STIF Webinars Frequently Asked Questions

This document contains frequently asked questions from the STIF webinars conducted on August 25, 2026, and September 14, 2026.

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FAQ Topic	Question	Answer
Application Changes	If application changes are made based on ODOT comments after the Advisory Committee has already developed recommendations for the QE governing body, does the updated application need to go back to the Advisory Committee for a new recommendation, or only to the QE governing body for final approval?	It depends on the circumstances and the nature of the changes. In many cases, only the governing body needs to review the updates, as it has the authority to make changes to projects within a plan. However, whether the Advisory Committee must revisit the application will depend on what specifically is being changed. There is no single answer that applies in all situations.
Application Structure	Would we be in the best position to structure our PTSP plan with a single project and place all tasks underneath it? Is it acceptable to set up the plan with one project and all activities defined as tasks?	If there is just one PTSP, then there could be a single project that includes all the tasks the PTSP will execute. That would allow you to move funds between tasks for that PTSP. That approach would maximize flexibility. However, it's not always possible to structure a plan with a single project and there can be good reasons not to do so. For instance, if there is more than one PTSP, then there will need to be multiple projects, and multiple projects can clarify how funds will be used.
Application Structure	In the application, the field “Percent of project budget in district” refers to the QE’s district, correct? As a PTSP under a QE, does this mean the percentage represents the portion outside the agency but within the QE’s district?	Yes, that is correct.
Application Structure	If a task involves stop accessibility improvements and includes activities like acquiring shelter amenities and engineering, which task category should be selected?	In general, the appropriate category depends on the nature of the work: If you are building something, the task should generally fall under Construction. If you are planning to build something, including engineering or design work, the task should generally be categorized as Planning. If you are acquiring property, the appropriate category is Real Property Acquisition.
Contingency	What does it mean when contingency tasks are described as “not limited”? Does this allow contingency to be applied to any number of tasks?	Contingency can be used for any unanticipated circumstance that qualifies as eligible within the plan. The only exceptions are when contingency funds are being moved into reserves or carried forward. Note: Please inform your RTC of any transfers from a Plan Contingency or Operations Reserve to another task. Though allowable, PTO staff need to update values in OPTIS for reporting.

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Deadlines	Should the initial submission due by 10/29/26 be submitted by QEs or individual PTSPs, and when will ODOT provide comments on this initial application?	The initial 10/29/26 submission should be made by QEs. ODOT can provide feedback on an ongoing basis; however, the optional 10/29 deadline applies specifically to QE submissions. There is no set date for when comments will be issued, but the intent is to provide feedback well in advance of the final submission deadline.
Deadlines	Is the 10/29/26 submission deadline optional?	Yes. It is highly encouraged as a way to receive early feedback, but it is not required.
Finance	We were previously told that funds could only be moved within the same category. If funds can now be transferred between tasks within a project, does that mean we can move funds from something like capital to operations as long as both tasks are within the same project?	Yes. Within a project, you can move funds between different types of tasks.
Finance	Is there a limit on the total amount of funds we can carry forward from a prior STIF plan, beyond what was already planned as carryforward?	Carryforward is not limited. All carryforward funds must be included in the STIF plan.
Finance	Why do we need to designate carryforward funds as carryforward in the plan? Why aren't funds spent on a first-in, first-out basis?	Carryforward funds are tracked separately from formula funding allocations. This allows ODOT to more accurately monitor funding spend-down in reporting. These funds can be spent on a first-in, first-out basis, and agencies have flexibility in how they manage this.
Finance	Since Plan Contingency and Operations Reserves are now set up as separate projects, can funds still be moved from these projects to other projects?	Yes. These fund types are exceptions. They may be moved to another project or task if the transfer meets the definition of a planned contingency for unexpected needs or an operations reserve for increased costs.
Finance	For QEs that cover multiple counties, will ODOT provide a breakout of payroll generated by STIF for each county?	Yes. The allocation estimate provided by ODOT includes in-district and out-of-district funds by county. For QEs with multiple counties, the estimate shows these breakouts for each individual county.
Finance	What is the 10% buffer?	The 10% buffer is a recommended allowance, similar to previous biennia and plan periods, that permits QEs to program up to 10% above their allocation estimate. For example, if your allocation estimate is one million dollars, your plan may include up to $1.1 million in new distributions. This buffer applies only to new distributions and does not include any prior STIF funds already on hand from earlier plan periods.

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Finance	Is the 10% buffer in addition to Operations Reserve and Plan Contingency, or is it calculated on top of them?	The 10% buffer is part of your overall totals. Your plan maximum represents the total amount of funding you anticipate receiving. Prior STIF plan period funds are the dollars you already have on hand. Plan Contingency and Operations Reserve are components of your allocation and count as part of your budget. The buffer itself applies to your allocation estimate, while the caps on Plan Contingency and Operations Reserve determine how much of your budget can be devoted to those set-asides.
Finance	For Older Adult and People with Disabilities (OAPD) STIF funds, the requirement is that funded services must be equal to or greater than the STIF population amount. Does this apply to the QE and subrecipients collectively, or is it measured by individual applicants?	This requirement applies at the plan level. The QE's total population-based services must equal or exceed the QE's allocation of population funds. Individual subrecipients may vary; some may receive allocations for these services while others may not. As long as the total across the entire plan meets or exceeds the population-based funding amount, the plan is in compliance.
Operations Reserve	What are the key rules and limitations for the Operations Reserve?	The Operations Reserve is intended to preserve services in the event of significant, unanticipated revenue declines. Funds in this reserve may be used only for Operations. The reserve is capped at 12.5% of Operations expenses. Agencies may structure the reserve in two ways: shared or separate.
Operations Reserve	Provide an example of Shared Operations Reserve.	QE and 3 Sub-Recipients have projects in a STIF Plan. The QE has $1M budgeted for Operations tasks Sub-Recipient 1 has $100K Sub-Recipient 2 has $200K Sub-Recipient 3 has $700K The Operations Reserve Cap is 12.5% of the total $2M in Operations expenses: $250,000
Operations Reserve	Provide an example of Separate Operations Reserve.	QE and 2 Sub-Recipients have projects in a STIF Plan. The QE has $1M budgeted for Operations tasks Sub-Recipient 1 has $500k Sub-Recipient 2 has $0 The QE can have $125K in Operations Reserve (12.5 % of 1M) Sub-Recipient 1 can have $62.5K (12.5% of 500k) Sub-Recipient 2 can have $0

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Plan Contingency	How does Plan Contingency funding work, and what limits apply?	Plan Contingency provides flexible funding for unanticipated costs in any project or task. It is capped at 15% of the funds budgeted to be spent. The 15% cap is calculated on the Grand Total, minus the Operations Reserve and Planned Carryforward. Because it is part of the Grand Total, it's considered best practice to factor Plan Contingency in as you build your budget.
Plan Contingency	Provide an example of Plan Contingency.	QE has $2.2M in its Plan: $1.6M in anticipated distributions and $600K in Prior STIF Plan Period funds. Of the $2.2M, $200K is set aside for Operations Reserve. The Plan Contingency Cap is $300K (15% of 2M) Remember, the 15% cap is calculated on the Grand Total, minus the Operations Reserve and Planned Carryforward.
Plan Contingency	Do the new Plan Contingency and Operations Reserve projects replace the reserve tasks that existed within projects in the current STIF plan?	Yes. Plan Contingency and Operations Reserve collectively replace the former Program Reserve category. There is flexibility in how these can be structured throughout the plan. You may choose to include a contingency in each project or have a single contingency project. However, the Program Reserve category no longer exists, only Plan Contingency and Operations Reserve.
Vehicle Replacement	For a replacement-vehicle purchase task, do we still need to specify which vehicles are being replaced, even if the task description is broad?	Yes. For replacement projects, vehicle details are required. However, if the task description is written broadly enough, an amendment may allow an agency to purchase additional vehicles of the same type or a different type, as long as it fits within the project's narrative description.
Vehicle Replacement	Do we need to identify the fuel type for a vehicle replacement in the application? If so, would changing the fuel type later be considered a scope change?	Yes, the application requires specifying the fuel type. Changing the fuel type may be allowable as long as the narrative supports the change, especially if the description includes flexible parameters.