

## 8. Periodic Reports

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Chapter Updated July 2021

### General Information / Guidelines

Recipients of grant funds through ODOT Public Transportation Division (PTD) are required to provide a periodic accounting of their transit activities. Recipients report on volunteer and non-cash resources, service data, revenues, expenses, assets, accidents, civil rights complaints, and project progress for each of the eight quarters in a biennium. No quarterly report should be skipped and each quarter's information should be included in the corresponding report.

Agencies report on their federal- and state-funded activities by submitting an **Agency Periodic Report (APR)** in OPTIS. The standard reporting schedule is as follows:

Quarter 1 (July-September)	→	Submit by November 14
Quarter 2 (October-December)	→	Submit by February 14
Quarter 3 (January-March)	→	Submit by May 15
Quarter 4 (April-June)	→	Submit by August 14

Agencies with state-funded activities via the STIF Discretionary Fund need only submit their quarterly APR. Agencies with state-funded activities via the Statewide Transportation Improvement Fund (STIF) Formula fund are required to submit a quarterly **STIF Plan Report (SPR)** in OPTIS in addition to their APR. **SPRs will be discussed later in this chapter.**

After an agency completes and electronically submits the APR or SPR, it becomes a permanent record, available to both PTD staff and the agency. APRs and SPRs can be prepared and reviewed by whoever is responsible at your agency using the "Preparer" and "Authorizer" steps. Both steps are required and can be completed by one or more people. Reports can be printed for your records, or to obtain "ink signatures", if required by your internal processes.

Other types of special purpose reports, such as charter bus and drug and alcohol, are not currently managed using OPTIS; they must be submitted manually or using a separate system. Some reports, such as agreement deliverable reports, can be attached to the APR or SPR.

**Note:** APRs/SPRs and reimbursement requests are separate OPTIS document types. APRs/SPRs are not used to request grant payments, and reimbursement requests are not used to report agency activities, other than the specific ones for which you are seeking reimbursement.

## Validation

Any user who has been given OPTIS document creation privileges may create APRs and SPRs. However, before the system will allow a user to officially submit documents on behalf of their agency, the user must also be validated for eResponse.

Validation is a security process used by PTD to certify that agencies and individual users are legitimate. After an agency requests and receives system privileges (accomplished during the registration process by PTD staff), the prime contact person's classification is set to 'validated for eResponse', and that person is given an "eResponse keyword". The keyword functions as an electronic signature and must be entered when submitting documents on behalf of the agency. (See the OPTIS User Guide Chapter 4 for more information on eResponse keywords.)

The validation process also activates links to OPTIS screens which are not visible to non-validated users.

## Report Verification

Before beginning a new report, you may want to check to be sure it does not already exist. Choose one of the options below to search for your APRs or SPRs, if desired.

**Note:** If you begin creating a report for a particular period and it already exists, OPTIS will display a message with a link to the current report for that period.

.....  
**The following Periodic Report(s) must be completed before a new one can be created:**

APR-19-5174      FY2021 Qtr.2: October - December 2020

APR-19-4920      FY2020 Qtr.1: July - September 2019  
.....

### Option One - Report Verification

- a. From the OPTIS Navigation Menu, select *My Documents | Document Search*. In the "Search By" field, select "Find by Document Number" if it is not already selected.
- b. Type "APR" (Agency Periodic Report) or "SPR" (STIF Plan Report) in "Document Number" field. Click *Search*.
- c. A list of APRs or SPRs for your agency (and any sub-agencies in your hierarchy) appears. (See Chapter 4. Maintaining User and Agency Details for information on hierarchies.) Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter.

The screenshot shows the 'My Documents' interface. On the left is a navigation menu with options like 'Welcome Screen', 'Browse Open Notices', 'Assets', 'Create Documents', 'My Documents', 'My Profile', 'My Provider Details', 'Users', 'View or Generate Reports', and 'OPTIS Time'. The 'My Documents' section is expanded, showing 'Document Search' and 'Email Notices'. A green arrow points to 'Document Search'. The main content area is titled 'My Documents (Test)' and contains a 'Document Search' form. The form has a 'Search By:' dropdown set to 'Find by Document Number', a 'Document Number:' input field containing 'APR', and radio buttons for 'Exact Match' and 'Partial Match' (selected). A 'Search' button is at the bottom right. A green arrow points down to the 'Search' button, and a red circle with a question mark is above it. Below the form is a 'Legend' section with a 'Show Details' button. At the bottom is a table with the following data:

Document No	Document Type	Organization Issued By	Status
1  APR-19-4079	Periodic Report	ABC Transit	Complete

FY2021 Qtr.2: October - December 2020

## Notes:

- An "X" next to the document number means the report was started but has not yet been completed.
- "Prepared" status means the report is at the prepared step, but has not been authorized or submitted. (Separate people may perform the Preparer and Authorizer steps.)
- "Authorized" status means the report has been prepared, is at the authorized step, and has not yet been submitted.
- "Complete" status indicates the report has been successfully submitted.
- An open book icon next to the document number also indicates the report is complete.

## Option Two - Report Verification

- From the OPTIS Navigation Menu, select *My Documents | Document Search*. In the "Search By" field, select "Find by Organization Hierarchy." In the "Document Type" field, select "Periodic Report". In the "Document Status" field at the bottom of the screen, select "All". Click *Search*. A list of reports for your agency (and any sub-agencies in your hierarchy) appears.
- Using this search option, you may narrow your search by entering beginning and ending dates for the period in the "Date Range" fields. Use mm/dd/yyyy format. (For more information on document searching, see Chapter 5 Searching for Documents.)
- Scroll through the list to verify that a report does not already exist for the year and quarter you are preparing to enter.
- If you find a report for the period you were planning to enter, open it by clicking on the document number. Review the information. If it is identical to what you were preparing to enter, the current report is most likely a duplicate and should not be re-entered. If the period is the same, but the information is not identical, this indicates the need to revise or amend the report. Contact your RTC or support staff for help.

- e. If no record already exists for the period you plan to enter, begin entering a new report by following the steps in the next section.

### Document Search ?

**Search By:** Find by Organization Hierarchy ←

Find ABC Transit

**Document Type:** Periodic Report Agency Periodic Report (APR) ↑

**Document Number:**

**Federal ALI Catalog:**  ↑

Find Item Reset

**Date Range:** (mm/dd/yyyy)  ↓

**Document Status:**  Currently Active  Complete  In Progress  All

Search

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Legend

Show Details

Document No	Document Type	Organization Issued By	Status
1 <a href="#">APR-19-4079</a>	Periodic Report	ABC Transit	Complete
<b>FY2021 Qtr.2: October - December 2020</b>			

**Note:** OPTIS does not always clear previous search criteria when you select a new search type. For instance, if you searched first by Document Number and then changed the search to Organization Hierarchy, the document number previously entered may remain and skew your next search results. Clear the number before clicking *Search*.

## SECTION 1 – Agency Periodic Report (APR)

### APR Asset Verification

In order for an asset to appear on an APR so you can report on it, it has to be entered into OPTIS first. So, it is important to verify your OPTIS vehicle asset records are up-to-date **before** you start your APR, as OPTIS will take a snapshot of the vehicle assets at the time of the APR’s creation. Assets added or finalized after a report is started, will not pull to the report; you will need to delete the report and start over to pull the new asset.

With the implementation of the federal requirement for a statewide transit asset management plan, all assets, even those not funded through PTD, must be in OPTIS; however, only PTD-funded assets need to be reported on via the APR. To verify that all PTD-funded vehicle assets have been recorded in OPTIS accurately before you begin your report, use either the “View or Generate Reports” feature or the “Asset Search” feature.

## Option One - Verify Assets by "View or Generate Reports"

1. Select *View or Generate Reports* from the Navigation Menu.
2. At the Reporting screen, ensure the Category shows as "All". Choose "Provider Vehicle Statement (X)" as the Report Name.

The screenshot displays the 'Reporting' interface. On the left, a navigation menu includes 'View or Generate Reports'. The main area features a 'View or Generate Reports' form with a 'Category' dropdown set to 'All' and a 'Report Name' dropdown menu open, listing 'Provider Vehicle Statement (X)' as the selected option. Green arrows highlight the menu item and the selected report name.

3. Select various filters to customize the report. Some helpful ones are:
  - "Output Format" which allows you to load the data as a PDF or Excel document. You can then save those files to your computer.
  - "Email When Complete?" which prompts OPTIS to notify you when the report is generated and ready.

? Send requests to OPTIS reporting. The requests are processed on a first-come first-serve basis. Start by selecting the "Report Name". Complete the fields displayed and click "Generate Report". See the status of your request using the "View Report" button.

### View or Generate Reports

**Category:** All

**Report Name:** Provider Vehicle Statement (X) View Report

**Report Title:** Provider Vehicle Statement (X)

**Assets to select:** All

**Provider:** Recipient Agent Find

**Use Hierarchy:**  Yes  No

**Asset Record Status:** All

**Asset Status:** All

**Report Format:**  Detailed  Summary

**Output Format:**  PDF  Excel  Web Page

**Postpone Until:** (mm/dd/yyyy) (h:mm AM/PM)

**Archive Report?:**  Yes  No

**Email When Complete?:**  Yes  No Generate Report

- When you have selected all desired filters, click *Generate Report* to create either an Excel or PDF report. When it is ready, the icon for the file type will appear at the bottom of the search screen. Click the icon to open the file.

Generate Report

**The request to generate your report has been initiated.**

**It may take several minutes for OPTIS reporting to execute and complete your report. You may click the 'Refresh' button to see if the status of your report has changed.**

Show Details Refresh

Initiated By	Initiated Date	Status	Language	View
1 Name of User	03/04/2021 2:13 PM	Pending	English	 New

### Option Two - Verify Assets by Asset Search

- Select *Asset Search* from the Navigation Menu.
- At the Find Asset screen, leave all fields blank to see full register, or filter by "Asset Status: Active" to see current inventory, and click *Submit*.

Welcome Screen  
 Browse Open Notices  
 Assets  
 • Asset Search  
 • Asset Load  
 Create Documents  
 My Documents  
 My Profile  
 My Provider Details  
 Users  
 View or Generate Reports  
 OPTIS Time  
 Exit from OPTIS

Add Asset

### Find Asset

Asset #:  (Exact Match)  
 Agency #:  (Exact Match)  
 Type:    
 RPTD  Non-RPTD  All  
 Keywords:   
 Commodity:  Find Clear  
 Issued By:  Find Clear  
 Owner:  Find Clear  
 Operator:  Find Clear  
 Record Status:   
 Asset Status:   
 Include Historical?   
 View:  Summary  Detailed

Submit

3. A list of current assets recorded for your agency appears. This list may generate more than one page. Click *Next* or choose the page you desire to see more pages. Using the Asset Status filters may help you to fill out the inventory totals in the Asset steps of the APR.
4. Compare either your Vehicle Statement Report or your Asset Search results to determine if all PTD-funded assets are recorded accurately in OPTIS. Individual assets may be opened by clicking on the underlined Asset number to see more details. The Detailed filter may help provide you with additional information without having to open each record.
5. If the asset register is incorrect or incomplete for any "Vehicles" (aka PTD-funded vehicles), contact PTD. We will work with you to identify and resolve any discrepancies. Any corrections needed for Non-PTD funded vehicles should be corrected by your agency. Do this before creating a new APR. Correcting asset records proactively ensures that the only assets present on the APR will be those on which you must report.

Facility			
Asset #	Version	Description	Step
4	F00001	Bus Station	Completed

Facility (Non-PTD)			
Asset #	Version	Description	Step
5	F00002	Administration Building	Review change

Signs/Shelters			
Asset #	Version	Description	Step
6	S00059		Review change
7	S00060		Review change

Signs/Shelters (Non-PTD)			
Asset #	Version	Description	Step
8	S00067	See Description for locations	Completed

Vehicle					
Asset #	Version	Plate #	VIN #	Step	
9	V001905			Review change	
10	V002048	0.1	E353536	J15767849324Y773J3	Completed
11	V002049	1	E266884	1FDEE3FLOGDC26047	Completed
12	V002050	1	E26188	15GGB2712E1183108	Completed
13	V002051	1.1	E249322	2C4RDGBG7DR617455	Review change
14	V002053				Completed
15	V002068				Completed
16	V002073				Review change
17	V002074				Review change

Vehicle (Non-PTD)					
Asset #	Version	Plate #	VIN #	Step	
18	V001580		E516365	1FJGOTN28DF954159	Completed
19	V001613	0.1	E254896	1FSDTEF56NG205643	Review change
20	V001616	1.1	E353535	I578567J4932324368	Completed

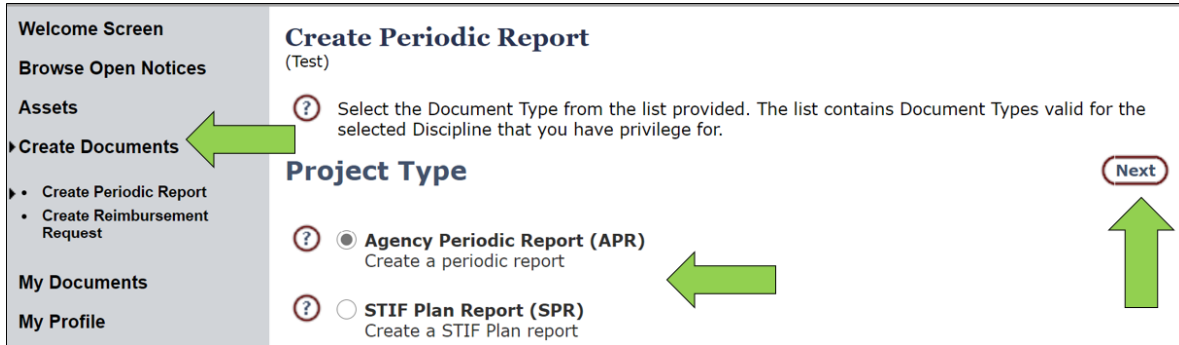
**Notes:**

- Plate numbers, VINs, etc. should match your records.
- "Step" indicates the stage of completion of the record. **Only active assets listed as 'Completed' will populate the APR.** Any other step means asset entry is in progress or there are pending issues. Please ensure all records you want pulled into your APR show "Completed".
- A record showing a **purple** closed-book icon means the vehicle has been marked Disposed. Despite showing as "Completed" these will not populate into your APR with the other active Vehicles.
- OPTIS requires PTD staff to enter or edit PTD-funded assets for you. To have PTD enter a newly acquired vehicle, please fill out and submit this [OPTIS Vehicle Information](#) form. PTD receives titles directly from DMV as the Security Interest Holder.
- To track your non-PTD-funded assets in OPTIS, please view "Tracking Non-PTD Funded Vehicles" at the end of Section 16 below for instructions on how to enter them.

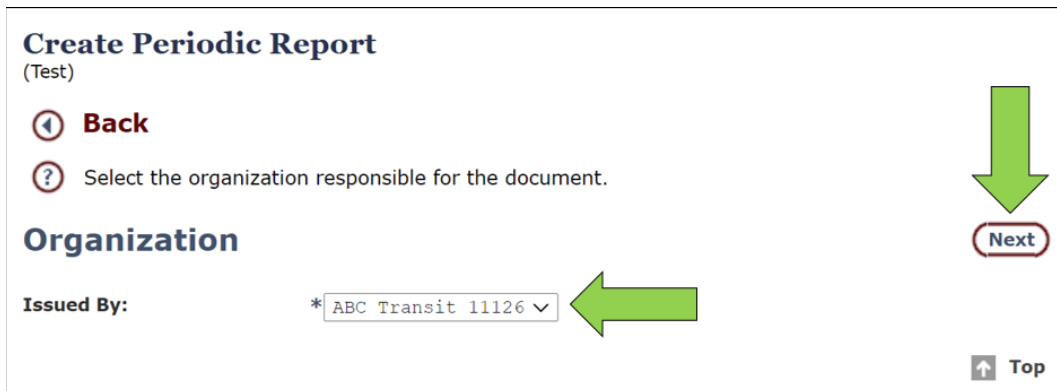


# Create an Agency Periodic Report

1. From the Navigation Menu, select *Create Documents*; under Project Type, select *Agency Periodic Report (APR)*.



2. At the Create Periodic Report screen, using the drop down menu, select the correct agency for this APR, if needed. Click *Next*.



3. The Create Periodic Report screen reappears with the correct agency name populated in the "Issued By" field. Verify the agency name.
4. If there are any issues with previous reports, OPTIS will display an error message such as: "The following Periodic Report(s) must be completed before a new one can be created". You must correct the issue before proceeding.
5. Select the correct biennium/fiscal period for this report from the drop-down menu.

## Notes:

- If you have not verified that all assets have been entered into OPTIS, return to the APR Asset Verification section above in these instructions and follow the steps there before continuing.

- If you know that you have taken delivery of a new PTD-funded asset since your last report, and the asset has not been entered, do not continue the creation of this report. Contact PTD and work with staff to update your asset register.
6. If you have no new assets to report, and are confident that the Asset Register is correct and up-to-date, check the box next to the statement, "I have verified that all assets to be reported have been entered into the system." Click *Create*.

### Additional Information

Create

**Discipline:** Periodic Report Discipline

**Document Type:** Agency Periodic Report (APR)

**Procurement Method:** Periodic Reporting

**Issued By:** ABC Transit

**Fiscal Period:** ? \* 2019 - 2021 Biennium

\*  I have verified that all assets to be reported have been entered into the system.

\* indicates a required field

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### Notes:

- If you leave the Create Periodic Report screen before clicking *Create*, OPTIS does not create the APR and you will have to start from Step 1 of Create an Agency Periodic Report instructions. However, if you have created the APR, you can find it again by using the steps in Report Verification above.
  - The form number (e.g., **APR-21-XXXX**) uses this convention:  
**Agency Periodic Report + First Year of Biennium (2021) + 4-Digit OPTIS-Generated Number.**
7. A verification screen appears documenting that the initial APR has been created. Record the form number, if desired, for future reference and searching purposes. Click *Continue* to begin the Periodic Report Wizard.
8. Proceed through the APR using the Wizard's *Next* and *Back* buttons, populating fields as appropriate. Or choose the step you want from the APR Wizard menu to the left of your screen. **Be sure to click *Save* before leaving a step or you will lose your work.** Also, if you receive an error message and you do not rectify the error before closing the Wizard, the data just entered in the current screen may be lost.
9. Depending on your agency's activities, you may not need to add data at every step. Required fields are marked with asterisks "\*".

## 10. Wizard Step 1 – Number

This screen simply displays the auto-generated number for this report, which cannot be changed. Click *Next*.

**1. Number**  
(Test)

Number: APR-19-4080

Steps

1. **Number**
2. Periodic Report Details
3. Volunteer & Non-Cash Resources
4. Service Data
5. Financial Statement
6. Grant Information
7. Assets - Vehicles
8. Assets - Equipment
9. Assets - Signs/Shelters
10. Assets - Facilities
11. Accident Reporting
12. Civil Rights
13. Optional Agency Narrative
14. Attachments

Skip Back Save Next

**Number**

? The document number is the reference number for the document/form.

**This document does not permit user-provided numbers. The number cannot be changed.**

Number: \*APR-19-4080

\* indicates a required field

## 11. Wizard Step 2 - Periodic Report Details

- a. "Document Date" auto-populates with today's date.
- b. "Title" gives you the OPTIS-assumed reporting period information.
- c. "Periodic Report Period" allows you to correct the quarterly reporting period you are submitting – choose the correct one from the drop down menu if necessary which will change the "Title" appropriately.
- d. Click *Save* → *Next*.

**Note:** OPTIS allows flexibility in these fields to accommodate unusual circumstances where you may need to enter a different date or quarter.

## 12. Wizard Step 3 - Volunteer & Non-Cash Resources

Non-cash resources, also called in-kind resources, are donated contributions for which your agency would otherwise pay. (Examples: pro bono legal counsel, volunteer drivers.) This does not include staff time, which is paid by your agency and is considered cash match. If your agency wishes to use all or a portion of the reported non-cash resources as matching funds, complete this section.

- a. Complete the table as follows, using the <Tab> key to move from field to field. (If your agency does not have, or is not reporting, volunteer or non-cash resources, click *Save* → *Next* to move to the next page.)

## Volunteer & Non-Cash Resources

? If your organization uses Volunteers, please complete the following table.

Type of Volunteer	# of Units (hrs/qty)	Unit Value	Total Value
Drivers	<input type="text"/>	<input type="text"/>	\$0.00
Scheduler/Dispatcher	<input type="text"/>	<input type="text"/>	\$0.00
Office Help	<input type="text"/>	<input type="text"/>	\$0.00
Vehicle Maintenance (washing, etc.)	<input type="text"/>	<input type="text"/>	\$0.00
<b>Contributed Professional Services:</b> <i>List such services as legal, accounting, advertising, etc.</i>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Other In-Kind Services:</b> <i>List donated services or materials, supplies, etc.</i>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total</b>			\$0.00

### Drivers

- Column 1, # of Units (hrs/qty) – Enter total volunteer driver HOURS
- Column 2, Unit Value – Enter hourly RATE
- Column 3, Total Value - OPTIS auto-calculates

### Schedulers/Dispatchers

- Column 1, # of Units (hrs/qty) – Enter total volunteer scheduler and/or volunteer dispatcher HOURS
- Column 2, Unit Value – Enter hourly RATE
- Column 3, Total Value - OPTIS auto-calculates

### Office Help

- Column 1, # of Units (hrs/qty) – Enter total office help HOURS
- Column 2, Unit Value – Enter hourly RATE
- Column 3, Total Value - OPTIS auto-calculates

### Vehicle Maintenance

- Column 1, # of Units (hrs/qty) – Enter total volunteer HOURS spent performing vehicle maintenance such as cleaning, repair, etc.
- Column 2, Unit Value – Enter hourly RATE
- Column 3, Total Value - OPTIS auto-calculates

### Contributed Professional Services

- Enter TYPE of PROFESSIONAL SERVICE donated such as legal advice, accounting services, advertising, etc.
- Column 1 – Enter number of volunteered service hrs/qty
- Column 2 – Enter amount
- Column 3 – OPTIS auto-calculates the total value

### Other In-kind Services

- Enter TYPE of OTHER IN-KIND SERVICE or MATERIALS
- Column 1 – Enter number of service hrs/qty
- Column 2 – Enter amount
- If you need to report professional services or donated materials with more than one rate, please enter them on separate lines. **To add a new line, place your cursor in the current box and press <Enter>.**

b. Click Save → Next.


### 13. Wizard Step 4 - Service Data (aka Performance Data)

Enter rides, hours, mileage, and other information as follows:

#### Rides

- Total Passenger One-Way Rides (Fixed Route) – Enter total one-way fixed-route rides, *including those for seniors and individuals with disabilities (ADA)*.
- Total Passenger One-Way Rides (non-Fixed Route) – Enter total one-way other-than-fixed route rides, *including those for seniors and individuals with disabilities (ADA)*.

#### Service Data

 Please complete the following. If you have grants that require specific reporting of Service Data such as Intercity or Transportation Options, please attach separately.

**1. Rides**

Total Passenger One-Way Rides (Fixed Route)	<input type="text"/>	} <b>TOTAL RIDES of two types, fixed and non-fixed.</b>
Total Passenger One-Way Rides (non-Fixed Route)	<input type="text"/>	
Seniors & Individuals w/ Disabilities Rides (Fixed Route)	<input type="text"/>	} <b>ADA ONLY RIDES of two types, fixed and non-fixed. These cannot be more than the total rides above, since they are a sub-set of the total.</b>
Seniors & Individuals w/ Disabilities Rides (non-Fixed Route)	<input type="text"/>	

**2. Hours**

Revenue Operation Hours (Fixed Route)	<input type="text"/>
Revenue Operation Hours (non-Fixed Route)	<input type="text"/>

**3. Mileage**

Revenue Service Mileage (Fixed Route)	<input type="text"/>
Revenue Service Mileage (non-Fixed Route)	<input type="text"/>

**4. Other Information**

Are you aware of other PTD grantees that may also be reporting these service data?  Yes  No

If Yes, please provide the names of these agencies:

**Note:** A one-way ride is an origin-to-destination passenger trip in one direction made by one person. Each time a passenger leaves and then re-enters the vehicle, it is counted as a new one-way ride.

#### Examples:

If a bus took 15 people from each of their homes to a destination, then later returned those riders home, this would be counted as 30 one-way passenger rides.

Similarly, if a bus took a person from home to a shopping center, then took that person from the shopping center to a nutrition site, and then took that person from the nutrition site to home, this would be counted as three one-way trips.

- Seniors & Individuals w/ Disabilities Rides (Fixed Route) – Enter total *ADA-protected passenger only* one-way fixed-route rides. (Of the total one-way fixed-route rides, how many were for seniors and individuals with disabilities?)
- Seniors & Individuals w/ Disabilities Rides (non-Fixed Route) – Enter total *ADA-protected passenger only* one-way other-than-fixed route rides. (Of the total one-way non-fixed-route rides, how many were for seniors and individuals with disabilities?)

### **Hours**

- Revenue Operation Hours (Fixed Route) – Enter the total revenue service hours for fixed-route rides.
- Revenue Operation Hours (non-Fixed Route) – Enter the total revenue service hours for other-than-fixed route rides.

**Note:** Fixed route revenue service begins when the first passenger is picked up. Include scheduled hours of revenue service available to passengers. For more information, please contact your regional transit coordinator (RTC).

### **Mileage**

- Revenue Service Mileage (Fixed Route)
- Revenue Service Mileage (non-Fixed Route)

### **Other Information**

- Answer Yes or No to the question "*Are you aware of other PTD grantees that may also be reporting these service data?*"
- If Yes, enter the name(s) of agency(ies) in comment box.
- If No, leave comment box blank.

Click *Save* → *Next*.

## **Wizard Step 5 - Financial Statement**

- a. Enter all revenue and expense information for your agency. This is not a budget; it is a summary of actual financial figures. All fields are required, so enter a zero in any field for which you have nothing to report. Do not use dollar signs. You may use decimals and cents. If you have questions regarding this financial section, contact your RTC for assistance.

Revenue		Expense	
Fare Revenue	* <input type="text"/>	Administration Expenses	* <input type="text"/>
Contract Revenue	* <input type="text"/>	Operations Expenses	* <input type="text"/>
PTD Federal Assistance	* <input type="text"/>	Capital Expenses	* <input type="text"/>
Other Federal Assistance	* <input type="text"/>	Planning Expenses	* <input type="text"/>
PTD STF Assistance	* <input type="text"/>	* indicates a required field	
PTD STIF Assistance	* <input type="text"/>		
Other State Assistance	* <input type="text"/>		
Local Assistance	* <input type="text"/>		
Federal Income Earned	* <input type="text"/>		
Donations (Cash)	* <input type="text"/>		

## Revenue

- Fare Revenue - List revenue collected for each ride, whether collected on board, prepaid, or post-paid. (If a human service agency purchases bus passes, the payment for the passes is considered fare revenue.)
- Contract Revenue - List revenue paid for transit service by a third party where the amount paid is negotiated. (Contract revenue is generally associated with specific individuals for specific eligible purposes. Examples: money paid for Medicaid medical trips; money paid to a transit agency by a college for a student bus pass program.)
- PTD Federal Assistance - List revenue from federal grants issued to your agency by PTD. (Examples: Section 5310, Section 5311.)
- Other Federal Assistance - List revenue from federal sources other than PTD. (Examples: Section 5307; tribal transit funds; federal veterans' funding; community service block grants.)
- PTD STF Assistance - List Special Transportation Fund revenue issued to your agency by PTD.
- PTD STIF Assistance - List Statewide Transportation Improvement Fund revenue issued to your agency by PTD.
- Other State Assistance - List grant funds or payments of state source funds from state agencies other than PTD. (Examples: Mass Transit Payroll funds paid to transit districts by DAS, Connect Oregon, state veterans' funding. DO NOT include BETC in this category.)

- Local Assistance - List transit funds collected through taxation at the local level, funds contributed by local governments, interest income earned from local revenue, and all other sources of revenue that are local in nature and not program revenue.
- Federal Income Earned - List revenue earned by the operations of the program, other than fares and contracts already listed. (Examples: on-board cash donations given in lieu of fares (assuming all transit vehicles are federally-funded); BETC; advertising; sales of federally-funded vehicles and equipment; charter bus revenue; facility rental.)
- Donations (Cash) - List cash contributed to your agency through charitable fundraising, and donations **in addition to** any donations in-lieu of fares, and from other sources, such as foundations or other charitable organizations.

## **Expense**

- Administrative Expenses - List expenses for labor, materials, and fees associated with general office functions, phones, insurance, the cost and implementation of drug and alcohol programs, civil rights and other regulations, legal services, and customer services. Also include the cost of advertising, planning, and service oversight not included in the operations or planning categories. And, list all mobility management project expenses here (not in the operations expense section).
- Operations Expenses - List expenses for labor, materials, supplies, and equipment used to maintain equipment and buildings, schedule/dispatch transit services, operate phone systems (if the operations portion is tracked separately), and maintain or operate vehicles. Also include the cost of transit vouchers and purchased transportation payments made to other transit systems or private operators for providing transportation service.
- Capital Expenses - List expenses associated with the purchase of items with a useful life of one year or more and an aggregate cost of \$5,000 or more. Include items costing less than \$5,000 under "Operations Expenses" as durable equipment rather than as a capital asset. The cost to maintain a capital item (e.g., preventive maintenance) is categorized as an operations expense.
- Planning Expenses - List expenses associated with a specific grant-funded planning project only; include other planning expenses under "administration".

b. Click *Save* → *Next*.



#### 14. Wizard Step 6 - *Grant Information (optional)*

- a. Describe progress made on projects since the last report by entering a narrative description in the "Project Progress" box *for each agreement*. Agreement information is prepopulated for you with each agreement number, title, grant value, start/end dates, and current balance for agreements executed in the current biennium (even those already closed). This section is important for communicating progress about your transit activities and may be required in order to process reimbursements in some instances.

**Note:** When the next biennium begins, and you start the first quarter's report, any agreements closed in the previous biennium will no longer appear in this section.

- b. Click *Save* → *Next*.

#### 15. Wizard Step 7 – *Assets - Vehicles*

- a. Enter vehicle information, even if it has not changed since your last report. This section of the APR is required every 4<sup>th</sup> and 8<sup>th</sup> quarter, but may be completed more frequently. There are **2 options** for entering data into this screen – manual and import. Please learn about both before deciding which one works best for you.

Option One - Manual Asset Data Entry Method – simply type data into the following fields:

##### Entire Vehicle Inventory

- Number of vehicles in service
- Number of spares or backups
- Number of vehicles out of service


##### Enter Vehicle Inventory Details

- Current Mileage
- Date of Reading
- Bike Racks
- Fuel Type this Quarter
- Vehicle Condition
- Out of Service (conditional) - If a vehicle is out of service (and is expected to be idle for more than ninety days, or is scheduled for sale or transfer), select this box.

Additional fields then appear which require additional data.

- If a PTD-funded vehicle is marked as Out of Service, a link to the online Title Release Request form will appear. Please use the form to request your title in order to begin the disposal process.
- If the reason for a Non-PTD-funded vehicle being out of service is that it was disposed of, please enter all requested information including sale price with no dollar (\$) sign.

## Assets - Vehicles

 Update of your capital inventory is mandatory every 4th and 8th quarter. 1. Report on your entire vehicle inventory to Public Transportation Division (RPTD). 2. Report on vehicles purchased with state and federal grants from RPTD as long as the item is in service (even if title was released).

### 1. Entire Vehicle Inventory

Number of vehicles in service

Number of spares/backups

Number of vehicles out of service

### 2. Vehicle Inventory Details

For each vehicle, list the odometer readings and condition below.

Asset #	Agency #	VIN Number	Current Mileage	Date of Reading	Bike Racks	Fuel Type this Quarter	Vehicle Condition	Out of Service	
1	V001613	77777	1FSDTEF56NG205643	<input type="text" value="500,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="1"/>	Gasoline ( <input type="text" value=""/> )	Poor <input type="text" value=""/>	<input checked="" type="checkbox"/>
				Date of Last Use	Expected to Return	Reason			
				<input type="text" value="01/21/2021"/>	<input type="text" value=""/>	Disposed <input type="text" value=""/>			
				Disposal Date	Disposal Method	Sale Price			
				<input type="text" value="01/31/2021"/>	Sold <input type="text" value=""/>	<input type="text" value="\$2,500"/>			
				To Whom:	<input type="text" value="123 Transit"/>				
2	V002048		J15767849324Y773J	<input type="text" value="500,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="0"/>	Gasoline ( <input type="text" value=""/> )	Poor <input type="text" value=""/>	<input checked="" type="checkbox"/>
				Date of Last Use	Expected to Return	Title Release Request	Reason		
				<input type="text" value="01/31/2021"/>	<input type="text" value="02/25/2021"/>	Title Release Request			
3	V002049		1FDEE3FLOGDC26047	<input type="text" value="500,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="0"/>	Gasoline ( <input type="text" value=""/> )	Good <input type="text" value=""/>	<input type="checkbox"/>
4	V002050		15GGB2712E1183108	<input type="text" value="500,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="1"/>	Gasoline ( <input type="text" value=""/> )	Exceller <input type="text" value=""/>	<input type="checkbox"/>
5	V002051	135	2C4RDGBG7DR617455	<input type="text" value="550,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="0"/>	Gasoline ( <input type="text" value=""/> )	Adequate <input type="text" value=""/>	<input type="checkbox"/>
6	V002068			<input type="text" value="500,000"/>	<input type="text" value="01/05/2021"/>	<input type="text" value="0"/>	Diesel <input type="text" value=""/>	Good <input type="text" value=""/>	<input type="checkbox"/>

Option Two - Import/Export Asset Data Entry Method - some large agencies have multiple pages of vehicles listed in OPTIS, making asset updates within the APR more difficult. The OPTIS APR has a feature called "Import/Export Assets" which allows you to export the OPTIS vehicle list from a previously- completed APR to your own computer, where you can update it at your convenience throughout the following quarter. Then, you can import it back into OPTIS when creating your next APR.

- Find and open a previously-completed APR as described in the Report Verification section. Select *Actions* from the home page, then select *Import/Export Assets*.
- Click the download icon under "Export"; open and save the file to your computer using an .xml extension. If Microsoft Excel asks, answer "yes" to continue saving it as an .xml file. You may also have to "Enable Editing" before you are able to save.

- Enter all required information (Columns G – N) into the cells in the worksheet and save. Do not add or remove columns or rows. Columns in gray (A-F) will not upload any changes you make to those cells.
  - When it is time to report assets, return to the latest APR that you are preparing and select the Import/Export Assets screen and under "Import", select *Choose File*.
  - Locate the saved worksheet and double-click it or select *Open*.
  - Click *Submit*.
  - OPTIS will display a message in green at the top telling you how many records were successfully processed or notifying you of missing data which needs to be added. The system will not successfully upload anything if one of your worksheet fields fails integrity, but will indicate the problem (i.e., "Odometer reading less than previously reported. (Row 5)").
  - Close the window and go back to the Assets – Vehicles page to ensure data is correct and complete.
- b. Once you've updated your Assets – Vehicles screen via one of the 2 methods above, click *Save* → *Next*.

**Import/Export Assets**  
(Test)  
Number: APR-19-4080 Control #: 10091328

**Export**  
Click the download icon to export assets for this report. Ensure you save the file with an xml extension so that it can be imported back into the system.  
Download:

**Import**  
To import assets, browse to the location you saved the modified xml file and click the Submit button.  
Upload:  Vehicles\_1... PM (1).xml

**Import/Export Assets**  
(Test)  
Number: APR-19-4080  
**6 records have been processed successfully.**

### Notes:

- OPTIS displays an error message if odometer reading entered is lower than previously reported or higher than subsequently reported. Adjust the number accordingly. If the number was misreported previously, contact PTD.
- Please notify PTD of any vehicles that you've indicated are pending disposal or disposed using the Title Release and Asset Disposal forms and processes found at these links:

- [Disposing of Used Public Transit Vehicles How to Guide](#)
- [Title Release Request Form](#)
- [Asset Disposal Notice Form](#)

**c. Tracking Non-PTD Funded Vehicles**

- All agencies should track all vehicles in OPTIS, not just those funded through PTD. OPTIS has a feature that allows users to enter non-PTD-funded vehicle assets. For instructions on this feature, please see Chapter 7 of the OPTIS External User Guide - *Working With Assets*, or view the [Agency Entry of Locally-funded Assets](#) method sheet for more info.
- Your own agency vehicle tracking numbers can also be added to the asset register to assist you with vehicle identification. Again, see Chapter 7 for more details.

**16. Wizard Step 8 - Assets - Equipment**

- Enter the condition of each asset listed using the drop-down menu.
- Click *Save* → *Next*.

**17. Wizard Step 9 - Assets - Signs & Shelters**

- Enter the condition of each asset listed using the drop-down menu.
- Click *Save* → *Next*.

**18. Wizard Step 10 - Assets - Facilities**

- Enter the condition of each asset listed using the drop-down menu.
- Click *Save* → *Next*.

**19. Wizard Step 11 - Accident Reporting**

Do not wait until your next periodic report to notify PTD of an accident involving a fatality. Within one day of the accident, contact your RTC to share details. You will still report the accident on your APR.

### Accident Reporting

Please complete the following.

Has your agency had any vehicle accidents related to your transit service? \*  Yes  No

Were injuries involved? \*  Yes  No

If Yes to any of the above questions, please complete the following and attach [DMV](#) accident report, if filed:

VIN	Type	Fatalities	Injuries	Vehicle Disabled?	Drug & Alcohol Test Performed	Comments	Delete
1	* <input type="text"/> <span style="font-size: small;">Incident Incident Major Minor</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* <input type="text"/>	<input type="checkbox"/>

- Answer Yes or No to the question, 'Has your agency had any vehicle accidents related to your transit service?'


- b. If your agency experienced an injury event involving a vehicle, answer Yes/No to the question, 'Were injuries involved?'
- c. If you have an accident to report, click the 'Add Accident' button. Enter the VIN of the vehicle involved in the accident. Select the type of occurrence (incident, major accident, or minor accident) from the drop-down menu. (For assistance on this section, please contact your RTC.)
- d. Enter the number of fatalities and injuries, if any.
- e. If the vehicle involved was disabled, check the box.
- f. If a drug and alcohol test was performed, check the box.
- g. In the Comments box, key in a description of the accident or incident and what follow up, if any, occurred.
- h. If a DMV accident report was already filed, attach a scanned copy to this APR in the Attachments section (Wizard Step 14). If a report has not yet been submitted, note that in the "Comments" field of this screen, then access the [DMV](#) Accident Reporting and Responsibilities link on this page to obtain an accident report form and further directions on how to submit.
- i. If you need to report another accident, click *Add Accident* again to add another record.
- j. Click *Save* → *Next*.

**Note:** Use the "Delete" button if you mistakenly enter an accident and wish to remove it. Refresh the screen by clicking *Save* and verify that the record has been deleted.

## 20. Wizard Step 12 - Civil Rights

- a. Answer Yes or No to the question, 'Did your agency receive any Civil Rights complaints?' If yes, in the text box, identify the specific complaint(s) and the current status (outcome) of each.
- b. Answer Yes or No to the question, 'Are you reporting on complaints from a prior quarter?'
- c. Click *Save* → *Next*.

### Civil Rights

 Grantees are required to report civil rights complaints for both passengers and drivers, including Title VI, ADA and Limited English Proficiency. Complaints must be reported on each quarter until resolved.

Did your agency receive any Civil Rights complaints? \*  Yes  No

If yes, please explain, including outcomes:


Are you reporting on complaints from a prior quarter? \*  Yes  No

## 21. Wizard Step 13 - *Optional Agency Narrative*

- a. Briefly tell PTD about your agency's transit program. You can inform us of a new service, a new service partner, or a service cut-back. You may also enter text here for historical or record-keeping purposes.
- b. If your narrative is longer than a few sentences, type "See attachments" in the narrative field and attach relevant support documents in the Attachments section (Wizard Step 14). (Lengthy narratives in this box can cause OPTIS to stop displaying the text.)
- c. Click *Save* → *Next*.

## 22. Wizard Step 14 - *Attachments*

### Attachments

 Please attach supporting information here. Click "[Supporting Documents & Forms](#)" for relevant forms and information.

Attachment Title *	<input type="text"/>	File	<input type="button" value="Choose File"/> No file chosen
Attachment Title *	<input type="text"/>	File	<input type="button" value="Choose File"/> No file chosen

- a. Save backup documents to your computer, click *Choose File* to find each one, and then click *Open* to attach. Enter a descriptive name in the "Attachment Title" field for each attachment.
- b. If you fill all of the available rows, click *Save* and OPTIS will create more rows for you. To access PTD progress reports and forms, click on the "Supporting Documents & Forms" link to be redirected to the [Guidance Library](#) section of PTD's website.
- c. Click *Save* → *Finish*.

## Finalize and Submit an Agency Periodic Report

### Preparer

1. Review and verify all information. If errors are found, you can return to the APR Wizard by selecting *Maintain* from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click *Finish* when complete.
2. Select *Actions* and then *Check Integrity* from the Navigation Menu. OPTIS validates report data to verify completeness (not accuracy). If there are any incomplete required fields, OPTIS will display them in the Integrity Check screen. For most issues, the Integrity Check failure reason provides a link to the area where it can be corrected. If nothing is displayed, all required fields are complete.

3. Click *Complete Step* when finished. If all required fields are complete, the Review/Approve screen appears. Select the name of the person who will authorize the APR using the drop-down menu. This completes the "Prepared" step and populates the online periodic report "Prepared By" section.

#### **Notes:**

- Depending on roles at your agency, the preparer and authorizer may or may not be the same person. If you have both roles, the system still requires you to select your own name to advance the report to the next step.
  - The person responsible for authorizing and submitting APRs must have an eResponse Keyword issued to them by PTD. Details on how to obtain an eResponse Keyword can be found at the main [OPTIS](#) website under "OPTIS Permissions".
4. If you need to delete an entire APR from OPTIS (and it is not yet finalized), open the document (if needed) and select *Actions* from the Navigation Menu.
    - a. If "Revert" is an option, select "Revert", select your own name in the drop-down menu at the Revert screen, select *Submit/Return*, and then select *Actions* again.
    - b. If "Delete" is an option, select *Delete*, and select *Submit/Return* at the Delete screen. Refresh the screen to verify that the APR no longer exists.

#### **Authorizer**

1. Review and verify all information. If errors are found, return to the APR Wizard by selecting *Maintain* from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click *Finish*.
2. Click *Complete Step* when finished. If all required fields are complete, the Review/Approve screen appears. Click to check the certifying statement box. Enter your eResponse keyword. Click *Submit*. This completes the Authorized step and populates the online periodic report "Authorized By" section. The report is now complete.

#### **To Amend or Revise an Authorized APR**

1. Open the APR and click *View Data* → *Work Flow History* in the Navigation Menu. Record the date the APR was originally completed for later use. Then, email PTD's reporting inbox ([ODOTPTDReporting@odot.state.or.us](mailto:ODOTPTDReporting@odot.state.or.us)) stating that you would like PTD to reopen a completed report and revert it back to you to correct. The email serves as a permanent record that an authorized person requested this action.
2. Make the necessary change(s), then briefly note the original completion date and the general reason for the change in "Optional Agency Narrative" (Wizard step 10).
3. The authorized representative must re-complete the final "Authorized" step on the APR in OPTIS to submit the report with the corrected data.

## SECTION 2 – STIF Plan Report (SPR)

### Qualified Entities

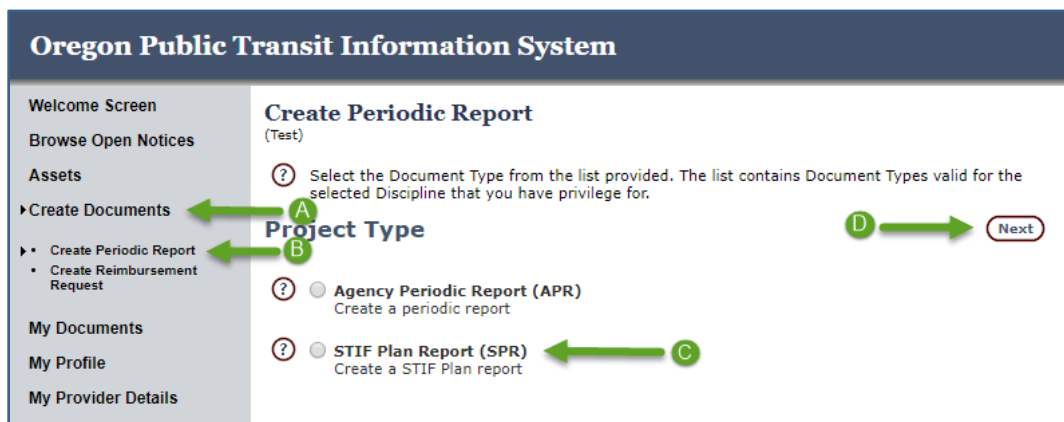
As mentioned at the very beginning of this chapter, in addition to submitting an APR, agencies with STIF Plans must report their STIF activities via the **STIF Plan Report (SPR)**.

These reporting agencies, also known as **Qualified Entities (QEs)**, may pass STIF funds on to **Public Transportation Service Providers (PTSPs)** with whom they have a working relationship. PTSP projects are created within the QE's STIF Plan. QEs are responsible for submitting the overall quarterly SPR in OPTIS, but may use OPTIS to collaborate with their PTSPs to collect data and status updates on the SPR projects. Specific permissions are needed to share documentation and use the OPTIS forwarding feature, so be sure to check with your rural transit coordinator or support analyst to ensure all parties have the correct Preparer and/or Approver status for your situation before you begin.

Reminder: Agencies with only STIF Discretionary Fund agreements (no STIF Plan) need only submit the quarterly APR.

### SPR Preparation - *QE Responsibility*

1. From the Navigation Menu, select *Create Documents*; select *Create Periodic Report*.
2. Select "STIF Plan Report (SPR)". Click *Next*.



3. Using the drop down menu, select the correct QE for this SPR. Click *Next*.



**Oregon Public Transit Information System**

Welcome Screen  
Browse Open Notices  
Assets  
Create Documents  
Create Periodic Report  
Create Reimbursement Request  
My Documents  
My Profile  
My Provider Details

**Create STIF Plan Report (SPR)**  
(Test)

[Back](#)

Select the organization responsible for the document.

**Organization**

Issued By:  [Next](#)

[Top](#)

4. Select the correct STIF Plan for this report from the list and click *Next*.

Welcome Screen  
Browse Open Notices  
Assets  
Create Documents  
Create Periodic Report  
Create Reimbursement Request  
My Documents  
My Profile  
My Provider Details  
Users

**Create STIF Plan Report (SPR)**  
(Test)

[Back](#)

Select the STIF Plan for which you are reporting.

**STIF Plan**

	Number	Title
1	<input checked="" type="radio"/> 12345-P	2019-2021 STIF ABC Transit
2	<input checked="" type="checkbox"/> STIF-17-0010	2017-2019 STIF ABC Transit

[Next](#)

[Top](#)

**Note:** If there is an open SPR associated with a STIF Plan, it will not be available to select to create a new SPR.

5. An additional Information screen appears to verify the SPR that you wish to create. Click *Create*.

Welcome Screen  
Browse Open Notices  
Assets  
Create Documents  
Create Periodic Report  
Create Reimbursement Request  
My Documents  
My Profile  
My Provider Details  
Users  
View or Generate Reports  
OPTIS Time

**Create STIF Plan Report (SPR)**  
(Test)

[Back](#)

This page handles any additional information needed for the creation of the document.

**Additional Information**

[Create](#)

Discipline: Periodic Report Discipline  
Document Type: STIF Plan Report (SPR)  
Procurement Method: STIF Plan Report (SPR)  
STIF Plan: 12345-P 2019-2021 STIF ABC Transit  
Issued By: ABC Transit

\* indicates a required field

[Top](#)

6. A verification screen appears documenting that the initial SPR was created. Record the form number, if desired, for future reference and searching purposes.

**Note:** The form number (e.g., SPR-19-####) uses this convention: **STIF Plan Report** + First Year of Biennium (2019-2021) + **4 Digit** OPTIS-Generated Number. Click *Continue* to begin the SPR Wizard.

**7. Wizard Step 1 – Number**

This screen simply displays the auto-generated number for this report which cannot be changed. Click *Next*.

**8. Wizard Step 2 – Information**

a. OPTIS populates “Document Date” with today’s date. “Document Title” gives you reporting period information with the quarter listed. OPTIS assumes, then indicates, based on the SPRs already entered, which quarter you are entering. Ensure the correct quarter is selected from the “Periodic Report Quarter” dropdown menu.

b. Click *Save* → *Next*.

Steps
1. <b>Number</b>
2. Information
3. Qualified Entity Contact
4. Qualified Entity Address
5. Administrator Contact
6. Administrator Address
7. Attachments
8. View Projects
9. Optional STIF Plan Narrative

Information	
Document Date	* 03/01/2021 
Document Title	FY2021 Qtr.2: October - December 2020
Periodic Report Quarter	* October - December <input type="button" value="v"/> 2020 <input type="button" value="v"/>
Annual Low-Income Mitigation Report has been submitted (These are required for Q4 SPR Apr-Jun)	<input type="checkbox"/>

**Notes:**

- OPTIS allows flexibility in these fields to accommodate unusual circumstances where you may need to enter a different date or quarter.
- OPTIS also allows the report quarter to be edited after creation of the SPR.
- If this is the fourth quarter and you need to submit your annual Low-Income Mitigation Report, click to select the check box then attach it to the SPR in Wizard Step 7.

**9. Wizard Step 3 – Qualified Entity Contact**

Verify that the primary contact for the STIF Plan is correct and update if necessary. Click *Save* → *Next*.

**10. Wizard Step 4 – Qualified Entity Address**

Verify that the address for the primary contact for the STIF Plan is correct and update if necessary. Click *Save* → *Next*.

**11. Wizard Step 5 – Administrator Contact**

Select the Administrator contact for the STIF Plan. Click *Save* → *Next*.

**12. Wizard Step 6 – Administrator Address**

Verify or enter the address for the Administrator contact for the STIF Plan. Click *Save* → *Next*.

**13. Wizard Step 7 – Attachments**

Attach any documents that apply to the STIF Plan as a whole such as the annual Low-Income Mitigation report. Click *Save* → *Next*.

**14. Wizard Step 8 – View Projects**

STIF projects are created by PTD at the same time as the STIF Plan and pull into the SPR at the time of creation. In this step OPTIS lists all the current or active projects for the STIF Plan. Each project is a sub document within the SPR that must show “Complete” status on this screen, indicating completion of reporting on quarterly activities, before you can submit the overall quarterly SPR. We will cover how to complete these projects in the next section. Click *Next*.

**View Projects**

To view a sub document please click its document number. To update the list please press the Refresh button

[Refresh](#)

Sub Documents			
Number	Provider Name Project Title	Status	Total
SPR-19-0041-2	ABC Transit Project 2 - Saturday Route	Complete	\$350,000.00
SPR-19-0041-3	ABC Transit Project 3 Carry Forward	Incomplete	\$25,000.00
SPR-19-0041-5	Neighborhood Trolley Project 5 - Program Reserves	Incomplete	\$10,000.00
SPR-19-0041-6	ABC Transit Service Preservation	Complete	\$0.00
SPR-19-0041-7	Neighborhood Trolley Service Preservation	Incomplete	\$0.00

**15. Wizard Step 9 – Optional STIF Plan Narrative**

Enter any information that applies to the STIF Plan as a whole. Click *Finish*. The SPR has been created and is in a “Prepared” status.

Back at the SPR home page, you will again see a list of STIF Projects towards the bottom of the page with their Completion status.

STIF Projects				
Project #	Provider Name Project Title	Future?	STIF Planned Expenditures	Expenditures This Period
X SPR-19-0052-1	ABC Transit Project 1 New Route		\$875,000.00	\$0.00
X SPR-19-0052-2	ABC Transit Project 2 Passenger shelter upgrade		\$50,000.00	\$0.00
X SPR-19-0052-3	ABC Transit Project 3 Transit Planning		\$40,000.00	\$0.00
X SPR-19-0052-4	ABC Transit Project 4 Reserves		\$25,000.00	\$0.00
X SPR-19-0052-6	Neighborhood Trolley Project 6 Carry Forward	✓	\$50,000.00	\$0.00

### Notes:

- "X" indicates the Project quarterly update is not yet complete
- Any projects that were fulfilled in past quarters will not appear in this list
- Projects marked as "Future" may still require reporting, as applicable

**The SPR Preparer activities are complete.**

## STIF Project Preparation - *QE or PTSP Responsibility*

Projects may show QE or PTSP names depending on who was listed as the project owner on the application. This determines who prepares and authorizes the projects. The SPR preparer, project preparer, project authorizer, and SPR authorizer may or may not be the same person, and these individuals may even be employed by different agencies. Agencies with these types of relationships are encouraged to document an internal process that defines for everyone who the preparers and the authorizers are for SPRs and related projects so there is no confusion as to who has responsibility at each step.

1. Locate the STIF Project Report in your OPTIS queue by searching on My Documents → Currently Active status, then click on the link to open it.
2. Within that project, click *Maintain* → *Number* from the Navigation menu to bring up the first screen in the STIF Project Report Wizard.

STIF Project Report	
<b>Report for: Service Preservation</b>	<b>Number: SPR-19-0041-7</b>
<b>Public Transportation Service Provider:</b> Neighborhood Trolley	
<b>Mailing Address:</b> 987 Imagination Way	
<b>City, State, Zip:</b> Halfway, Oregon, 97834	
<b>Contact:</b> Fred Rogers	<b>E-mail:</b> david.j.graf@odot.state.or.us.Test
<b>Phone No.:</b> 1 (503) 9869999	<b>Fax No.:</b>
<b>Prepared by:</b>	<b>E-mail:</b>
<b>Phone No.:</b>	<b>Fax No.:</b>
<b>Provider</b>	
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]	
<b>Budget</b>	

### 3. Wizard Step 1 – Number

This screen simply displays the auto-generated number for this report, which cannot be changed. Click *Next*.

### 4. Wizard Step 2 – Project Info

OPTIS populates *Document Date* with today's date. "Document Title" is the project name from the STIF Plan – no need to change anything. Click *Next*.

### 5. Wizard Step 3 – Provider Contact

Verify that the Provider contact is correct and update if necessary. Click *Next*.

### 6. Wizard Step 4 – Provider Address

Verify that the address for the Provider contact is correct and update if necessary. Click *Next*.

### 7. Wizard Step 5 – Record Expenditures

- a. The planned amounts for each task are presented for the project. If you have expenditures for the period to record, click *Record* for each Task to enter them. If you have no expenditures to record, skip this section.

**5. Record Expenditures**  
(Test)

Number: SPR-19-0041-5 Control #: 10091216

---

Steps

1. Number  
2. Project Info  
3. Provider Contact  
4. Provider Address  
5. **Record Expenditures**  
6. Project Status  
7. Program Criteria  
8. Optional Project Narrative  
9. Attachments

### Record Expenditures

? Record expenditures against the task from the STIF Plan. Click the Add 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.

Task #	Description	Quantity	Unit Price	Total
1	11.73.00 Contingencies	1	\$10,000	\$10,000.00

\* indicates a required field

b. Enter the Unit Price for capital purchases. For projects such as Operations and Administration that are not tied to a specific unit price, enter the total expenditures for the period. The total will be calculated by multiplying the quantity by the unit price.

c. After the expenditure has been entered, click *Details* to bring up the Details screen.

### Item Information

Fuel Type

Additional Information  
2019 Champion Defender, 35', GVWR 26000, 38 seats, 2 ADA stations, 32 total seats with ADA deployed, VIN #1ABCD12EF3GJ45678

- Item Information - In the Additional Information field, enter as much information as possible for this vehicle so PTD can create a complete asset register in OPTIS for you. Include, at a minimum, the **Year, Make, Model and VIN number**.
- Alternatively, submitting the [OPTIS Vehicle Info](#) form is another great way to notify us when you have a new vehicle that needs to be added to the OPTIS register. For capital purchases, enter the details for the item(s) purchased. Leave blank for expenditures that are not capital purchases.

Click *Next*.

**OPTIS**

**2. Other Funds**  
(Test)

Item: 1.1  
Number: SPR-19-0024-1

---

**Steps**

1. Item Information  
2. **Other Funds**  
3. Outcome Measures  
4. Annual Measures

**Other Funds**

Federal

Other State

Local

Other Funds

\* indicates a required field

- Other Funds - Enter the total amount of other funds that supported the project. If the project is expanding an existing service, only enter other funds that are supporting the expansion. Click *Next*.
  - Outcome Measures - Enter the outcomes for the project. When entering operations outcome measures the numbers entered should only be those attributable to STIF funding. Click *Next*.
  - Annual Measures – On the fourth quarter SPRs, enter the outcomes for the project. When entering operations outcome measures the numbers entered should only be those attributable to STIF funding. Click *Finish*.
- d. If an expenditure was added in error, click the trash can icon and then click *Save* to remove the line item.
- e. Once all expenditures are recorded accurately, click *Save* → *Next*.

**8. Wizard Step 6 – Project Status**

Each project deliverable has been captured from the STIF Plan. Using the “Status” dropdown choose the appropriate status of the deliverable for the task. In the “Status Notes” field enter the outcome for the deliverable. Each deliverable must be updated to complete the STIF Project Report. Click *Save* → *Next*.

**Project Status**

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

Deliverables	Target Date	Status		Status Notes
Annual Measure: One vehicle replaced with match funds	06/30/2021	Completed		Ford F450, 22 feet, 14 total seats, 2 total ADA Stations

## 9. Wizard Step 7 – Program Criteria

Enter the percentage of expenditures that support each criterion. Enter a number between 0 and 100 for each field. If the project is being delivered as planned, the program criteria from the STIF Plan should be used. Click *Save* → *Next*.

**OPTIS** Close

**7. Program Criteria**  
(Test)

Number: SPR-19-0024-1 Control #: 10090676

Steps: Skip Back Save Next Finish

1. Number  
2. Project Info  
3. Provider Contact  
4. Provider Address  
5. Record Expenditures  
6. Project Status  
7. **Program Criteria**  
8. Optional Project Narrative  
9. Attachments

**Program Criteria**

Increases Frequency to Areas with High Percentage of Low-Income Households	<input type="text" value="30"/>
Expands Routes or Services to Areas with High Percentage of Low-Income Households	<input type="text" value="30"/>
Reduces Fares in Communities with High Percentage of Low-Income Households	<input type="text" value="0"/>
Procures Low- or No-Emission Buses for Use in Areas with Population of 200,000 or More	<input type="text" value="0"/>
Improves Frequency and Reliability of Service Between Communities In and Out of QEs Service Area	<input type="text" value="20"/>
Improves Coordination Among PTSPs to Reduce Fragmentation of Service	<input type="text" value="10"/>
Provides Student Transit for Students in Grades 9-12	<input type="text" value="10"/>

\* indicates a required field Top

## 10. Wizard Step 8 – Optional Project Narrative


Enter any information that applies to the project such as explanations when deviations from the plan occur. Click *Save* → *Next*.

## 11. Wizard Step 9 – Attachments

Attach any documents that provide documentation of expenditures claimed such as invoices and accounting reports. Click *Save* → *Finish*.

12. At the SPR home page, click *Complete Step*. If all required fields are complete and the document passes Integrity Check (also viewed under "Actions"), the Review/Approve screen appears. Select the name of the person who will authorize the SPR Project using the drop-down menu – this person may be yourself. If not yourself select the check box to send an email notification to that person, then click *Submit* → *Return*. This puts the project in a "Prepared" status.





**OPTIS** Close 


**STIF Project Report**

**Report for: Project 1 New Route** **Number: SPR-19-0024-1**


<b>Public Transportation Service Provider:</b> ABC Transit	
<b>Mailing Address:</b> 555 Main Street	
<b>City, State, Zip:</b> Salem, Oregon, 97301	
<b>Contact:</b> Zarah Zuza	<b>E-mail:</b> maile.boals@odot.state.or.us
<b>Phone No.:</b> 1 (999) 555-5555	<b>Fax No.:</b>
<b>Prepared by:</b>	<b>E-mail:</b>
<b>Phone No.:</b>	<b>Fax No.:</b>

Refresh 

View STIF Plan Report 

Help 

---

**Complete Step**   
(Prepared)

---

Maintain

Actions

Work Flow History

**The STIF Project Preparer activities are complete.**

## STIF Project Authorization: *QE or PTSP Responsibility*

1. If you have received an email alert requesting you to approve a STIF Project, open it by searching on by searching on My Documents → Currently Active status in OPTIS or by clicking the link in the email. Review and verify all information. If errors are found, return to the SPR Wizard by selecting "Maintain" from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click *Finish*.
2. Click *Complete Step*. If all required fields are complete, the Review/Approve screen appears. Click to check in the certifying statement box. Enter your eResponse keyword. Click *Submit*. This completes the Authorized step and populates the online periodic report "Authorized By" section.
3. Click *Complete Step* when finished. In the Review/Approve window select the person responsible for authorizing the SPR and click *Submit*.

**STIF project authorization activities are complete.**

## SPR Authorization

1. If you have received an email alert requesting you to approve a STIF Plan Report, open it by searching on My Documents → Currently Active status in OPTIS, then click on the link.
2. Review and verify all information and make any necessary adjustments. If errors are found, return to the SPR Wizard by selecting "Maintain" from the Navigation Menu. Or, to return to a particular section, click on that section of the online report. Make any necessary change(s) and click *Finish*.
3. Click *Complete Step* when finished. If all required fields are complete, the Review/Approve screen appears. Click to check in the certifying statement box. Enter your eResponse keyword. Click *Submit*. This completes the Authorized step and populates the online periodic report "Authorized By" section. Your report is now complete.

### Review/Approve

(Test)

Number: SPR-19-0041 Control #: 10091209

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Current Step: Authorized

eResponse Keyword  ? \*

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To send a request for a new eResponse Keyword to the Registrar, click on the Go button.

By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative. \*

\* Indicates a required field

**SPR authorization, and overall quarterly SPR Reporting activities, are complete.**