



WELCOME

TxDOT Semiannual Transit Operators Business Meeting
July 15, 2020





- Your line has been muted automatically upon joining the meeting
- It is important to enter your name when joining the meeting – if you didn't do that, please exit the meeting and rejoin
- If you wish to comment on an agenda item, use the meeting's chat feature to let Josh know – he will respond and un-mute your line
- If at any point you've been unmuted, please remember not to place this meeting on HOLD – we'll all hear your hold tone.



8:30 A.M.	1. Welcome / Meeting Protocols
8:40 A.M.	2. Director's Report
9:00 A.M.	3. Subrecipient Satisfaction Survey Results
9:20 A.M.	4. 2020 Census Impact Research – Projected Impacts on Transit
10:00 A.M.	Break
10:15 A.M.	5. SmartBuy <ul style="list-style-type: none">• Schedule• Overview of Specifications
10:45 A.M.	6. CARES Act / COVID-19 Funding
11:15 A.M.	7. Program / Compliance Updates



Director's Report



Carole Warlick
Hill Country Transit District
Happy Trails - We'll Miss You!





- \$175 Million in State and Federal Grant Program Funding
- eGrants
- Mask Distribution
- LAR/Session
- System-at-a-Glance
- New Program Launch – TTSP and Training
- COVID-19 Follow-up Survey

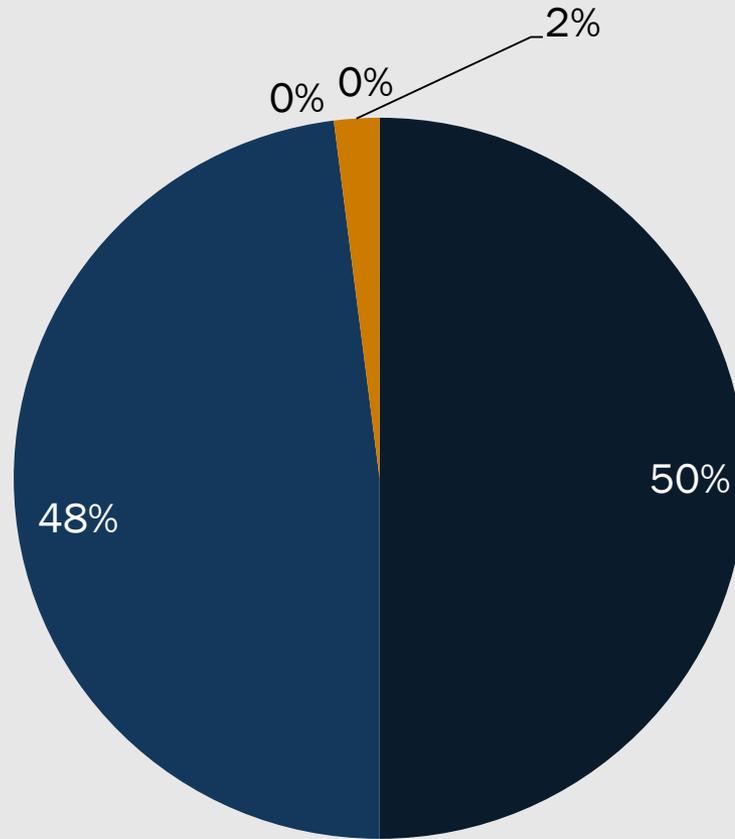


2020 PTN Subrecipient Customer Satisfaction Survey Results



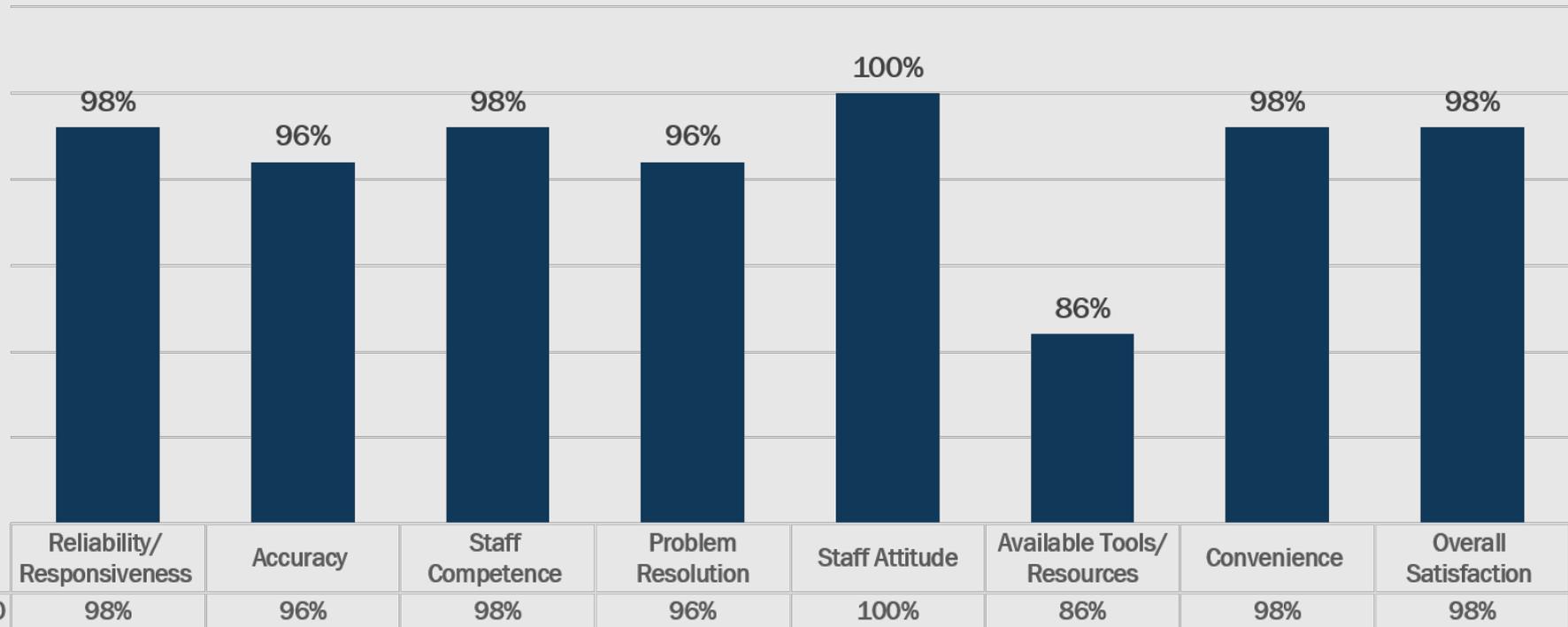
Overall Satisfaction

■ Very Satisfied ■ Satisfied ■ Dissatisfied ■ Very Dissatisfied ■ Uncertain



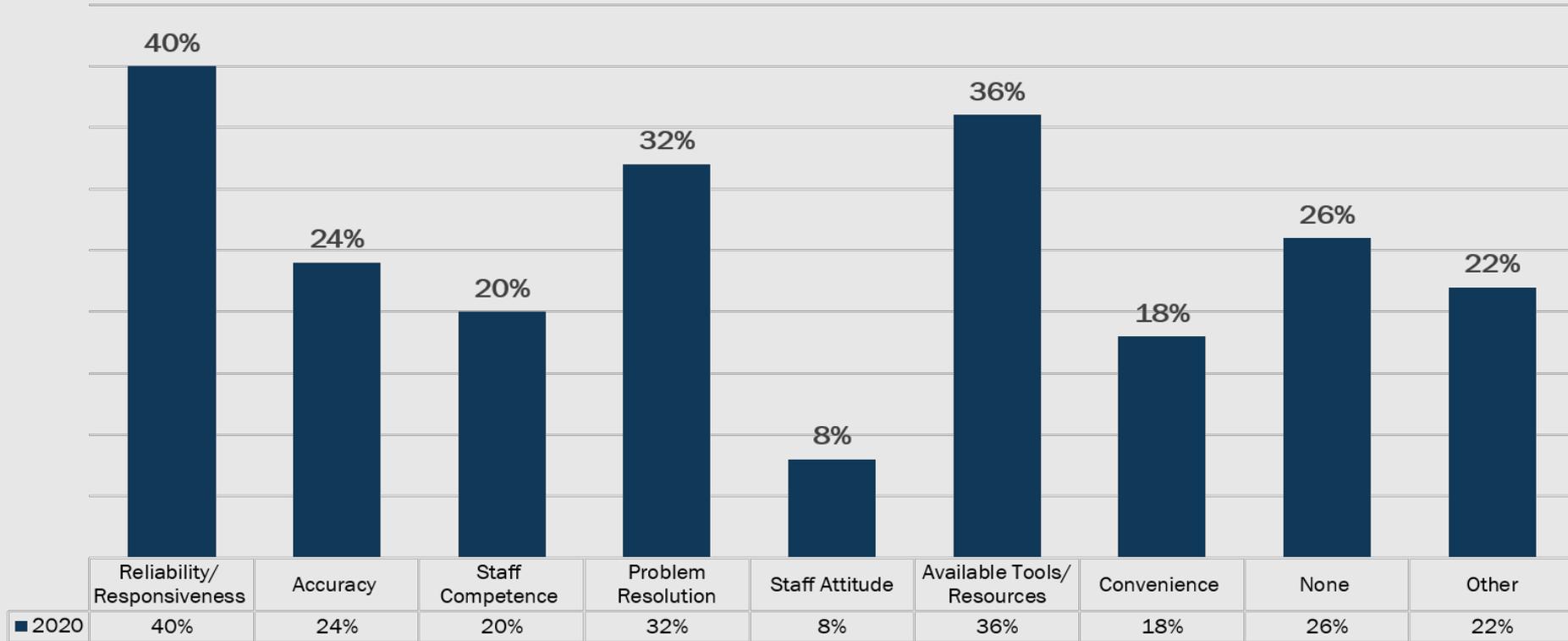


2020 Customer Satisfaction Score (CSAT) by Category





Customer Satisfaction Key Drivers (Areas of Improvement)



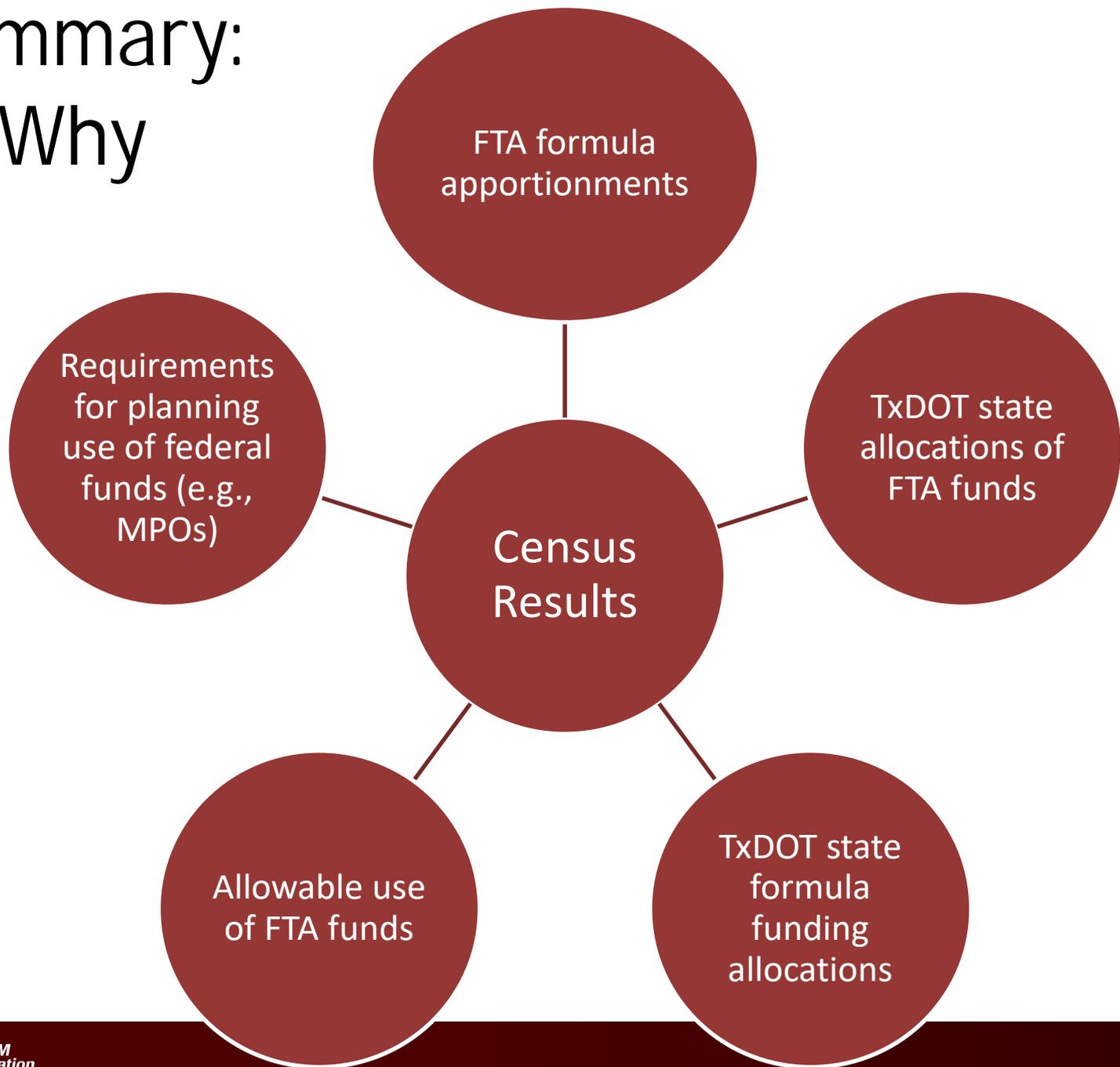
ANALYSIS OF CENSUS 2020 IMPACTS ON TEXAS TRANSIT PROVIDER FUNDING

TxDOT PTN Semi-Annual Operators' Meeting
July 15, 2020

Agenda

- Why conduct this research?
- Quick methodology summary
- Highlights of 2020 Census impact types
- Forecast results
 - Federal apportionment impacts
 - State allocation impacts
- Key take-aways

Summary: Why



Federal formula program factors influenced by Census results

5307

- Low-income population
- Small Transit Intensive Cities (STIC)
- Small urban vs. large urban
- Population and population density

5310

- Rural vs. small urban vs. large urban
- Seniors and people with disabilities

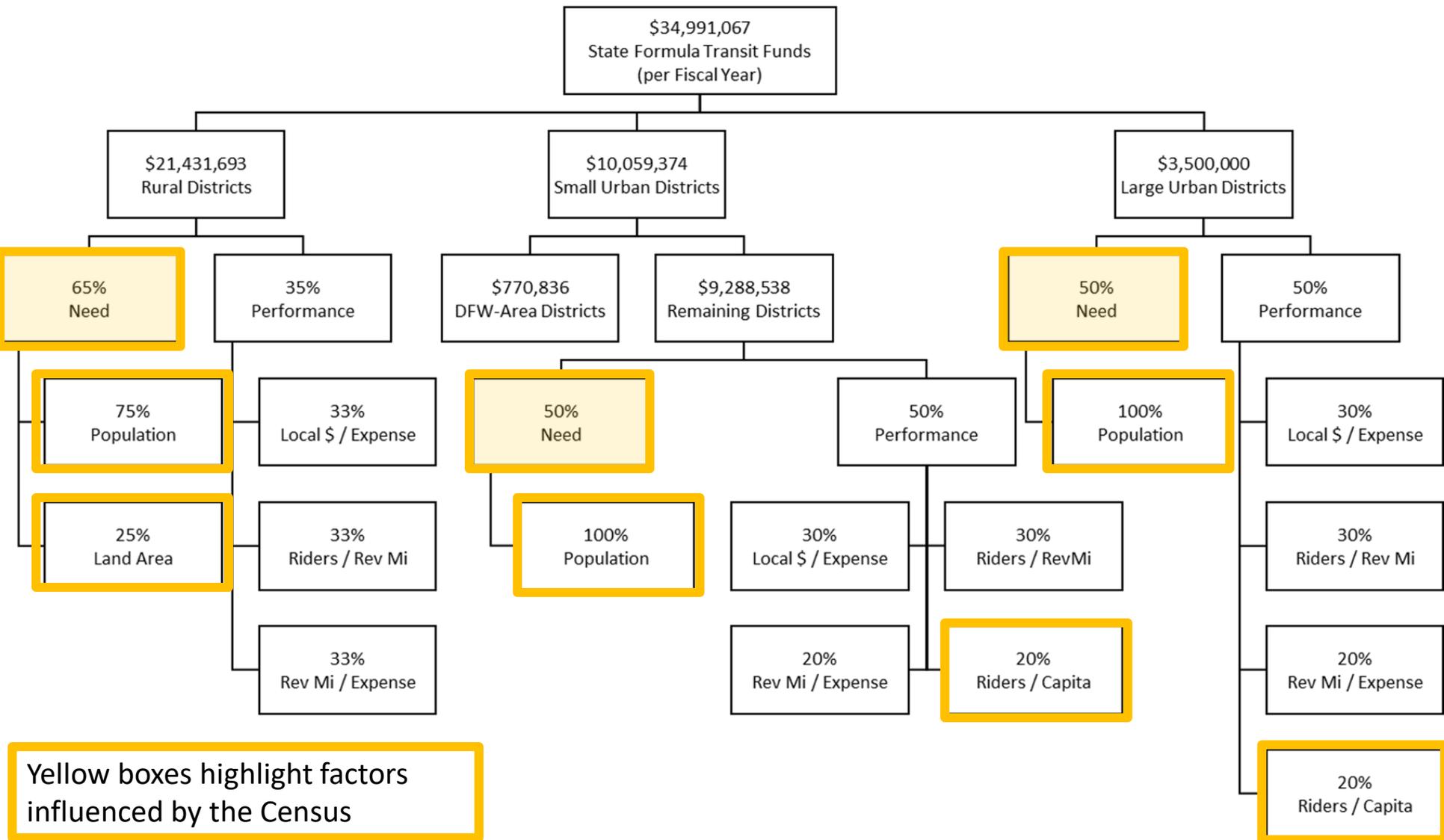
5311

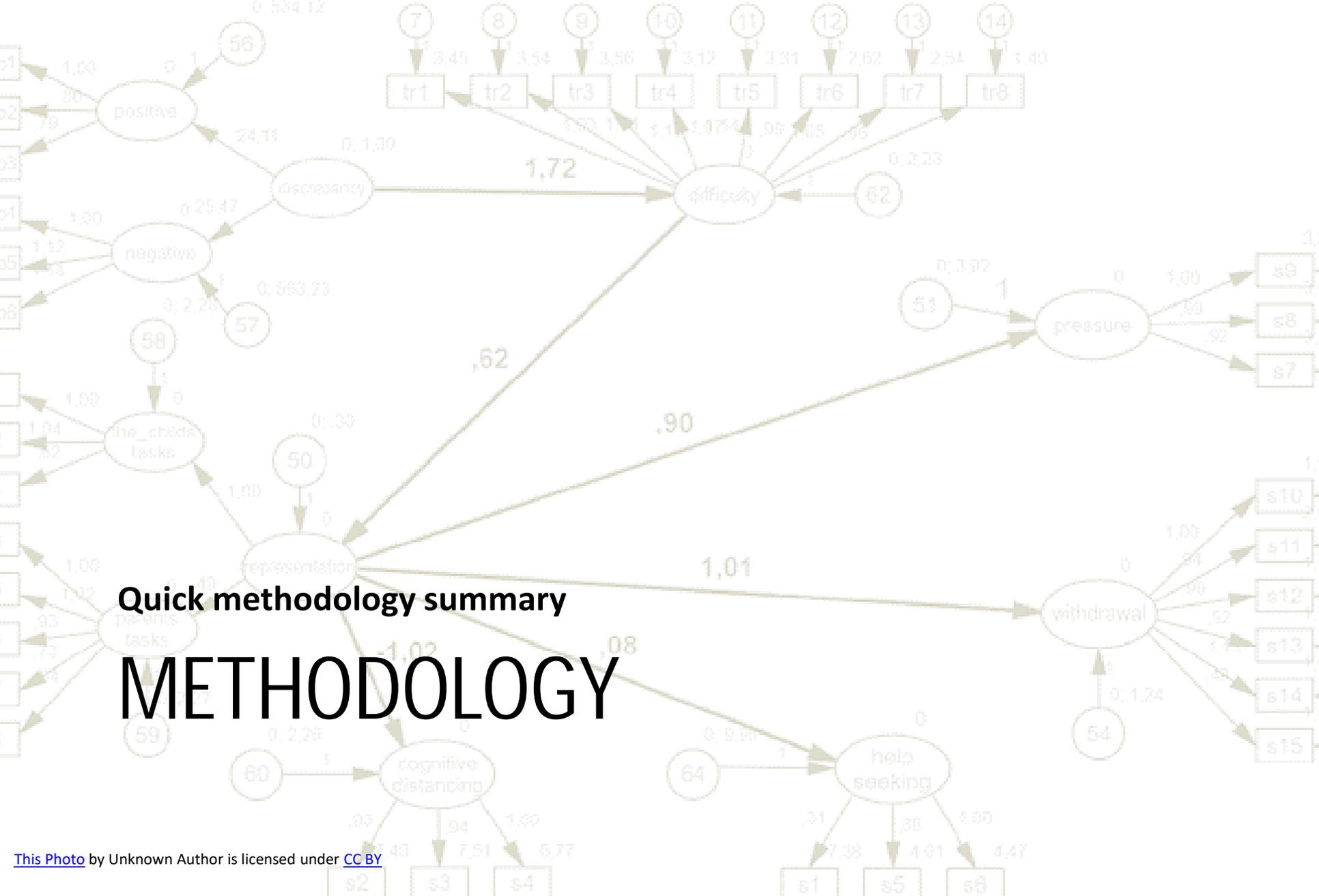
- Non-urbanized land area and population
- Low-income population

5339

- Small urban vs. large urban
- Population and population density

Texas state funding formula





Quick methodology summary

METHODOLOGY

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Methodology steps

Census 2020 projections

- Population counts
- Population group counts
 - Low-income
 - Seniors
 - People with disabilities
- Urbanized areas:
population and land areas
- Non-urbanized areas:
population and land areas

Funding forecasts

- Federal formula program apportionments
- TxDOT allocations
 - Federal fund allocations
 - State formula funding allocations

Funding forecast calculator flowchart

Demographics Service Data (NTD)

UZA-Level Inputs
State-Level Inputs

Federal Funding

Section 5307
Formula

Section 5310
Formula

Section 5311
Formula

Section 5339
Formula

FTA Formula Programs
Apportionment Results

Demographics

Texas Funding

FTA Formula Programs
Texas Apportionment

Texas Inputs
at Transit District Level

Service Data
(PTN-128)



Texas Formulas
(State Funds Formula, etc.)

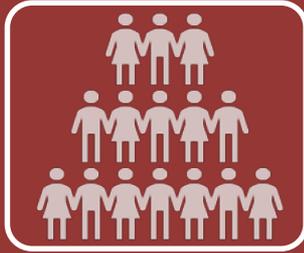
Allocated funds
for each Transit District

1,270 funding forecasts
using 11,213 pieces of data

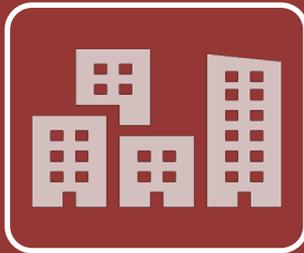
A macro-enabled
Excel Application

CENSUS 2020 IMPACT TYPES

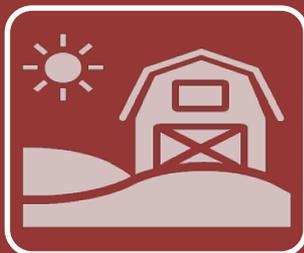
Types of Census impacts



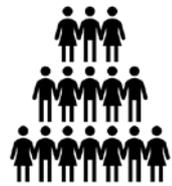
Changes to Texas's share of U.S. urbanized and non-urbanized populations



Changes to Texas urbanized area designations, boundaries, and population shares



Changes to Texas rural transit district population shares



Texas' share

Texas's share of UZA population in U.S. is projected to increase to 9.3%.
The small UZA share will decrease to 7.0%.

The non-UZA (rural) population share will increase to 7.7%.

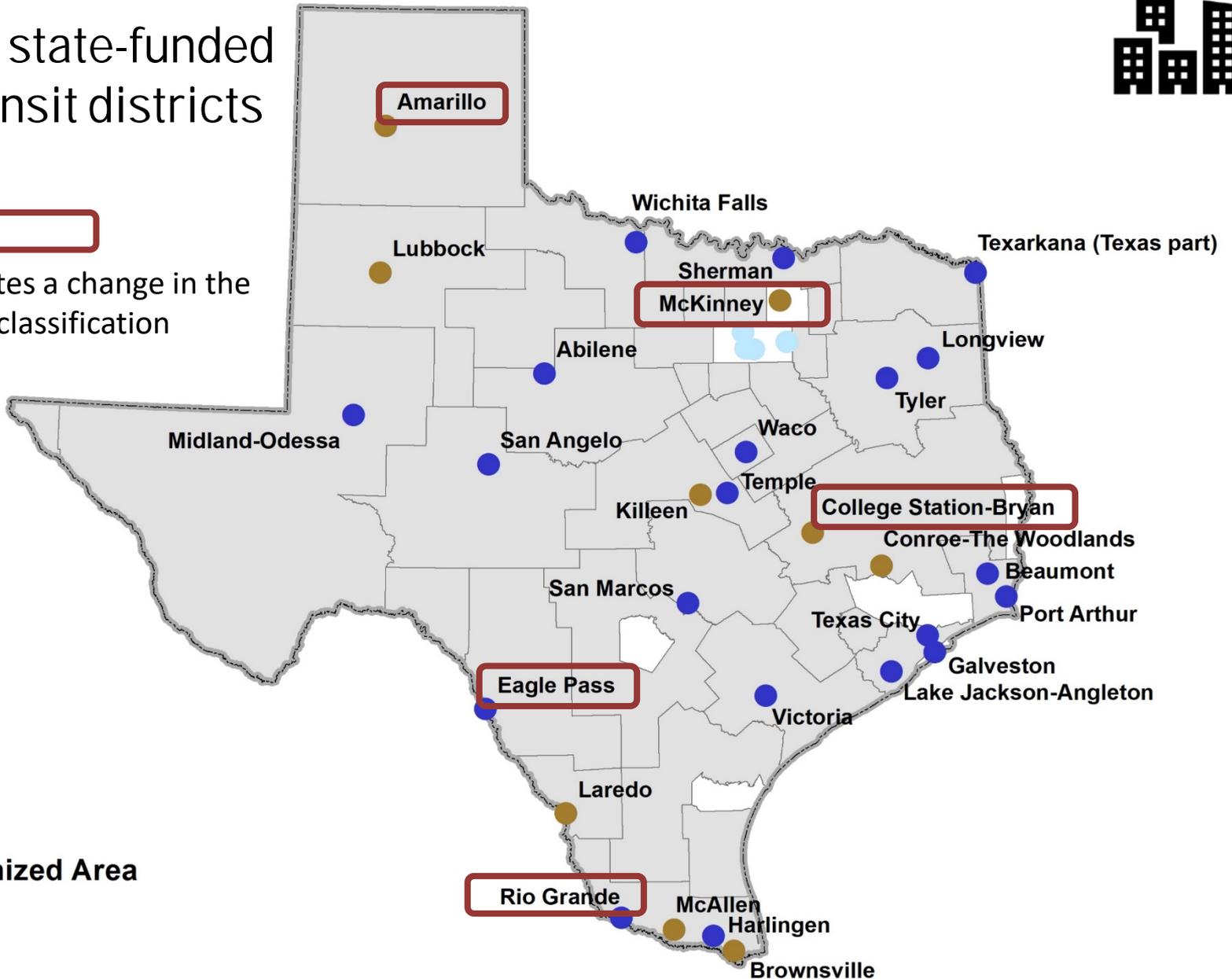
	Census 2010	Share of U.S. (%)	Projected 2020 Population	Share of U.S. (%)
Urbanized Areas	19.0 M	8.5	22.83 M	9.3
Small Urban (50,000 to 199,999 pop.)	2.45 M	8.0	2.15 M	7.0
Large Urban (> 200,000 pop.)	16.55 M	8.6	20.68 M	9.7
Non-Urbanized	6.14 M	6.9	7.05 M	7.7
Total	25.15 M	8.0	29.87 M	8.9

Derived from U.S. Census Bureau Census 2010 and IDSER 2020 Population Projections.

Projected state-funded urban transit districts



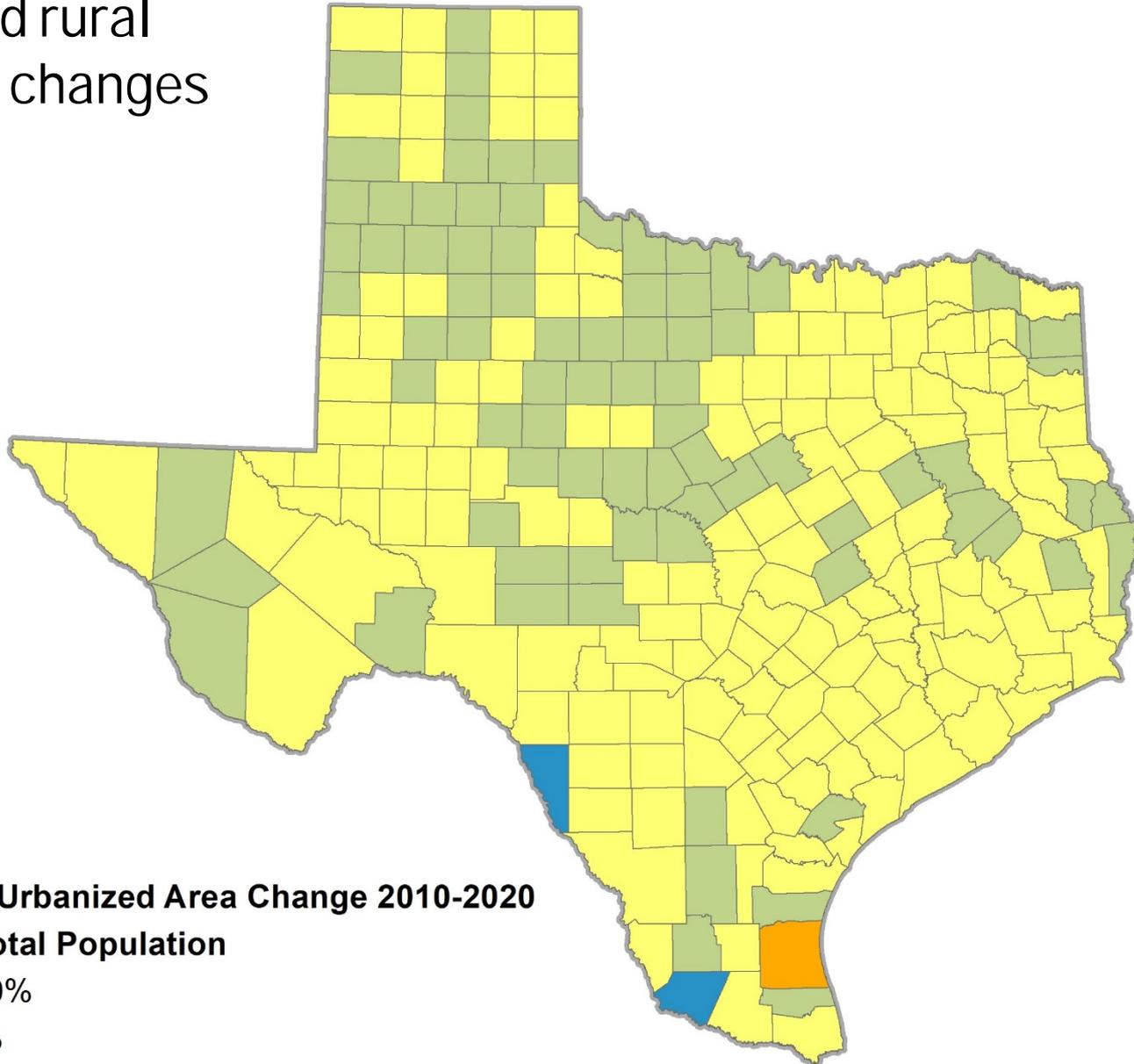
Indicates a change in the UZA's classification



Type of Urbanized Area

- Large
- Small
- Small (Limited-Eligibility Provider)
- Rural Transit District Boundaries

Projected rural population changes



Projected Non-Urbanized Area Change 2010-2020
% Change of Total Population

-  -90% to -50%
-  -49% to 0%
-  1% to 50%
-  51% to 69%



FUNDING FORECAST RESULTS

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Results organization



Federal Apportionments in Texas

- Texas UZAs
- Funds Administered by TxDOT



TxDOT Allocations to Transit Districts

- State Formula Funding Impacts
- Mitigation Options

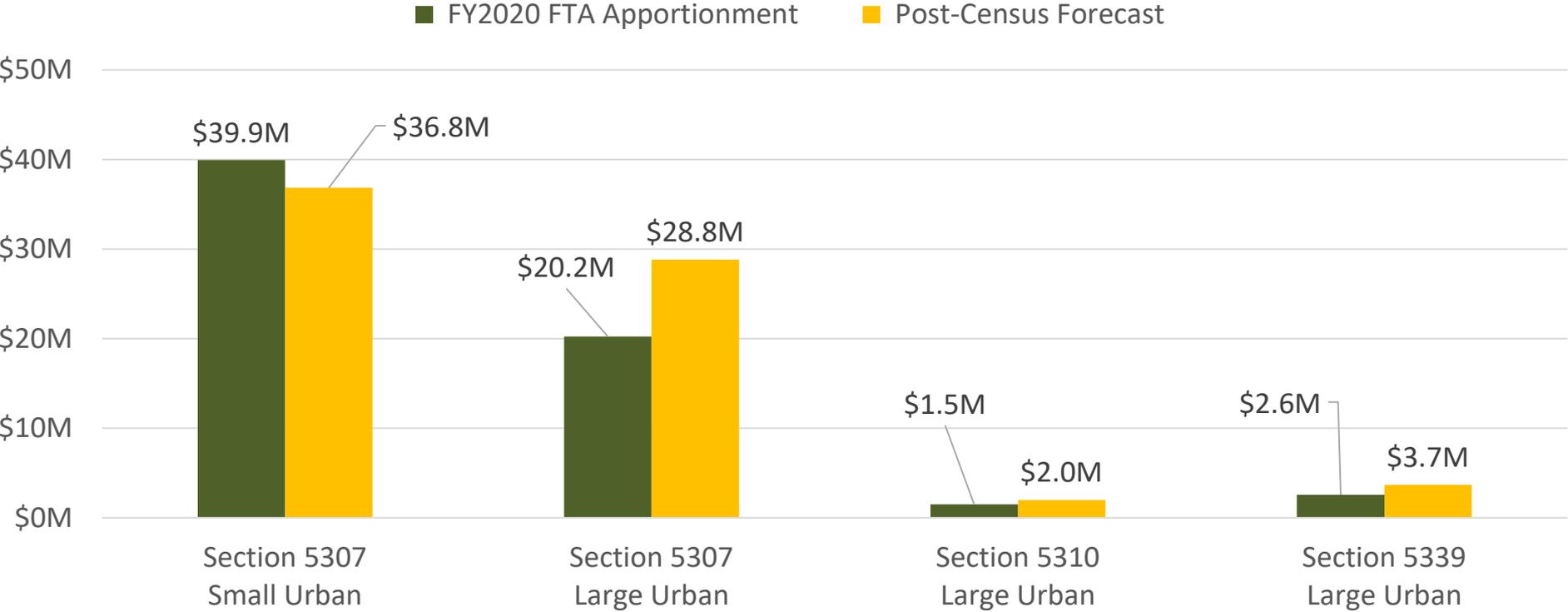
Results for Section 5339 by transit district and 5310 by TxDOT district also calculated but not presented today.

Graph excludes urbanized areas that are not state-funded urban transit districts.

FTA UZA APPORTIONMENTS

UZA Type	FY2020 FTA Apportionment	Post-Census Forecast	Change	
			Amount	Percent
All UZAs in Texas	\$348M	\$367M	\$19.7M	6.0%
State-Funded Only	\$64M	\$71M	\$7.1M	11%

Estimated Urbanized Area Apportionments in Texas (State-Funded Urban Districts)

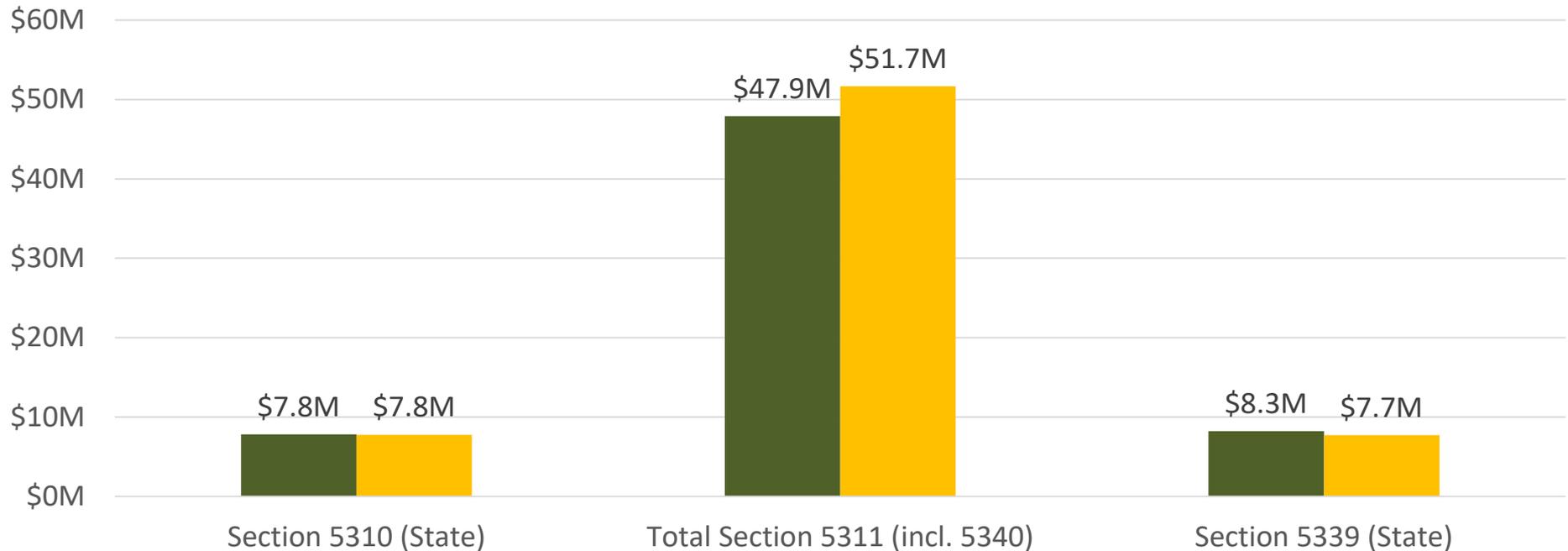


**FTA FUNDS ADMINISTERED BY
TXDOT**

Fund Type	FY2020 FTA Apportionments to Texas	Post-Census Forecast	Change	
			Amount	Percent
Federal to Texas	\$64M	\$67M	\$3.2M	4.7%

Estimated Section 5310, 5311, and 5339 Funds for TxDOT

■ FY2020 FTA Apportionment ■ Post-Census Forecast



Post-Census forecasts of TxDOT state fund allocations to Texas transit districts, including potential impact mitigation scenarios

TEXAS STATE FUNDS



Long-term investment (growth)

- “Permanent” adjustment to funding
- Adjusts overall amount available for allocation

Short-term investment (mitigation)

- Limited-duration funding (a few years)
- Allows individual transit districts to adjust to new funding levels

Three scenarios...

SCENARIO 1

Scenario 1: Baseline

- What is the true impact of the Census on allocations of state funds?
- Removed funding stability guarantee

Transit District Type	Sum of District Losses*
Rural	\$ (416,977)
Small Urban	\$ -
Large Urban	\$ (2,187,125)
Total	\$ (2,604,102)

*Post-Census vs. FY2020 allocation

SCENARIO 2

Scenario 2: Maintain per-capita

What *should* state funding be to maintain current per-capita levels of investment?

Year	Value	Rural, Small Urban, and Large Urban Total*
2010	Population	10,203,854
	Funding	\$34,220,230
	<i>Average Per-Capita Investment**</i>	<i>\$3.09</i>
2020	Population	11,634,783
	Population Increase	1,430,929
	Funding Increase	\$3,312,140
	Post-Census Funding	\$37,532,370
	<i>Resulting Average Per-Capita Investment**</i>	<i>\$3.09</i>

*Excludes data for the 4 DFW-Area Transit Districts

**Average of rural, small urban, and large urban categories (not total state funding / total state population)

SCENARIO 2

Scenario 2: Maintain per-capita

Long-Term Investment

\$3.3 M per year to adjust per-capita funding

Short-Term Investment

\$467 K to offset initial district loses

Transit District Type	Sum of District Losses*
Rural	\$ (73,296)
Small Urban	\$ -
Large Urban	\$ (393,231)
Total	\$ (466,527)

*Post-Census vs. FY2020 allocation

SCENARIO 3

Scenario 3: Shift *some* small urban funding to large urban

Move current funding for Amarillo, College Station-Bryan, and McKinney to the large urban category

New Large Urban Transit District	FY2020 Allocation
Amarillo	\$521,928
College Station – Bryan	\$1,228,161
McKinney	\$437,036
Total funding to shift to large urban category	\$2,187,125

SCENARIO 3

Scenario 3: Shift *some* small urban funding to large urban

Long-Term Investment

\$0 (permanent funding shift)

Short-Term Investment

\$1.2 M to offset initial district loses

Transit District Type	Sum of District Losses*
Rural	\$ (416,977)
Small Urban	\$ (436,316)
Large Urban	\$ (331,970)
Total	\$ (1,185,263)

*Post-Census vs. FY2020 allocation

SCENARIO SUMMARY

State Funding Scenario	Long-Term Investment	Remaining Impact to Mitigate
Scenario 1: Baseline		\$2.6 M
Scenario 2: Maintain per-capita	\$3.3 M	\$467 K
Scenario 3: Shift <i>some</i> small urban funding to large urban		\$1.2 M

Summary

- 2 new small urbans
- 3 new large urbans
- Population increases in most areas
- Land area changes related to urban growth

Texas Changes



- Overall outlook is good
- Most UZAs receive slight increase
- New large urbans see decrease

5307



- Overall outlook is good
- Texas receives increase, which trickles down to RTDs
- 2 RTDs with new urban areas receive decrease

5311



- \$2.6 M in district losses if no action taken
- Scenario 2 mitigation: \$3.3 M per FY long-term increase (\$0.5 M for remaining impacts)

State Funding

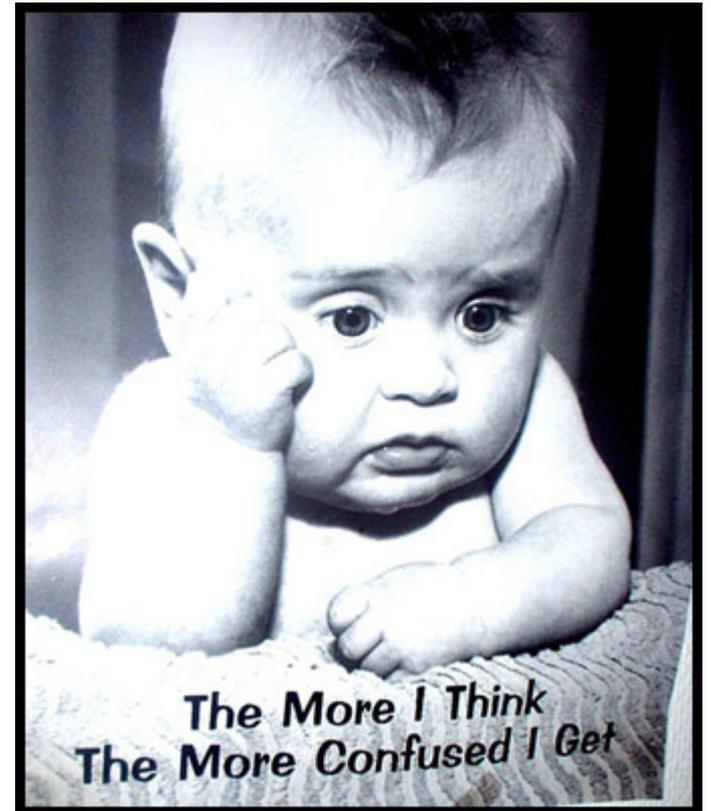


QUESTIONS/COMMENTS?

Michael Walk

Principal Investigator

m-walk@tti.tamu.edu



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SmartBuy



Available August 2020

Process Timeline

- Bid Assessment
 - Bid evaluations completed July 2020.
**For solicitation integrity, PTN cannot share any additional information at this time.*
- Next Steps
 - Vendor Checks **In Process*
 - Creation of Contract Documents
 - Review of Award
 - Contract Award
 - Texas SmartBuy Posting
- Ordering Guide
 - PTN is currently drafting a Texas SmartBuy Buyer's Guide; PTN will host August webinar to review order process.
- Length of TSB Transit Contract
 - Initial contract expires July 31, 2021 with three (3), one (1) year renewals. TSB Transit contract may be extended through July 2024.



Vehicle Types

The following vehicle types were evaluated for TSB approval:

- Type 1
 - Seating for up to eight (8) ambulatory passengers and one (1) wheelchair position
- Type 2
 - Seating for up to eight (8) ambulatory passengers and two (2) wheelchair positions
- Type 3
 - Seating for up to sixteen (16) ambulatory passengers and two (2) wheelchair positions
- Type 7
 - Seating for up to three (3) ambulatory passengers and two (2) wheelchair positions
- Type 11
 - Seating for up to twenty-four (24) ambulatory passengers and two (2) wheelchair positions.



Vehicle Options

The following options were evaluated for TSB approval:

- Fuel Types
 - Liquefied Petroleum Gas (LPG) (Propane)
 - Compressed Natural Gas (CNG)
 - Diesel **When available**
- Fare Boxes
 - Manual or electronic
- Seat Fabric upgrades
- Camera systems
 - 4, 6, 8 camera systems
 - Back-up Camera
- Fire Suppression System
- Automated Vehicle Location System
- Modular Flooring System
- Mor/Ryde Suspension System
- LiquidSpring Suspension System
- Gross Vehicle Weight Rating Increase
 - **Depends on model**

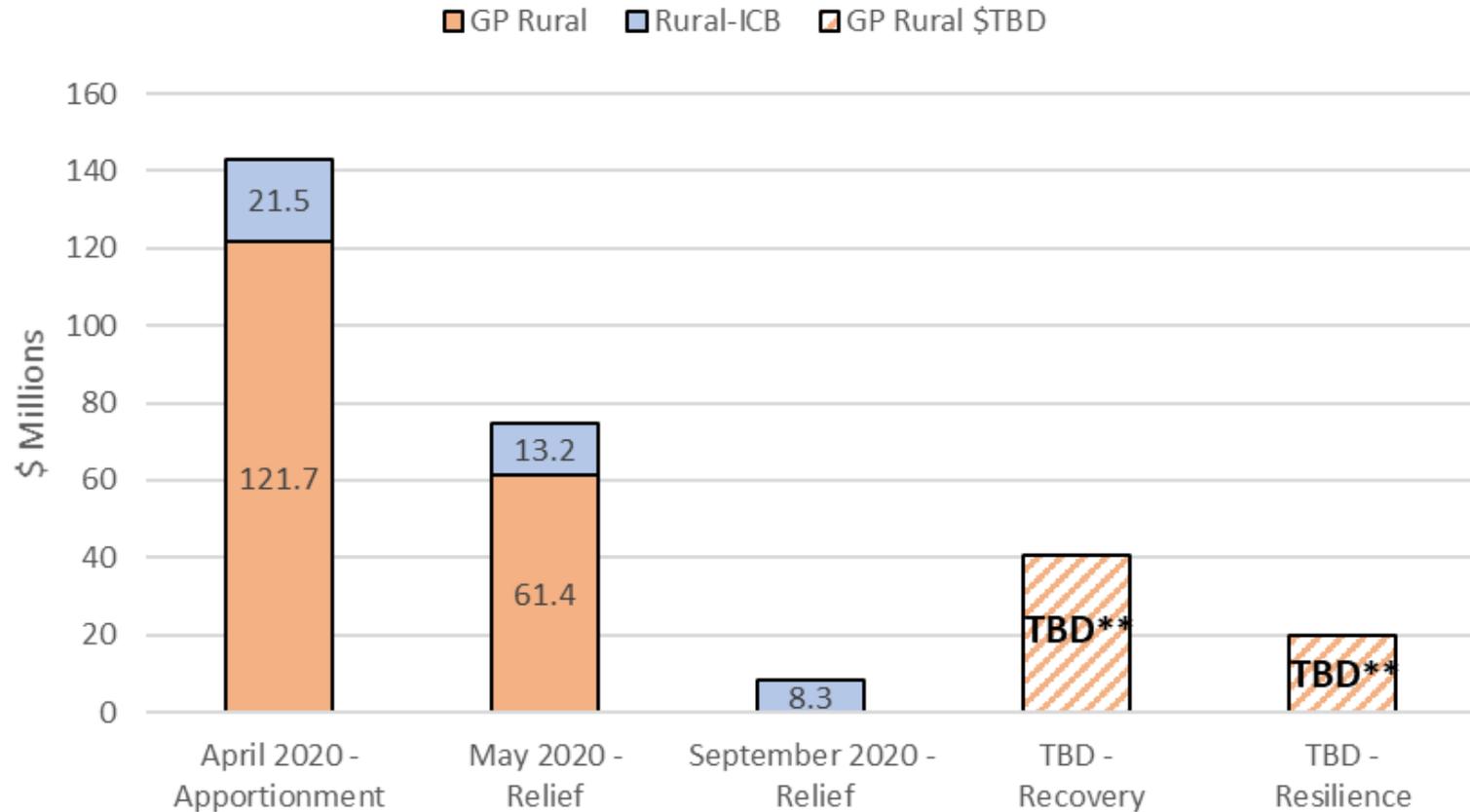


CARES Act / COVID-19

Funding, Issues, Experience



Rural Program (5311) CARES Act Funding Strategy*



* Unused funds will be returned to the program and used for subsequent phases.

** Actual amounts will be determined at a later date, and very likely will be different than those shown for illustration purposes only.



PROGRAM / COMPLIANCE UPDATES



FY 2021 State Management Plan (SMP) Update

FTA Section 5310, 5311, and 5339 Grant Program

Purpose of the SMP:

- Federal requirement
- Informs FTA and other stakeholders how PTN conducts business

FTA requires solicitation of public comment for significant SMP revisions

- Public Comment – Twenty (20) calendar days
 - Email notification will be sent to Subrecipients with the exact timeframe.
 - SMP for Public Comment will be posted on the PTN website at:
<https://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation.html>
 - Email public comments to: PTN_ProgramMgmt@TxDOT.gov
- Final FY 2021 SMP will be posted on the PTN website (same web address):
 - Beginning of September and run through August 31, 2021



FY 20-21 SMP Update (cont'd)

- **Updates this year include: FTA Emergency Relief Program, CARES Act, FTA 5339 grant program and COVID-19. The updates warrant the need for public comment.**
 - FTA Emergency Relief Program: The use of 5311 federal formula funds to take measures to protect the health and safety of their riders and their workforce, and permitted operating expenses to be covered at 80%, later increased to 100%. Expenses must be relevant to COVID-19 to be eligible for the increased match. (Chapter 3)
 - CARES Act: The United States Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020, which authorizes funding under the FTA Formula Grants for Rural Areas Program (49 U.S.C. §5311) to prevent, prepare for, and respond to the coronavirus (COVID-19). (Chapter 3)
 - 5339 grant program: Language updated to include recent program changes. The revision includes the methodology behind the 5339 FTA rural funding apportionment distribution calculation using vehicle miles for subrecipients, the transfer of 5339 small urban administrative responsibility from TxDOT PTN to FTA, and a revision of eligible activities to include project administrative costs as eligible expenses as long as they're directly associated with administering a capital project. (Chapter 4)
 - Monitoring During COVID-19: Due to the pandemic, onsite monitoring may be conducted in a virtual setting. (Chapter 5)



Current Overall DBE Goal = 2.9%*

Current Attainment for Period 1 of FY 2020 = 8.18%

(Including PTN procurements for the first time)



We exceeded the goal during the first period of FY 20!
(Oct. 1, 2019 – Mar. 31, 2020).

Thank you all for your efforts in continuing to obtain DBE participation!

***Note:** 2.9% was the 3-year goal for FY 2018-2020. Next semi-annual report (for Apr. 1 – Sept. 30) will be the last one for completing this 3-year period. PTN is now setting a new goal for FY 2021-2023.



New Goal for FY 21 - 23

Proposed overall goal for FY 21-23 = 3.1%
(2.3% Race-neutral and 0.8% Race-conscious)

Current goal = 2.9%. The new goal increase is attributed to increase in large capital projects as well as the inclusion of PTN division procurements..

Process used to develop goal:

1. Calculate a base figure using relative availability of DBEs and types of past and anticipated procurable opportunities.
2. Adjust base figure based on public forum and survey results*, and median value of past DBE participation. Resulted in proposed goal of 3.1%.
3. Split goal into Race-neutral and Race-conscious.

PTN included a statement about COVID-19 and the unknown future impacts on DBE procurements/availability.

***Note:** Public forums were conducted on 4/28/20, 4/30/20, and 5/5/20. Public participation survey was distributed on 5/5/20.



Race-conscious vs Race-neutral:

Race-conscious = with contract specific DBE goal

Race-neutral = no contract specific DBE goal



PTN now requires Race-conscious goals on all capital projects of \$1,000,000 or more.



Public comment period

The proposed goal methodology will be posted for public comment July 24 – September 7, 2020.

Where to find it

Methodology will be posted on www.txdot.gov

- PTN's page - <https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- Civil Rights Division page - <https://www.txdot.gov/inside-txdot/division/civil-rights/dbe-goal-methodology.html>

How to provide comments

Email: PTN_ProgramMgmt@txdot.gov

Mail: TxDOT, Public Transportation Division,
ATTN: Goal Methodology, 125 East 11th St.,
Austin, Texas 78701



Proposed Overall Annual DBE Goal for Public Transportation

Fiscal Years 2021-2023

Publication of final methodology

No later than October 1, 2020.

For more info contact Wendy Arias at Wendy.Arias@txdot.gov



2020 Coordinated Call for Projects

	# of Applications	Funding
Submitted/ Requested*	65	\$48,267,825
Approved	43	\$22,561,511

Program	Submitted Applications	Funding Request	Approved Applications	Approved Amount
Planning	11	\$1,845,000	9	\$1,740,407
RTAP	6	\$382,211	7	\$727,249
Rural Discretionary	26	\$26,616,135	12	\$4,541,857
ICB	12	\$15,048,364	5	\$11,175,883
Fleet Replacement	10	\$4,376,115	10	\$4,376,115

*Note: 3 projects were moved to the Transit Technical Services Program (TTSP)



2020 Coordinated Call for Projects

- Recurring issues:
 - Not answering all questions
 - Incomplete or brief responses
 - Submitting multiple unrelated projects in one application
 - Facility projects not following Transit Facility Pipeline (included in Application Instructions)

- Tips for future applications:
 - Read all Application Instructions
 - Ensure all questions are answered thoroughly
 - Scores are based on the response provided for each question
 - Do not rely on the fact that PTN may be familiar with your project
 - Submit one application per project
 - Facility projects must follow the Transit Facility Pipeline (see next slide)



Transit Facility Pipeline

Planning & Scoping Phase	Preliminary Engineering & Environmental Phase	Final Design & Real Estate Acquisition (ROW) Phase	Procurement Phase	Construction Phase
<p>Service Area Snapshot</p> <ul style="list-style-type: none"> Existing resources Gaps in system How would a new facility help? <p>Opportunities/Community Input</p> <ul style="list-style-type: none"> Community needs Opportunities for new service or serving population subsets? Local partnerships <p>Feasibility Study/Assessment</p> <ul style="list-style-type: none"> Why is the project needed? Demographic and economic conditions <p>Facility Project Formation</p> <ul style="list-style-type: none"> Formation of initial project concept <p>Joint Development</p> <ul style="list-style-type: none"> Is there an opportunity for joint development with another agency? Revenue opportunities within? <p>Feasibility/Risk Assessment</p> <ul style="list-style-type: none"> Is the project attainable? Want vs. need What might be some initial risks? <p>Facility Project Proposal</p> <ul style="list-style-type: none"> Project moves from concept to proposal and is solidified enough to begin the next phase Presentation to TxDOT? <p>Support/Commitment</p> <ul style="list-style-type: none"> Documentation of local support <p>Regionally Coordinated Trans. Plan (RCTP)</p> <ul style="list-style-type: none"> Transit entity works with PTC and HQ staff to ensure the project gets into the area RCTP Major projects would be in TIP/STIP 	<p>Preliminary Design & Critical Components</p> <ul style="list-style-type: none"> General framework of the project Initial project elements, plans, designs and schematics <p>Utility Analysis/Site Survey</p> <ul style="list-style-type: none"> What utilities are available? Applicable site surveys <p>Right-of-Way (ROW)</p> <ul style="list-style-type: none"> ROW issues and discovery Hazmat Initial Site Assessment <p>Value Engineering & Alternatives</p> <ul style="list-style-type: none"> Substitution of materials or less expensive options – funding impact? Is the facility cost reasonable? Does it meet investment objectives? <p>Cost Estimation</p> <ul style="list-style-type: none"> All cost estimation to achieve a level of confidence for the project sponsor Lays the foundation for a financing strategy and quantifies funding needs <p>Financial Plan</p> <ul style="list-style-type: none"> Sources of funding? Schedule of activities by phase & cost Tentative/solidified funding mapped Critical at each stage, but crucial here <p>Schedule of Activities & Facility Staging</p> <ul style="list-style-type: none"> Preliminary staging plans. Activities laid-out by phase <p>CE / EA / EIS - Environmental</p> <ul style="list-style-type: none"> NEPA document classification ESA, CWA & CAA DOT Act 4(f) & Section 106 FTA Approval and HQ coordination 	<p>Final Design, Layout and Specifications</p> <ul style="list-style-type: none"> NEPA decision must have been made Final drawing, design and specs Final property needs and overall layout <p>Design review 60/90/100%</p> <ul style="list-style-type: none"> Each phase refines the previous PTN reviews at key points Incorporation of comments from prior reviews <p>Project Constructability review</p> <ul style="list-style-type: none"> Construction processes from start to finish reviewed prior to project initiation Helps identify potential cost overruns <p>Permits and Documentation</p> <ul style="list-style-type: none"> Permits and documentation complete? <p>VE/VE refinement (if not done in prior stage)</p> <ul style="list-style-type: none"> VE from previous phase finalized <p>Final Phasing and Schedule of Activities</p> <ul style="list-style-type: none"> The final preconstruction schedule of activities and phases are documented <p>Final Legal Requirements</p> <ul style="list-style-type: none"> Federal, State and Local legal requirements are detailed and complete. <p>Final cost estimate</p> <ul style="list-style-type: none"> Including funding mechanisms and updates from initial cost estimate Real estate appraisal/independent review <p>Peer Review (if required)</p> <ul style="list-style-type: none"> If sufficient doubt exists for the project the department can ask for a peer review 	<p>Transit Development Credits</p> <ul style="list-style-type: none"> Will TDC credits be used toward the project match requirements? <p>Development of Bid Packet Formal Solicitation Process IFB or RFP</p> <ul style="list-style-type: none"> What selection process will be used to select the builder? Competitive procurement of services PTN-130, DBE and Buy American requirements PTN provides assistance as necessary for preparation of bid documents. <p>TxDOT Review of Selection</p> <ul style="list-style-type: none"> Review the recommendation for award Review bid document results <p>Purchase, Titling & Deed</p> <ul style="list-style-type: none"> Proper recordation of real property lien Selling existing property to buy new? Deed of trust? <p>Local Match</p> <ul style="list-style-type: none"> All local match requirements and conditions have been met <p>Timing requirements</p> <ul style="list-style-type: none"> Project meets TxDOT requirements for bidding, use of funds, procurement, start of construction, compliance, etc. <p>Pre-construction Meeting</p> <ul style="list-style-type: none"> A meeting between the transit agency, the construction company, the architect and PTC/HQ staff Construction milestones are laid-out Billing processes and concerns Contingencies in the event of an unforeseen problem or delay 	<p>Monitoring Activities</p> <ul style="list-style-type: none"> Oversight mechanisms Are milestones being achieved in regard to completion and cost? DBE and Davis-Bacon requirements Use of a construction manager Project and financial schedule on target? <p>Construction Update</p> <ul style="list-style-type: none"> Quarterly, bi-annual or monthly meetings Report any issues, errors, cost overruns Report any changes in project size, scope or location that might change environmental clearance or DBE compliance Project schedule generally being met? <p>QC/QA</p> <ul style="list-style-type: none"> Selected equipment or construction items tested to make sure they function as required Detection of nonconforming issues and appropriate corrective action <p>Project Close-Out</p> <ul style="list-style-type: none"> Administrative requirements are complete Contractors and sub-cons compliance Grantee has made all required payments and will seek reimbursement Scope of work completion verification All liens or deeds of trust in place Facility is reported as active inventory in NTD when completed <p>Lessons Learned</p> <ul style="list-style-type: none"> Did the project have any unique features that might be used in others? Any administrative issues that other projects might encounter or could be resolved more smoothly in the future? Did the project accomplish what was envisioned at the initial scoping phase? <p>Facility Maintenance</p> <ul style="list-style-type: none"> Are facility upkeep costs accounted for? Maintenance Plan/TAM Plan

Public Transportation Division (PTN)



Transit Technical Services Program (TTSP)

– What is it?

Consultant services to provide rural technical assistance

Three categories of assistance

1. Financial Management and Analysis
 - Cost Allocation Plan
 - 3-5 Year Financial Plan
 - Internal Controls
2. Capital Project Development - Covers Pipeline stages:
 - Planning & Scoping
 - Preliminary Engineering & Environmental
3. Operational and Service Analysis
 - Matching Service Plans with Operations (Right Sizing)
 - Performance & Existing Service Improvement
 - Market Analysis of Current & Future Needs





- Submit an application to the TTSP portal

<http://ftp.dot.state.tx.us/pub/txdot-info/ptn/tsp-application.pdf>

Not a competitive process

Applications are accepted on a continuous basis. The division will review requests several times a year for coordination and scheduling purposes (generally in April, August and December). Submit by 7/31/2020 for next cycle of projects.

 **Technical Services Program Application for Assistance**

Please submit completed application to _____@txdot.gov.

Agency Name: Date:

Please provide primary contact information below:

Name:

Phone Number:

E-mail:

Project Name:

Which category of work are you requesting? **Please note that each project will require a separate application.**

Category:



Cycle 1 Projects

5 Agency Projects Underway

- 2 Operations & Service Analysis
- 2 Capital Project Development Feasibility Studies
- 1 Financial Management/Analysis, along with Operations Analysis



Additionally, PTN has requested consultant assistance in securing funding for Rural Facility Development via FTA competitive funding (5339 Discretionary Funds)



Meet the Team

Lead Consultant –
KFH Group
Ken Hosen, *Principal*



Financial Sub-Contractor-
CSI Compliance
Ben Sumpter, III, *Principal*

Contract Service Innovations, LLC
"Taking a Closer Look"



Facility Sub-Contractor
WRA Associates
Ron Hilton, *Senior Vice President*



For further information contact Nancy.Hoehn@txdot.gov



Office of Management and Budget (OMB) guidance issued on March 19, 2020 (Memo M-20-17)

Summary:

OMB Memo allows a six-month extension of audit submission beyond the normal due date for subrecipients affected by loss of operational capacity or increased cost during the COVID-19 crisis.

Applicable to recipients/subrecipients with fiscal years ending through June 30, 2020

(For audits normally due March 2020 through March 2021)

Requirements:

- Must maintain documentation to support delayed filing, can't just say "due to COVID"
- Single Audit Reports, when submitted, must include a reference to the OMB memo

Steps You Need to Take:

- Maintain documentation of the reason for the delayed filing
- Make sure CPA firm includes reference to the OMB memo in the Single Audit Report
- Complete and return the TxDOT COVID-19 Single Audit Extension Form
(form will be sent to impacted agencies soon)



Exercising the Extension will *not* prevent a subrecipient from qualifying as a "low risk auditee"

PTN encourages subrecipients to file single audits on time if at all possible. *For agencies who are over 2 months into the extension an increase in line item review will be performed as part of the PTN 126 process.*

Single audit federal guidance = 2 CFR § 200.501-200.512



Office of Management and Budget (OMB) guidance issued on March 19, 2020 (Memo M-20-17)

Summary:

OMB memo allows subrecipients to continue to use currently approved indirect cost rates for up to one additional year.

Requirements:

- No detailed justification needed
- No need to submit an indirect cost proposal

Steps You Need to Take:

- 30 days prior to expiration of current approved rate:
 - Submit notification/email to PTC that agency will extend the current indirect cost rate,
 - Include time period for extension (can be up to one-year)
- Change dates in eGrants to update the current coverage period for the extended rate

Future Steps:

- Complete and return the TxDOT COVID19 Indirect Cost Rate Extension Form
(form will be sent to impacted agencies soon)

Indirect Cost Rates federal guidance = 2 CFR § 200.414(c)



Drug & Alcohol Program Monitoring – status update

■ Outsourced monitoring

- PTN contracted out monitoring of the Drug & Alcohol Program
- Contract dates: August 1, 2017-July 31, 2020
- Chosen vendor: RLS & Associates
- Thirty-six 5311 Rural Transit Districts reviewed on a 3 year rotation
- Vendor uses the FTA D&A Program Audit questions for a review of Subrecipient's:
 - Policy, Drug & Alcohol Program Manager, Records, Breath Alcohol/Urine Collectors, Medical Review Officer, Substance Abuse Professional
 - Combination of onsite and telephonic review
- Deliverables based contract – Project Schedule, Executive Summary, Initial Report, End of Year Summary Report

■ Contract Renewal

- PTN in consultation with TxDOT's Procurement Division
- Contract renewal proceeding forward with RLS
- New contract dates: August 1, 2020 – July 31, 2023
- 5311 RTDs will be reviewed on a 3 year rotation
- FTA D&A Audit questions will be used. Deliverables remain the same.
- Onsite monitoring during the pandemic – information coming soon



Signature Authority

Reminder to update Signature Authority Documents for FY 2021, if needed, (preferably by Sept 1st).

Steps:

- Review the existing Signature Authority in eGrants, verify individuals listed are still current and up-to-date
 - COVID-19: Agencies may consider assigning alternate candidates
- Send updated Signature Authority documents to your PTC, or email confirming that existing document in eGrants needs no updates for FY 2021.
 - Instructions for Signature Authority are posted on the PTN website. The website includes a sample document for Signature Authority.
<https://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation/signature-authority.html>
 - Any questions, please contact your PTC



Thanks for Joining Us!