

Glossary

(NOT ALL TERMS IN THIS GLOSSARY APPLY TO FUNCTIONS AVAILABLE TO ALL OPTIS USERS)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Term | Definition |
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| AAG | Assistant Attorney General |
| Accident | <p>An unintentional event with marked effects which occurs in the provision of transportation services.</p> <ul style="list-style-type: none"> • Major Accident: Vehicle accident involving damage to any vehicle costing more than \$1500; damage to any one person’s property over \$1500; damage; if any vehicle is towed from the scene as a result of damages; injury (no matter how minor); or death. • Minor: Vehicle accident involving anything not described in major accident description above. |
| Account Number | Expense Account (EA) number For example, OR160037 |
| Activity Code | A code in TEAMS (ODOT’s internal accounting system) used to describe the type of work performed such as program management, administration, travel, etc. For example, 600 |
| Agency | A transportation provider. |
| Agency Periodic Report (APR) | The OPTIS document which replaces the Agency Quarterly Report. |
| Agreement | The legal document executed between ODOT-PTD and a recipient of grant funds specifying functions, activities and details of fund disbursement. |
| ALI | <p>Activity Line Item: A branching ‘tree’ of options used to define expenditures of federal money. Each ALI has a code associated with it. The format for an ALI code is XX.XX.XX, where each X is replaced with a digit. Additional digits and periods indicate transitions to another sub-branch of the ALI tree. For example, all capital expenditures begin with the number 1. Add a second 1 and you have entered the branch for buses. The ALI code for purchase of a replacement 30 foot bus is 11.12.03, as shown below at the position of the arrow in a view of a portion of the ALI tree. To maintain consistency, PTD uses ALI codes for both federal and state grant expenditures.</p> <ul style="list-style-type: none"> • ALI: Activity Line Item Code Chart  • 1: Capital  • 11: Bus  • 11.1x: Revenue Rolling Stock  • 11.12: Purchase - Replacement <ul style="list-style-type: none"> • 11.12.01: Bus STD 40ft  • 11.12.02: Bus STD 35ft  • 11.12.03: Bus 30ft   <p>Also known as “Product Number” in OPTIS</p> |

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| Allocation | The dollars set aside in a particular federal grant. |
| Amendment to Agreement | The process of changing, modifying, formally altering, deleting, or adding to contract phraseology. The document which does this. |
| Americans with Disabilities Act of 1990 (ADA) | A civil rights law passed by Congress in 1990 which makes it illegal to discriminate against people with disabilities in employment, services provided by state and local governments, public and private transportation, public accommodations and telecommunications. |
| Application form | Provider application to Public Transit to apply for funding for a specific project or multiple projects related to an application notice. |
| Application - FTA | PTD's application to the FTA for funding available for a specific federal fiscal year and program. Often referred to as a Program of Projects or POP. |
| Application Notice | An announcement of an available application for grant funding. |
| Application Package | Application title at Step 4 of 7 of Application Wizard |
| The three definitions which follow are not arranged alphabetically, but by the order of creation in OPTIS. | |
| Application Header | The application document. Gives basic application information such as application title (e.g. SAMTD E&D Package), applicant name, address, contact person, phone number, list of all projects applied for (in comments section, listed by type such as Operating or Mobility Management), OPTIS-generated control number (e.g. 9948333), and links to application project header and application project detail. Created when entering new applications for a grant cycle. The intent is to use one Application Header per agency per Application Notice. |
| Application Project Header | The top level of the application project document. Gives basic project information from the application such as name of project (e.g. ED-SAMTD-Purchased Svcs), applicant name, address, contact person, phone number, project purpose, OPTIS-generated number (e.g. 9948333-096), and a link to project details. |
| Application Project Detail | The detail level of an application project document with more information than the application project header. Gives details of an application project such as date created; coordinated plan verification, page number, and adoption date; statement of work; budget summary, and OPTIS-generated number (e.g. 9948333-096-1.) |
| <p>Note regarding Application Header, Application Project Header, and Application Project Detail. These documents become project header and project detail when associated with a sub-grant. If a project is not entered via the application process, it will have a Project Header and a Project Detail only. The information is basically the same, but the project appears as a stand-alone project, not as part of a package of projects submitted with an application packet. For example, since certain programs (STF and 5311 Formula Operations) allocate and distribute grant funds by a formula to STF agencies, some projects do not go through the typical discretionary grant application process. Also, Project Detail comprises the Header which means if you choose not to fund one piece the entire project cannot be funded.</p> | |
| Appropriation | The amount of money set aside by congress for Public Transit. It is by fiscal year, but usually known well in advance. |
| APR | See Agency Periodic Report |

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| Assets | For the purposes of OPTIS, assets are any vehicles, equipment or real estate purchased by the provider using grant funds. |
| Asset Register | This is a database in OPTIS where all assets are entered. Vehicles are tracked through their useful life. |
| Asset Status | <p>The situation or condition of a given asset.</p> <ul style="list-style-type: none"> • Active – Vehicle is in active service to provide passenger transportation. • Backup/Spare – Vehicle is no longer in active passenger transportation service, but is retained as a back-up to temporarily replace active vehicles out of service for repairs, maintenance, etc. • Disposed – Vehicle has been sold at auction, used for trade-in on a new vehicle purchase, legally transferred to another agency, or otherwise disposed of. • Out-of-service - Active vehicle temporarily out of service for main-tenance, repairs, etc. • Pending Disposal – PTD has been notified of agency’s intent to dispose of vehicle and has agreed to release title. This designation should only be used temporarily until the title has been released. • Title Released – PTD has released legal title and the asset is being removed from agency’s asset inventory as a passenger transportation vehicle. |
| Asset Step | <p>The status of entry of an asset in OPTIS.</p> <ul style="list-style-type: none"> • Change Posted – Asset entry completed • Review Change – Asset entry in progress |
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| Batch, OPTIS | OPTIS generated batch which mirrors the TEAMS batch for easier reconciliation. |
| Batch, TEAMS | A group of invoices submitted to TEAMS for payment at the same time. |
| Biennium | A two-year period of time. For PTD: begins on July 1 of odd-numbered years, and ends on June 30 of the next odd-numbered year. |
| Budget Revision | Change(s) to a project that shifts funds between Activity Line Items. No increase or decrease in award dollars. |
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| Catalog Hierarchy | The ALI catalog tree issued by FTA for use in creation of the FTA application and POP. |
| Catalog Hierarchy Value | ALI number (e.g. 30.09.01 or 11.43.06) or ALI name (e.g. Operating Assistance 50% Federal Share or Construction Shop Equipment.) Selecting “Catalog Browse” from the Navigation Menu displays the Catalog Hierarchy screen where you can search by reference ID (ALI number) or Keyword (ALI name.) |
| Central File Number | Unique document number assigned by ODOT Central Files Department to every sub-recipient agreement issued by PTD. AKA “Agreement Number”. |
| Certification | Providers receiving or applying to receive grant money must be certified before grant applications can be processed. A compliance questionnaire is used for this process. Both on-line and PDF (for off-line use) versions of the certification form are available. |

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| Certification Notice | Notice sent to providers advising them of the need to certify that they comply with the regulations outlined by FTA related to the program dollars they are receiving. |
| Check Date | The date a check is created by the TEAMS system to fulfill an OPTIS payment request. |
| Check Integrity | Function performed by OPTIS to verify all required steps have been completed and the proper funds and other parameters such as dates have been met prior to completing the Issue Step. Found under "Actions" on the Navigation Menu when in certain documents. |
| Control Number | A 7-digit number generated by OPTIS and assigned to every document. Used mainly for troubleshooting purposes. Use this number along with a screen print to identify problem areas to the OPTIS system administrator. |
| Cost | Total Project Amount |
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| Dial-a-Ride | Non-fixed-route service utilizing vans or buses, with passengers boarding and alighting at pre-arranged times at any location within the system's service area. Also called Demand Responsive |
| Discretionary grant | A grant whose fund distribution is not automatic. Grant awards are based on eligibility and project criteria. |
| Document, OPTIS | Any action taken in the OPTIS results in the creation of a document. |
| Document Number | (i.e. D07/09-1) Automatically assigned by OPTIS |
| Document Status | Complete – Finished Document Currently Active – Draft Document needing attention. In Progress – Document with outstanding activities to perform (i.e. issuing, completing). When searching, these are documents that have active sub-documents in the progression screen (not all parts have been closed or issued.) Draft – Documents that have not been issued/completed, including amended documents that have not been completed. Issued – Documents that have been issued/completed, including solicitations that have not yet been published, and contracts that are active or expired. |
| Draft | Document Status: has not been issued/completed (including amended documents not completed) |
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| EA | Expenditure Account or Expense Account. A state system for associating grant funds with grant activity. To maintain consistency, at PTD, the EA concept is used for federal funds as well. For federal funds, an EA is composed of the following elements: OR__ _ 0 ___, where the first two blanks are an ID number assigned to the fund master, the middle blank is the last digit of the FPC code assigned to the project for the particular period, and the last two blanks are part of a sequence number assigned to the fund for the particular period. For example, OR160031, a fund source for a 5310 grant. For state funds, the EA is STF or STG for formula or discretionary grants. See also: FPC |

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| | and STF vs. STG |
| ECHO | Electronic Clearing House Operation. A PC-based application that processes draw down requests from and makes payments to FTA grantees. It also includes a web-based application which grantees can access via the Internet to submit draw down data. |
| ECHO Draw | Completion of the step requesting reimbursement from FTA. These are usually done once a month by someone at ODOT Finance. |
| Encumbered | The status of a project which has been funded and is attached to an approved subgrant. |
| Encumbrance | The written sub-agreement between PTD and an outside funding agency to use funds. |
| eResponse Keyword | A unique code word used to authorize a user to submit documents as a representative of a transit agency. (See "Validation") |
| Execution | The final step in the creation of a subrecipient agreement. The date of signature by Public Transit's administrator signifying the agreement is now active. |
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| Federal Grant | An award from the Federal government to ODOT to fund a project or group of projects. |
| FHWA | Federal Highway Administration. FHWA provides funds for some of the grants managed by PTD. |
| Fixed route | Service provided on a repetitive, fixed-schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed-route trip serves the same origins and destinations, unlike dial-a-ride and taxicabs. |
| Formula funds | Funds distributed or apportioned to qualifying recipients on the basis of formulas described in law; e.g., funds in the 5311 program for Small Urban and Rural Transit Assistance, which are distributed to each state based on the state's percentage of national rural population. |
| Formula grant | A grant in which award amounts are allocated according to a formula that usually is based on demographics, e.g. population, or the elderly & disabled segment of the population. |
| FPC | Financial Purpose Code: a two digit number consisting of a zero and another digit. For example, in 5310 grants, 00 = capital, 02 = planning, 04 = operating, 06 = state admin, & 07 = RTAP. Other codes are reserved for use by the FTA. See the EA matrix document maintained by the PTD financial analyst for more information. |
| FFR | Federal Financial Report: one of two types of quarterly reports required to be filed by recipients of FTA funds. |
| FTA | Federal Transit Administration. The agency of the U.S. Department of Transportation which administers the federal program of financial assistance to public transit agencies. |

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| FTA Amendment | Adding money to an existing ALI. |
| FTA Application | The application sent to FTA by PTD to request funds available for a specific federal grant program. |
| Fund | Total Grant Amount |
| Fund / Fund Header / Fund Code | A program source of federal or state grant monies. Can be referred to by name (e.g. Elderly Individuals and Individuals with Disabilities or Job Access Reverse Commute) or by number (e.g. 5310 or 5316.) The number associated with a fund (e.g. 5310, 5311, etc.) The federal or state grant program such as 5311 Rural and Small Urban. |
| Fund Instance | The funds available in OPTIS from each year of federal or state program (fund.) The fund instance is equivalent to the FTA grant. Example: OR-18-031 is FY09 5311 Rural and Small Urban federal grant. |
| "Funded By" | The relationship between a project item and a fund instance. (Ex: project funded amount, match source, STIP, Scope Code.) |
| Funding Application | Contains the details of the Fund Instance such as appropriated amount, reserve amount, match requirements, etc. It is also where the Program of Projects (POP) is stored, created, amended and revised. It provides a static view capturing how the POP was submitted to FTA. Funding Application is not applicable for STATE and FHWA but required by OPTIS. |
| FY Federal | Fiscal Year period beginning on Oct 1 and ending on Sept 30. |
| FY State | Fiscal Year period beginning on Jul 1 and ending on Jun 30. |
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| Grant Header | Program or category defined by Federal Government that can be made available to fund projects. |
| Grant Payment Request | A document used to request payment from ODOT's TEAMS system on behalf of a grant recipient. |
| Grant Sub-Recipient | Money awarded <i>by</i> PTD to a transit provider or other qualified applicant to be used for administrative overhead, planning, marketing, capital expenditures, or general operations, depending on the program. |
| Grant State or Federal | Money awarded <i>to</i> PTD by the state of Oregon or the Federal Government. |

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| Hierarchy | See Organizational Hierarchy |
| HOV | High occupancy vehicle: Vehicles that can carry two or more persons. Examples of high occupancy vehicles are a bus, vanpool and carpool. These vehicles sometimes have exclusive traffic lanes called "HOV lanes," "busways," "transitways" or "commuter lanes." |
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| Icons |  Binoculars = View Additional Details  Magnifying Glass = View Details  Open Book = Completed  Open Book w/ arrow = Withdrawn  Closed Book = Closed Agreement  Not Completed  Associated with a project or document  Calendar = Interactive Calendar  Building = Agency Hierarchical association exists  Question Mark = Help |
| In-kind | Contributions to a transit agency which are paid or given in goods, commodities, or services instead of money. Aka non-cash resources. Example: donated volunteer driver time. |
| In Progress | Document Status: has outstanding activities to perform (i.e. issuing, completing). When searching, these are documents that have active documents in the progression screen; not all documents are closed or issued. |
| Incident | A non-moving unintentional event which occurs in the provision of transportation services. |
| Incomplete | A status in document creation which exists at the detail level when a portion of a document has not yet been finished. |
| Interim Payment | DO NOT USE IN OPTIS (A payment made from a fund other than the one approved, <i>on a temporary basis</i> . Used in emergencies only; must be moved to the correct fund by journal entry when fund source is available.) |
| Intermodal transit | Issues or activities which involve or affect more than one mode of transportation, including transportation connections, choices, cooperation and coordination of various modes. Also known as "multimodal." |
| Invoice Number | Number required by TEAMS for payment of grant requests. Consists of the Central File Number plus the effective date of a payment. |
| Issue | Document Status: indicates that the document currently is at the step of issuance. |
| Issued | Document Status: has been issued/completed (including solicitations not yet |

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| | published and active or expired contracts.) |
| "IssuedBy" | A designation specifying the organization that is responsible for issuing the document. |
| "IssuedFor" | A designation specifying the organization that the document is intended for. |
| "IssuedTo" | Organization receiving funds through a grant agreement. |
| ISTEA | Intermodal Surface Transportation Efficiency Act: The 1991 law that reauthorized the federal surface transportation program for six years. ISTEA heralded a new era in surface transportation because of the emphasis on "intermodalism," the unprecedented increases in authorized spending for transit, the ability to use some highway funds for transit (and vice versa) and the increased reliance on regional planning agencies to weigh transportation options and make decisions utilizing public participation. |
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| LAB | Legislatively approved budget. |
| LFO | Legislative Fiscal Office |
| Legal Review | Document status for a sub-grant agreement written for more than \$150,000 indicating that the document has been sent to ODOT's legal department for legal sufficiency review. |
| Limitation | A statutory spending cap for state and federal funds. |
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| Master Document | A grouping of documents generally referred to by biennium. e.g. 2009/2011-4 (09-11 EST) (aka Overview) |
| Match | The portion of project costs which are the responsibility of the grantee. |
| Match rate | The percentage of funds provided by a grant and the grantee, expressed as two percentages. For example, 89.73%/10.27% means that the grant will fund 89.73% of an activity and 10.27% is to be supplied by the grant holder. |
| Match Source | Fare Box - revenue collected from riders as fares In Kind - value placed on services rendered by volunteers, or donated services such as legal or advertising Local Taxes - revenue collected as taxes on a local level State Funds - STF grant dollars |
| Match Variance | The difference between the calculated matching funds and the actual matching funds. |
| Mobility management | This term has various meanings in different areas of study. At PTD, it refers to short-range planning and management activities and projects for improving |

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| | coordination among public transportation and other transportation service providers (other than Section 5309). Mobility management does not include operating public transportation services. |
| MPO | Metropolitan Planning Organization. An organization designated by local elected officials as being responsible for carrying out the urban transportation and other planning processes for an area. There are 6 MPOs in Oregon: Portland, Salem, Corvallis, Eugene, Medford, and Bend. |
| MTIP | Metropolitan Transportation Improvement Program |
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| Navigation Menu | Main list of options and program features available to a user in OPTIS. This list appears at the far left of the OPTIS Home screen in the grey area as well as on individual document screens. This menu will display different features for different user roles. |
| Notice | An announcement of an available application for grant funding. |
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| Object Detail | A code in TEAMS used to describe types of expenditures, such as salaries, provider payments, office supplies, etc. For example, 710, 720 |
| Obligation | In OPTIS, this is a dynamic programmed amount. (Funds in use at whatever the stage of the process.) Obligated = Commit_pend + Commit + Encumber + Payment. The opposite of Deobligated. |
| ODOT | Oregon Department of Transportation |
| Open Notice | A current, available funding opportunity through ODOT. |
| OPTIS | Oregon Public Transit Information System: an electronic grant management system used by PTD to administer state and federal programs on behalf of the public and participating service providers in Oregon. |
| Ordered List of Projects | A list of all projects currently entered in a particular biennia (Overview Screen.) Sortable by a number of variables; can be downloaded to Excel and used to allocate funding. |
| Organizational Hierarchy | A display of the relationships between organizations or agencies in the system. The basic structure of organization hierarchies is an inverted tree. Each organization may be under only one organization, but may have multiple organizations below it. Users who are related to multiple organizations are displayed under each organization. |
| OTC | Oregon Transportation Commission: part of the hierarchy of control organizations responsible for providing leadership and direction for transit activities. |
| Overview | The screen in OPTIS which shows steps and progression of various functions. |

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| Payment History | A record of all payments against a sub-grant agreement. Accessed from the sub-grant document screen by selecting View Data and then selecting Payment History. If necessary, view more detail by expanding each funding (ALI/Description) line by clicking on the ☒ icon. |
| Payment Request | A request for payment by ODOT to a grantee. Created in OPTIS or manually outside of OPTIS and entered into ODOT's TEAMS system in a batch. |
| Pending | Any project, payment or document which has not been completed. |
| Periodic reports | Reports submitted to FTA by PTD and transit providers. Reports can be quarterly or annual and, in some cases, may be required before payments to grantees can be approved. |
| Pinning, Pinned | Approval of POP or formal authorization to spend funds. PTD must submit a Program of Projects (POP) to the FTA to apply for the appropriation in a particular program. Once the FTA approves the POP, the federal grant is pinned (signed off on by FTA and PTD). Amendments and revisions to the POP also go through the pinning process. |
| POP | Program Of Projects: a list of projects compiled by PTD staff from information submitted by transit providers. Once defined, a POP becomes part of an FTA application to request funding. A POP contains related projects from multiple providers. |
| Prime Contact or Primary Contact | External user designation indicating the highest level of user privileges for an agency in OPTIS. The initial person registered for any agency automatically becomes that agency's prime contact. Only the prime contact will see "My Provider Details" and "Users" on the navigation menu. This designation may be changed by the current prime contact or PTD. |
| Privileges | <p>A set of conditions that define your ability to create or modify documents or your ability to complete some of the steps in the creation or modification of documents.</p> <p>Examples of privileges are: browse notices, approve payments, create reimbursement request, and execute agreements.</p> |
| Procurement Method | A document or activity created by or controlled within OPTIS |
| Profile | Information about a provider or user. May include name, title, address, phone number, email address, county, STF agency affiliation, and services provided. Roles and Responsibilities can not be maintained in a Profile. OPTIS maintains all external roles, and OPTIS Administrator maintains internal users roles. |
| Program | A defined set of criteria and funding to benefit a certain area of need, for example, Elderly & People with Disabilities Program, Rural Transportation Program, Intercity Program, etc. Within these areas there may be further designations such as capital, planning and operations. |
| Project | All activities and funding described by an applicant in the project application and defined in the subsequent grant agreement. A project specifies a particular purpose for spending grant money; e.g. buying capital equipment, planning, etc. |

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| Project Detail | The detail level of a project document with more information than the project header. Gives details of a project such as date created, project class (e.g. Operating), Description (aka SOW), budget details, OPTIS-generated control number (e.g. P-09-1028-01), and links to ALI coding and funding. By “drilling down” into project details, you can determine how this project was funded (ALI Code, EA, subjob, activity, object detail, and match rate.) |
| Project Header | The top level of a project document. Gives basic project information such as project title (e.g. 26063 – Grant County – 5310 Operations), provider name, contact person, description, application score, total project budget, total local match, total grant award, OPTIS-generated number (e.g. P-09-1028), and a link to project details. A list of project headers appears on each overview screen. |
| Provider | A city, county, transportation district, fire district, Native American tribe or non-governmental entity providing transportation services. |
| Provider Type | Categories of providers such as general purpose government (city, county); transit, transportation, or county service district; private non-profit; private for-profit; tribal government. Also known as business class. |
| PTD | Public Transit Division: the ODOT organization that administers federal and state grants on behalf of the public and public transit providers around the state. |
| Public Transit | Transportation services owned, operated, or subsidized by any municipality, county, regional authority, state, or other governmental agency, including those operated or managed by a private management firm under contract to the government agency owner. Public transit agencies provide transportation services to the general public or through special services on a regular and continuing basis. Also known as mass transportation or mass transit. |
| Purpose Code | Also known as Financial Purpose Code or FPC. A code number, part of an Expense Account number, used by ODOT financial services. Indicates for what purpose funds are being used for. Also used in ECHO draws to be reimbursed by FTA. Example: 7 in OR187024 indicates it will be used for TAP (RTAP.) FPC Codes in use by PTD are: 0 – Capital, 2 – Planning, 4 – Operating, 6 – State Admin, 7 – TAP (RTAP). |
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| Quarterly Report (Known as Agency Periodic Report or APR in OPTIS) | A report required from each agency receiving federal or state grant funds through ODOT, Public Transit Division once every quarter which details revenue, expenses, matching funds, performance data, vehicle data, DBE reports, and a progress and narrative. The reporting period starts on the first operating day of the quarter and ends on the last operating day of the quarter. The reports are due at the Public Transit Division no later than 45 days after the end of each quarter. |
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| Recipient | An agency receiving grant funds through ODOT, Public Transit Division. |

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| Reconciliation | The monthly process used to ensure that TEAMS, TEAMWeb, Master Tracking Sheets, and OPTIS financial data are in balance with each other. |
| Record Recovery | A financial function in OPTIS used to document that the spent funds in TEAMS are reimbursed by FTA through ECHO Draw. ECHO Draw is applicable to those funds that are managed in FTA TEAM-Web only. |
| Reference ID Number | A document number, STIP key, central file number or Provider number |
| Registration | The process whereby transit providers or PTD employees enter provider information into the OPTIS system. |
| Reimbursement request | A request made by a provider for reimbursement of expenditures made in pursuit of the goals of their grant. |
| Reserves | Funds set aside to be awarded at a later time, usually because the projects do not exist or are not yet ready for funding. |
| Reverse commute | Movement in a direction opposite the main flow of traffic, such as from the central city to a suburb during the morning peak period. Federal grant program 5316 (Job Access Reverse Commute, JARC) focuses on this concept and is one of the programs administered by PTD. |
| Revision | A change made to a document which does not affect Terms of Agreement. Usually done to correct typographical errors or a contact name. |
| Role | A collection of privileges and security matrix settings which determine a user's menu options. Current roles in OPTIS are: Administrator (for OPTIS), Anonymous User, Department Head, Financial Manager, Program Manager, PTD User, Support Staff, and Support Staff Plus. |
| RTAP | Rural Transit Assistance Program. Federal program 5311(b)(2), which provides funds used for training, technical assistance, research and related support activities. The largest component of RTAP is a scholarship program which allows individuals in transit agencies to attend state, regional and national training. |
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| SAFETEA-LU | Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. A federal program providing \$286.4 billion in guaranteed funding for federal surface transportation programs over five years through FY 2009. |
| Scope Code | A federal code number which classifies the type of project (bus rolling stock, operating assistance, planning, etc.) Part of the branching ALI 'tree' which defines type of expenditures (personnel, equipment, supplies, etc.) Hint: First three digits of ALI usually determine the Scope Code, however, there are exceptions. For examples: 11.33.07 is Scope 113-00, 11.12.03 is Scope 111. |
| Security matrix | A collection of settings that control your ability to create and manage documents in OPTIS. |

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| Service Area Class | Designation of the type of area being served by a transportation provider: Rural – an area which is not urban (aka “non-urban”) Small City – population under 50,000 (is considered rural) Urban – a densely settled area with a minimum population of 50,000 Other – anything else N/A – does not apply |
| SOV | Single Occupancy Vehicle: a vehicle occupied by one person. The SOV is a specific target of Transportation Demand Management/Transportation Options (TDM/TO) which seeks to discourage use of the SOV in favor of other modes of transport, such as walking, bicycling, car pooling, and public transit. |
| STF | Special Transportation Fund: A program that provides revenue to designated counties, transit districts, and Indian tribal governments to support transportation services for seniors and people with disabilities. The STF was authorized by ORS 381, and is the state funding source for PTD. After state administration funds are subtracted, 75% of STF money is allocated using a population-based formula, and the rest is distributed through a discretionary grant program. |
| STF & STG grants | The two distinct types of state grants. An STF grant is a formula-driven program, while an STG grant is a discretionary program. |
| STIP | Statewide Transportation Improvement Program: The program covers a four-year period and identifies highway, bridge, transit, and other projects committed for federal funding by ODOT. The STIP lists projects funded with FTA funds 5305, 5310, 5311, 5316, 5317, Surface Transportation Program and Transportation Options. |
| STIP key | A five digit number associated with a specific project listed in the STIP. Each STIP project has a specific amount of money allocated to it. STIP keys are issued to PTD, which in turn assigns them to projects managed under a variety of federal grants. New keys can be created by the HPO and issued to PTD as required by new projects. |
| STP | Surface Transportation Program. Defined by the FTA as a type of ‘flexible funding’. STP money is used to fund capital, planning, safety & transportation control measures. Funds are disbursed based on various population & programmatic categories within the state. |
| STP Transfer | A system that transfers money from ODOT Regions and from FHWA to PTD, which in turn, transfers the money to FTA, which in turn, funds grants administered as 5310 STP Transfer and 5311 STP Transfer programs. |
| Sub-recipient | Organization receiving funds through an Intergovernmental Agreement administered by ODOT. |
| Sub-grant/IGA | Funds given to tax-exempt nonprofit organizations or local governments by federal or state governments to fund transportation-specific projects. The process involves submitting an application in response to a solicitation and requires some level of reporting. |

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| Sub-grant or Sub-recipient agreement | A legally binding contract between PTD and a certified transit provider which specifies the terms and conditions of the sub-grant. |
| Sub-grant project detail | See Project Detail |
| Sub-grant project header | See Project Header |
| Subjob | Part of an Expenditure Account (EA). Subjob cannot be used independently from an EA. Subjob is used to further classify financial transactions. An EA/Subjob accumulates amounts paid, budgets, expenditures, and revenues for a particular section, project, or grant. For example, the subjob used for a Grant EA would further define the expenditure as capital, admin, planning, etc. For example, 800, 865. |
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| TDM/TO | Transportation Demand Management/Transportation Options: These programs seek to influence travel behavior in an effort to reduce or redistribute demand on transportation resources. In Oregon, the phrase 'transportation options' is used instead of transportation demand management. As stated on the PTD website, both concepts share the same goal: to "encourage the use of alternatives to driving alone". See SOV. |
| TEAMS | Transportation Environment Accounting & Management System. ODOT's internal electronic accounting system for processing payments. |
| TEAM-WEB | Transportation Electronic Award Management System. A web-based application (FTA database) that allows grant recipients the opportunity to apply for FTA funds, obtain information about grant status, and manage projects. |
| TFO | Transportation Finance Office: the state agency that issues and controls the STIP and controls the issuance of new STIP keys. |
| Trans Amount | Transaction Amount in batch |
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| Unit Price | The total purchase price of each asset, e.g., Qty x Unit Price = Cost. |
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| Validation / Validated for eResponse | An internal process designed to certify that agencies and users are authorized to create documents in OPTIS. |
| Vendor Number | Unique number assigned to every vendor in the TEAMS system. Identifies name and address. Different suffixes are used if a vendor has multiple addresses or contact information. |
| Vehicle, disposed | A vehicle which is no longer used in public transportation. The provider is no longer required to report to PTD on the vehicle. |
| Vehicle, transferred | A vehicle which has been sold or otherwise transferred from one transportation provider to another. The new operator must continue to submit reports on the vehicle to PTD. |

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| Wizard | An interactive help utility that guides the user through OPTIS tasks. It consists of a sequence of dialog boxes which the user can move forward and backward through, filling in details required. |
| Workflow History | A detail of steps tracked by OPTIS showing the user(s) who executed or performed a function or step and the date when it was done. |
| Workflow History – Description | Create – a document which is in the process of being set up but has not been 'progressed' Fund Manager Approval – a document which has been created and is being reviewed Issue – a document which has been reviewed and completed, but not finalized or executed |
| Workflow History –Status | Active – Document still has actions required to complete Complete – Document has been finalized; all steps are finished Forwarded – Document has been moved to another user In Progress – Document has active sub-document 'in progression' (not all sub-documents are closed or issued.) |
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