

Instructions for Completing the Quarterly Report

GENERAL INFORMATION

Please review the “Overview of Quarterly Reports, Special Reports and Reimbursement Requests” for more information about the background and policies for reporting and reimbursements. See also the PTD website of instructions and forms:
<http://www.oregon.gov/ODOT/PT/reporting/index.shtml>.

If additional information or guidance is needed, contact

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- Call 503-986-3300.

Background

The Quarterly Report is used by all grantees to report the current status of their transit services for the prior quarter. A Quarterly Report, including all attachments as required, is completed only once per quarter for each grantee. The report is an agency-wide report combining all transit activities into a single report.

The Quarterly Report is composed of up to three separate reports: the Agency Quarterly Report, the Budget Detail Worksheet and the Progress Report(s).

Who Reports?

1. An agency with a direct grant award during the current fiscal period (09-11) from Public Transit Division will report each quarter. This includes awards where the service is performed by a second agency under contract.
2. An agency that has a capital item in active use purchased in the current or prior fiscal period and that was financed by a state or federal discretionary grant. A capital item is defined as an item or group of items with a useful life of at least one-year and an aggregated cost over \$5,000 at the time of purchase.

Who prepares the Quarterly Report?

The report should be prepared by an individual(s) familiar with the services being reported. The individual preparing the report is identified. The report needs to be reviewed and approved (signed) by the grantee prior to submission.

Avoid duplication of data:

Service data should only be reported once. In order to improve the accuracy of the information and to minimize duplication of data, please follow these general guidelines. Please note that the following guidelines will apply to the majority of grantees, but there are some situations that are very complex. Public Transit Division will work with the grantee agencies and their partners to define the best reporting method for the area.

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1. Grantee agencies should prepare one report per quarter that includes all revenues, expenses and service data associated with the transportation services operated by the agency (see the exception to the service data report in #3, below). Do not skip quarters; do not combine quarters.
2. Agencies sharing funds for services should develop a method to allocate the grant funds, and the costs and service data.
 - a. EXAMPLE: City Z operates a route in the morning and City Q operates the same route in the afternoon. The costs of service are shared by each party. The costs and ridership of the service would be divided and reported separately to PTD by each agency.
 - b. EXAMPLE: A regional agency has services operated in three counties, and majority of services are operated on a county basis (although coordinated and there may be some overlap). Some of the grants are allocated to each county's service and some are allocated to the agency as a whole for costs that are shared. The regional agency should develop a cost allocation plan to divide the revenues and expenses, and the data, so that each county's service is reported separately to PTD.
3. Agencies purchasing services from another grantee will report financial information, but WILL NOT report the service data.
 - a. EXAMPLE: City X purchases service from a local non-profit agency that is not a grantee. City X reports to PTD; the non-profit agency does not report.
 - b. EXAMPLE: City M purchases service from County Y, who is also a grantee. City M reports the only the cost and revenues associated with the service agreement, and does not report the service data (leaves the service data boxes blank). County Y will also report the expense/revenue associated with the cost of providing the purchased service and will include the service data for the service purchased by City M within the total service data reported.

Report Due Dates

Reports are required to be submitted on a quarterly basis, unless the grant agreement establishes another schedule. Reports are due at the Public Transit Division 45 days after the end of each quarter:

- November 15, for July-September;
- February 15, for October-December;
- May 15, for January-March; and
- August 15, for April-June.

Reports must be submitted on a timely basis; reimbursement requests may be denied if the reports are not submitted.

AGENCY QUARTERLY REPORT INSTRUCTIONS

General Instructions

- There are two versions of the Quarterly Report available on the PTD website. One is an automatic self-calculating version; one requires you to do the math. In order to make the calculations work correctly in the self-calculating version, you may need to double-click behind your entry.
- Please save a copy of the report after completed. You will need prior reports submitted in a reporting period to calculate the “total to date” Revenue and Expense information.
- *Note regarding accrual v cash accounting: Providers will either report financials on an accrual basis, which means that revenues are recorded when earned and expenses are recorded when incurred, or on a cash basis, which means that revenues are recorded when received and expenses are recorded when paid. Public Transit Division recommends that agencies use the accrual basis of accounting, if possible. Whichever method is used for the Quarterly Report (and the Budget Detail Worksheet), please use the same method consistently.*

Reporting period and agency contact information

1. Identify the fiscal year and the quarter being reported.
2. Please use the LEGAL name of the GRANTEE agency (not the contractor agency), followed by the service DBA (doing business as) name.
3. Enter the address, phone number, email address, STF agency, and the name of the person completing the form.
4. The authorized representative is the individual representing the grantee who has signature authority to sign fiscal documents. Please note: if this report is prepared by an agency other than the grantee, it is critically important that the authorized representative review the report before approval.
5. Identify if reimbursement request(s) will also be submitted (yes or no) and list the agreement numbers for which you are requesting reimbursement. You may submit this report with your reimbursement requests, or separately. Public Transit staff will associate your Quarterly Report with the Reimbursement Requests, as necessary.

Volunteer and Non-Cash Resources

The primary purpose of this section is to identify if the grantee receives and uses non-cash contributions. Non-cash resources, also called in-kind, are contributions to the transit agency through voluntary contributions such as the donated time of volunteer drivers. The Quarterly Report requests information about the kinds and value of common volunteer contributions.

1. Identify if the agency used volunteers that quarter (yes or no).
2. Identify the types of volunteer contributions, the hourly or other value.
3. If the agency wishes to use all or a portion of the reported in-kind as a match to a grant, the Documented In-kind Contribution form must be submitted with the Grant Reimbursement Request for the grant. The form is available upon request and is posted on the Public Transit Division website.

Service Data

The primary purpose of this section of the report is to document the transit services delivered. From this data, and the following financial data, it is possible to estimate the average cost per ride, mile and hour of each service provider. The data is also used for desk audits to indicate if grantees are performing as expected.

Definitions:

- **Fixed Route** means services provided on a repetitive, fixed schedule basis along a specific route with the vehicles stopping to pick up and drop off passengers. Each fixed route trip serves the same origins and destinations on a repetitive basis.
 - Intercity Bus and Commuter Bus services are included in the Fixed Route category.
- **Other than fixed route** means services that are not fixed route and are demand responsive. Demand Response is a transit mode operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. There are several kinds of demand response service designs.
 - Dial a ride services operate in response to calls for service during designated periods of time: there is no schedule route. Taxi-ticket programs are included in this category.
 - Deviated fixed route service is defined as demand response; please report route deviation rides in the “other than fixed route” category. Deviated fixed route service, also called route deviation and point-deviation, means a transit service that may operate along a fixed path at generally fixed times and is usually scheduled to be at defined stops at defined times, but will deviate from the fixed path to pick up or drop off passengers who have requested the deviation. In order to qualify for the route deviation definition, a deviated fixed route service must deviate for anyone who asks: the deviations may not be limited to specific individuals, for example, people with disabilities.
 - Scheduled daily routes operated by human service agencies to pick up clients to take them to the same location(s) every day are defined as “demand response”; please report these rides in the “other than fixed route” category.
- **Total Passenger One-Way Rides** means the total number of rides used by all passengers served by the agency. A one-way ride means one trip from origin to destination by one person.
- **Elderly and Disabled One-Way Rides** means the number of one-way rides that can be attributed by counting or by estimation, that are used by people older than age 60 and people with disabilities.
- **Revenue service** means when the vehicle is in operation and is available to the public for transport.
- **Revenue service mile** is the measure of the total miles of service available to passengers for transport on the routes. Revenue service miles are calculated for each vehicle in operation and added together. The number excludes deadhead miles (for fixed route), and

miles associated with service, driver training, etc. *Note: For demand response service, the revenue miles are the total miles when service is available, even when the vehicle is travelling empty to pick up a passenger.*

- **Revenue service hour** is the measure of the total scheduled hours of revenue service available to passengers. Revenue service hours are calculated for each vehicle in operation and added together. *Note: For demand response service, the hours of operations are the scheduled hours of availability (for example, 8 am to 5 pm), even if the vehicles are not in active use for the entire period.*

Entering the Service Data:

1. **Total number of passenger one way rides for the period.** The total rides will include all rides provided to all customers, including older adults, people with disabilities, and rides provided under contract to another agency. Depending on the kind of service, rides are counted in a number of ways: the number of tickets and passes sold for the day, the number of people boarding the vehicles at each stop, or the agency performs a routine survey. *EXAMPLE: A person travelling from his home to the store is one ride. Fifteen people travelling from their homes to the store and then returning home would count as 30 one-way rides. A person travelling from home to a shopping center (1st ride), then to a nutrition site (2nd ride), then finally to home (3rd ride), is counted as 3 one-way rides.*
2. **Passenger trips for elderly and disabled passengers.** This number will be either equal to the total number of rides, or will be less, since this number is a subset of the total passenger trip count. In fixed route service, this number is an estimate that is defined by a routine on-board survey of ridership.
3. **Revenue service hours for the period.** Revenue service hours are calculated for each vehicle used in passenger service for each day of operation and added together. *EXAMPLE: A dial a ride service has two vehicles used daily. One vehicle is used 8-hours per day; the other is used six hours per day, for total of 12 hours per day. The service is provided 22 days per month. The estimated total revenue service hours per month would be $12 \times 22 = 264$ service hours for a month.*
4. **Revenue service miles for the period.** Odometer reading should be recorded on a regular basis. Add mileage for all vehicles used in service each day. Subtract the miles associated with non-passenger trips. Revenue service miles will be less than the total mileage recorded for each individual vehicle noted in the asset report. *EXAMPLE: The odometer for a vehicle used in dial a ride service shows 100 miles for the day, of which three miles was to and from the gas station, for a total of 97 revenue miles for the day. For a fixed route, the vehicle's total mileage 148 miles, of which five was deadhead going to and from the bus barn and gas station, for a total of 143 revenue miles for the day.*

Revenue and Expense Information

The primary purpose of this section of the report is to list the total revenues and expenses of the transit program. *Note: Do not leave blanks when completing the expenses and revenues chart (enter "0".) Every field must have a character to make the sum feature work correct.*

1. **Revenue:**

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- a. **Fare revenue** is defined as revenues collected for each ride, including fares paid into a fare box, tickets and passes. Fares are generally collected on board, but may be prepaid, or post-paid. If a human service agency buys bus tickets or passes, the payment is fare revenue.
 - b. **Contract revenue** is revenues paid for transit service by a third party and the amount paid is negotiated. Generally, contract revenues are associated with specific individuals for specific eligible purposes. Monies paid for Medicaid medical trips are contract revenue. Monies paid to a transit agency by a college for a student bus pass program are also contract revenue.
 - c. **Other program revenue** is revenues that are earned by the operations of the program (other than fares and contracts already listed). Examples include a payment for Business Energy Tax Credit (BETC) Pass-Through, advertising, sales of excess equipment and charter bus revenue.
 - d. **PTD Federal Assistance** is the revenues from federal grants issued to the transit agency by PTD. Examples include 5310, 5311, 5316, and 5317.
 - e. **Other federal assistance** is grants from a federal source other than PTD, for example, 5307, 5309, Tribal Transit funds, Community Service Block Grant, or an allocation of funds for general transit purposes (not contract revenue) from Older Americans Act.
 - f. **PTD State Assistance** is state-source funds issued to the transit agency by PTD. Examples include Special Transportation Fund Formula (STF), Special Transportation Discretionary Grant (STG) and Special Transportation Operating (STO) programs.
 - g. **Other state assistance** is grant funds or payments of state source funds state agencies other than PTD. An example is Mass Transit Payroll funds (aka “in-lieu funds”) paid to transit districts by DAS. *Note: BETC is recorded under “program revenue.”*
 - h. **Donation** means cash contributed to the agency through charitable fund-raising, cash donated by riders or their families in addition to or instead of fares, and from other sources.
 - i. **Local assistance** includes all transit funds collected through taxation at the local level, funds contributed by local governments, interest income earned from local revenue, and all other sources of revenue that are local in nature and not program revenue. *Note: BETC is recorded under “program revenue.” STF, STG and STO are recorded under PTD State Assistance.*
2. **Expense:** Expenses are generally categorized in one of four categories: administration, operations, capital and planning. Do not list an expense twice.
- a. **Administration expense:** Expense of labor, materials, and fees associated with general office functions, insurance, implementing drug and alcohol program, civil rights and other regulations, legal services, and customer services. Also included in this category is the cost of advertising, planning and service oversight that is not included in the operations or planning categories.
 - b. **Operating Expenses:** Expense of labor, materials, supplies and equipment in order to maintain equipment and buildings, schedule/dispatch transit services and maintain/operate vehicles. Also included in this category is the cost of transit

- vouchers, and purchased transportation/payments made to other transit systems or private operators for providing transportation service.
- c. **Capital expenses:** Items purchased that have a useful life of one year or more and an aggregate cost of \$5,000 or more. An item costing less than \$5,000 would be included under “operating expense” in the durable equipment or supplies categories of expense. The cost to maintain a capital item is categorized as an operations expense (e.g., preventive maintenance) even if reimbursed from a grant with a capital match rate.
 - d. **Planning:** Categorize expenses in the Planning category only if the expenses are associated with a specific grant-funded project; otherwise include planning expenses under “administration.”

Accidents

The primary purposes of this report are:

- Provide anecdotal data about the incidence of vehicle crashes/accidents in the Oregon transit industry.
 - Identify grant-funded vehicles that are disabled or totaled due to a crash. *Note: Do not wait to report a major, serious accident –call or email to PTD right away.*
 - Identify grantees who may be obligated to comply with FTA drug and alcohol testing regulations as a result of accidents meeting a defined threshold.
1. Check the boxes (Y or N) to indicate if your agency had any vehicle accidents meeting the threshold in the reporting period. *Note: Do not report minor incidents such as mirror dings and catching the corner of the fender on the curb.*
 2. Please submit the DMV accident report, if filed. In the comment field below the accident chart, describe the accident, including who was at fault, and any citations, if issued.

Asset Reports: The purpose of these charts is to report on the vehicles used by the agency for the transportation services, and to update the status of the capital items financed by state and grants from the Public Transit Division.

1. **Rolling Stock/Vehicle Inventory:**
 - a. Count all vehicles used in passenger operations, even those that were not financed by Public Transit Division-source grants. Identify the total number of vehicles in service, vehicles out of service and the number of backup vehicles (also called spares).
 - b. The total number of vehicles in the inventory (the fourth box to the left in the row) will be the sum of the first three boxes.
2. **Fleet Summary:**
 - a. Grantees with capital items purchased with state or local funds need to report on the status of the items every quarter as long as they are used in public transportation service. You may use the form provided, or create a separate form with the same information.
 - b. *NOTE: Please report ONLY the vehicles funded with state or federal discretionary grants obtained from the Public Transit Division.* This is a change in reporting

procedure. Typically, the vehicles acquired with state or federal discretionary grants have titles with ODOT Public Transit Division as a lien holder. Public Transit Division may have released titles to some of the older vehicles: please list these also, if they continue to be used in your transit program.

3. **Vehicles Out of Service:** Identify vehicles purchased with state or federal discretionary funds that were removed from service in the prior quarter. If the removal from service is temporary (e.g., for major rehab), identify the date the vehicle will be returned to service.
4. **Other Equipment and Facilities Inventory:** Identify items other than vehicles that were purchased with state or federal discretionary funds. A capital item is defined as an item or group of items with a useful life of at least one-year and an aggregated cost over \$5,000 at the time of purchase.

Civil Rights: Grantees are obligated to report all documented civil rights complaints as soon as possible after the complaint is filed. Documented civil rights complaints include lawsuit, a complaint submitted and investigated by state or federal Department of Justice, state Bureau of Labor and Industry, Federal Transit Administration and any other regulatory agency.

1. Answer the questions (Y or N).
2. If yes, describe the complaint and status of the complaint. Grantees will report on the status of the complaint until resolved.

Optional Agency Status Report Narrative: This section of the report is optional, however, PTD requests that you take the time to provide us with information about your services, any successes, progress of special projects, projected service reductions, etc. You may also use this space to report on capital procurement status for projects funded with 5311 and 5311f.

Progress Reports: Progress reports are required for several of the funding sources, regardless of the type of project. All capital projects need to report the status of the purchase of the item(s) until the item is received. Planning grants have specific reporting requirements outlined in each grant agreement.

Some projects require completion of specific forms; some require a narrative report. Report forms are available upon request and are posted on the Public Transit Division website.

Progress reports forms are required for these following funding sources:

1. Intercity Bus (5311f)
2. TDM Quarterly Report

Budget Detail Worksheet is to be used by agencies with *preventive maintenance, operations, purchased service, planning and mobility management grants* for which they plan to request reimbursement. Capital grants such as for vehicles and facilities do not need to be included on this worksheet. See the Budget Detail Worksheet Instructions.