Project Complete	06/30/2025	In Process	
Task 7 - Project Complete	06/30/2025	In Process	
Task 8 - Project Complete	06/30/2025	In Process	

Identify status of STIF Project Task for the current quarter using the definitions below.

Non-Capital Projects

Not Started

No expenditures have occurred on the project during the current STIF Plan period.

Started

Expenditures have been submitted for reimbursement, or contract for services has been executed.

Completed

No further expenditures during this STIF Plan period.

Delayed/Suspended

Project has started and expenditures have occurred in STIF Plan period, but project has been suspended or delayed resulting from an unexpected interruption or need to pause.

Cancelled

Project has been cancelled or has been delayed/suspended and remains in that status at the end of the STIF Plan period.

Capital Projects – Construction, Renovation, Land Acquisition

Not Started

No expenditures have occurred on the project during the current STIF Plan period.

Property in Acquisition

Working to identify property for purchase, or property has been identified for purchase.

In Contract for Construction

Construction contract has been procured and Notice to Proceed has been issued for construction of the project.

Completed

No further expenditures or reimbursements for project.

Delayed/Suspended

Project has started and expenditures have occurred in STIF Plan period, but project has been suspended or delayed resulting from an unexpected interruption or need to pause.

Cancelled

Project has been cancelled or has been delayed/suspended and remains in that status at the end of the STIF Plan period.

Capital Projects – Asset Only

Not Started

No expenditures have occurred on the project during the current STIF Plan period.

In Procurement

Procurement process has started, but purchase order has not been issued.

Purchase Order Issued

Purchase Order for asset(s) has been issued.

Asset Acquired

The vehicle or asset is in possession of the transit agency.

Completed

No further expenditures or reimbursements for project.

Delayed/Suspended

Project has started and expenditures have occurred in STIF Plan period, but project has been suspended or delayed resulting from an unexpected interruption or need to pause.

Manufacturer Delay

Asset acquisition has been delayed due to manufacturer delays in providing the asset or vehicle.

Cancelled

Project has been cancelled or has been delayed/suspended and remains in that status at the end of the STIF Plan period.