



WELCOME

TxDOT Semi-Annual Transit Operators Business Meeting
July 11, 2018



MEETING AGENDA

Transit Operators Semi-Annual Business Meeting

Wednesday, July 11 | 8:30 A.M. – 4:00 P.M.

200 E. Riverside Drive - Auditorium

Austin, TX

8:30 – 8:40 A.M. **Settling In**

8:40 – 8:50 A.M. **1. Welcome / Safety Briefing**

2. Director's Report / Opening Remarks

3. Advisory Committee and Association Updates

- PTAC
- TTA / ACT / SWTA

4. FTA Region VI – Updates / Topics of Interest

Break

5. Transit Asset Management (TAM) Plan

11:30 A.M. – 12:50 P.M. **Lunch (on your own)**

12:50 – 1:00 P.M. **Settling In**

6. Agency Spotlights – Golden Crescent, Waco Transit

7. Program Management Update

Break

8. Comprehensive Training Program

9. Q&A / Closing



DIVISION DIRECTOR'S REPORT

TxDOT Semi-Annual Transit Operators Business Meeting
July 11, 2018

- **Leadership Seminar**
- **Performance**
- **Satisfaction Survey Results**
- **Funding – Commission Actions; LAR**

Texas Transit Leadership Seminar VI



Dates

- New Braunfels – October 28-31
- El Paso – February 28-March 2

Elements

- Pre-course Assessment
- Fall Session
- Inter-session Activities
- Winter 2019 Session
- Coaching

Participant Expenses

- \$650 (Reimbursable at 80/20)

Texas Transit Leadership Seminar VI - Topics

- **Setting a Vision**
- **Building a Resilient Organization**
- **Customer Engagement/Diversity**
- **Building on Your Strengths/Your Role as a Leader**
- **Work/Life Balance**
- **Managing Through a Crisis**
- **Generations in the Workforce**
- **Critical Transit Issues**

Performance Trends (2013–2017)

Key 2017 TX Transit Statistics Report Conclusions

- **Ridership (2013–2017)**

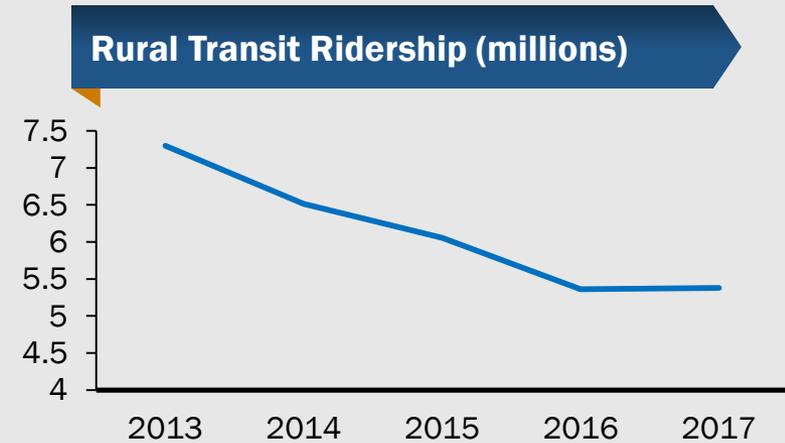
| | |
|-------------------------|--------|
| Urban Transit Districts | ↑ 3.4% |
| Rural Transit Districts | ↓ 26% |

- **Vehicle Revenue Miles**

| | |
|-------------------------|-------|
| Urban Transit Districts | ↓ .8% |
| Rural Transit Districts | ↑ 9% |

- **Operating Expense per Revenue Hour**

| | |
|-------------------------|--------|
| Urban Transit Districts | ↑ 2.3% |
| Rural Transit Districts | ↑ 2.9% |



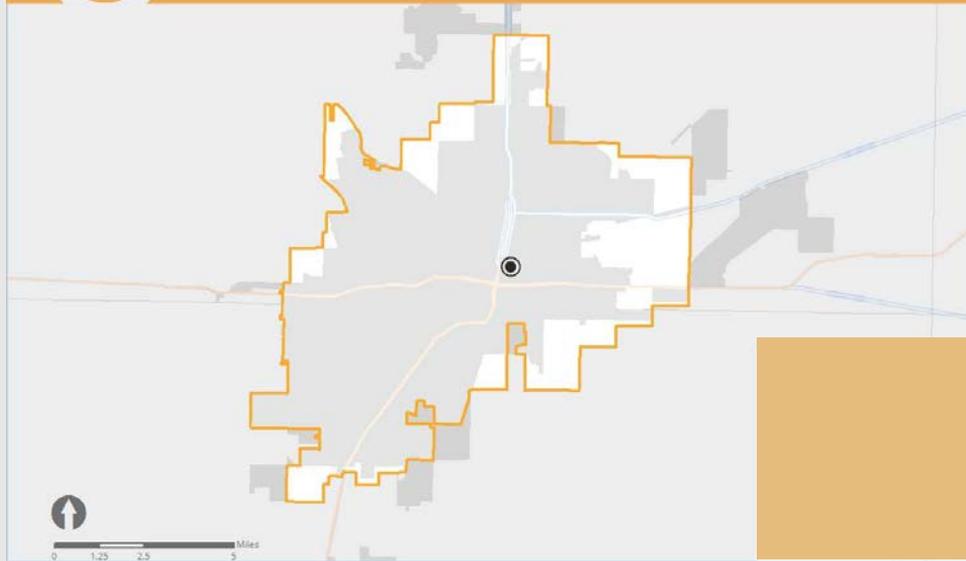
Rural Ridership and Rural Population in Other States (2016 NTD)

| Rank by Rural Ridership | State | Rural Ridership (million) | Rural Population | Riders per Capita |
|-------------------------|----------------|---------------------------|------------------|-------------------|
| 1st | Colorado | 15.3 | 1,163,725 | 13.2 |
| 2nd | Washington | 15.0 | 1,683,065 | 8.9 |
| 3rd | California | 12.2 | 3,826,267 | 3.2 |
| 4th | Michigan | 7.7 | 3,323,477 | 2.3 |
| 5th | New York | 5.9 | 3,359,958 | 1.8 |
| 6th | North Carolina | 5.3 | 4,302,684 | 1.2 |
| 7th | Tennessee | 5.2 | 2,895,390 | 1.8 |
| 8th | Florida | 5.1 | 2,361,374 | 2.2 |
| 9th | Illinois | 4.9 | 2,569,961 | 1.9 |
| 10th | Texas | 4.9 | 6,197,604 | 0.8 |

Performance – System-at-a-Glance Information

LOGO

TRANSIT AGENCY



The City serves as an urban transit district (UTD) for the City urbanized area (UZA). City Transit (CT) is a public transit provider in the UTD, providing fixed-route local bus service and the ADA paratransit service within the city limits west of Bogus Boulevard. The service area covers 92.5 percent of the population and 80.1 percent of the land area of the Humdinger UZA. The rural parts of both counties are served by the rural transit district Helpful Service.



Demographic Information



Urban Transit District

- Service Area Population: 201,122
- Service Area Land Area: 96.29 sq. Miles



PTN Compliance Information

City total risk value is 110. This compares to an average value of 137 for all urban transit districts.

| | | |
|------|-------------------------|------------|
| City | Inherent risk | 80 |
| | Compliance risk | 30 |
| | Total Risk Value | 110 |

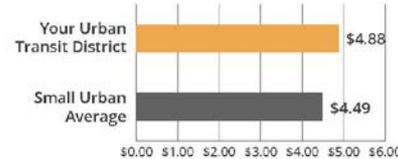
Inherent risk is based on organizational structure, organizational or staff changes, and grant funds received

Compliance risk is based on instances of non-compliance discovered/reported as part of subrecipient oversight

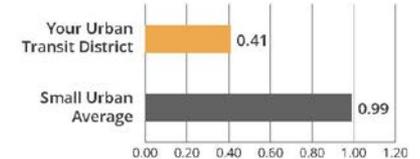
PTN considers a value of 0-100 to be low risk, 101-200 medium risk, and above 200 high risk.

Performance Measures in Fiscal Year 2017

Operating Expense per Total Vehicle Mile

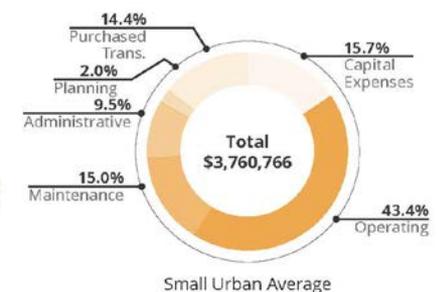


Ridership per Revenue Mile



Expenditures in Fiscal Year 2017

Small Urban Transit District



Data Sources:

Note:

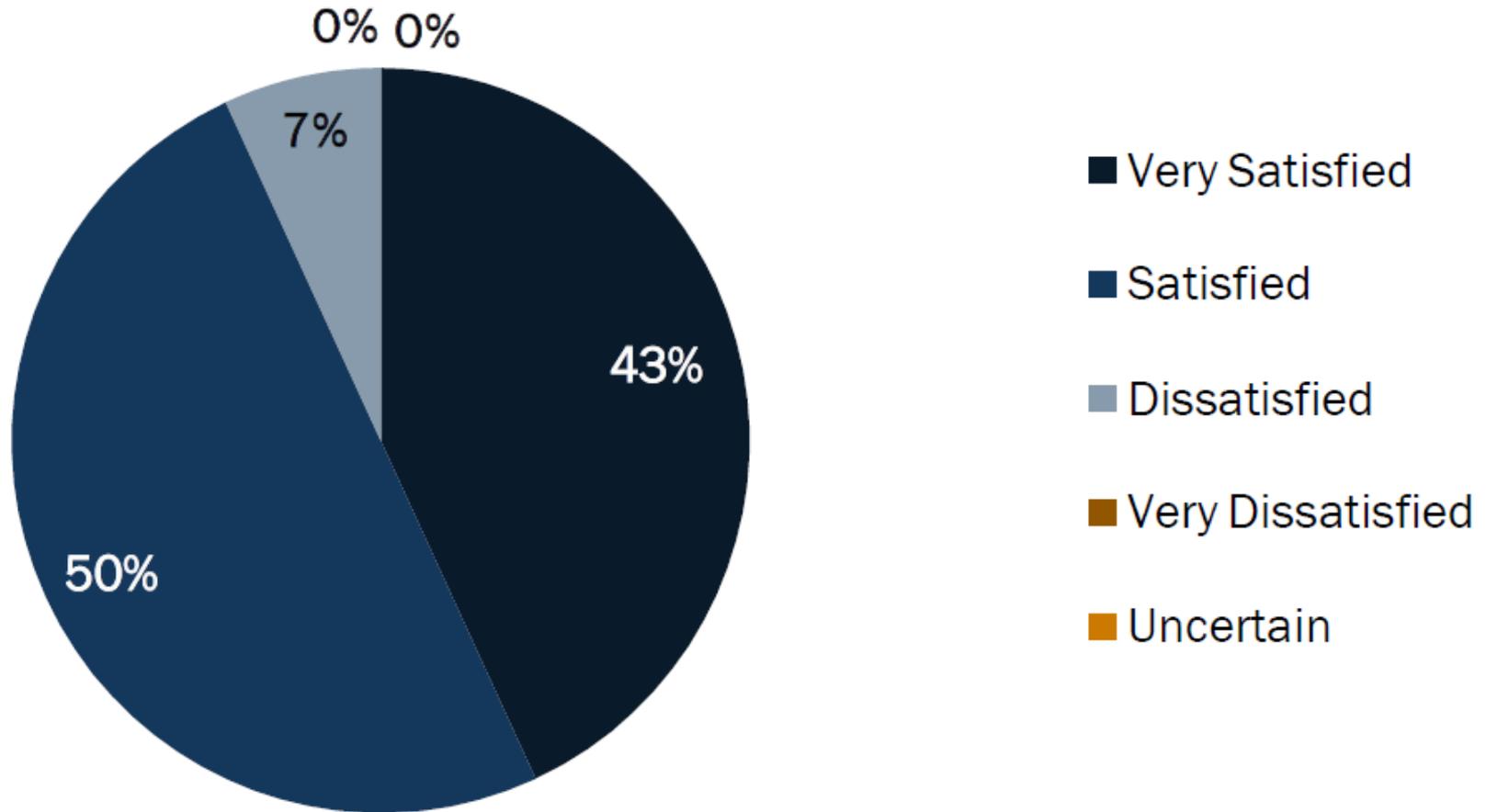
Transit district map was updated in 2015 and the profile was updated in June 2018.

Components of Overall Satisfaction Score

- Reliability/Responsiveness – *Dependable Staff, Timely Responses*
- Accuracy of Information Provided by PTN – *Reliable, Complete*
- Staff Competence – *Professionalism, Knowledge, Expertise*
- Staff Attitude – *Courteous, Helpful, Friendly*
- Problem Resolution – *Timeliness*
- Available Tools and Resources – *Publications, Meetings, Training*
- Convenience – *Ease of Obtaining Information*

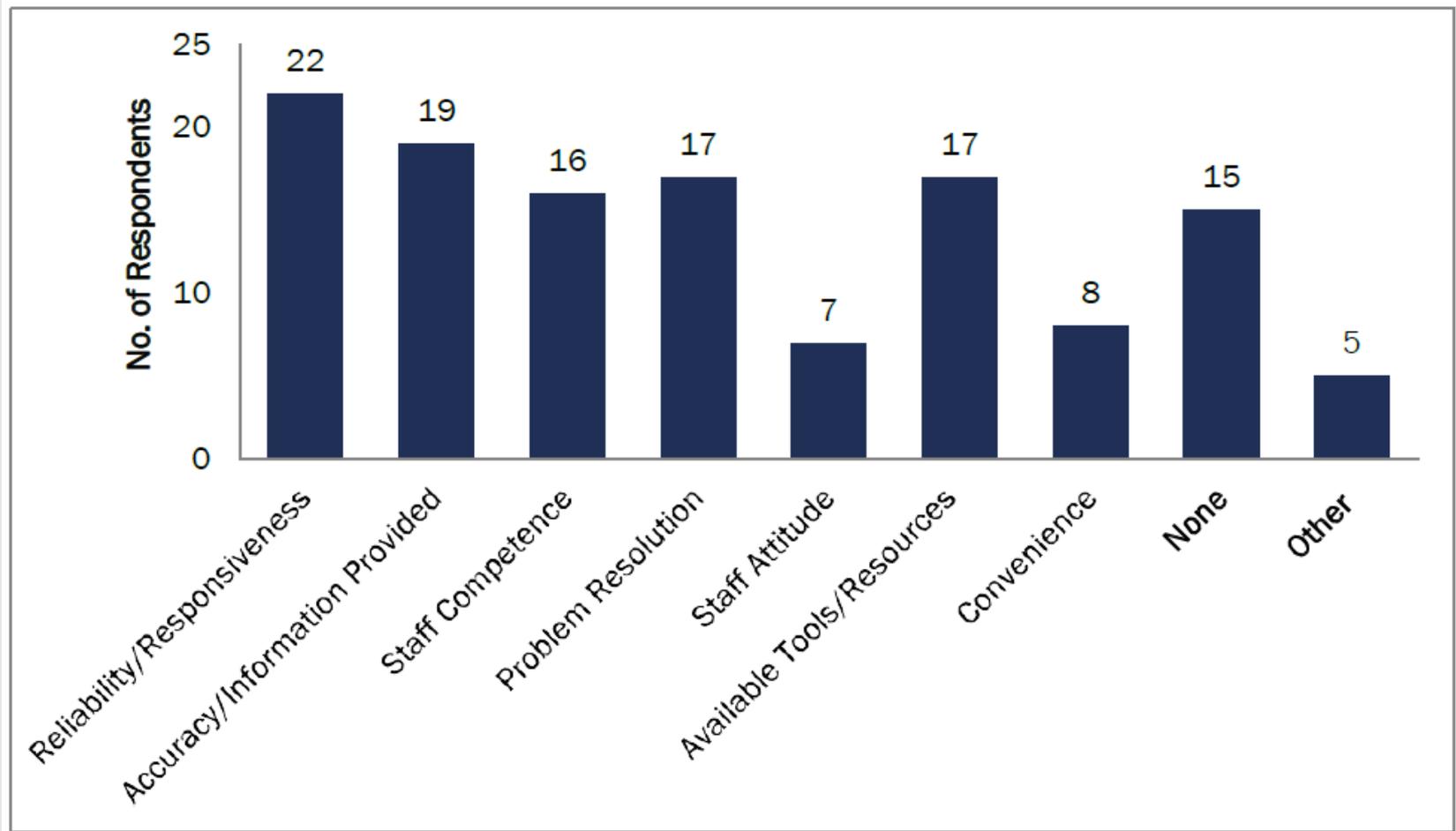
Summary of Customer Satisfaction Survey Results

Overall Satisfaction (%)



Summary of Customer Satisfaction Survey Results

- **Q2.** *Thinking about your answers to Question 1, what are three areas most important to you that TxDOT-PTN should focus on improving?*



Funding – Recent Commission Actions: \$85.8 Million

May \$3,891,609 Federal

- \$3,778,241 Coordinated Call projects
- \$113,368 residual TIGER program funds for fleet replacement

June \$81,881,823 State/Federal

- State funds total: \$34,991,067
- Federal funds total: \$46,890,756
- Federal programs:
 - Research and Planning
 - Seniors and Individuals with Disabilities
 - Rural Program – Formula and Discretionary
 - Bus and Bus Facilities

Funding – TxDOT 2020/2021 LAR

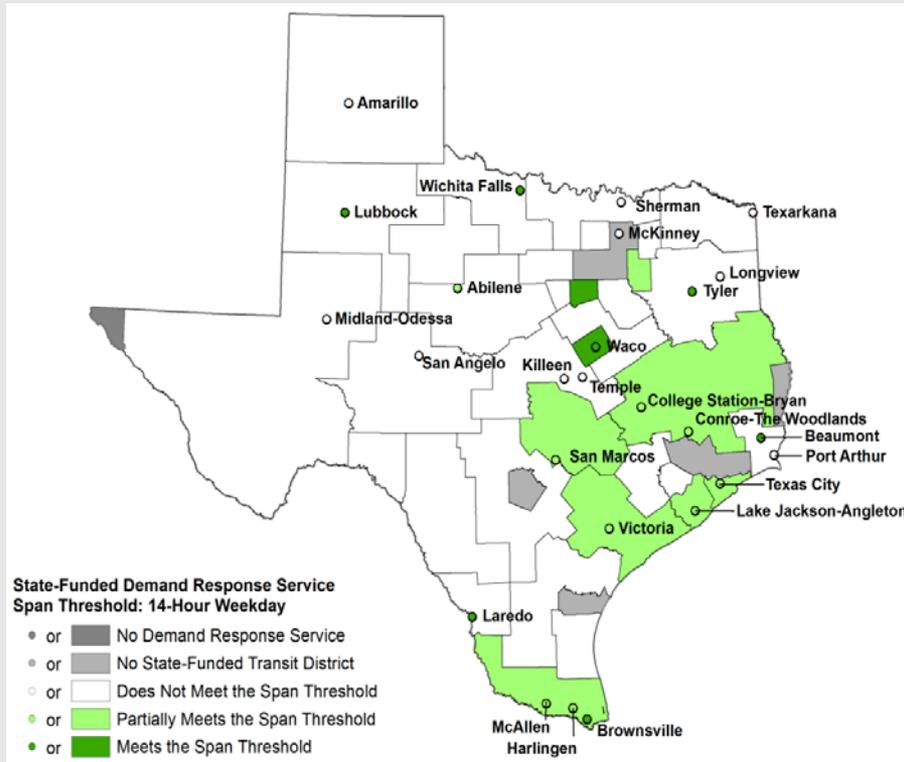
- **Baseline Funding for State Public Transportation Grants – No Change**

| | |
|--------------------|---------------------|
| Rural | \$42,863,386 |
| Small Urban | \$20,118,748 |
| Large Urban | \$7,000,000 |
| Total | \$69,982,134 |

- **Professional Services Contract – Technical Assistance:**
Financial Management, System Management, Project Development
- **Additional Funding Request (PTAC)**

Funding – Statewide Service Coverage and Span Improvements

Current 14 Hour Mon-Fri Service



Overall Funding Requirements For 14 Hour Mon-Fri Service Statewide

Annual Cost: \$41.1 Million*

Includes:

- \$31.1M to fill span gap
- \$7M to fill coverage gap
- \$3M to replace vehicles

*** Includes initial procurement of
234 new service vehicles: \$18.3M**



FTA REGION 6

TxDOT Semi-Annual Transit Operators Business Meeting
July 11, 2018

FTA

FEDERAL TRANSIT ADMINISTRATION

TxDOT Provider's Meeting FTA Update July 2018

Laura Wallace
Director of Program Management
and Oversight
FTA Region VI



U.S. Department of Transportation
Federal Transit Administration

FTA Updates

National

- Federal Register Notices
- TAM
- TrAMS
- Buy America
- Procurement Updates

Regional

- Lapsing Funds
- Closeout/ Inactive Grants
- FY18 Triennial Reviews

National Updates

Federal Register Notices- Current Funding Opportunities

➤ FY 2018 GROW Funding Opportunity:

- Project proposals must be submitted electronically through *GRANTS.GOV* by 11:59 p.m. Eastern on July 19, 2018.
- BUILD Transportation grants replace the pre-existing Transportation Investment Generating Economic Recovery (TIGER) grant program.

National Updates

Federal Register Notices- Current Funding Opportunities

- **FY 2018 Competitive Funding Opportunity: Pilot Program for Transit-Oriented Development Planning**
 - Project proposals must be submitted electronically through *GRANTS.GOV* by 11:59 p.m. Eastern on July 23, 2018.
- **Federal Fiscal Year 2018 Notice of Funding Opportunity Bus and Bus Facilities Infrastructure Investment Program**
 - Project proposals must be submitted electronically through *GRANTS.GOV* by 11:59 p.m. Eastern on August 6, 2018.

National Updates

Federal Register Notices- Funding Announcements

- **Announcement of Project Selections: Fiscal Year 2017 Low or No Emission Grant Program Project Selections**
 - City of Lubbock/Citibus \$1,750,000 Purchase Battery Electric Buses and On-Route/Depot Charging Equipment
 - VIA Metropolitan Transit \$1,750,000 Purchase Battery Electric Buses, Charging Equipment, and Conduct Staff Training

National Updates

Federal Register Notices- Funding Announcements

➤ Announcement of Project Selections: Fiscal Year 2017 Grants for Buses and Bus Facilities Infrastructure Investment Program

- DCTA \$2,625,000 Bus Operations and Maintenance Facility
- Golden Crescent Regional Planning Commission \$1,222,799 Vehicle Replacements and Shelter Projects
- Gulf Coast Center \$3,001,068 Connect Transit Admin and Operations Center
- Houston METRO \$3,600,000 2 Projects: (1) North Post Oak Transitway Project 2) Universal Accessibility Improvements at Bus Stops.

National Updates

Federal Register Notices- Funding Announcements

➤ Allocation of Public Transportation Emergency Relief Funds in Response to Hurricanes Harvey, Irma, and Maria

- Brazos Transit District \$188,000
- CMTA \$64,000
- Fort Bend Transit \$77,000
- Golden Crescent Regional Planning Commission \$69,000
- Harris County Community Services Department \$129,000
- Houston METRO \$13,545,000
- Port Arthur \$180,000
- TxDOT \$96,000
- The Woodlands Township \$2,267,000

Transit Asset Management (TAM) Requirements

- There are 2 different “flows” of TAM reporting:
 - 1) the TAM performance report in NTD that all transit agencies will report;
 - 2) The TAM Rule requirements. Setting the performance targets, providing the info to the MPO, so it can use the information to analyze regional progress towards its performance targets, and help prioritize regional investments in development of the TIP.
- Here is a link to more TAM information:
<https://www.transit.dot.gov/TAM>.
- Here is a link to the TAM FAQs here:
<https://www.transit.dot.gov/TAM/gettingstarted/htmlFAQs>.

TAM Phase-In Schedule

| NTD Fiscal Year Report to be Submitted | Report Targets to NTD | Submit Narrative Report on Meeting Targets to NTD | Report Condition Data on Vehicles | Report Condition Data on Facilities |
|--|-----------------------|---|-----------------------------------|-------------------------------------|
| RY 2017 | Optional | Not Required | Optional | Optional |
| RY 2018 | Required | Not Required | Required | 1/4 Required |
| RY 2019 | Required | Required | Required | 1/2 Required |
| RY 2020 | Required | Required | Required | 3/4 Required |
| RY 2021 | Required | Required | Required | Required |

TAM Plan Deadlines and Requirements; Relationship to MPO Planning Processes

- TAM plans are due October 1, and must be shared with the transit provider's local and state planning partners.
- TAM Plans do not get submitted to FTA.
- You also should have already set your TAM targets and provided them to your MPO in 2017, and the MPO should have considered those and then adopted regional targets for transit state of good repair.
- *FTA and FHWA will not approve a new or amended MTP, TIP or STIP after October 1, 2018 unless the planning products to be amended reflect the performance based planning process as defined in the TAM and Joint Planning Final Rules.*

TrAMS

➤ SAM Registration

- Recipients are required to maintain an active registration in SAM during the lifetime of the award. If the recipient's SAM account is expired it's likely that they will not be able to make any fund draw-downs.

➤ Budget Revisions

- TrAMS was designed to reserve and obligate FTA funds at the project level and budget scope code level. This design results in deobligations/new obligations from budget revisions and amendments that move FTA funds between projects and scope codes. In order to reserve funding, unobligated funds must be available in the apportionment record associated with the scope(s) where funding is being increased.

Three types of budget revisions that might get stuck in TrAMS:

- ✓ Budget Revision Between Scopes Reserved with Different Urbanized Areas
- ✓ Budget Revision Between Scopes Reserved with Different Funding Limitation Codes
- ✓ Budget Revision Between Scopes Reserved with Different Funding Fiscal Years

What's new in Buy America

- Fast Act Amendments to 49 U.S.C. 5323(J)
- Phased increase in domestic content for rolling stock
- Inclusion of U.S. steel and iron in domestic content for car body
- Certification by FTA on non-availability waivers
- Small purchase waiver

Rolling Stock Waiver

The cost of components and subcomponents **produced** in the United States

- **For fiscal years 2016 and 2017**, is more than **60** percent of the cost of all components of the rolling stock;
- **For fiscal years 2018 and 2019**, is more than **65** percent of the cost of all components of the rolling stock;
- **For fiscal year 2020 and each fiscal year thereafter**, is more than **70** percent of the cost of all components of the rolling stock; and
- Final assembly of the rolling stock has occurred in the United States

FTA Final Policy Statement

- **Contracts entered into before October 1, 2015**
 - 60% domestic content applies, regardless of when vehicles are delivered or option exercised
 - No assignment of options (“piggybacking”)
- **Contracts entered into after October 1, 2015**
 - Domestic content in effect for the year of delivery of the first production vehicle applies

Changes to Micro-Purchase & Simplified Acquisition Thresholds

- Memo M-18-18 issued by OMB on June 20, 2018; this is also the effective date.
- Raises the threshold for micro-purchases under Federal financial assistance awards from \$3,500 to \$10,000
- Raises the threshold for simplified acquisitions from \$100,000 to \$250,000 for all recipients.
- Additionally, the memo implements an approval process for certain institutions who want to request micro-purchase thresholds higher than \$10,000.

Changes to Circulars

- 5010 Award Management Requirements
 - There are two (2) places referencing the Simplified Acquisition Threshold as applicable, but these citations also reference the amount at the time of publication (\$150,000). These may be updated with page changes, but pending management decision
 - There is no reference to micro-purchasing
- 4220 Third Party Contracting
 - There are multiple references to the Simplified Acquisition Threshold, micro-purchase, and “small purchases” threshold and amounts.
 - Next steps are pending

Buy America

- The applicable “small purchases” amount is set by statute at \$150,000.
- § 5323. General provisions on assistance
 - (j) Buy America.
 - (13) Definition of small purchase. For purposes of determining whether a purchase qualifies for a general public interest waiver under paragraph (2)(A) of this subsection, including any regulation promulgated under that paragraph, the term ‘small purchase’ means a purchase of not more than \$150,000.

Regional Updates

➤ Lapsing Funds

- FY 2018 Notice of Lapsing Funds was sent out in January
- Funds will lapse if not applied for in FY18
 - Section 5307- FY13
 - Section 5310- FY16
 - Section 5311- FY16
 - Section 5339- FY15

Regional Updates

➤ FY 2018 Inactive Grants

- Policy for Inactive:
 - 3 years since obligation AND
 - 12 months without drawdowns
- FY 2018 Inactive Grants (MUST BE CLOSED BY 9/1/2018):
- Texas has:
 - 22 inactive grants; **7** still remain inactive (Sun Metro, VIA, CMTA, Waco, Laredo, DCTA, and McAllen)
 - 47 fully disbursed grants; **8** still remain (DCTA, NCTCOG, Galveston, Harris County, FWTA, and VIA)
 - These grants must be closed by September 1, 2018, or they will be deobligated and closed.

Regional Updates

➤ Triennial Reviews

- 15- Texas Urbanized Areas will receive Triennial Reviews in FY 2018
- Recorded TR workshop presentations available online

FY 2018 Triennial Reviews

| | | |
|-------------|---------------|-------------|
| Beaumont | Fort Bend | DCTA |
| Brownsville | Harris County | Laredo |
| CARTS | Houston METRO | Port Arthur |
| CMTA | Texarkana | Odessa |
| Conroe | VIA | DART |
| | | |

Questions?





TRANSIT ASSET MANAGEMENT (TAM) PLAN

Semi-Annual Transit Operators Business Meeting
July 11, 2018

Upcoming Milestones

- Circulate draft plan to participants July 20
- Draft plan comments due to PTN Aug 3
- Finalize plan Aug 31
- Distribute plan, notify FTA No later than Oct 1

39 Participants

- 27 Rural Transit Systems
- 1 Small Urban
- 11 Open-door 5310 Providers

Preliminary Vehicle Statistics

- Approximately 1150 revenue vehicles
- Approximately 65 vehicles for 5310 providers
- Approximately 60 support vehicles



Transit Asset Management Plan – Targets

Rolling Stock (revenue vehicles)

- 15% or less of fleet assets operating beyond their useful life benchmark (ULB) for age.

Equipment (non-revenue and support vehicles)

- 15% or less of fleet assets operating beyond their useful life benchmark (ULB) for age.

Facilities

- 15% or less of facilities operating in a condition lower than 3.0 on the Transit Economic Requirements Model (TERM) scale.

What will TxDOT-PTN's TAM plan be used for?

1. To educate on the needs for additional funding.
2. To assist with discretionary funding applications.
3. To inform bi-annual fleet replacement call for projects.



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WACO TRANSIT SYSTEM

Allen E. Hunter, General Manager

Serena Stevenson, Assistant General Manager

July 11, 2018

Waco Transit System and McLennan County Rural Transit District

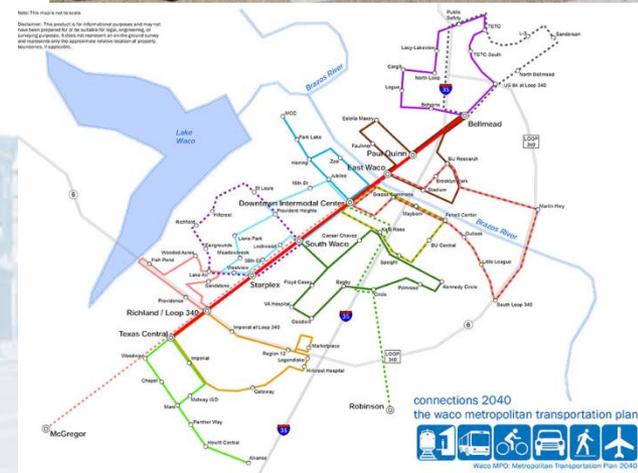


- Waco Transit System is both a Small Urban and Rural Transit System
 - 132 employees
 - 11 Fixed Routes (small urban)
 - Baylor University Service
 - Includes Evening Service and Special Event Shuttles to and from all home Football and Basketball games
 - Para-transit Service
 - ADA, Medicaid, 5310 elderly and disabled and General Public Transportation Service
 - Community Projects
 - Safe Ride Home, Santa at the Station and Free Fare Day on Tax Free Weekend
 - McLennan County Rural Transit District was established in July of 2015
 - Service area is over 1,060 miles
 - 2 Fixed Routes (rural)
 - Demand Response Service
 - Medicaid
 - Have experienced an increase in ridership each year



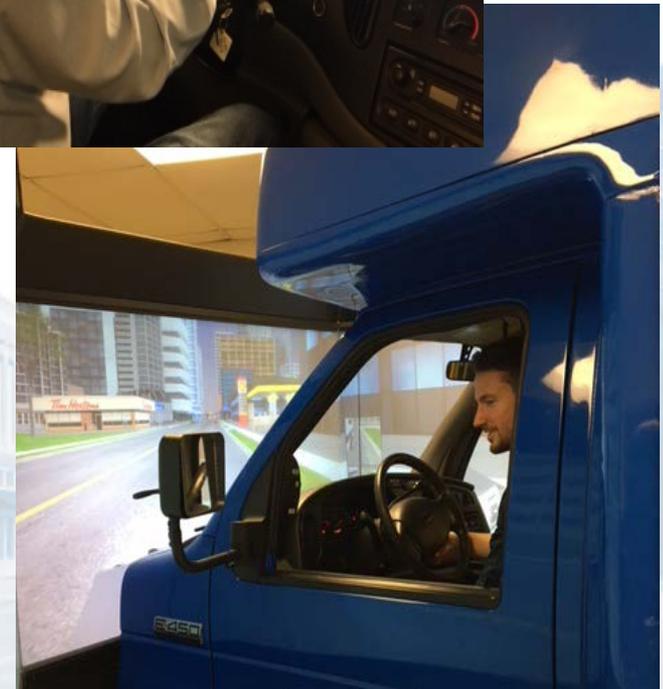
Taking on New Challenges

- Rapid Transit Corridor Study
 - Have strong community support
 - Project Justification to FTA
- Internship Program
 - Working to introduce transit to the next generation
 - College as well as local High School
- Magnolia Market at the Silo's
 - Currently brings in approximately 35,000 visitors each week
 - Silo District Shuttle (new downtown route)
 - LaSalle Circle Shuttle (new route to underserved area)
 - Waco named the #2 place to visit in the US (Trip Advisor)
- Bus Simulator
 - Acquired through partnership with TXDOT
 - Recently introduced this tool into our training program



Bus Training Simulator

- Currently used to train all bus and van operators
 - New, existing and retraining
- Benefits include
 - Boost operator confidence
 - Increased hazard awareness
 - Takes training to the next level
 - Leaves a lasting impression
 - Has made a positive impact to our training program
- Opportunity for other agencies
 - Working with TxDOT to establish a training program which to allow other agencies to experience the value of this asset



Mark your calendar for Fall Training!



Topic:

Transit Asset Management

When:

October 25th and half day on the 26th

Where:

Waco Transit System

Go to the TTA Website for more details

www.TXTransit.org



Contact Information

Allen E. Hunter

General Manager

Waco Transit System

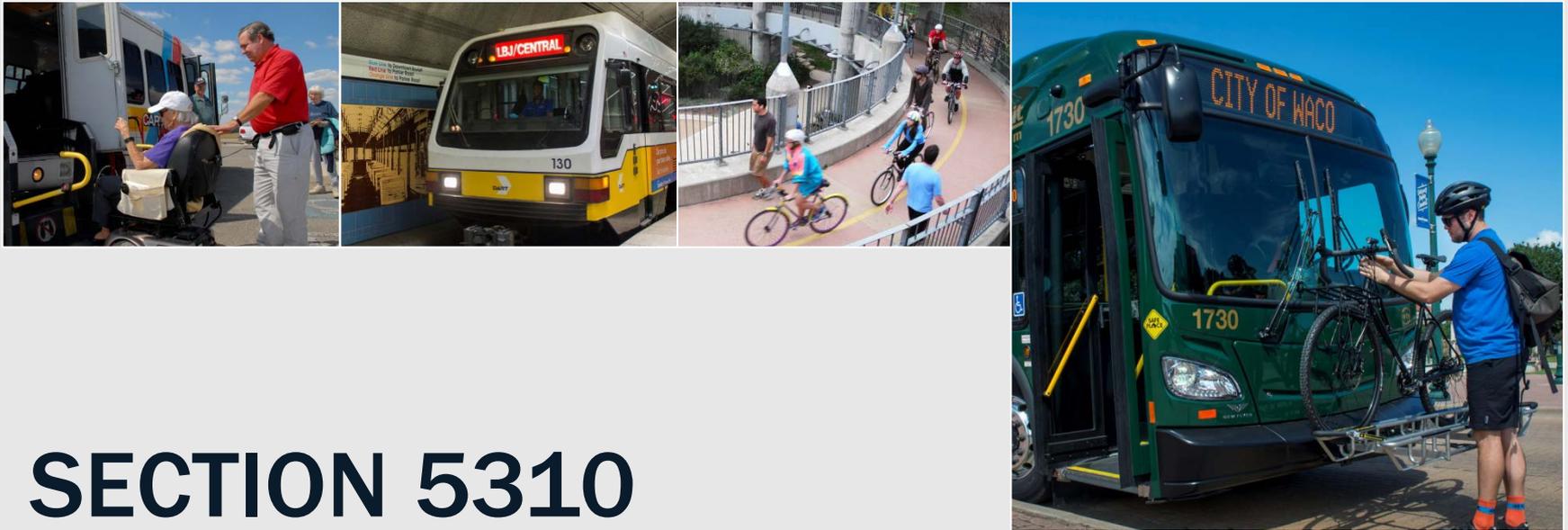
301 S. 8th Street, Suite 100

Waco, Texas

(254) 750-1900 Office

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SECTION 5310

Midcycle Comments and Preparation for the Next Cycle

The first 5310 two year cycle (FY 2018–2019)

First Year (PGA term started September 2017 or later)

- Awards made in 2017 were intended to cover project expenses for the first year of the cycle, from September 2017 – August 2018

Second Year (Amending first year PGA to extend to December 2019)

- Awards added in 2018 are intended to cover project expenses from September 2018 – August 2019
- The 2018 awards were based on the need reported by the agency (in the second year budget or midcycle budget request) and the estimated residuals of the current PGA (based on when the project started)
- Agencies that submitted a second year budget along with the original application got first consideration for vehicle funding

Areas for improvement

Observations from year one cycle of PGAs:

- Important to bill monthly
- Important to make timely progress on procurements



Looking ahead to FY 2020-2021

- Call for applications will go out in late 2018
- Public involvement workshops for each district will be held December 2018 – January 2019 (look for schedules in the fall)
 - Plan to participate
 - Take notes and incorporate into projects
 - Coordinate with lead agencies
- Webinars to cover application and to ask questions in January 2019
- Applications will be due Spring 2019



Looking ahead to FY 2020-2021

The next call will cover FY 2020-2021

PGA Period: September 1, 2019 – August 31, 2021

*Note change of expiration dates

- First year September 1, 2019 – August 31, 2020
- Second year adds funds via PGA amendment and extends to August 31, 2021
- Still funding 12 months at a time
- Not inclined to extend PGA expiration date unless federal funds are delayed

Applications that succeed

- Get started early
- Answer all questions related to projects
- Demonstrate need, especially for new or growing projects
- Support responses with numbers and facts
 - Give details
 - Get specific
- Include a budget for both years (year one *and* year two)

Even if funds are available in your district, a project without justification may not be funded.



Resources to help for the next cycle

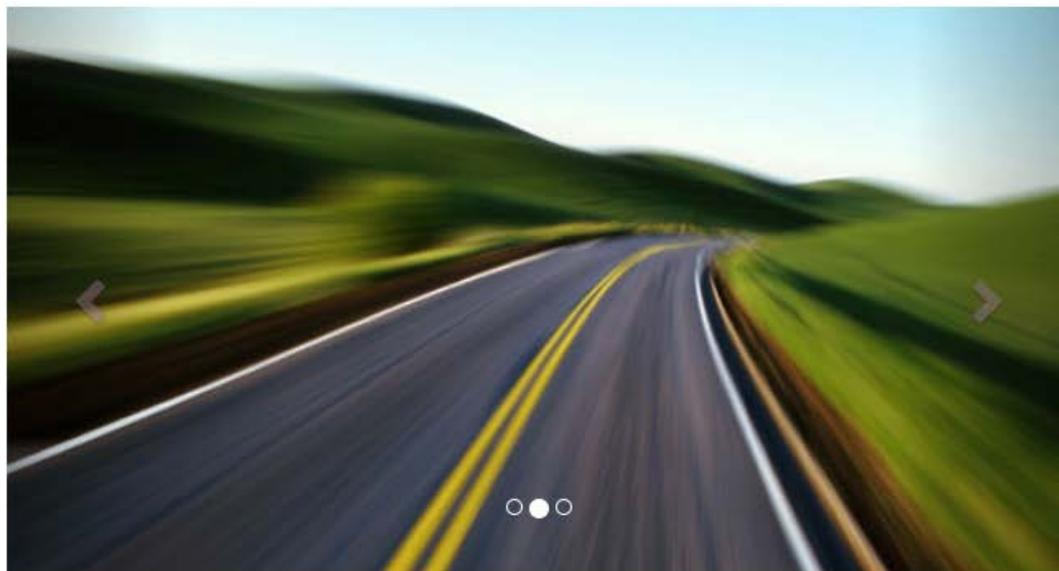
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National Rural Transit Assistance Program is a program of the Federal Transit Administration dedicated to creating public & rural transit solutions in America through technical assistance, partner collaboration and FREE training and other transit industry products.

101 Webinar Series: Grant Writing, 8/30/17



This webinar covers step by step guidance and best practices for finding grants and submitting applications, especially for FTA programs. Presenters include Kari Banta of Texas DOT and Katharine Mitchell of the Regional Transportation Authority of Pima County, AZ, who bring both the reader/funder and writer/proposer perspectives to the process of writing a grant proposal. Whether you are a new or experienced grant writer, this webinar has important tips and reminders to help you!

In addition, be sure to download **National RTAP's Grant Writing Technical Brief**, and also download the webinar slides and handouts via the buttons below.

[Download PowerPoint](#)

[Download Handouts](#)

Grant Writing: Tips

Once you have identified an appropriate grant to apply for, follow these grant writing steps to complete the application:

Need Statement Successful Example

Need Statement Problematic Example

nationalrtap.org/transitmanager/



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 Chat Online  Click to Email  Call Us at: 888-589-6821

Transit Manager's Toolkit

Welcome ▾

Administration & Compliance ▾

Operations ▾

Safety and Security &
Emergency Management

Coordination & Mobility
Management

Service Planning & Evaluation

Tribal Transit ▾

Section Resources ▾



Coordination & Mobility Management

Mobility management is about moving people, not vehicles. Mobility management programs are varied throughout the country, and you, as a transit manager, may operate a mobility management program out of your transit system or you may belong to a group of organizations that works with an independent mobility management program. While the services mentioned in the previous section are more standard service types, shrinking resources have caused communities to think about transportation in new ways. In order to do this, you will have to look beyond the traditional model for providing transit service and inventory of all of the resources in your community. You will also have to reconsider any reliance on separate modes, funding silos, and protected use of assets. This is especially important for transporting individuals with special needs such as older adults, children and



FLEET REPLACEMENT PROGRAM OVERVIEW

Semi-Annual Operators Meeting

July 11, 2018

Fleet Replacement Program Background

Beginning in FY2015, the Unified Transportation Program identified Surface Transportation Block Grant Program funds to be flexed to the §5307 and §5311 programs to maintain capital assets in a state of good repair.

Awards to Date

- Approximately \$10.1 million was contributed towards the 2015 Transportation Investment Generating Economic Recovery (TIGER) projects.
- 2018 Coordinated Call
 - Awarded approx. \$2.3 million for rural projects (16 agencies)
 - Awarded approx. \$3 million for urban projects (6 agencies)

Cycle

- The fleet replacement program will be included in the Coordinated Call for Projects biennially.

How does this program work?

- TxDOT will provide flex funding for up to 50% of the total cost for eligible capital projects
- 50% of the capital project must be funded with other sources of funds (subrecipient contribution)
 - Other sources can include §5307, §5311, §5339, State funds, and local funds

Match

- Federal funding sources must include match as appropriate
 - TDC may be requested as match for the Fleet Replacement funds
 - And...If the federal funds subrecipients are contributing have not been programed with other sources of match, TDC can be requested as match

Eligible Subrecipients and Project Types

Eligible Subrecipients:

- Rural Transit Districts
- Small Urban Transit Districts

Eligible project types may include but are not limited to:

- Fleet replacement
- Fleet rehabilitation
- Minor fleet facility renovations and/or improvements
- Shop equipment and other miscellaneous equipment
- Fleet maintenance hardware and/or software

Rural Example

A rural agency has a fleet replacement project with a total estimated cash cost of \$200,000. The agency has been awarded a total of \$100,000 in FY17 and FY18 Section 5339 funds with TDC as match.

The agency would apply to TXDOT for Fleet Replacement funding in the amount of \$100,000 as 50% of the cash cost of the project.

The agency would include in the application:

- A request for TDCs as match for the Fleet Replacement funds
- Narrative that the agency intends to “contribute” \$100,000 of their 5339 funds for the other 50% of the cash cost of the project
- Identify specific vehicles to be replaced



The cycle for Fleet Replacement and Section 5339 rural funds coincide



Urban Example

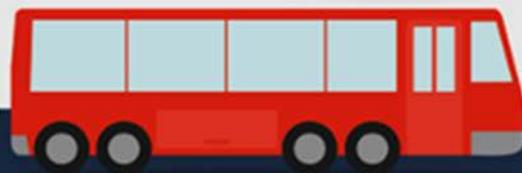
The agency has a fleet replacement project with a total estimated cash cost of \$600,000. The agency has not applied for the 5307 funds with FTA. The agency is eligible for a total of \$300,000 in FY17 Section 5307 through an application directly to FTA.

The agency would apply to TXDOT for Fleet Replacement funding in the amount of \$300,000 as 50% of the cash cost of the project.

The agency would include in the application:

- A request for TDCs as match for the Fleet Replacement funds.
- Narrative that the agency intends to apply to FTA for the FY17 5307 funds of \$300,000 for the other 50% of the cash cost of the project or “contribution amount”.
- A request of TDCs as match for the FTA Section 5307 \$300,000
- Identify specific vehicles to be replaced

Be on the lookout for an out-of-cycle Fleet Replacement opportunity in eGrants this Fall



State Management Plan

Chapter 3, which addresses section 5311, will be updated under subhead “Project Selection Criteria and Method of Distributing Funds” with the wording below to include the Fleet Replacement program.

Funds identified in the Unified Transportation Program to be flexed to the §5311 and §5307 programs from the Surface Transportation Block Grant Program to maintain capital assets in a state of good repair will be considered as part of the Fleet Replacement program. To be eligible, 50% of the funds for the project must be from an other source(s) which can include §5307, §5311, §5339, State funds, and local funds. Eligible types of projects are fleet related capital projects to maintain assets in a state of good repair.



DRUG & ALCOHOL OUTSOURCE

SURVEY OF VENDOR PERFORMANCE
YEAR 1

Survey of Year 1 Subrecipients

Purpose of the Survey

- Obtain feedback from Year 1 Subrecipients
- Communicate positive feedback
- Address any issues



Year 1 Subrecipients

1. ARK-TEX COG
2. City of Cleburne
3. Community Services
4. East Texas COG
5. Public Transit Services
6. SPAN, Inc.
7. Sr. Center Resources & Public Transit
8. STAR Transit
9. Texoma Area Paratransit Services
10. The Transit System, Inc.

Survey – Questions: Evaluation of Performance & Process

1. The vendor's onsite monitoring visit was organized and well planned, with sufficient advanced notice provided to the agency.
2. The vendor conducting the monitoring provided a level of expertise in the subject matter that met the agency's satisfaction.
3. The vendor provided examples and clear guidance on how the agency can implement a safer D&A program.
4. During the collection site monitoring, the vendor provided assistance to the agency on how to document concerns AND follow-up with the collection site.
5. The collection site monitoring will be beneficial to the agency's oversight of third party contractors in the future.
6. Overall, the level of technical assistance provide by the vendor during their review of the agency's D&A program adequately assisted in correcting documented deficiencies.
7. The vendor exhibited a helpful demeanor throughout the review.
8. I feel comfortable with the vendor reviewing our D&A program every three years (as opposed to PTN PTCs reviewing the program every year).
9. What were the vendor's strengths AND what areas for improvement would you suggest for the vendor? (provide a separate response for each).
10. If you would like to provide additional comments regarding the vendor, whether addressed in this survey or not, use the space provided below.

Survey Response Data

| Question | Total Responses | Strongly Agree | Agree | Not so much | Not at all |
|----------|-----------------|----------------|-------|-------------|------------|
| 1 | 8 | 7 | 1 | 0 | 0 |
| 2 | 8 | 4 | 4 | 0 | 0 |
| 3 | 8 | 3 | 5 | 0 | 0 |
| 4 | 8 | 3 | 5 | 0 | 0 |
| 5 | 8 | 3 | 5 | 0 | 0 |
| 6 | 8 | 3 | 4 | 1 | 0 |
| 7 | 8 | 4 | 4 | 0 | 0 |
| 8 | 8 | 4 | 2 | 2 | 0 |



- Anonymous survey
- 10 questions in all
- Response options
 - Questions 1-8 (multiple choice/radio buttons)
 - Comments (optional)
- Last 2 questions – comments only
- 8/10 subrecipients responded to the survey



Survey Comments

The Good Stuff (common themes):

- RLS was knowledgeable
- RLS made us feel comfortable
- Very pleasant experience
- Sample forms very helpful



Things to Work On (common themes):

- Findings based on “Best Practices” vs. Regulations (see examples next page)
- Close-out meeting could have been more in line with [Initial] report
- Positive exit meeting did not align to [negative] report received

Next Steps: Continuous Improvement

RLS

Onsite exit briefing

- Clarification on what to expect in the report
- Opportunity for more dialog, if needed

Report “Best Practice” issues as “Advisory”

Actual examples from Yr. 1 reports included:

- DAPM receiving random list and DAPM is in random sample
- 20-30 min travel time to collection site vs. 2 hrs. allotted travel time
- Unfamiliarity with name of random selection software used by TPA

PTN

- Continue to be available for questions or comments
- Tweak survey questions for Year 2 & 3 Subrecipients, if needed
- Coming soon – Survey of Vendor Performance: Year 2 Subrecipients



DELEGATION OF SIGNATURE AUTHORITY

TxDOT Semi-Annual Transit Operators Business Meeting
July 11, 2018

Signature Authority (SA)

What's the big deal?

- The quality of SA documents in eGrants is inconsistent (some are incomplete and many are now out of date)
- The process needs improvement



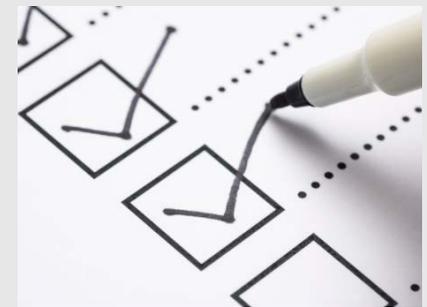
Purpose and Guidance:

- Expectations for Subrecipient regarding Signature Authority (SA) documents
- Consistent approach for SA documentation
- SA templates provided for convenience
- SA updated at the beginning of each fiscal year
- FY 2019
 - *Upload in eGrants by close of business August 31, 2018*



Signature Authority – PTN documents

- Master Grant Agreement
- Project Grant Agreement/Amendments/
Scholarships
- Annual FTA and TxDOT Certifications &
Assurances
- Requests for Reimbursements (RFRs)
- Procurements and Purchase Orders



Signature Authority – Required Contents

Required contents of a document that delegates Signature Authority includes:

- Name of the agency
- Who at the agency is delegating SA
- Name of each assigned person at the agency who has authority to sign documents on behalf of the agency
- Name of each person granted SA and for what documents
- Signed by person delegating authority
- Any restrictions defined
- Date



Signature Authority – Timeliness

- Annual SA documents may need updating *during* the fiscal year if/when a change at the agency warrants it

Examples:

- 2017: Fiona Shoe, “Interim Transit Director” at ABC Agency has authority to sign all documents
- 2017: Cindy Reyes, “Transit Director” at ABC Agency has authority to sign all documents



Sample Documents



August 23, 2017

To who it may concern,

At the regular meeting of the Board of Directors of Rolling Plains Management Corporation held on April 1st, 2014, the Board to ratify the action of the Executive Committee to authorize Executive Director, Debra Thomas, to negotiate and enter into contracts, leases, financial arrangements, and other legal agreements with the Texas Department of Human Services, Texas Department of Protective and Regulatory Services, Texas Department of Transportation, Texas Department of Housing and Community Affairs, Workforce Solutions North Texas, U.S. Department of Health and Human Services, U.S. Department of Agriculture, U.S. Department of Energy, Texas Association of Community Action Agencies, financial institutions, private entities and others not mentioned herein.

As current Board Chairperson, I verify that the action taken on April 1st, 2014 to authorize Executive Director, Debra Thomas to act on behalf of Rolling Plains Management Corporation as described above is still in effect.

Sincerely,

Mark Christopher
Board Chairperson



3800 STONE ROAD
KINGORE, TEXAS 75662 • 903/218-6400 • FAX 903/983-1440

SERVING A FOURTEEN COUNTY REGION

TO: Ms. Lori Huett or Ms. Sonya Hudson
 From: David A. Cleveland, Executive Director
 Date: July 19, 2016
 Subject: Delegation of Signature Authority and Approval Authority, Effective Immediately, Supersedes All other Previous Delegations

DELEGATION: As Executive Director of East Texas Council of Governments, I am authorized to sign those documents described in (Internal Policies and Procedures), addressing signature authority.

I further delegate the signature and approval authority to the following individuals for documents specified in my absence:

| Name/Functional Title | Documents/Conditions |
|---|--|
| Jim Camp, Acting Executive Director | Transportation grants, agreements, and other business correspondence |
| Brandy Brannon, Acting Executive Director | Transportation grants, agreements, and other business correspondence |
| Wendi Horst, Acting Executive Director | Transportation grants, agreements, and other business correspondence |
| Doug Shryock, Acting Executive Director | Transportation grants, agreements, and other business correspondence |
| Lindsay Vanderbilt, Acting Executive Director | Transportation grants, agreements, and other business correspondence |
| Stephanie Heffner, Acting Executive Director | Transportation grants, agreements, and other business correspondence |

TERMS: The signatures of the individuals specified above are considered as binding on the department as that of the responsible official and these individuals will be held accountable jointly with the responsible official for the propriety and policy compliance of the documents as specified above.

Cc: David A. Cleveland
Executive Director

ANDERSON * CAMP * CHEROKEE * GREGG * HARRISON * HENDERSON * MARION * PANOLA * RAINS * RUSK * SMITH * UPSHUR * VAN ZANDT * WOOD

* OK to use subrecipient's logo and branding on document but NOT TxDOT's logo/brand !

Sample Templates

Delegation of Signature Authority Approval

To: Texas Dept. of Transportation, Public Transportation Division

From: Board of Trustees of (AGENCY NAME), Authorized Official (NAME or names)(Title)

Date: [Click here to enter a date.](#)

Subject: Delegation of Signature and Approval Authority **Effective Immediately**

Delegation: As the (TITLE) of the (Agency Name or Governing Body), I am authorized to sign all documents on behalf of (AGENCY NAME).

I further delegate the signature and approval authority to the following individuals for the documents specified:

| Name/Functional Title | Documents/Conditions |
|-----------------------|----------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

*If more lines are needed, add a second page.

The signature of the individuals specified above is considered as binding for (AGENCY NAME) as that of the responsible official. Furthermore, these individuals will be held accountable with the responsible official for the propriety and policy compliance of the documents as specified above.

(NAME) (Title)

(AGENCY NAME)

SIGNATURE AUTHORITY Agency Name

Board Resolution No. _____

The Board of Trustees of the _____ hereby adopts the following resolution:

Delegation of Signature Approval Authority

I delegate signature and approval authority to the following individuals for those documents I am authorized to sign, effective immediately:

| Name / Functional Title | Documents / Conditions |
|-------------------------|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

TERMS: The signature of the specified individual listed above is considered as binding on the agency as that of the responsible official and the individual will be held jointly accountable with the responsible official for the content, propriety and policy compliance of the documents specified.

Signed by Chair _____ (Name) this day of _____, 20 ____

Printed Name

Sample templates can be found at:

<https://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation.html>