Supplemental STIF Plan Report (SPR) Guidance and Instructions

2019-21 Biennium

October 2020

Oregon
Department
of Transportation
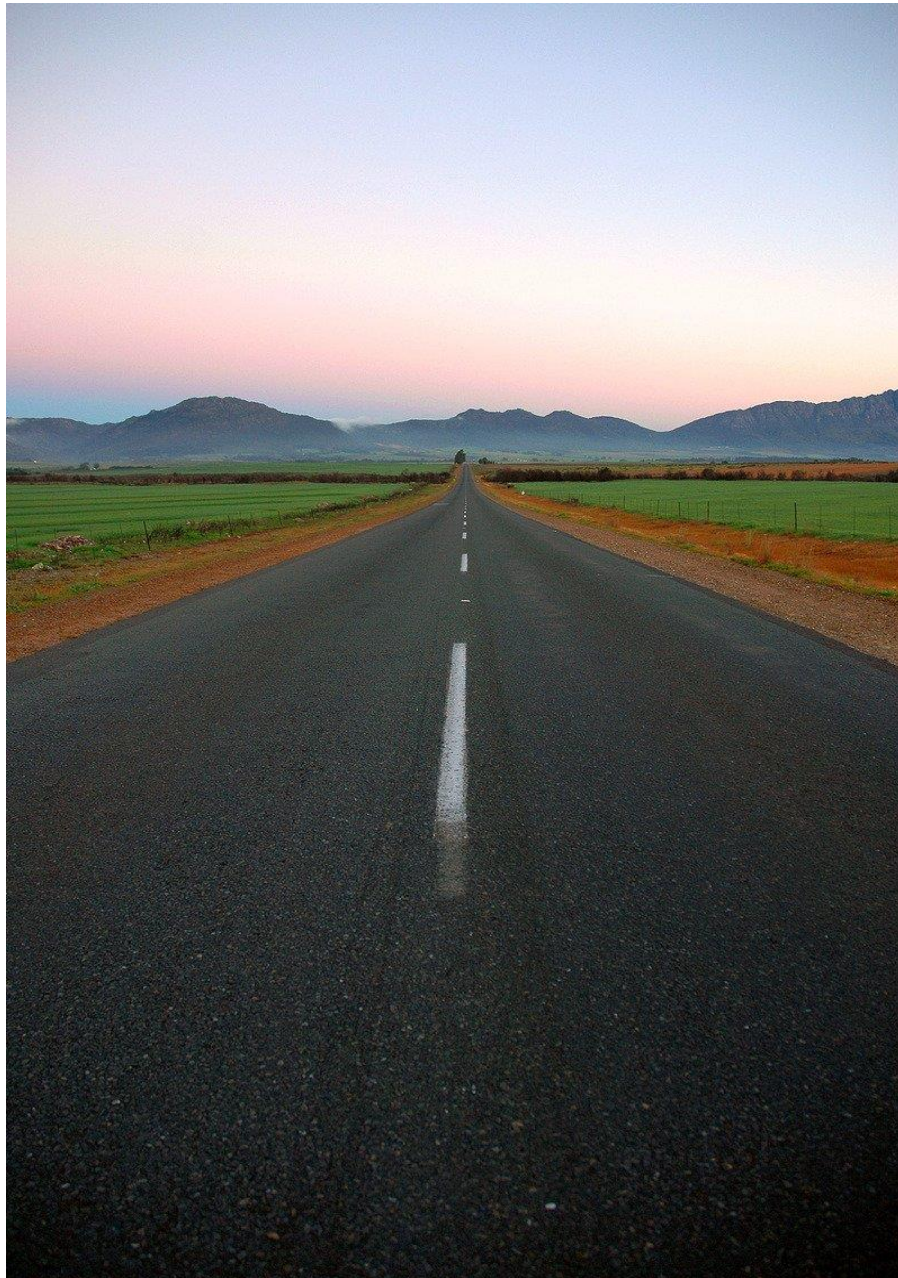
Background

During the 2020 Special Legislative Session, the Oregon Legislature passed [Senate Bill 1601,](#) which made various amendments to the statutes controlling the Statewide Transportation Improvement Fund (STIF) programs. One such amendment to ORS 184.751(1) allows STIF Formula funds to be used for maintaining existing transportation services as of July 7, 2020.

Previously, STIF Formula funds could only be used to expand or improve public transportation services. This amendment to allow preservation of service is intended to help address the negative fiscal impacts of the COVID-19 pandemic on transit providers. Current and future STIF Plans will reflect the changes SB1601 made to STIF statute.

Document Purpose

- To discuss the new "service preservation" project added to your STIF Plan
    - **Note:** This service preservation project is available to all Qualified Entities (QEs) and Public Transportation Service Providers (PTSPs)
- To provide new SPR instructions for:
    - What to do if you have projects put on hold due to COVID-19
    - Reporting on the STIF Formula funds you've put toward service preservation since the passage of SB1601
- To provide guidance on submitting Advisory Committee approval of service preservation fund distribution

Key takeaways

- Expenditures incurred on or after July 7, 2020 to operate existing public transportation services may be reported under the administratively added "Service Preservation" project in the SPR for the remainder of FY 2019-21.

- While reporting expenditures to preserve service would be inconsistent with approved STIF Formula Plans, QEs, when doing so, will remain substantially compliant with STIF statute and rule as revised by SB1601.

- Outcomes, such as number of rides and revenue miles, for service preservation projects must also be reported in the SPR.

- Evidence of Advisory Committee concurrence on service preservation project expenditures must be attached to the SPR.

- The next SPR is due November 15, 2020.

- QEs will be able to include service preservation projects in their FY 2021-23 STIF Plans.

STIF Plan Update: New "Service Preservation" Project

Public Transportation Division staff have revised all STIF Plans in the Oregon Public Transit Information System (OPTIS). The revision adds a "service preservation" project for each QE and PTSP represented in the 2019-21 STIF Plans. The newly added service preservation projects are located at the end of your STIF Plan project list.

Service preservation aims to support services at risk of being terminated from loss of other fund sources due to COVID. The projects supported by service preservation should have been in place prior to July 7, 2020. The types of expenditures applied to Service preservation are not limited to operations, and can include other expenses such as mobility management and administration. Service preservation is not for funding new expansion projects that have not been approved in a STIF plan.

Example:

STIF Plan Project
(Prod)

Service Preservation

Public Transportation Service Provider
ABC Transit
555 Main Street
Salem, OR 97301

Contact:	Zarah Zuza
Phone:	1 (503) 555-5555
Fax:	
Email:	ODOTPTDReporting@odot.state.or.us

STIF Plan:	99999-P
Project Number:	99999-P-2
Date:	08/18/2020

Total Expenditure Estimates

STIF Funds:	$0.00
Other Funds:	$0.00
Total:	$0.00
Future STIF Funds:	$0.00

Project Description: Project added to the STIF plan to accommodate maintenance of service change in SB1601.

| **Deliverables** | **Target Date** |
| • Service Preservation | 06/30/2021 |

STIF Plan Report (SPR): New Instructions

For Qualified Entities:

- Login to OPTIS and follow the usual steps for creating a new SPR. (Resources for creating an SPR can be found on the [STIF website](#).)
- Once the SPR has been created, enter the main SPR wizard and verify that the information from OPTIS step **1.) Number** to step **8.) View Projects** is correct.
  - ➤ **Note:** You will see any new service preservation projects added to your STIF Plan on the list in OPTIS step **8.) View Projects**
- There are no new instructions for entering information in OPTIS step **9.) Optional STIF Plan Narrative.** If you have anything to enter here, do so at this time; if you don't, you can skip this step.

- ❖ Instructions for QEs that **have** projects to report on this SPR:
  - o If you have put projects on hold due to COVID-19, please follow steps 1-3 below in the section "Steps for Reporting Projects on Hold Due to COVID-19."
  - o If you have also put funds from these projects toward preservation of service, please follow steps 1-8 below in the section "Steps for Reporting Service Preservation Projects."
  - o If you have not put any projects on hold and have not put any STIF funds toward service preservation, you can skip the steps in this document and follow your usual process for completing and submitting an SPR.
- ❖ Instructions for QEs that **do not have** projects to report on this SPR:
  - o You do not need to follow these updated instructions. Skip the steps below and follow your usual process for completing and submitting an SPR.

For Public Transportation Service Providers:

- You will receive each of your projects from the QE following the usual process.

- ❖ If you have put projects on hold due to COVID-19, please follow steps 1-3 below in the section "Steps for Reporting Projects on Hold Due to COVID-19."
- ❖ If you have also put funds from these projects toward preservation of service, please follow steps 1-8 below in the section "Steps for Reporting Service Preservation Projects."
- ❖ If you have not put any projects on hold and have not put any STIF funds toward service preservation, you can skip the steps in this document and follow your usual process for completing and submitting an SPR.

Steps for Reporting Projects on Hold Due to COVID-19

1. Determine which projects have been put on hold due to COVID-19.
2. For each such project, go to that project's page and select "Maintain" (from the left toolbar). Next, click "Number" to start the wizard.
3. Follow these instructions:
   a. Verify that the information from OPTIS step **1.) Number** to step **4.) Provider Address** on this wizard is correct.
   b. Since no funds will be going toward projects put on hold, you can skip OPTIS step **5.) Record Expenditures.**
      ➢ **Note:** Skipping this step will cause an "Integrity Check Warning" message to appear at the complete step stage of SPR submission. This warning can be bypassed by the PTSP/QE and will not prevent submission of the project.
   c. For OPTIS step **6.) Project Status**, write "Project on hold due to COVID-19" in the *Status Notes* field. See the location of this field in Figure 1 below.

Figure 1

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
1,000 revenue Miles	06/30/2021	Not Started	⊗		

   d. For OPTIS step **7.) Program Criteria:**
      i. If this SPR is for quarters one, two, or three, skip this step.
      ii. If this SPR is for quarter four, enter zeroes in every field for this step.
   e. Skip OPTIS step **8.) Optional Project Narrative.**
   f. Skip OPTIS step **9.) Attachments.**
   g. When all OPTIS steps have been completed as instructed, press "Finish" to close the wizard.
   h. Repeat for all projects that are on hold due to COVID-19 before following the usual process for completing and submitting the SPR.

Steps for Reporting Service Preservation Projects

1. Open the OPTIS project page for your new service preservation project, select "Maintain" from the left toolbar, and click "Number" to start the wizard.
2. Verify that the information in OPTIS step **1.) Number** to step **4.) Provider Address** is correct.
3. For OPTIS step **5.) Record Expenditures**, you'll see that the total is set to $0.00. There is no starting amount dedicated to service preservation; instead, you will tell us the price of each service preservation expense paid for using STIF dollars.
   a. Press "Record" to create a new line item for this task (see Figure 2). You will need to create a new line item for each route and/or project supported by service preservation.

Figure 2

b. The default ALI is "Program Preservation," but this can be changed to match the specific expenses paid for using these funds (e.g., Operations or Project Administration).

To change the Activity Line Item (ALI) for this new task, press the (Find) button to the left of the now empty *Quantity* and *Unit Price* fields. Changing the ALI in this step will also change the outcome measures that OPTIS generates in subsequent steps, allowing you to report only on outcome measures that are directly related to the project type(s) you select.

Once you press "Find," the Catalog Hierarchy screen will appear. Press the "Show Top Level" button. To search the catalog for the appropriate ALI, click the binoculars next to "ALI: Activity Line Item Codes" to pull up a list of ALI options (Figure 3). Continue to press the binoculars next to the appropriate item to fine tune the ALI options (Figure 4). Once you select an ALI, the screen will refresh back to OPTIS step **5.) Record Expenditures.**

Figure 3

Catalog Hierarchy
(Prod)

Search by: ⦿ Keyword   ◯ Reference Id

Value: [ALI   ]   (Search)

                                                            (Show Top Level)

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O&PEN Catalogue: O&PEN Catalogue
* ALI: Activity Line Item Codes 🔍
    * 1: Capital 🔍
        * 11: Bus 🔍
            * 11.7x: Other Capital Program Items 🔍
                * 11.7B.00: SIB Capitalization 🔍

Figure 4

Catalog Entry Summary
(Prod)

◁ **Back to Keyword Search**

O&PEN Catalogue: O&PEN Catalogue
* ALI: Activity Line Item Codes
    * 1: Capital 🔍
    * 30: Operating 🔍
    * 43.5: Rural Transit Assistance Program (RTAP) 🔍
    * 44: Planning 🔍
    * 55: Research Projects 🔍
    * 57: Safety & Security 🔍
    * 70: University Research 🔍
    * 74: State Safety Oversight 🔍
    * 92: State Transportation Improvement Fund (STIF) Projects 🔍
    * 99: Non-Add Scope Codes 🔍

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Details:

Type:	Catalog Main
Status:	Active
Reference Id:	ALI
Organization:	OPTIS

Show Descriptions ⚙

Reference: Activity Line Item Codes

c. Back on the Record Expenditures screen, enter the quantity and unit price for this expenditure (Figure 5).

Figure 5

Task #	Description		Quantity	Unit Price	Total	
1	11.73.01 Program Preservation		1	$0	$0.00	Record
1.1	11.73.01 Program Preservation	Find	*	*	$0.00	Details

d. Click the "Details" button that has appeared to the right of your new line item's total. This will pull up the expenditure wizard.

e. Complete the expenditure wizard:
  - Step **1.) Item Information:** Use only if you are reporting on a capital item
  - Step **2.) Other Funds**: Report on any other funds supporting this project
  - Step **3.) Outcome Measures**: The measures that appear on this screen are driven by the ALI(s) selected on the Record Expenditures screen. Complete each field on this screen in order to fulfill the reporting requirements for service preservation (Example of outcome measures required for an Operations project in Figure 6)

  Press "Finish" when all steps in this wizard have been completed.

Figure 6

Outcome Measures

Operations – Operating

Revenue Miles

Revenue Hours

Rides

Number of New Stops Shared with Other Providers

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

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

Is this project supporting student transportation? ○ Yes ○ No

4. If everything looks correct on the Record Expenditures screen, press Next to continue through the main OPTIS wizard.
    ➢ **Note:** Recording expenditures that exceed the budget total will generate an "Integrity Check Warning" message at the complete step stage of SPR submission. This warning can be bypassed by the PTSP/QE and will not prevent submission of the project.
5. On OPTIS step **6.) Project Status**, select the appropriate choice from the *Status* drop-down menu. Enter any notes you have to share about the status of this project. If possible, include an anticipated date of when services will return to other fund sources.
6. For OPTIS step **7.) Program Criteria:**
    a. If this SPR is for quarters one, two, or three, skip this step.
    b. If this SPR is for quarter four, enter zeroes in every field.
7. For OPTIS step **8.) Optional Project Narrative**, please indicate which service(s) is being preserved. Enter the project title or provide a brief description of each service (e.g., Operating funds put toward Route 1X from Wilsonville to Salem).
8. For OPTIS step **9.) Attachments**, please upload the following:
    a. Proof of advisory committee concurrence. This may be in the form of meeting minutes or a statement from the advisory committee stating that they approve of the manner in which STIF Formula funds will be redistributed.
    b. An attachment to support the projects or services supported with service preservation funding. For example, if funds were used for audit services, please attach a copy of the audit. Invoices can also be attached for any purchased goods or services.

    Once you've uploaded the appropriate attachment(s), press Finish.

9. If all reporting for this project is complete, follow your usual process for completing and submitting an SPR.