



August 2024



2025-27 Statewide Transportation Improvement Fund Program Application Instructions

In coordination with the Statewide Transportation Improvement Fund (STIF) Program Guidebook, this step-by-step guide walks users through the web-based STIF Plan.

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STIF Plan Format and Use

The Statewide Transportation Improvement Fund (STIF) Plan is a fillable, web-based form that serves as the mechanism for accessing STIF Formula funds. ODOT creates and publishes this form each solicitation cycle and accessing it requires an internet connection.

This resource is a step-by-step guide for completing and submitting the STIF Plan. For more information about the STIF Formula program and a summary of requirements, please see the [STIF and STN Program Guidebook](#).

The [STIF Plan](#) can be found online. The form can also be accessed through the STIF Formula section of the [Public Transportation Funding Opportunities Page](#). Chrome, Firefox, and Edge are the recommended web browsers. The form will not function in Internet Explorer since Microsoft has ended support for this browser.

The STIF Plan uses a combination of check boxes, yes or no questions, text boxes, and buttons for uploading documents and adding information. All questions on the form marked with a red asterisk must be answered. Failure to respond could result in Oregon Department of

Transportation's (ODOT) determination that the STIF Plan is incomplete and re-submittal is required. Some yes or no questions, when checked, generate additional questions from a drop-down menu based on the response. It is very important to answer all questions because they may generate additional choices depending on your answer.

When you first access the STIF Plan, select the "Save" button, located in the lower right-hand corner of the form. After pressing "Save," a window will appear showing a personalized link for your STIF Plan (Figure 1).

Figure 1: Saving the STIF Plan

Your progress has been saved.

Copy or email the link below and return to your form to complete your submission.

Copy your form link:

Email me my link:

This link can be copied, saved, and then pasted into the search bar of your internet browser to return to the last saved version of the form. You may also enter your email address here and press "Send" to have a link to the form emailed to you.

Always use the “Save” button before closing the form to save the data you entered during your last session. If you do not save before closing the form, data will be lost.

When you have finished entering all STIF Plan information, you will submit the form to ODOT using the “Submit STIF Plan” button. Upon submittal, a copy of the completed form will be emailed to you for your records and to ODOT for processing.

Please do not print and scan your application to us. Printed and scanned forms will only be accepted in extraordinary circumstances. If you would like to print your STIF Plan for use locally, make sure no portions of the application are hidden before printing.

ODOT has also created an optional form for use by sub-recipients to provide their Qualified Entity (QE) with all the information required for each project. The [Sub-Recipient Project Application form](#) can be found online. When a sub-recipient submits the form, the information is sent to their Qualified Entity who can use it as a reference when submitting the STIF Plan.

Qualified Entities may choose to upload approved Sub-Recipient Project Applications instead of manually entering the same information on the STIF Plan form. More information about this optional step can be found in Section 6. Use of the Sub-Recipient Project Application form is not a required step in the application process, but is a helpful tool used successfully in previous STIF Plan cycles.

If you have technical problems using either form, please contact Brian Roth, Web and Forms Developer for ODOT’s Public Transportation Division, at 541-508-9862 or by email at Brian.Roth@odot.oregon.gov. For answers to programmatic or process-specific questions, contact your [regional transit coordinator](#).

STIF Plan Organization

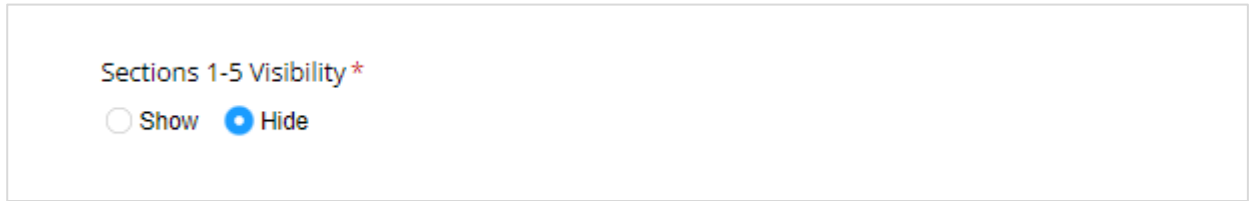
The STIF Plan has the following seven sections:

- Qualified Entity
- Advisory Committees
- Local Plan Compliance
- Accountability
- STIF Plan Period and Adoption
- Projects
- STIF Plan Summary

We have made some changes to the way the STIF Plan is organized for this biennium. Now, all seven sections of the STIF Plan will appear on one page. However, portions of the STIF Plan can be hidden as you fill out the form. You can hide sections 1-5 together, as shown below (Figure 2). In addition, each project (Figure 3), and each task can also be hidden individually (Figure 4).

You must reopen any hidden fields before submitting your STIF Plan. For additional information about changes made to the STIF plan for this biennium, please see Appendix A of these instructions: “Application Feedback and Responses.”

Figure 2: Show/Hide Sections 1-5



Sections 1-5 Visibility*

Show Hide

Figure 3: Show/Hide Project

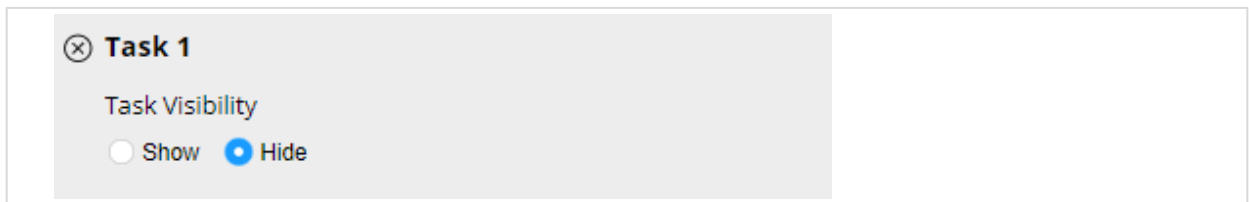


Project 1

Project Visibility*

Show Hide

Figure 4: Show/Hide Task



Task 1

Task Visibility

Show Hide

When you are ready to submit your STIF Plan, select "show" on all hidden portions of the form.

STIF Plan Form

1. Qualified Entity Information

Select the Qualified Entity name from the drop-down menu. Complete each field in this section with the appropriate contact information (Figure 5). The “STIF Plan Contact” should be the person completing the STIF Plan or a person responsible for providing any additional information related to your STIF Plan.

Figure 5: Qualified Entity Information

1. Qualified Entity

Qualified Entity Name *

Qualified Entity Address *

Address Line 1

City Oregon Zip Code

STIF Plan Contact Name * STIF Plan Contact Title *

STIF Plan Contact Email * STIF Plan Contact Phone Number *

Employer Identification Number (EIN) *

Will any of the projects in this STIF Plan use funds jointly managed with one or more other Qualified Entities? *

For the last question, select “Yes” from the drop-down menu if any STIF Plan projects use funds that will be jointly managed by more than one Qualified Entity. Select the “Upload” button to attach documentation of the joint management agreement. Some examples of a joint management agreement include a memorandum of understanding, an intergovernmental agreement, or a governing body resolution.

If no STIF Plan projects use funds that will be jointly managed by more than one Qualified Entity, select “No” from the drop-down menu.

1.1 Sub-Recipients in STIF Plan

If there are no sub-recipients in this STIF Plan, keep the response in the first question set to “No” to verify that the Qualified Entity is the only service provider in the STIF Plan.

If there are any sub-recipients in this STIF Plan, select “Yes” in the first question, and complete all fields with the correct information (Figure 6). You can add as many Sub-Recipients as needed by selecting the “+Add Provider” button. Continue to add providers to the STIF Plan until all entities have been entered.

Figure 6: Expanded Form when Sub-Recipients Are in the STIF Plan

1.2 Sub-Recipients in STIF Plan

⊗
Provider 1

Are any Sub-Recipients included in this STIF Plan? *

Yes
▼

Provider Name *

Sub-Recipient Contact Name *	Sub-Recipient Contact Title *
Sub-Recipient Phone Number *	Sub-Recipient Email *
Sub-Recipient Type *	Sub-Recipient Employer Identification Number (EIN) *
▼	
Sub-Recipient Website *	

+ Add Provider

2. Advisory Committees

2.1 Advisory Committee Website

Review all of the Advisory Committee requirements specified in the Advisory Committee section and Oregon Administrative Rules (OARs) 732-040-0030, 732-040-0035, and 732-042-0020 (Figure 7). Check the box to agree that all Advisory Committee requirements have been met before proceeding.

Figure 7: Advisory Committee Information

2. Advisory Committees

2.1 Advisory Committee Website

By checking this box, I agree that all the requirements for Advisory Committees set out in OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including, but not limited to the following:

- The Advisory Committee is guided by written bylaws that contain all the information required in OAR 732-040-0030(5)(a).
- The Advisory Committee's bylaws, meeting notices, and meeting minutes have been made available to the public in a reasonable and timely manner and are retained for the period required by Oregon public records laws.
- The Advisory Committee has the membership composition required by OAR 732-040-0035.
- For all Projects submitted as part of this application and/or any sub-recipient application, the Advisory Committee has engaged in the review process described by OAR 732-042-0020, to recommend approval or rejection of all proposed Projects and to recommend prioritization of approved Projects.

Please include a link to an Advisory Committee Website.

This website should include the information required by OARs 732-040-0030, 732-040-0035 and 732-042-0020, and show how the Advisory Committee's bylaws, meeting notices, and meeting minutes are made available to the public.

If some or all of the information required by OARs 732-040-0030, 732-040-0035 and 732-042-0020 is not available on a website, please upload any additional documentation showing how you met the Advisory Committee requirements and how the Advisory Committee's bylaws, meeting notices, and meeting minutes are made available to the public.

Upload

or drag files here.

Limit 100 MB

Did the QE's Advisory Committee or Governing Body convene an optional work group as outlined in OAR 732-040-0030? *

Yes

No

Enter the Advisory Committee website address in the appropriate field.

Copies of the Advisory Committee bylaws, meeting minutes, and meeting notices must be published by the Qualified Entity and made available for public review in a reasonable and timely manner. If this information is not available on a website, you may upload other documentation that demonstrates how the Advisory Committee requirements have been met and how the Advisory Committee's bylaws, meeting notices, and meeting minutes were made available to the public by selecting the "Upload" button.

If the Qualified Entity's Advisory Committee or Governing Body convened an optional work group as outlined in OAR 732-040-0030, select "Yes" (Figure 8). Upload the meeting minutes

demonstrating that input from the work group was considered as part of the Advisory Committee process by selecting the “Upload” button. If the Qualified Entity’s Advisory Committee or Governing Body did not convene an optional work group as outlined in OAR 732-040-0030, select “No.”

Figure 8: Optional Work Group

Did the QE’s Advisory Committee or Governing Body convene an optional work group as outlined in OAR 732-040-0030? *

Yes

No

Please upload meeting minutes showing that the Advisory Committee considered input from the optional work group. *

or drag files here.

3. Local Plan Compliance

3.1 Existing Local Plans from Which Project(s) Are Derived

Enter the name of the local plan or plans from which the projects in the STIF Plan were derived (Figure 9). Look to OAR 732-040-0005(19) for the Local Plan definition. Examples of local plans that may meet these requirements include coordinated public human services transportation plans, transportation system plans, transit development plans, and transit master plans. If necessary, you may rely on more than one local plan to meet the local plan requirements. ODOT’s regional transit coordinators can help you identify and evaluate your local plans for compliance with STIF rules.

Figure 9: Existing Local Plans from Which Project(s) Are Derived

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.
Remember to add more than one plan if you are using a combination of multiple plans to meet this requirement.

⊗ **Local Plan 1**

Local Plan Name *	Governing Body that adopted Local Plan *	Plan Adoption Date *
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>

Local Plan Web Address *

Upload copy of Local Plan if it is not available on a website. *

or drag files here.

Limit 100 MB

Enter the name of the board, council, commission, or other Governing Body that adopted the local plan; the adoption date; and the web address where the local plan may be referenced. If this information is not available on a website, you may upload a copy of the relevant plan or policy. Select "+Add Local Plan" to include additional local plans.

3.2 Local Plan Requirements

Select "Yes" if the local plans that you are relying on are consistent with STIF Rule requirements in OAR 732-040-0005(19). (Figure 10).

Figure 10 Local Plan Consistency with STIF Rule Requirements

3.2 Local Plan requirements

I agree that the Local Plan(s), either separately or together, contain all of the information required by OAR 732-040-0005(19). *

Yes

No, the Local Plan(s) are not yet consistent with STIF rule requirements.

Select "No" if one or more local plans are not yet consistent with STIF Rule requirements. Describe why a local plan is not compliant with STIF requirements (Figure 11).

Figure 11: Non-Compliant Local Plans

If the Local Plan(s) are non-compliant, describe how the Local Plan(s) are non-compliant, and the schedule to bring the Plan(s) into compliance. *

Limit 500 Characters

4. Accountability

4.1 Accountability Methods

Select both boxes to affirm that all of the required policies and procedures are in place (Figure 12). Review OAR 732-040 and OAR 732-042 (paying particular attention to Audit and Compliance Review Requirements) if necessary before agreeing to these statements.

Figure 12: Accountability Methods Acknowledgement

4. Accountability

You may insert a web address in place of a description or document upload, as long as the information is sufficient enough to warrant approval of the STIF Plan and comply with STIF Rule.

4.1 Accountability methods

Qualified Entity Accountability: By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of the Qualified Entity with OAR 732, Divisions 40 and 42 is met, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to: program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights, and compliance with ADA.

Sub-Recipient Accountability: By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of all Sub-Recipients with OAR 732, Divisions 40 and 42 is met to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to provide reasonable assurance that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to: audit and compliance requirements, accounting requirements, capital asset requirements, and reporting requirements.

4.2 Sub-Allocation Method

Select the box to affirm that all data used to develop the sub-allocation method was shared with all potential sub-recipients of funding under your STIF Plan. Enter a description of your sub-allocation method in the field provided or upload your response (Figure 13). If a Qualified Entity is the only Public Transportation Service Provider within its area of responsibility or no other potential sub-recipient has expressed interest in applying for STIF Formula funding, please state that fact and explain that sub-allocation isn't possible.

Figure 13: Sub-Allocation Description

4.2 Sub-Allocation method

You may insert a web address in place of a description or document upload, as long as the website includes all the information needed to support approval of the STIF Plan and comply with STIF Rule.

By checking this box, I affirm that all data used to develop the sub-allocation method was shared with each Public Transportation Service Provider and other potential sub-recipients, as relevant.

Describe the Qualified Entity's method for sub-allocating STIF Formula Fund moneys and the collaborative process used to work with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop the sub-allocation method. *

Limit 1000 Characters

Upload Response *

Upload

or drag files here.

Limit 100 MB

4.3 High Percentage of Low-Income Households

Enter your explanation of how the STIF Plan identifies communities with a high percentage of low-income households in the field provided or upload your response (Figure 14). This definition should also be in the bylaws of the Qualified Entity's STIF Advisory Committee.

Figure 14: High Percentage of Low-Income Households Explanation

4.3 High Percentage of Low-Income Households

You may insert a web address in place of a description or document upload, as long as the website includes all the information needed to support approval of the STIF Plan and comply with STIF Rule.

Explain how the STIF Plan defines and identifies communities with a high percentage of Low-Income Households. *

The definition should also be in your STIF Advisory Committee's bylaws.

Limit 1000 Characters

Upload Response *

Upload

or drag files here.

Limit 100 MB

5. STIF Plan Period and Adoption

5.1 Period Covered by STIF Plan

Enter the start and end dates for all projects in this STIF Plan (Figure 15). The earliest possible start date for this solicitation cycle is July 1, 2025. A STIF Plan can be for one or two biennia, so the end date for this funding cycle will either be June 30, 2027, or June 30, 2029.

Figure 15: Start and End Dates for All Projects in the STIF Plan

5. STIF Plan Period and Adoption

5.1 Period Covered By STIF Plan

Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date is July 1, 2025.

Start Date: * End Date *

5.2 STIF Plan Adoption

Enter the appropriate dates in the fields provided (Figure 16). Enter the website where the Governing Body adoption document is located or press "Upload" to attach a file if the document is not posted on a website.

Figure 16: STIF Plan Adoption and Governing Body Information

5.2 STIF Plan Adoption

STIF Plan Advisory Committee recommendation date * STIF Plan Governing Body adoption date *

Website where Governing Body adoption document is located *

Upload Governing Body adoption document if website is unavailable. *

or drag files here.

Limit 100 MB

Did the Governing Body modify the Advisory Committee's recommended STIF Plan? *

If yes, explain why the Governing Body modified the Advisory Committee's recommended STIF Plan. *

Limit 1000 Characters

If the Governing Body modified the Advisory Committee's recommended STIF Plan, select "Yes" from the drop-down menu. Explain why the Governing Body modified the Advisory Committee's recommended STIF Plan in the text box that appears.

If the Governing Body did not modify the Advisory Committee's recommended STIF Plan, select "No" from the drop-down menu.

6. Projects

6.1 Project Detail Entry

You may upload Sub-Recipient Project Applications instead of manually entering the information for each sub-recipient (Figure 17). All uploaded Sub-Recipient Project Applications must have been approved by the Qualified Entity's Governing Body and will be part of the Qualified Entity's STIF Plan.

In addition to this, any Qualified Entities with their own STIF Plan projects may enter that information directly into the STIF Plan form or may choose to upload their own Sub-Recipient Project Application. In all cases, you cannot split information for a single entity between the STIF Plan and an uploaded Sub-Recipient Project Application. All project information for a given entity must be contained either solely within the Sub-Recipient Project Application or STIF Plan itself. Qualified Entities that use the Sub-Recipient Project Application for their project information must still upload a STIF Plan that includes all of the information in sections 1-5, as well as the fields in shown in Figure 18.

Figure 17: Optional Upload of Approved Sub-Recipient Project Applications

6. Projects

You may upload Sub-Recipient Project Applications instead of manually entering the information for each sub-recipient. All uploaded Sub-Recipient Project Applications must have been submitted to the Qualified Entity's STIF Advisory Committee, approved by the Qualified Entity's Governing Body, and will be part of the Qualified Entity's STIF Plan.

In addition to this, any Qualified Entities with their own Projects may enter that information directly into the STIF Plan, or may choose to upload their own Sub-Recipient Project Application. In all cases, you cannot split information for a single entity between the STIF Plan and an uploaded Sub-Recipient Project Application. All project information for a given entity must be contained either solely within the Sub-Recipient Project Application or STIF Plan itself.

Important note: If you'd like to use this optional upload feature, please enter the total amount from each Sub-Recipient Project Application in the conditional boxes that will appear below (this information can be found in the last section of the Sub-Recipient Project Application). This will ensure that the sum of all Qualified Entity and sub-recipient projects are included in STIF Plan section 7. STIF Plan Summary.

Would you like to upload any approved Sub-Recipient Project Applications for this STIF Plan? *

Yes

No

If you'd like to use this optional upload feature, fill out the information requested from each Sub-Recipient Project Application in the boxes in Figure 18. This information can be found in the last section of the Sub-Recipient Project Application. The information you fill in here will be used to generate the values included in Section 7 (STIF Plan Summary) and providing this information will ensure that the STIF Plan Summary is accurate.

Figure 18: Optional Project Detail Entry for Sub-Recipient Project Applications

6.1 Project Detail Entry

Sub-Recipient 1

Upload Project Application Here *

Upload or drag files here.

Sub-Recipient Name *

Sub-Recipient Project Application Total *	Planned Carry Forward *
---	-------------------------

FY 2026 Total STIF Funds *	FY 2027 Total STIF Funds *
FY 2026 Student STIF Funds *	FY 2027 Student STIF Funds *
FY 2026 Percent of STIF Funds supporting student transportation *	FY 2027 Percent of STIF Funds supporting student transportation *
FY 2026 Older and Disabled Persons STIF Funds	FY 2027 Older and Disabled Persons STIF Funds
FY 2026 Total STIF Funds From Previous Cycle *	FY 2027 Total STIF Funds From Previous Cycle *

Includes Prior Biennia STIF Funds, Prior Biennia Interest Accrued (FY 23-25)

+ Add Sub-Recipient

If you choose not to use this optional upload feature, continue to Section 6.1 and provide the following information for Project 1 (Figure 19):

Figure 19: Project Detail Entry for Project 1

6.1 Project Detail Entry

Project 1

Project Visibility *

Show Hide

Qualified Entity or Sub-Recipient Name *

Project Name *

Limit 50 characters

Project Description *

Limit 1000 Characters

- Enter the appropriate Qualified Entity or sub-recipient name.
- Enter a project name in the field provided. ODOT recommends that a project name is concise, similar to names used in local plans, and applicable to all project elements. Multi- phase projects will need to use the same name in future STIF Plans. The name is restricted to 50 characters to facilitate data collection and analysis.
- Enter a project description in the field provided. The project description is an opportunity to provide information about the project purpose and service elements. Suggested elements include the project location or extent, service span, frequency, stops, intended customers, vehicles, equipment, and marketing or other activities needed to implement service.
- Next, determine whether you plan to set aside funding that you receive during this biennium to pay for expenses related to your project in a future biennium, and answer the question shown in Figure 20. The STIF Plan refers to this kind of project as a “project using planned carry forward funding.” You will see the total funding you programmed for this kind of project in your STIF Plan as the “Planned Carry Forward Total” in the STIF Plan Summary (Section 7).

Figure 20: Project Using Planned Carry Forward Funding

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium? *

Yes

No

Please be aware that you will need to add a new project for each planned carry forward expense. For example, if you intend to use carry forward funds to (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula funding cycle; (2) make bond payments on the acquisition of a capital asset; and (3) pay for a planning expense during the next biennium, you will need to add a project for each of these planned uses of your carry forward funding.

- If you answer “Yes,” to the question in Figure 20, another question will appear asking whether you are planning to carry forward funds to either (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle or (2) to make bond payments on the acquisition of a capital asset? (Figure 21)

Figure 21: Project Using Planned Carry Forward Funding—Project Type

Project using planned carry forward funding:

Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium? *

Yes

No

Please be aware that you will need to add a new project for each planned carry forward expense. For example, if you intend to use carry forward funds to (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula funding cycle; (2) make bond payments on the acquisition of a capital asset; and (3) pay for a planning expense during the next biennium, you will need to add a project for each of these planned uses of your carry forward funding.

Are you planning to carry forward funds to either (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle or (2) to make bond payments on the acquisition of a capital asset? *

Yes

No

- If you answer “Yes,” to that question, you will need to describe the capital project or asset, explain the time period in which you will be spending the funds, select a spending category to describe the project, and provide the total amount of funds you plan to carry forward (Figure 22).

Figure 22: Planned Carry Forward for Capital Project or Bond Payments

Are you planning to carry forward funds to either (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle or (2) to make bond payments on the acquisition of a capital asset? *

Yes

No

Please describe the Capital Project or Capital Asset: *

Over what period of time do you plan to spend the carry forward funds? *

What are you planning to use the carry forward funds for? *

Vehicle Purchase 111-00

Equipment Purchase

Facility Purchase

Signs/Shelters Purchase

Operations 30.09.01 (Operating Assistance)

Planning 44.20.00

Preventive Maintenance 11.7A.00

Project Administration 11.79.00

Mobility Management 11.7L.00

Communications 44.26.14

Program Reserve 11.73.00

Capital 117-00 Other Capital Items (Bus)

What is the amount of funding that you plan to carry forward? *

This will be added to the total amount of STIF funds requested.

- If you enter “No” to that question, enter information about this project in the fields that appear in Figure 23. Less information is required for a planned carry forward project where you are not accumulating funds for a capital project or making bond payments on a capital asset.

Figure 23: Other Planned Carry Forward Project

Are you planning to carry forward funds to either (1) accumulate sufficient funds for a capital project that costs more than can be funded during a single STIF Formula Fund funding cycle or (2) to make bond payments on the acquisition of a capital asset? *

Yes

No

What are you planning to use the carry forward funds for? *

Vehicle Purchase 111-00

Equipment Purchase

Facility Purchase

Signs/Shelters Purchase

Operations 30.09.01 (Operating Assistance)

Planning 44.20.00

Preventive Maintenance 11.7A.00

Project Administration 11.79.00

Mobility Management 11.7L.00

Communications 44.26.14

Program Reserve 11.73.00

Capital 117-00 Other Capital Items (Bus)

What is the amount of funding that you plan to carry forward? *

This will be added to the total amount of STIF funds requested.

- Once you have filled out the information in Figure 22 or Figure 23 you have completed the last step for planned carry forward projects.
 - If there are other projects in this STIF Plan, select “+Add Project.” Follow the instructions provided for Project 1 for all subsequent projects.
 - If there are no other projects on this STIF Plan, continue to Section 7 STIF Plan Summary.
- If you answer “No,” to the question, “Do you plan to set aside funding that you receive during this biennium to pay for expenses related to this project in a future biennium?” another set of fields will appear. (Figure 24).
 - Enter the information requested in Figure 24, including designating how much of the project will “Improve or Expand Service,” which “Local Plan from which this project is derived” and the “Local Plan page number.” It should be clear how the project is derived from the local plan from the information on the page you enter in the “Local Plan page number” field.

- If your answer to the question, “Is your project part of a larger, multi-phase project,” is “Yes,” you must complete the fields in Figure 25. For more information on this requirement, reference [OAR 732-042-0015\(3\)\(g\)](#).

Note: The questions in Figure 25 relate to major capital public transportation projects and other types of projects that cannot be completed within a single STIF Plan period. Applicants may have projects that extend over multiple STIF Plan periods.

- Once you have filled out the information in Figure 24 (and Figure 25, if necessary), continue to Section 6.1.1 Project Scope.

Figure 24: Not Planning to set aside funds for use in a future biennium

How much of the Project budget will be used to improve or expand services, and how much will be used to maintain existing services?

Improve or Expand Service * Maintain Service

100% 0%

Local Plan from which this project is derived: * Local Plan page number *

Multi-Phase Project

Is your project part of a larger, multi-phase project? *

Figure 25: Project Is Part of a Multi-Phase Project

Multi-Phase Project

Is your project part of a larger, multi-phase project? * Project Timeline *

Yes 2025-2029

Total Project Budget (All Phases) * Other Planned Funding Sources *

What phase of the project is funded by this STIF Plan? * STIF Federal Other State Local

Example: This is phase one of the project, which includes service start up and service element refinement.

Limit 200 Characters

6.1.1 Project Scope

Enter a description for this task in the field provided (Figure 26). Use the examples provided when considering the amount of detail to include in this description. Also determine whether the task will support services for older adults and people with disabilities and select “Yes” or “No” depending on your answer to that question.

Figure 26: Project Scope Task Description

The screenshot shows a form titled "6.1.1 Project Scope". It contains a section for "Task 1" with a close button (⊗). Under "Task 1", there is a "Task Visibility" section with radio buttons for "Show" (selected) and "Hide". Below that is a "Task Description *" field, which is a large text input area. Underneath the text input is an "Examples:" section with three bullet points:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.
- Local matching funds for Federal Grant to purchase a new vehicle.

 Below the examples is a note "Limit 250 Characters". At the bottom of the form is a question: "Is this task supporting services for older adults and people with disabilities? *" with radio buttons for "Yes" and "No".

Next determine if the task will support a pedestrian or bike project with a physical or functional relationship to public transit. If you select “Yes,” specify the percentage of the funding for the task will be supporting the bike or pedestrian project in the field that appears. (Figure 27). For more information about bicycle and pedestrian project eligibility, see the [STIF and STN Guidebook](#).

Figure 27: Task Supporting a Bicycle or Pedestrian Project

The screenshot shows a form section with a question: "Is this task supporting a pedestrian or bike project with a physical or functional relationship to public transit? *". Below the question are radio buttons for "Yes" (selected) and "No". Underneath is another question: "What percentage of the funding for this task is supporting the pedestrian/bike project?". Below this question is a text input field containing "100%".

After you have answered those questions, choose the category that best describes this task (Figure 28).

Depending on which category you select, new field(s) will appear for you to enter more information about the task. Here’s an overview of the extra information asked for when you

choose each task category:

1. **Equipment, facility, and signs/shelters purchase:** Enter a brief description of the item followed by the quantity and unit cost.
2. **Operations:** Is this for fixed route, demand response service, or deviated fixed route service and what is the total cost (Task Category Amount)?
3. **Planning, Preventive Maintenance, Project Administration, Mobility Management, Communications, and Program Reserve/Contingency:** What is the total cost?
4. **Vehicle purchase:** Is this a replacement, expansion, or other type of capital vehicle purchase?
5. **Capital (Other Capital items):** What is the total cost and activity type?

Note: Program Reserve funds are a contingency funds, which may be used to provide funding flexibility and make up for unanticipated funding shortfalls. You must first make a request to your RTC by email and receive approval from ODOT before shifting funds between tasks in your STIF Plan. You must annotate what that contingency is for when you complete the task description, and failure to do so may result in rejection of a modification request. Please refer to the [STIF and STN Guidebook](#) and the [STIF Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan](#) for more information.

Figure 28: Category that Best Describes the Task Item

Category *

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.00 (State Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve/Contingency 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

6.1.2 Expenditure Estimates

This section asks for you to provide estimates of the amount of funding you plan to spend on your task and to provide the source of that funding. (Figure 29). The first column in this section represents the first year of the STIF Plan period (FY 2026), and the second column represents the second year of the STIF Plan period (FY 2027).

Figure 29: Expenditures by Fund Source and Fiscal Year

Expenditures by Fund Source and Fiscal Year			
Fund Type *	FY 2026 *	FY 2027 *	Total
STIF Population Funds			\$0.00
STIF Payroll Funds			\$0.00
Federal			\$0.00
Other State			\$0.00
Local			\$0.00
Other Funds			\$0.00
Prior Biennia STIF Funds			\$0.00
Prior Biennia Interest Accrued			\$0.00
	\$0.00	\$0.00	\$0.00

By checking this box, I confirm that this task is only funded by STIF.

Check this box if you are using STIF funding in this task as a match another source of funding. Please make sure you have indicated that information in your task description above in section 6.1.1.

If this project is supported only by STIF funding, check the box provided.

If this project will be supported with funds outside of what is requested in this STIF Plan, enter the information about those funds in the boxes provided.

If STIF Funding is being used as matching funds for another funding source, check the box provided.

Note: If your STIF Plan covers two biennia as detailed in Section 5.1 Period Covered by STIF Plan, two additional columns will appear so that you can estimate expenditures for FY 2028 and FY 2029.

Here is a brief overview of the various funds mentioned in the budget table shown in Figure 27:

- STIF Population Funds:** These are funds allocated to you based on the population formula. These funds must be used to support services for older adults and people with disabilities.
- STIF Payroll Funds:** These are the funds allocated to you based on the payroll tax formula. These funds can be used to fund any eligible STIF projects. The total of your STIF Population and STIF Payroll funds cannot be more than your total allocation of STIF funds. The STIF Plan funding balance will be in Section 7 of your plan, the STIF Plan Summary. That amount will include both STIF Population and STIF Payroll Funds.

3. **Federal:** These are funds expected from any federal sources to fund the transportation project activity, such as Federal Transit Administration (FTA) Sections [5310](#), [5311](#), and [5307](#). You do not need to input the specific funding program, only the total amount of federal funding expected.
4. **Other State:** These are any other state funds expected to fund the task.
5. **Local:** These are any funds generated or collected by the district, county, city, or other local/special district, which are to be applied to the transportation project activity. Examples include local tax revenues, service agreements with local agencies, and general funds. It could also include contributions by private organizations to support the project activity, either directly or through the sub-recipient. ODOT suggests you enter only funds you can reasonably assume will be available within the STIF Plan timeframe based on historical trends or commitments based on local budgeting and agreement processes.
6. **Other Funds:** These are all other fund sources that are budgeted to fund this project, such as private contributions.
7. **Prior Biennia STIF Funds:** This is the amount of unspent STIF Formula funds that you are carrying over from the previous STIF cycle, including any unspent program reserve. The only exception is interest accrued on those funds. All unspent funds that you received in the prior STIF cycle should be programmed into the 2025-27 STIF Plan¹.
8. **Prior Biennia Interest Accrued:** This is the amount of interest accrued on unspent STIF Formula funds from a previous STIF cycle. All unspent STIF Interest Accrued from prior biennia should be programmed into the 2025-27 STIF Plan.

You may use the Federal, Other State, Local, or Other Funds sections if you are using your STIF funds as matching funds for another source.

6.1.3 Outcome Measures

Qualified Entities must include anticipated outcomes for each STIF Plan project. Outcome measures are quantifiable, discrete ways to describe the benefits the provider expects to achieve from each project over the STIF Plan period.

ODOT has identified several required outcome measures for certain task categories. For other task categories, you must specify at least one outcome measure that best reflects the benefits of each task. These outcome measures help ODOT to compile and report STIF outcomes on a consistent, statewide basis. Qualified Entities should apply the FTA's National Transit Database (NTD) reporting definitions to the STIF Plan outcomes. The outcomes should fit into standard reporting procedures and methods that will be consistent with future reporting.

The outcome measures listed in this section are tied directly to the task categories chosen in Section 6.1.1 Project Scope. For example, the outcome measures associated with an operations project are shown in Figure 30.

Figure 30: Outcome Measures Associated with an Operations Project

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles * Revenue Hours * Rides *

Number of people with access to transit (within ½ mile of transit stop for fixed route) *

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route) *

Number of new shared stops with other transit providers (reducing fragmentation in transit services) *

Is this project supporting student transportation? *

The questions in Figure 30 are crucial for reporting purposes for operations tasks, but they do not apply to all task categories. Figure 31 provides an example of the outcome measures required for a mobility management project.

Figure 31: Outcome Measures Required for a Mobility Management Project

6.1.3 Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

⊗ **Outcome Measure 1**

Mobility Management

Number of individuals that received transit training

Number of individuals that are served by a coordinated demand response call center

All Project Types

Other Measure

Marketing Materials Created ▼

Number of Units:

[+ Add Outcome Measure](#)

Some task categories don't require the specific outcome measures that are built into the form for other task categories. In those instances, you must select at least one Outcome Measure from the drop-down list provided (Figure 32) and include the number of units, such as vehicles or signs to be purchased.

Figure 32: Quantifiable Outcome Measures

6.1.3 Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

⊗ **Outcome Measure 1**

All Project Types

Other Measure

Number of Units:

[+ Add Outcome Measure](#)

Designating a task as “supporting services for older adults and people with disabilities” will also affect the outcome measures that appear in Section 6.1.3.

Once you have completed the outcome measures, you are done entering information for the task. When this step has been completed, determine if there are other tasks to add for this specific project.

If there are other tasks for this project, press “+Add Task” and follow these same steps starting at Section 6.1.1 Project Scope.

If there are no other tasks for this specific project, continue to Section 6.2: Allocation of STIF Funds by Project.

6.2 Allocation of STIF Funds by Project

You must specify the percentage of Formula funds allocated to the eight STIF criteria listed in Figure 33, as outlined in OAR 732-042-0015. Identify what percentage of a STIF project budget is allocated to each of the criteria listed (e.g., providing transit to students in grades 9 through 12) by fiscal year.

Figure 33: Percentage of STIF Budget Allocated to Each of the Criteria by Fiscal Year

6.2 Allocation of STIF funds by project
 Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

FY 2026 STIF Total FY 2027 STIF Total
 \$0.00 \$0.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)
 If some criteria don't apply to this project, fill in with zeros. Do not add or remove any criteria from the table.

Criterion	FY 2026 *	FY 2027 *
Criterion 1	0.0%	0.0%
Criterion 2	0.0%	0.0%
Criterion 3	0.0%	0.0%
Criterion 4	0.0%	0.0%
Criterion 5	0.0%	0.0%
Criterion 6	0.0%	0.0%
Criterion 7	0.0%	0.0%
Criterion 8	0.0%	0.0%
	0.00%	0.00%

The total for each criterion in each fiscal year may not exceed 100 percent but may be a percentage that ranges from 0 to 100 percent. A single project may have benefits that meet more than one criterion. In these instances, use your best professional judgment to specify which percentage of the funding meets each of the applicable criteria. The STIF Plan will auto-calculate the amount of funding allocated to each of the eight criteria based on the percentages you specify. This will enable ODOT to report the amount of funds allocated to each of the eight areas, recognizing that many projects will meet multiple criteria.

The percentage entered for criterion seven, which pertains to funding for student transit services for students in grades 9 through 12, is used to calculate whether the Qualified Entity will meet the statutory requirement of spending at least one percent of Formula Fund funds received each year on transportation services for students in grades 9 through 12, if practicable (see definition

of Student Transit Services in OAR 732-040-005).

The percentage entered for criterion eight, which pertains to funding for older adults and people with disabilities, is used to calculate whether the Qualified Entity will meet the statutory requirement of allocating funds received via the population-based formula to transit service for older adults and people with disabilities. The total amount of funding in your plan designated for transit services for older adults and people with disabilities must be equal or greater to the total amount of population-based funds you receive from ODOT.

6.3 Oregon Public Transportation Plan Goals

Each project in your plan must be consistent with Oregon Public Transportation Plan (OPTP) goals and policies (Figure 34). The OPTP is an essential plan for supporting the development of the statewide public transportation system. The title for each OPTP goal is listed in this section next to a checkbox, and you must select at least one goal that applies to each specific STIF Plan project. To learn more about the intricacies and policies associated with each goal, consult page eight of the OPTP.

Figure 34: Identify How Projects Are Consistent with OPTP Goals and Policies

6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

Select the OPTP goals that apply to your STIF Plan Projects. *

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

The Project Summary is a breakdown showing how you have programmed your funding for an

individual project. The data in this section are auto-calculated based on responses entered about a specific project in previous sections (Figure 35). For more information how the values in the Project Summary are calculated, see Appendix B, Section 1 (“Calculations in the Project Summary (Section 6.4)”).

Figure 35: Auto-Calculated Project Summary

6.4 Project Summary	
Project Name	
STIF Project Grand Total	
\$0.00	
<i>Includes Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-25)</i>	
FY 2026 STIF Project Total	FY 2027 STIF Project Total
\$0.00	\$0.00
<i>Includes Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-25)</i>	<i>Includes Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-25)</i>
<u>Funds Supporting Student Transportation</u>	
FY 2026 STIF Funds supporting student transportation	FY 2027 STIF Funds supporting student transportation
\$0.00	\$0.00
FY 2026 percent of STIF Funds supporting student transportation	FY 2027 percent of STIF Funds supporting student transportation
<u>Funds Supporting Older and Disabled Persons Transportation</u>	
FY 2026 STIF Funds supporting older and disabled persons transportation	FY 2027 STIF Funds supporting older and disabled persons transportation
\$0.00	\$0.00
FY 2026 percent of STIF Funds supporting older and disabled persons transportation	FY 2027 percent of STIF Funds supporting older and disabled persons transportation
<u>Funds from Previous Biennia "Old Money"</u>	
FY 2026 STIF Funds from Previous Cycle	FY 2027 STIF Funds from Previous Cycle
\$0.00	\$0.00
<i>The total of Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-25)</i>	<i>The total of Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-25)</i>

Note: All the steps from Section 6.1 Project Detail Entry to Section 6.4 Project Summary are for one project only. If your STIF Plan contains only one project, then continue to Section 7 STIF Plan Summary. If there are additional projects to be added, select the "+Add Project" button and repeat these instructions starting at Section 6.1 Project Detail Entry.

7. STIF Plan Summary

The STIF Plan Summary is a breakdown showing how you have programmed your funding across your entire Plan. The data in this section will auto-calculate based on the data that have been entered for each project (Figure 36). For more information about how the values in the Project Summary are calculated, see Appendix B, Section 2 ("Calculations in the STIF Plan Summary (Section 7)").

Figure 36: Auto-Calculated STIF Plan Summary

7. STIF Plan Summary

<p>STIF Plan Grand Total \$0.00</p> <p><i>STIF Plan Grand Total: Includes STIF Plan Total, as well as Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-26)</i></p>	<p>Planned Carry Forward Total \$0.00</p> <p><i>Planned Carry Forward Total: The total amount of funding that is set aside to pay for project expenses in a future biennium.</i></p>
--	--

STIF Plan Total (Plan Maximum)
\$0.00

STIF Plan Total: The total amount of funding that ODOT will be authorized to distribute under this plan when it is approved by the OTC. This does not include Prior Biennia STIF Funds or Prior Biennia Interest Accrued (FY 23-25).

<p>FY 2026 Total Prior Biennia Funds \$0.00</p> <p><i>The total of Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-26)</i></p>	<p>FY 2027 Total Prior Biennia Funds \$0.00</p> <p><i>The total of Prior Biennia STIF Funds and Prior Biennia Interest Accrued (FY 23-26)</i></p>
---	---

<p>FY 2026 Total STIF Funds \$0.00</p>	<p>FY 2027 Total STIF Funds \$0.00</p>
--	--

<p>FY 2026 Total STIF Funds from Sub-Recipient Applications \$0.00</p>	<p>FY 2027 Total STIF Funds from Sub-Recipient Applications \$0.00</p>
--	--

<p>FY 2026 Student STIF Funds \$0.00</p>	<p>FY 2027 Student STIF Funds \$0.00</p>
--	--

<p>FY 2026 Percent of STIF Funds supporting student transportation</p>	<p>FY 2027 Percent of STIF Funds supporting student transportation</p>
--	--

Unless it is not practicable, each year, the percentage of STIF Funds supporting student transportation must equal or exceed 1% of the FY Total STIF Funds.

Please explain why your allocation of STIF Funds to support student transportation is less than 1%. *

Limit 600 Characters

<p>FY 2026 Older and Disabled Persons STIF Funds \$0.00</p>	<p>FY 2027 Older and Disabled Persons STIF Funds \$0.00</p>
---	---

<p>FY 2026 Percent of STIF Funds supporting older and disabled persons transportation</p>	<p>FY 2027 Percent of STIF Funds supporting older and disabled persons transportation</p>
---	---

The amount of STIF Funds that support transit services for Older and Disabled Persons. This amount must equal or exceed the Qualified Entity's allocation of population-based formula funds.

The STIF Plan Summary section also includes the percentage of STIF Formula funds that will be dedicated to transportation services for students in grades 9 through 12 for each year of the STIF Plan. If less than one percent of STIF Plan Formula funds are proposed to be used for student transportation in any single fiscal year, a text box will appear requiring you to explain why it isn't practicable to dedicate at least one percent of Formula Fund money for this purpose each fiscal year. Consider the definition of Student Transit Services in OAR 732-040-0005 (37) when writing an explanation.

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation (Figure 37).

Figure 37: STIF Plan Serves as a Legally Binding Agreement

Effective Date

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here:

[STIF Plan Signature Page](#)

Upload signature page here. *

or drag files here.

Limit 100 MB

The person who signs the STIF Plan is certifying that they are authorized to execute this STIF Plan on behalf of their Qualified Entity and at the direction of their Governing Body. They also are legally binding their Qualified Entity and acknowledging and representing on behalf of their Qualified Entity each of the following:

- The Qualified Entity, through its agents, officers, or employees responsible to administer the STIF Plan and oversee completion of the projects included in the STIF Plan, has read and understands [ORS 184.751 through ORS 184.766](#) and OAR chapter 732, divisions 40 and 42.
- The Qualified Entity agrees to be bound by ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42 and any other laws applicable to STIF Formula Fund program administration and to the completion of the projects described in this STIF Plan.
- The STIF Plan is complete and includes all of the required documentation and information.
- The STIF Plan does not contain and is not based on any false or fraudulent information.
- The STIF Plan does not contain any statement or representation that is untrue in whole or part.
- The STIF Plan does not omit information that could have a material effect on the value, validity, or authenticity of the STIF Formula Fund distributions made to the Qualified Entity.
- The Qualified Entity agrees to deliver the projects described in this STIF Plan within the identified timelines.

- The Qualified Entity understands that it may request STIF Formula Fund distributions from ODOT after the Oregon Transportation Commission (OTC) has approved the STIF Plan but may not make a request for funding prior to July 1, 2025.

Payments to the Qualified Entity are conditioned on the Qualified Entity satisfying all terms and conditions of this agreement.

- The Qualified Entity is required to repay, in full, any distributions paid to the Qualified Entity if the Oregon Transportation Commission determines that the recipient has failed to meet any terms or conditions of this agreement.

Select the link next to “Download the signature page here” and have an authorized person complete and sign the form (Figure 38). Upload the signed signature page using the “Upload” button.

Figure 38: Download and Upload the Signature Page

Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here:

[STIF Plan Signature Page](#)

Upload signature page here. *

or drag files here.

Limit 100 MB

When your STIF Plan has been completed, check that all hidden files are changed to “show”, press the “Save” button one last time before selecting the “Submit STIF Plan” button at the bottom of the form (Figure 39).

Note: Remember to “show” any hidden fields before you submit your STIF Plan.

Figure 39: Saving and Submitting the STIF Plan

Submit STIF Plan

Save

Appendix A—Application Feedback and Responses

Comment	Response
<p>Many of the formulas in Cognito are hard to understand and do not seem to function correctly. Please consider adding some guidance on where the formulas are drawing numbers from.</p>	<p>We have conducted an audit of all the formulas in the application to correct any errors.</p>
<p>In the STIF Plan Summary Please check the total funds for Student STIF Funds formula. It appears to be miscalculating the totals and may be missing numbers from the sub-recipient unspent funds.</p>	<p>We have added additional explanation describing where the formulas in the application are drawing numbers, which is now included as the "Calculation Glossary" in Appendix B of this document</p>
<p>It would be nice if we had some idea what was being added together under the different summaries. There was some attempt but request some additional clarity.</p>	
<p>In the STIF Plan Summary please correct the funds for disabled individuals and older adult's total numbers. They are just drawing from a yes/no selection on the projects. This does not mean those totals are all going to be applied to these communities.</p>	
<p>The amount in/amount out of district on the sub-recipients' portions of the Cognito application is confusing and is hard to determine how the formula is capturing the numbers</p>	
<p>3.1, Local plan requirements cites the wrong OAR, should be OAR 732-040-0005(19) not (18).</p>	<p>Thank you for pointing out this typographical error. It has been corrected.</p>
<p>The form is not adequate to capture multiple local plans, which is necessary to meet the requirements set out in the OARs. Many of the types of plans listed will not include all the necessary information. The application needs to provide a way to include more than one local plan.</p>	<p>We have edited the local plan section to clarify that QEs may rely on multiple local plans, if necessary, to meet the local plan requirements. More than one plan can be added by selecting the "add plan" option at the end of section 3.</p> <p>Providers with questions about local-plan compliance should contact their RTCs.</p>
<p>Too easy to add/change/remove items by accident (the data disappears as well)</p>	<p>Cognito, unfortunately, does not have an "autosave" feature available, which we understand can lead to issues when completing your application. Please</p>

	<p>remember to manually save your application every time you close the form.</p>
<p>I thought the last STIF Plan application worked extremely well. My biggest complaint is to require us to fill out each section before we can proceed to the next section, we are adults, we can be responsible to go back and make sure we completed the entire plan. Last time I filled in the blanks with grabble to move to the next section, I don't know who thought that was a good idea. A concern I had when I was doing the grants for 5304, 5310 Discretionary and 5339 Discretionary in OPTIS, I kept thinking I cannot image doing a 120-page plus STIF Plan using this program. OPTIS is clunky and it takes a lot of getting us too and it not really friendly.</p>	<p>We kept the STIF Formula Application in Cognito for the 2025-2027 biennium.</p> <p>Instead of requiring each section of the application to be completed before moving to the next, we have returned to a single page application.</p> <p>To address the concerns about navigating the application that we have heard, we have created "show/hide" options for sections 1-5 of the application, each project, and each task. A user can hide those portions of the application so that less information is displayed on the page at any given time while the user is completing the application.</p> <p>Please remember that it is important to reopen any hidden sections before submitting your application.</p>
<p>At the outset, the whole application was difficult to navigate and figure out what information was being requested. The sections were disjointed.</p>	
<p>Project lists got lengthy very quickly! Maybe have an option to collapse project details while entering data.</p>	
<p>Allow for nesting of projects and tasks so that they can be collapsed</p>	
<p>For Simplification/Navigation, creating clear delineation between projects and tasks. Much appreciated</p>	
<p>Unwieldy</p>	
<p>My feedback regarding STIF Application Navigation: Split the application into project areas or categories. The ability to easily move between projects even if a project has not yet been completed. This would help slim down the excessive length of the application on our screens.</p>	<p>We have returned to single page application and added the "show/hide" options in order address concerns about navigating of the application. We have elected to retain the general organizational structure of the application, with the application organized as a series of projects, broken down by task. We have also retained the numbering system that was used in prior applications.</p> <p>We hope to see how helpful that the changes we have made are in practice before we decide whether to make more significant changes to the structure of the application.</p>
<p>I would like for the application to be split up into project areas like carryover projects on one page, maintenance/preservation of existing service on one page, ADA/STIF population projects on a page, a third with other projects like capital projects, etc. They could do this by having page categories for each section and we would Add Project in that category. Once complete with adding</p>	

<p>projects under that category we would move forward with the next category and Add Project again and on and on. We should have the ability of course to move back and forth between categories and delete and add projects as necessary. I am hoping that will help slim down the excessive length of the application on our screens</p>	<p>We will be reaching out for further feedback following the deadline for submitting applications in January of 2025.</p>
<p>Simplified and clearer, sequential numbering (example now: 3, 3.1., 2.2., 3.1., 2).</p>	
<p>Generally, try to simplify. The form can be very challenging for small providers, who are also the most dependent on STIF for funding.</p>	<p>As discussed above, to improve navigation, we have modified the application so that the full application appears on a single page, adding the “show/hide” feature for parts of the application. We have elected to retain the general organizational structure of the application, as well as the current numbering format.</p> <p>We have also made edits to the text of the application, as needed, for clarity.</p>
<p>Is it possible to consolidate elements of the plan into one task? For example, all services such fixed route bus, paratransit, etc. being grouped into a single operating task? However, if not, for the same service mode, do the elements need to be split into preservation, expansion, etc.?</p>	<p>For the 25-27 biennium, the STIF Plan will continue to be structured as a series of projects, each made up of a set of distinct tasks. That means that the task categories (e.g., operations, planning, program administration, etc.) should still be assigned to individual tasks within each project, rather than consolidating all the activities associated with a category into a single task. Therefore, all operations activities should not be consolidated into a single operations task. This helps ODOT to collect more meaningful data for the metrics associated with each activity. However, multiple tasks in the same category can be included within a single project, and providers can write both project and task descriptions broadly enough to provide some flexibility in their plans.</p> <p>For example, Transit Provider could create a project in its STIF Plan that includes two operations tasks, one for a fixed route bus line, and a second for paratransit services. It could also choose to include one of those tasks in one project (“project 1”), and another</p>

	<p>in a separate project ("project 2"). Transit Provider should not create one "operations" task in which it includes both a fixed route bus line and a separate paratransit service.</p> <p>As we understand the inquiry regarding splitting elements between "preservation" and "expansion" of services, there has been no change to the application. Providers should continue assign a percentage to the degree that a task is "improving or expanding" service and "maintaining" service to each task. A single task can both "improve or expand" and "maintain" a service.</p> <p>If you have further questions about this issue, please reach out to your RTC.</p>
<p>If you could figure out how we could jump to project to project without scrolling that would be very helpful.</p>	<p>Unfortunately, these suggestions posed technical challenges and were not feasible to complete in the timeframe available to update the application to be ready for this biennium.</p> <p>We will be reaching out for further feedback following the deadline for submitting applications in January of 2025, and we will be considering additional changes at that time.</p>
<p>Automatically populate zeros</p>	
<p>Consolidate PTSP/subrecipient applications into the final STIF Plan.</p>	
<p>Please differentiate between STIF Payroll Funds and STIF Population Funds on the project expenditure estimates section. While it is all STIF funding, it is for different uses and would be good to be split for compliance and tracking purposes.</p>	<p>We have elected to differentiate between STIF Payroll and STIF Population funds in the "Expenditure Estimates" section of the 25-27 application. Users can now specify whether a task is being funded by population or payroll STIF funds.</p> <p>Population funds must be used for tasks that provide transit services to older adults and people with disabilities.</p>
<p>Have a separate calculation for STF funds (clarification on intended to benefit seniors/disabled). Subrecipient didn't have an option for non-profits, or other eligible entities under STF.</p>	
<p>I'll add support for distinguishing between population and payroll funding.</p>	
<p>I'd like to see the Prior Biennia items under 6.1.2 Expenditure Estimates be worded a different way, like Prior 21-23 Biennia STIF Funds; seem picky, I know, but would add clarity.</p>	<p>We have added definitions to the application, above the "Expenditure Estimates" table, which will hopefully clarify the meaning of those terms. At this point we have not elected to change the way those terms are worded in</p>

	<p>the table so that the terms remain consistent with the terms used in the application for the 23-25 biennium.</p>
<p>Not sure what exactly what is meant by the question: "Do you plan to expend funding in a future STIF plan period?"</p>	<p>That question referred to funding that a QE receives in the current biennium but is planning to carry forward to spend in a future biennium. We have rewritten this question and the section of the application discussing "planned carry forward funding" to clarify this issue.</p>
<p>With regards to the Projects section, I wish you would make the boxes larger for the items like "only funded by STIF" Funds or the box we are meeting capital requirement, it is very easy to miss those boxes.</p>	<p>Unfortunately, increasing the size of these fields was not a practical change, because doing so would have increased the font size for the entire application.</p> <p>If you encounter any issues while filling out the application, please reach out to Brian Roth for assistance.</p>
<p>A pdf version would be nice An option to PDF the application prior to submission.</p>	<p>A PDF of an incomplete STIF Plan can currently be created by selecting "print" choosing "save as PDF."</p> <p>Please reach out to Brian Roth if you need additional assistance.</p>
<p>Add a category for matching funds so that use as a match can be assigned as a task within a project.</p>	<p>We have elected not to add a category for matching funds this biennium, because a "matching funds" task could potentially fit into any spending category. As a result, creating a "matching funds" category would complicate the outcome measures included in the STIF Plan, since any outcome measure could potentially apply to a "matching funds" task.</p> <p>To assist providers with programming STIF Funding for use as matching funds, we have added a box to Section 6.1.2 that users should check to indicate that they intend to use STIF funds in task as a match for another funding source.</p> <p>In addition, we would encourage providers to do the following to designate that STIF funds are being used as a match for another funding source:</p>

	<p>(1) Indicate that the STIF funds will be used as matching funds in the project and task descriptions;</p> <p>(2) Use the "Fund type" fields in the "Expenditure Estimates" section of the plan to include the expected amount of funding from other sources (whether local, state or federal) that STIF funding will be used to match.</p> <p>For example, if you intend to use \$10,000 in STIF money in your plan as a 20% match for a federal grant to purchase a vehicle, you can include that information in the relevant project and task descriptions, and then include \$50,000 in the "federal funding" line of the Expenditure Estimates section for that task. Remember to check the box indicating that you are using STIF funding as a match for another source of funding.</p>
<p>In the QE STIF Plan in the STIF Plan Summary section please update to include total fiscal year amounts for the combined sub-recipients included in the QE plan. Please make these amounts factor into the STIF revenues for plan period total.</p>	<p>We have added a field to Section 7 of the STIF Plan that reflects the sum of all of the values entered in the "Sub-Recipient Project Application Total" field for all sub-recipient project applications.</p> <p>Sub-recipient project application totals are accounted for in calculations for the STIF Plan Grand Total and STIF Plan Total (Plan Maximum).</p>
<p>Option should include a way to consolidate the demand and commuter services into one task.</p>	<p>We have added an option for "deviated fixed route" service. This option can be used for service that generally operates along an established route, but where vehicles deviate from that route to pick up or drop off riders. Separate fixed route and demand services should be programmed as separate tasks.</p>
<p>Add a cover page to approved STIF plans. Purpose is to summarize the STIF Application with Agency, Execution Dates and provisions detailing the Maximum Estimated funding in lieu of a contract document. Include a contract number as listed in OPTIS for reference. These items are needed for Finance departments.</p>	<p>We are still exploring whether to include some or all of this information in the final STIF Plans. This will not be reflected in the application, but there may be changes to final STIF Plans after the applications are completed.</p>

<p>ODOT has the information on estimated carryover amounts. That information could be automatically filled in for each entity using the QE's identifying information.</p>	<p>Including the amount of estimated prior biennium funds (the amount of funds carried over from the last biennium to the new biennium) in the application would require ODOT to estimate in August each Qualified Entities' spending for the remainder for the biennium. We have elected not to make this change, because we believe that QEs are in a better position to estimate their spending for the remainder of the biennium than ODOT.</p>
<p>Information not required by tribes should be so stated. In fact applications should be different for tribes due to the amount allocated to tribes and differences in service.</p>	<p>We understand the concern that not all information in the application may be relevant all applicants, including to tribes. However, due to time and resource constraints, we will be waiting to examine how best to address this issue until after the application period is complete.</p> <p>We will be reaching out to providers for further feedback at that time.</p>
<p>The application all worked alright...it's just that so much information is required. I know it's what the legislature wants to see, but to add all the other funding sources, come up with all the possible metrics, add all the details for any vehicle replacements... The whole plan development and application input just really does take a lot of time.</p>	<p>We understand that the application is complicated and requires a significant amount of time to complete. We hope that the navigation changes we made for this biennium will ease the administrative burden on providers. We will be examining additional changes after the application period is complete, and we will reach out to providers for additional feedback at that time.</p>
<p>Why are we using FTA activity line-item codes? If we're going to use them, we need to be more consistent, and should probably just use the highest level code. The way we are including this information is not very clear.</p>	<p>The FTA Activity Line-Item codes in the STIF Formula Application are included to match the codes that are currently used in OPTIS. It is important that we keep these codes consistent with the codes in OPTIS, so we have generally retained the same ALI codes that existed in the previous application.</p> <p>We have modified the code for the "operations" task category to remove the irrelevant indication in OPTIS that STIF Plan operations tasks have a "50% Federal Share."</p>
<p>It would be helpful to have a fuller explanation of why we are asking for the data we're asking for. Best example is the grades 9-12 information, this is not something transit providers would normally collect</p>	<p>We are required by STIF statute and rule to collect data relating to transit services for students in grades 9-12. We understand that some of this data is not information that providers typically collect, and we are</p>

	<p>exploring how to better support providers in collecting information for this, and other, outcome measures.</p>
<p>ODOT applications particularly struggle with the concept of overmatch - it typically requires an exact minimum match when calculating a project total, which may not actually account for the actual project costs, scalability, or a QE putting in more than the minimum funds required towards match.</p>	<p>We understand there is a concern regarding "overmatch" in ODOT applications. However, there are not any matching requirements built into the STIF Formula application. We will consider this issue as it applies to other applications for future funding cycles.</p>
<p>I'm in agreement. The current 5310 Cognito application will not let you proceed if the match amount is over and not correctly aligned. It would be good to avoid this in updating the STIF application</p>	
<p>Better page/section navigation – You should be able to land on any page in the application and know exactly what project and task you’re looking at. Each project and task should have its own page and the top of each page should identify the project # and name, if not also task # and name. If this is not possible, then at a minimum, identify which project number (and preferably name) each task belongs to (e.g. instead of just "Task 1," put "Project 1, Task 1").</p>	<p>We are engaged in ongoing work to improve the navigation and readability of the final "STIF Plan" documents. We will attempt to address these issues before final STIF Plans become available.</p> <p>We will reach out to Cognito with the ADA accessibility concerns raised, and we will work on a solution to those issues.</p>
<p>More readable spacing – The way the applications are currently structured makes it extremely difficult for your eye to process the information (there is both too much space and not enough space – paragraph spacing like in the word docs attached would be so much easier to read).</p>	
<p>ADA Accessibility – Use Styles (pre-set hierarchical headings, body text, etc.) to make the application more accessible for people using an e-reader (without this, e-readers treat everything like one big paragraph, without breaks or emphasis). In addition to making it more accessible, it also makes it more navigable for us (if using Word) because it makes the navigation pane operable.</p>	

Appendix B—Calculations Glossary

This appendix includes explanations of the how the values shown in the 2025-27 STIF Plan are calculated. These calculations are broken down between Section 6.4 and Section 7.

1. Calculations in the Project Summary (Section 6.4)

- **STIF Project Grand Total:**
 - For all projects other than planned carry forward projects, this is the sum of the numbers entered in the **STIF Payroll, STIF Population, Prior Biennia STIF Funds, and Prior Biennia Interest Accrued** fields in the Expenditure Estimates table (Section 6.1.2) for all tasks included in the project.
 - This value **does not** include any numbers you entered in the **Federal, Other State, Local, or Other Funds** fields.
 - For planned carry forward projects, this is the number entered in response to the question “What is the amount of funding that you plan to carry forward?”
- **Amount in District:**
 - This value is the result of multiplying the **Project Grand Total** by the percentage assigned to “**Percent of project budget in district**” for the Project.
 - For example, if you assigned 50% to the “**Percent of project budget in district,**” and the **Project Grand Total** is \$100,000, the calculation will be \$100,000 x .5, resulting in an “**Amount in District**” of \$50,000.
- **Amount out of District:**
 - This value is the **Project Grand Total** minus the **Amount in District**.
- **FY 2026 STIF Project Total:**
 - The sum of all numbers you entered in the **STIF Payroll, STIF Population, Prior Biennia STIF Funds, and Prior Biennia Interest Accrued** fields in the Expenditure Estimates tables (Section 6.1.2) in the FY 2026 columns, for all tasks within the project.
 - This value **does not** include any numbers entered in the **Federal, Other State, Local, or Other Funds** fields.
 - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.
- **FY 2027 STIF Project Total:**
 - The sum of all numbers you entered in the **STIF Payroll, STIF Population, Prior Biennia STIF Funds, and Prior Biennia Interest Accrued** fields in the Expenditure Estimates tables (Section 6.1.2) in FY 2027 columns, for all tasks within the project.
 - This value **does not** include any numbers you entered in the **Federal, Other State, Local, or Other Funds** fields.
 - This value does not apply to planned carry forward projects, because they are not

broken down by year in the STIF Plan.

- **FY 2026 STIF Funds supporting student transportation:**
 - This value is the **Fiscal Year 2026 STIF Project Total** multiplied by the percentage that you entered for Criterion 7 in FY 2026 column of Fund Allocation Table (Section 6.2).
 - For example, if the **Fiscal Year 2026 Project Total** is \$100,000, and you entered 2% for Criterion 7 in FY 2026 column of Fund Allocation Table (Section 6.2), then the calculation will be \$100,000 x .02, leading to a result of \$2,000.
 - This value does not apply to planned carry forward projects, which are not broken down by year in the STIF Plan.
- **FY 2027 STIF Funds supporting student transportation**
 - This value is the **Fiscal Year 2027 STIF Project Total** multiplied by the percentage that you entered for Criterion 7 in FY 2027 column of the Fund Allocation Table (Section 6.2).
 - For example, if the **Fiscal Year 2026 Project Total** is \$100,000, and you entered 2% for Criterion 7 in FY 2027 column of the Fund Allocation Table (Section 6.2), then the calculation will be \$100,000 x .02, leading to a result of \$2,000.
 - This value does not apply to planned carry forward projects, which are not broken down by year in the STIF Plan.
- **FY 2026 percent of STIF Funds supporting student transportation**
 - This value is the result of dividing **FY 2026 STIF Funds supporting student transportation** by the **2026 STIF Project Total**.
 - For example, if the **FY 2026 STIF Funds supporting student transportation** is \$5,000 and the **FY 2026 STIF Project Total** is \$100,000, then the calculation would be \$5,000/\$100,000, leading to a result of 5%.
 - This value does not apply to planned carry forward projects
- **FY 2027 percent of STIF Funds supporting student transportation**
 - This value is the result of dividing **FY 2027 STIF Funds supporting student transportation** by the **2027 STIF Project Total**.
 - For example, if the **FY 2027 STIF Funds supporting student transportation** is \$5,000 and the **FY 2027 STIF Project Total** is \$100,000, then the calculation would be \$5,000/\$100,000, leading to a result of 5%.
 - This value does not apply to planned carry forward projects
- **FY 2026 STIF Funds supporting older and disabled persons transportation**
 - This value is the result of multiplying the **FY 2026 STIF Project Total** by the percentage entered for Criterion 8 in FY 2026 column of the Fund Allocation Table (Section 6.2).
 - For example, if the **FY 2026 STIF Project Total** is \$50,000 and the percentage you entered 10% for Criterion 8 in FY 2026 column of the Fund Allocation Table (Section

6.2), the calculation would be $\$50,000 \times .10$, leading to a result of \$5,000.

- This value does not apply to planned carry forward projects.
- **FY 2027 STIF Funds supporting older and disabled persons transportation**
 - This value is the result of multiplying the **FY 2027 STIF Project Total** by the percentage entered for Criterion 8 in FY 2027 column of the Fund Allocation Table (Section 6.2).
 - For example, if the **FY 2027 STIF Project Total** is \$50,000 and the percentage you entered 10% for Criterion 8 in FY 2027 column of the Fund Allocation Table (Section 6.2), the calculation would be $\$50,000 \times .10$, leading to a result of \$5,000.
 - This value does not apply to planned carry forward projects.
- **FY 2026 percent of STIF Funds supporting older and disabled persons transportation**
 - This value is the result of dividing the **FY 2026 STIF Funds supporting older and disabled persons transportation** by the **FY 2026 STIF Project Total**.
 - For example, if the **FY 2026 STIF Funds supporting older and disabled persons transportation** is \$7,500 and the **FY 2026 STIF Project Total** is \$100,000, then the calculation would be $\$7,500/\$100,000$, leading to a result of 7.5%.
- **FY 2027 percent of STIF Funds supporting older and disabled persons transportation**
 - This value is the result of dividing the **FY 2027 STIF Funds supporting older and disabled persons transportation** by the **FY 2027 STIF Project Total**.
 - For example, if the **FY 2027 STIF Funds supporting older and disabled persons transportation** is \$7,500 and the **FY 2027 STIF Project Total** is \$100,000, then the calculation would be $\$7,500/\$100,000$, leading to a result of 7.5%.
- **FY 2026 STIF Funds from Previous Cycle**
 - The sum of the numbers entered in the **Prior Biennia STIF Funds** and **Prior Biennia Interest Accrued** fields in the FY 2026 columns from Expenditure Estimates Tables (Section 6.1.2) for all tasks within the Project.
 - This value does not include any numbers entered in the **Federal, Other State, Local, or Other Funds** fields. It **does not** include the **STIF Population** or **STIF Payroll** fields.
 - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.
- **FY 2027 STIF Funds from Previous Cycle**
 - The sum of the numbers entered in the **Prior Biennia STIF Funds** and **Prior Biennia Interest Accrued** fields in the FY 2027 columns from Expenditure Estimates Tables (Section 6.1.2) for all tasks within the Project.
 - This value **does not** include any numbers entered in the **Federal, Other State, Local, or Other Funds** fields. It **does not** include the **STIF Population** or **STIF Payroll** fields.
 - This value does not apply to planned carry forward projects, because they are not broken down by year in the STIF Plan.

2. Calculations in the STIF Plan Summary (Section 7)

- **STIF Plan Grand Total**
 - The sum of the **Project Grand Total** for every project and the values entered in **Sub-Recipient Project Application Total** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Planned Carry Forward Total**
 - The sum of all the **Project Grand Total** for all Planned Carry Forward Projects and the values entered in the **Planned Carry Forward** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Amount in District**
 - The sum of the **Amount in District** for every project, plus the values entered in the **Amount in District** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **Amount out of District**
 - The sum of the **Amount out of District** for every project, plus the value that appears in the **Amount out of District** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **STIF Plan Total (Plan Maximum):**
 - This value is the **STIF Plan Grand Total** minus the total amount of **Prior Biennia Funds** for the STIF Plan.
 - If the **STIF Plan Grand Total** is \$1,000,000 and the total of **FY 2026 Prior Biennia Funds** is \$50,000 and the **FY 2027 Prior Biennia STIF Funds** is \$100,000, then the **STIF Plan Total (Plan Maximum)** will equal \$850,000.
 - **Planned Carry Forward** Funding is included in this amount.
- **FY 2026 Total Prior Biennia Funds:**
 - The sum of the **FY 2026 STIF Funds from Previous Cycle** for every project, plus the values entered in the **FY 2026 Total Funds from Previous Cycle** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2027 Total Prior Biennia Funds**
 - The sum of the **FY 2027 STIF Funds from Previous Cycle** for every project, plus the values entered in the **FY 2027 Total Funds from Previous Cycle** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2026 Total STIF Funds**
 - The sum of the **FY 2026 STIF Project Total** from every Project, plus the values entered in the **FY 2026 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2027 Total STIF Funds**
 - The sum of the **FY 2027 STIF Project Total** from every Project, plus the values entered

in the **FY 2027 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.

- **FY 2026 Total STIF Funds from Sub-Recipient Applications**
 - The sum of the values entered in the **FY 2026 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2027 Total STIF Funds from Sub-Recipient Applications**
 - The sum of the values entered in the **FY 2027 Total STIF Funds** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2026 Student STIF Funds**
 - The sum of the **FY 2026 STIF Funds supporting student transportation** from every project, plus the values entered in the **FY 2026 Student STIF Funds** for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2027 Student STIF Funds**
 - The sum of the **FY 2027 STIF Funds supporting student transportation** from every project, plus the values entered in the **FY 2027 Student STIF Fund** field for every Sub-Recipient for which you uploaded a Sub-Recipient Project Application.
- **FY 2026 Percent of STIF Funds supporting student transportation**
 - This value is the result of dividing the **FY 2026 STIF Funds supporting student transportation** by the **FY 2026 Total STIF Funds**.
 - For example, if the **FY 2026 STIF Funds supporting student transportation** is \$10,000 and the **FY 2026 Total STIF Funds** is \$200,000, then the calculation is $\$10,000/\$200,000$, leading to a result of 5%.
- **FY 2027 Percent of STIF Funds supporting student transportation**
 - This value is the result of dividing the **FY 2027 STIF Funds supporting student transportation** by the **FY 2027 Total STIF Funds**.
 - For example, if the **FY 2027 STIF Funds supporting student transportation** is \$10,000 and the **FY 2027 Total STIF Funds** is \$200,000, then the calculation is $\$10,000/\$200,000$, leading to a result of 5%.
- **FY 2026 Older and Disabled Persons STIF Funds**
 - The sum of the **FY 2026 percent of STIF Funds supporting older and disabled persons transportation** from every project, plus the values entered in the **FY 2026 Older and Disabled Persons STIF Funds** field for every Sub-Recipient for which you have uploaded a Sub-Recipient Project Application.
- **FY 2027 Older and Disabled Persons STIF Funds**
 - The sum of the **FY 2027 percent of STIF Funds supporting older and disabled persons transportation** from every project, plus the values entered in the **FY 2027 Older and Disabled Persons STIF Funds** field for every Sub-Recipient for which you have uploaded a Sub-Recipient Project Application.
- **FY 2026 Percent of STIF Funds supporting older and disabled persons transportation**

- This value is the result of dividing the **FY 2026 Older and Disabled Persons STIF Funds** by the **FY 2026 Total STIF Funds**.
- For example, if the **FY 2026 STIF Older and Disabled Persons STIF Funds** is \$20,000 and the **FY 2026 Total STIF Funds** is \$100,000, then the calculation is $\$20,000/\$100,000$, leading to a result of 20%.
- **FY 2027 Percent of STIF Funds supporting older and disabled persons transportation**
 - This value is the result of dividing the **FY 2027 Older and Disabled Persons STIF Funds** by the **FY 2027 Total STIF Funds**.
 - For example, if the **FY 2027 STIF Older and Disabled Persons STIF Funds** is \$20,000 and the **FY 2027 Total STIF Funds** is \$100,000, then the calculation is $\$20,000/\$100,000$, leading to a result of 20%.