



Updated Guidance to Quarterly Reporting for Statewide Periodic Reporting (SPR) – November 2023

The Statewide Transportation Improvement Fund (STIF) program was introduced by the [House Bill 2017 Transportation Funding Package](#) to fund public transportation improvements across Oregon. STIF funds may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs. In Fiscal Year 2023-2025, new reporting requirements were implemented to be reported on the first quarterly report of the biennium to provide a more comprehensive oversight as charged in OAR 732-040-0010 (4).

Why are we adding these new reporting requirements regarding Cash Flow?

Oregon Department of Transportation (ODOT) Public Transportation Division (PTD) is required to track and manage the Statewide Transportation Improvement Funds (STIF). PTD staff determined there was a need for enhanced visibility of the cash position of both the Qualifying Entity, and their Public Transportation Service Providers, by project. This ensures agencies are able to perform the community needs of providing public transportation as specified in OAR 732-040-0010 (4). The new data reporting fields within the new Cash Flow section of the SPR are designed to show the flow of STIF formula funds for both the Qualifying Entity and Public Transportation Service Providers. It provides PTD with required information to ensure the health of the funding agencies than has been previously available in past biennium.

NEW process clarification includes the following:

- **Interest reporting annual for Plan level**
- **Interest reporting is optional for project level reporting**
- **On Hand at Start of Biennium amounts can be on 7/1/2023 or at final close out (with comment needed to specify date used).**

This document and the training materials are posted here:

[STIF Fund Cash Flow Field Glossary and Instructions](#)

Plan Level - STIF Plan Report for Qualifying Entity (QE)

QE STIF Fund Cash Flow						
	On Hand At Start of Biennium	Received from ODOT this Biennium	Distributed to PTSPs this Biennium	Expended by QE on Projects this Biennium	Interest Earned by QE this Biennium	Remaining Cash On Hand
STIF Funds						

1. **On Hand At Start of Biennium:** This is the amount of STIF formula funds that the QE had at the end of the biennium on the end of the fiscal year (e.g. unspent funds from last biennium).

- a. This should not include any STIF payments PTD made after the beginning of the new fiscal year July '23.
 - b. This is considered under cash basis accounting. Agencies can provide Cash On Hand at Start of Biennium at end of fiscal year or at final close out. Please indicate what date was used in the report narrative.
 - c. PTD does not expect this information to change each quarter.
2. **Received from ODOT this Biennium:** This should include any PTD disbursements received in the new biennium, including any reserve payments in July '23.
 3. **Distributed to PTSPs this Biennium:** This is the total amount of funds that the QE distributed to PTSPs in the new biennium.
 - a. This does not include funds shifted to their own projects. Those funds are captured in 4 below.
 4. **Expended by QE on Projects this Biennium:** Some QEs have projects of their own. In that situation, this is the total amount of funds that were transferred to the QE's own projects. This is meant to be equivalent to 3 above but show what is going to the QEs projects specifically.
 5. **Interest Earned by QE this Biennium:** This is the interest earned by the QE during the new biennium. Interest earned in the previous biennium should be shown in 1 above.
 - a. Interest earned is required on an annual basis during Quarter 4 of each year.
 6. **Remaining Cash on Hand:** Formula to determine this information. (On hand at start of biennium + received by ODOT) – Expended (PTSP or QE) + Interest = Cash remaining

Project Level - STIF Project Report for the Public Transportation Service Provider (PTSP)

STIF Project Cash Flow					
	On Hand At Start of Biennium	Received from QE this Biennium	Expended on Project this Biennium	Interest Earned this Biennium	Remaining Cash On Hand
STIF Funds	\$100,000.00	\$48,594.00	\$53,589.00	\$0.00	\$ 95,005.00

1. **On Hand At Start of Biennium:** This is the amount of STIF formula funds that the PTSP had at the end of the fiscal year (before PTD received any funds in the new biennium) assigned to this specific project.
 - a. This only applies to providers with direct payments, not reimbursements
 - b. Agencies can provide Cash On Hand at Start of Biennium at end of fiscal year or at final close out. Please indicate what date was used in the report narrative.
2. **Received from QE this Biennium:** This should include any QE disbursements received in the new biennium, for this particular project.
 - a. Include reserve payments received by the QE in July '23. (all QE disbursements received in the new biennium should to be assigned to some combination of projects)

3. **Expended on Project this Biennium:** This is the actual cash outlay for the PTSP, for this particular project, during the biennium.
 - a. We expect this would be zero on the first quarter of the biennium for most projects
4. **Interest Earned by PTSP this Biennium:** This is the interest earned by the PTSP, for this particular project, during the new biennium. Interest earned in the previous biennium should be shown in 1 above.
 - a. [Optional] Not required at this time due to provider feedback. If significant interest is accrued at a project level, it is recommended that it be reported here.
5. **Remaining Cash on Hand:** Formula to determine this information. (On hand at start of biennium + received by ODOT) – Expended (PTSP or QE) + Interest = Cash remaining

Question and Answer - More Details, Specific Scenarios

- A. **Question:** For those of us who submit many SPR's, and have a single combined LGIP investment account for our STIF funds, are we able to submit the total interest earned on a single SPR such as Administration? It would be a huge administrative burden to allocate the interest earned across all of our SPR's.

Answer: Each STIF Agreement as a full program can provide interest earned. Interest earned is required on an annual basis during Quarter 4 of each year. Project based interest earned is optional.

- B. **Question:** Please clarify " Money at the outset of the biennium" and something about not assigned to fund a project? The QE cash on hand on June 30, 2023, would include funds needed to pay for projects with Q4 expense.

Answer: Provide your cash that you have in the bank on June 30, 2023. It is a snapshot in time to better understand your fund balance at that moment in time. This helps PTD to better understand your year over year cash balance.

- C. **Question:** What's the rule? The rule on accruing interest. By project or by sum?

Answer: OAR 732-040-0020 Any interest accrued must be added to the moneys and must be reported to the Agency at the end of the Fiscal Year in which it was earned.

D. **Question:** The interest goes back into the "pot" to be included in the total to be redistributed/allocated to PTSP's the next biennium, right?

Answer: Yes, the interest goes back into the main funding pot, according to The [Statewide Transportation Improvement Fund Program Guidebook](#) section 2.7.10.3 Reporting Interest Accrued Interest Accrued interest must be reported annually. The preferred method for reporting the amount of STIF interest accrued is to include the information as part of the recipient's annual financial audit using the STIF Agreed-Upon Audit Procedures. Audits should be submitted to ODOTPTDReporting@odot.oregon.gov no later than 30 days after the receipt of the auditor's final report(s). Expended Interest from STIF Formula funds can be spent in the same STIF Plan cycle that it is earned, or it may be carried forward to a future STIF Plan. STIF interest, like disbursements, can be spent only on approved STIF Plan projects. Reporting the spending of STIF interest is accomplished through the STIF Plan Report in the Oregon Public Transit Information System. The narrative section at the project level is the appropriate place to note where STIF interest was used, as this can explain potential budget overages to the project. The overall STIF Plan budget may not be exceeded.

E. **Question:** The by project cash reporting seems like a duplication of effort by the normal data that is created by quarterly reporting

Answer: While it may seem like a duplication, it helps to provide information that Program Service will pull in a report to show spending levels for older adults and people with disabilities.

F. **Question:** I don't pay my PTSPs before they spend the money, so they wouldn't be earning interest.

Answer: If your PTSP does not have cash on hand then they would put down 0-zero.

G. **Question:** When an agency reports the SPR's for STIF projects for our QE's, our expenses could be more than the STIF plan amount due to carry over funds from one biennium to another that weren't used and are now being used. Does COIC report actual expenditures by project which may be more than the STIF budget or funding avail by project budget.

Answer: If you look at the answer at the bottom of page two you will see that you will want to use the following formula-

- H. **Question:** I agree the interest assignment to projects gets confusing. STIF provided a place to show where we were utilizing the interest, which for us, ended up being more but as interest is accrued and if it exceeds what was expected, assigning it to projects puts project amounts over what is budgeted in our plans. This is where I was having issues in the cash flow reporting for PTSPs. Our QE automatically allocates funds to us as they are received so their QE cash flow will only show what they received from ODOT and allocated to us. I am finding we will have to track interest completely separate and where it is used each quarter and don't really know where to use it in comparison to where we stated we were going to use it in our STIF plan if it exceeds what we expected to have and when a project is fully funded. STIF plans were created months before we can actually have a good idea on what our actual cash flow is by the end of the biennium. Hopefully that makes sense.

Answer: As stated in Question A response: Project based interest earned is optional. PTD recognizes that there may be more cash assigned to a project than was planned to be expended within the 23-25 STIF plan period.

- I. **Question:** it would be great if we could see other provider's feedback/have a conversation because it does seem that a lot of us are having the same issues and have the same concerns.

Answer: PTD is providing all the questions that were asked during the training regarding this topic and the answers in this document.

Rules and Guidance Resources

Statewide Transportation Improvement Fund Program Guidebook, An Overview of Requirements, Advice, and Resources, updated in July 2022.

This document is posted here:

https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/Statewide_Transportation_Improvement_Fund_Program_Guidebook.pdf <https://www.oregon.gov/odot/RPTD/Pages/STIF-Reporting-and-Technical-Resources.aspx>

These citations support ODOT PTD authority to request these new reporting points. The Cash Flow data will be required in the 2023-2025 Biennium.

OAR 732-040-0010 (4)

The Agency shall conduct activities necessary to manage the STIF funds and grants, including but not limited to: development of policy; distribution of funds; developing and implementing application and review processes and agreement and protest procedures; conducting program oversight, statewide planning, research, training, and technical assistance; and reporting to the legislature.

OAR 732-040-0020

Accounting Requirements

(1) The Agency shall account separately for moneys in the STIF Formula Fund, Discretionary Fund, and Intercommunity Discretionary Fund.

(2) Recipients shall manage STIF moneys in separate governmental accounts for each of the applicable STIF funds: STIF Formula Fund, STIF Discretionary Fund, and STIF Intercommunity Discretionary Fund. Any interest accrued must be added to the moneys and must be reported to the Agency at the end of the Fiscal Year in which it was earned.

Interest reporting on STIF [guidance](#) (page 27)

Access the STIF Guidebook Here:

https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/Statewide_Transportation_Improvement_Fund_Program_Guidebook.pdf

2.7.10.3 Reporting Interest Accrued Interest Accrued interest must be reported annually. The preferred method for reporting the amount of STIF interest accrued is to include the information as part of the recipient's annual financial audit using the STIF Agreed-Upon Audit Procedures. Audits should be submitted to ODOTPTDReporting@odot.oregon.gov no later than 30 days after the receipt of the auditor's final report(s). Expended Interest from STIF Formula funds can be spent in the same STIF Plan cycle that it is earned, or it may be carried forward to a future STIF Plan. STIF interest, like disbursements, can be spent only on approved STIF Plan projects. Reporting the spending of STIF interest is accomplished through the STIF Plan Report in the Oregon Public Transit Information System. The narrative section at the project level is the appropriate place to note where STIF interest was used, as this can explain potential budget overages to the project. The overall STIF Plan budget may not be exceeded.

We value your Opinion

ODOT PTD values your expertise and comments on these changes. Please email your main contact at ODOT such as your Regional Transit Coordinator located here: [About-RTCs.pdf \(oregon.gov\)](#)

See the ODOT notice sent out on 10/17/2023 with this link: [Updates to the Public Transportation Division's Oregon Public Transit Information System \(OPTIS\) \(govdelivery.com\)](#)

<https://content.govdelivery.com/accounts/ORDOT/bulletins/37646d0>