TxDOT-PTN

Public Transportation Division

Semi-Annual Transit Operators Business Meeting Agenda and Handouts

July 24, 2019
# MEETING AGENDA

**Transit Operators Semi-Annual Business Meeting**  
*Wednesday, July 24 | 8:30 A.M. – 4:00 P.M.*  
*200 E. Riverside Drive - Auditorium*  
*Austin, TX*

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 8:40 A.M.</td>
<td><strong>Settling In</strong></td>
</tr>
<tr>
<td>8:40 – 8:50 A.M.</td>
<td>1. Welcome / Safety Briefing</td>
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<tr>
<td></td>
<td>2. Director’s Report</td>
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<td>3. Advisory Committee Update</td>
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<td></td>
<td>• PTAC</td>
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<td>4. Association Updates</td>
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<tr>
<td></td>
<td>• TTA – ACT – SWTA</td>
</tr>
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<td>5. FTA Update/Q&amp;A – Working with TNCs</td>
</tr>
<tr>
<td>10:15 – 10:30 A.M.</td>
<td><strong>Break</strong></td>
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<tr>
<td>11:30 A.M. – 12:50 P.M.</td>
<td><strong>Lunch (on your own)</strong></td>
</tr>
<tr>
<td>12:50 – 1:00 P.M.</td>
<td><strong>Settling In</strong></td>
</tr>
<tr>
<td>2:15 – 2:30 P.M.</td>
<td><strong>Break</strong></td>
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<tr>
<td>2:15 – 2:30 P.M.</td>
<td><strong>Program Services Update</strong></td>
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<td></td>
<td>• Agency Assessments</td>
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<td>• TDC</td>
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<td></td>
<td>• §5310 Program</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Q&amp;A / Closing</strong></td>
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</tbody>
</table>
Agenda Item 2

Division Director's Report
DIRECTOR’S REPORT

Semiannual Transit Operators Business Meeting

July 24, 2019
2019 Legislative Session Summary

- FY 2020/2021 Public Transportation Program Appropriations
  - State Funds remain at previous biennium total
  - $15 million of STP Funds flexed to transit for fleet replacement

- New Regional Transit Authority in South Texas
- Rural Transit Fuel Tax Exemption failed
- Annual Transit Statistics Report due date changed from January 1 to March 15.
## Summary of June Commission Transit Grant Program Awards

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funds — Annual Rural and Urban Formula Allocations</td>
<td>$34,991,066</td>
</tr>
<tr>
<td>State Funds — Returned Small Urban Area Formula Funds (Asset Maintenance and Replacement)</td>
<td>455,326</td>
</tr>
<tr>
<td>FTA §5304 — Regionally Coordinated Public Transportation Planning</td>
<td>620,000</td>
</tr>
<tr>
<td>FTA §5310 — Enhanced Mobility of Seniors and Individuals with Disabilities</td>
<td>7,300,632</td>
</tr>
<tr>
<td>FTA §5311 — Formula Grants for Rural Areas</td>
<td>15,751,834</td>
</tr>
<tr>
<td>FTA §5311 — Fleet Replacement: Ark-Tex Council of Governments</td>
<td>41,736</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$59,160,594</strong></td>
</tr>
</tbody>
</table>
## RTARP 2019 – Summary of Financing

<table>
<thead>
<tr>
<th>Source</th>
<th>Fleet</th>
<th>Facilities</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>5339</td>
<td>$10,740,000</td>
<td>$3,075,200</td>
<td>$13,815,200</td>
</tr>
<tr>
<td>5311 STP FLEX</td>
<td>$10,000,000</td>
<td>-</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>State</td>
<td>-</td>
<td>$768,800</td>
<td>$768,800</td>
</tr>
<tr>
<td>TDC</td>
<td>4,148,000</td>
<td>-</td>
<td>4,148,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,740,000</strong></td>
<td><strong>$3,844,000</strong></td>
<td><strong>$24,584,000</strong></td>
</tr>
</tbody>
</table>
Rural Fleet Usage

Annual Vehicle Miles / Bus

- >25% Below Avg.
- ± 25% of Avg.
- >25% Above Avg.
New Initiatives: SMART Buy Update/Schedule

Replacement Contract – Process and Schedule

- TxDOT Develop Replacement Specifications – October 2019
- Comptroller Process – April 2020 (earliest)
- New Contract Available – April/May 2020

Options

- Other State Cooperatives: Oklahoma, Georgia
- Group Procurements
- Ideas?
New Initiatives: Technical Assistance and Training

Circuit Rider – Consultant Support Contract(s)

- **Scope:** Finance, Facility Development, Operations
- **Anticipated Posting:** August 2019
- **Target Availability:** January 2020

Training Program – Consultant Support Contract

- **Scope:** Overall program design, core course delivery, others on demand
- **Anticipated Posting:** Late August/Early September
- **Target Availability:** January 2020
Drug & Alcohol Monitoring Compliance Results

Sum of Years 2017 and 2018
23 Subrecipients – Percentage of Compliance Reflects Accuracy Rate

- Graphical data represents percentage compliance in seven areas for 23 subrecipients reviewed by TxDOT’s vendor, RLS & Associates
- Percentage of compliance reflects accuracy rate (total number of questions/total number correct equals percent accuracy. *Example: Records Mgmt. section has 72 questions. To determine the percentage of accuracy, 72*23 subrecipients equals 1656. Number of questions answered correctly equals 1563. 1563/1656 = 94%*
- Subrecipient Policy is the area with the most deficiencies

<table>
<thead>
<tr>
<th>Area</th>
<th>Year 1 &amp; 2 Data Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>75%</td>
</tr>
<tr>
<td>DAPM</td>
<td>92%</td>
</tr>
<tr>
<td>Records Mgmt.</td>
<td>94%</td>
</tr>
<tr>
<td>Breath Alcohol</td>
<td>94%</td>
</tr>
<tr>
<td>Urine Collection</td>
<td>95%</td>
</tr>
<tr>
<td>Medical Review Officer</td>
<td>99%</td>
</tr>
<tr>
<td>SAP</td>
<td>98%</td>
</tr>
<tr>
<td>SUM OF ALL</td>
<td>92%</td>
</tr>
</tbody>
</table>

- Areas controlled at the subrecipient level
- Areas controlled by subrecipient third party contractors
- Total sum of all areas
Transit Program’s Annual DBE Target is 2.9%

First Report Period Results: 2.32%
Final Report Period Target: 3.48% To Reach Annual Goal

Reminder: Only New Awards count toward the DBE Goal

Below is the number of Agencies that reported DBE participation in FY19 – 1st Semi-Annual Report

Current YTD DBE Participation

- 79% Reported NO DBE Participation
- 21% Reported DBE Participation
# Succession Planning / New Staff – Since July 2018

**New Role:** Public Transportation Coordinator Supervisor – Greg Davis

<table>
<thead>
<tr>
<th>Public Transportation Coordinators</th>
<th>Program Management</th>
<th>Administration &amp; Program Support</th>
</tr>
</thead>
</table>
| Debbie Tahiri  
Waco                              | Wendy Arias        | Adam Bailey                      |
| Paula Haley-Polk  
Houston                        | Sarah Stroman      | Contracts/Procurement            |
| Nancy Hoehn    
Atlanta/Tyler                 | Chris Ramirez      | Laura Roach                      |
| Amanda Flores  
Pharr                          |                    | Brendan Sennett                  |
| Rebecca Smith  
Dallas                       |                    | Karen Burkhard                   |
| Dana Green    
Houston/Beaumont            |                    |                                  |
| Amanda Yowell  
Atlanta                     |                    |                                  |

**Upcoming Retirement (8/30/19):** Stephen Ndima. Replacement TBA.
Agenda Item 4

SWTA
Texas Human Trafficking Statistics
Approximately 79,000 minors and youth are victims of sex trafficking in Texas.

Approximately 234,000 workers are victims of labor trafficking.

There are currently an estimated 313,000 victims of human trafficking in Texas.

Traffickers exploit approximately $600 million from victims of labor trafficking in Texas.

Minor and youth sex trafficking costs the state of Texas approximately $6.6 billion.
Agenda Item 5

FTA
Shared Mobility
Shared Mobility – What, Where, Why, Who and How?

TXDOT Transit Providers
Summer Meeting

July 24, 2019

Gail Lyssy
Deputy Regional Administrator
FTA Region VI
Shared Mobility

• **What** is Shared Mobility?
• **Where** has it be Implemented Successfully?
• **Why** Would You Want to Implement Shared Mobility? (Benefits?)
• **Who** is eligible, and what regulations apply to maintain eligibility for Federal funds to support the service?
• **How** do I decide if Shared Mobility would work for our agency?
## What is Shared Mobility?

- Bikeshare
- Carshare
- Demand Responsive System
- Fixed-route system
- Microtransit
- Mobility on Demand
- Paratransit
- Private shuttles
- Public Transportation
- Ridesharing
- Ridesourcing
- Ride-splitting
- Shared-use mobility
- Specified public transportation
Microtransit

- IT-enabled private multi-passenger transportation services using dynamically generated routes.

Mobility on Demand

- An integrated and connected multi-modal network of safe, affordable, and reliable transportation options that are available and accessible to all travelers.
Ridesharing

- Ridesharing involves adding passengers to a private trip in which driver and passengers share a destination, including carpooling and vanpooling.

Ridesourcing

- Use of online platforms to connect passengers with drivers and automate reservations, payments, and customer feedback. Riders can choose from a variety of service classes, including non-commercial, vehicles; traditional taxicabs dispatched via the providers’ apps, and premium services with professional drivers and vehicles.
Shared-Use Mobility

• Transportation services that are shared among users, including public transit; taxis and limos; bikesharing; carsharing (round-trip, one-way, and personal vehicle sharing); ridesharing (carpooling, van-pooling); ridesourcing; scooter sharing; shuttle services; neighborhood jitneys; and commercial delivery vehicles providing flexible goods movement. [TCRP Research Report 188]
Where has it be Implemented?

20 CASE STUDIES

*From the TCRP Report 204: Partnerships Between Transit Agencies & TNCs Partnership Playbook; July 17, 2019 Webinar
Why Would You Want to Implement Shared Mobility?

• Motivations:
  – Save Money
  – Increase Ridership
  – Demonstrate Innovation

• Target Markets:
  – First-last mile connections
  – Late Night or Special Events
  – Suburban Mobility (lower population density)
  – ADA Paratransit/Dial-a-Ride Services
  – Guaranteed Ride Home
Who is eligible and what Federal regulations apply?

• FTA funds may be used to reimburse recipients for expenses associated with public transportation, and

• Public transportation is “regular, continuing shared-ride surface transportation services that are open to the general public or a segment of the general public defined by age, disability or low-income.”
Who is eligible and what Federal regulations apply?

• Capital Projects include pick-up/drop-off areas at transit facilities; IT systems to support the use of shared mobility services

• Operating Assistance include costs of contracting with a shared mobility operator to provide shared ride service to the general public or voucher programs
Who is eligible and what Federal regulations apply?

• Ride-sourcing services that provide exclusive-ride service for a single passenger or group are not considered public transportation and are not eligible as a public transportation expense.

• Exclusive-ride services may be eligible as an alternative to public transportation in the 5310 program or as a job access and reverse commute project.
Proposed NTD Guidance (Comment period has closed; expected to be effective for 2019 reporting year): To include service in NTD reporting, TNC’s must provide d-r service that is:

• Regular and Continuing
• Shared Ride
• Open to the general public (or a segment defined by age, disability or low income)
• Neither the driver nor the 1st passenger can deny the 2nd passenger’s ride
  All rides assigned by the dispatcher must be honored
• Advertised on the agency’s website
Who is eligible and what Federal regulations apply?

- ADA – Level of Service must be equivalent
- Drug & Alcohol – D & A testing rules apply when the transit provider enters into a contract with one or more entities to provide service. The rules do not apply when the patron selects the company that provides the transit service.
- Procurement – Fair & Open Competition
How do I decide if Shared Mobility would work for us?

1. **Start with Project Objectives**
   - Multimodal trip-planning app: Trip Discovery, Booking, Payment Integration
   - MOD Service: Planning, Operations, Accounting, Auditing

2. **Policy Decision**
   - Can you establish API requirements?
   - Usage Data and Traveler Feedback

3. **Project Action**
   - Establish individual API Agreements

4. **Project Action**
   - Develop metrics.

5. **Project Action**
   - Create or revise data needs.

6. **Policy Decision**
   - Are your public record laws the reason?

7. **Policy Decision**
   - Can you work with lawmakers to modernize these laws?

8. **Project Decision**
   - Can you reach a mutually agreeable data parameter set and aggregation level with your partner?

9. **Project Decision**
   - Are your data needs truly driven by your objectives?

10. **Project Decision**
    - Do you have the capability to manage the data?

11. **Project Decision**
    - Can you work with third-party repositories?

12. **Form Your Data Agreement**

Excerpt from “Objective-Driven Data Sharing for Transit Agencies in Mobility Partnerships”, July 2019. Shared-Use Mobility Center
HOW SHOULD PARTNERSHIPS BE PURSUED?

Do it for a reason, and check whether it’s working.

Organize & Plan

Understand the Fundamentals

Plan for Partnership

Launch & Operate

Debrief & Refine

*From the TCRP Report 204: Partnerships Between Transit Agencies & TNCs Partnership Playbook; July 17, 2019 Webinar
Helpful Links

• FTA Shared Mobility Website
  – https://www.transit.dot.gov/shared-mobility

• Shared-Use Mobility Center Website
  – https://learn.sharedusemobilitycenter.org/
Questions?
Agenda Item 6

Agency
Safety Plans
Progress To-Date

- 38 providers have opted into the TxDOT PTASP effort
- 38 providers have registered to Citrix ShareFile
- 25 providers have started the process of uploading agency documents to ShareFile
- 12 providers have completed the upload process
- The project team has begun the document review process for 8 providers
- The project team has completed the site visit and interview for 1 provider

Project Timeline

- **2019**
  - APR - SEPT: Plan Review & Evaluation Research
  - JUL - OCT: Meetings/Site Visits
  - JUL - OCT: Survey on Safety Culture & Protocols
  - APR 2019 - MAR 2020: Draft ASPs
- **2020**
  - MAR - MAY: Presentations & Trainings
  - APR - MAY: Plan Adoption Process
  - MAY - JUL: Implementation and Monitoring
  - MAY - JUL: Development of State Standards
Agenda Item 7

Intercity Bus Program Review
INTERCITY BUS PROGRAM REVIEW

Semiannual Transit Operators Business Meeting

July 24, 2019
Summary of PTAC Discussions

- **Purpose and Scope of Discussion:**
  - Advise/recommend changes to current program approach

- **Discussion Topics:**
  - Current Program Investments and Performance
  - Description of ICB Market
  - Methods for Estimating ICB Demand
  - Overview of Alternative Program Approaches
  - Detailed Look at Washington State Approach

- **July/October 2019 Meetings:**
  - Review and concur with Strategic Direction Report
### Types of Program Delivery Models (Comparison of State DOT 5311(f) Programs)

<table>
<thead>
<tr>
<th>Characteristic and Delivery Model</th>
<th>Texas (current)</th>
<th>Florida</th>
<th>Colorado</th>
<th>North Carolina</th>
<th>California</th>
<th>Washington</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Applicant driven.</td>
<td>- Provider driven</td>
<td>- Applicant driven</td>
<td>- Applicant driven</td>
<td>- Grantor led</td>
<td>- Grantor led</td>
<td>- Grantee led</td>
</tr>
<tr>
<td>- Providers apply for funds based on their demonstration of need.</td>
<td>- Market-based: Providers apply for funds based on their demonstration of need.</td>
<td>- Demonstrated need</td>
<td>- Additional separate process where state selects providers for specific routes.</td>
<td>- State issues call for projects. State has prioritized list of intercity bus needs.</td>
<td>- State issues call for projects. State emphasizes filling gaps with ICB network.</td>
<td>- State issues call for projects. - Fill gaps with ICB network.</td>
</tr>
</tbody>
</table>

| Minimum level of service | No | Yes, within threshold criteria; regional/national system connection. | No | No | Yes | Yes, contractors must provide minimum runs. |

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>- Project Description</th>
<th>- Planning efforts</th>
<th>- Demonstrated need</th>
<th>- Benefits</th>
<th>- Timeline</th>
<th>- Personnel</th>
<th>- TxDOT state goals</th>
<th>- Improvement to ICB service</th>
<th>- Support “feeder” service</th>
<th>- Fill gap where service has been reduced or lost</th>
<th>- Improve Amtrak facility</th>
<th>- Proposed high-speed rail facility</th>
<th>- Financial justification</th>
<th>- Demonstrated need</th>
<th>- Coordination with other organizations</th>
<th>- Anticipated ridership</th>
<th>- Serves areas without existing intercity service</th>
<th>- Potentially self-sustaining</th>
<th>- Operations</th>
<th>- Vehicle purchase</th>
<th>- Transit infrastructure</th>
<th>- Planning studies</th>
<th>- Marketing studies</th>
<th>- State evaluated intercity bus and established service priorities</th>
</tr>
</thead>
</table>

| Performance Measures | None | None | Yes. Meet 40% farebox recovery. | None | None | Yes. NTD reporting. | None |

| Subgrantees | - Private carriers | - Public carriers | - Public agencies | - Private providers | - Public agencies | - Private for profits | - Non-profits | - Public providers | - Rural providers | - County transit providers | - Private providers |
Next Steps

- **July 25th PTAC Meeting**
  - Overview of CARTS Interurban Program
  - Initial Discussion of Draft ICB Program Strategic Direction Report

- **October 2019 PTAC Meeting**
  - Final Discussion/Action on Strategic Direction Report

- **Timing for Potential Changes to the Program (12 – 36 months)**
  - Minor modifications to Coordinated Call consistent with TAC
  - Outreach to stakeholders (ICB Carriers, Transit Districts, others)
  - Research and Technical Assistance
  - Possible changes to TAC
  - New program in place
Agenda Item 9

PTN-128
Quarterly Review
PTN-128 Quarterly Data Quality Reports

Todd Hansen, AICP
Assistant Research Scientist
Transit Mobility Program
713-613-9205
t-hansen@tti.tamu.edu

TxDOT PTN Semi-Annual Operators’ Meeting
July 24, 2019
Why?

• Reduce annual review burden
• Save time during the annual review process
• Improve data quality in PTN-128
What?

- NEW: Quarterly Data Quality Reports
  - For each PTN-128 transit district and travel mode
  - Emailed quarterly by TTI and TxDOT for 1st three quarters of fiscal year
  - Sent to transit agency PTN-128 contact(s) and CC’d to PTCs
- Does not replace annual review but catches problems earlier so they can be corrected
What is asked of you?

• Review report and use it to self-diagnose and correct potential data problems

• Response to TTI **NOT** required *unless* TTI detects a significant issue that needs a response. (TTI’s request would be specifically stated in the report email.)
How to interpret the Quarterly Data Quality Reports
# Denton County Transportation Authority

## Demand Response

<table>
<thead>
<tr>
<th>Year</th>
<th>Quarter</th>
<th>Hourly Data</th>
<th>Mileage Data</th>
<th>Passenger Trips</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Reasonableness Check</th>
<th>Fleet Statistics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>First Quarter</td>
<td>PTN-128 Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
<td>Quarter Percent Change</td>
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<tr>
<td><strong>Hours and Miles</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Revenue Hours</td>
<td>1,218</td>
<td>1,528</td>
<td>1,360</td>
<td>-15%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Total Vehicle Hours</td>
<td>1,665</td>
<td>2,095</td>
<td>1,954</td>
<td>-8%</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Revenue Miles</td>
<td>29,579</td>
<td>29,571</td>
<td>20,989</td>
<td>-35%</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Total Vehicle Miles</td>
<td>25,002</td>
<td>29,150</td>
<td>25,748</td>
<td>1%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Revenue Speed</td>
<td>16.3</td>
<td>15.4</td>
<td>14.7</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Total Speed</td>
<td>15</td>
<td>12.2</td>
<td>12</td>
<td>2%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Deadhead Speed</td>
<td>10.8</td>
<td>6.5</td>
<td>7.2</td>
<td>9%</td>
<td></td>
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<tr>
<td><strong>Passenger Trips</strong></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>45</td>
<td>Unlinked Passenger Trips Total</td>
<td>2,875</td>
<td>3,511</td>
<td>2,948</td>
<td>-3%</td>
<td></td>
<td></td>
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<tr>
<td>47</td>
<td>Passengers/Revenue Mile</td>
<td>0.14</td>
<td>0.15</td>
<td>0.14</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Passengers/Revenue Hour</td>
<td>2.28</td>
<td>2.30</td>
<td>2.23</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Applied Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>67</td>
<td>Passenger Fares</td>
<td>$8,628</td>
<td>$8,308</td>
<td>$8,884</td>
<td>-6%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Local Investment Total</td>
<td>$126,584</td>
<td>$77,081</td>
<td>$80,308</td>
<td>-21%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Total Applied Revenue</td>
<td>$126,584</td>
<td>$77,081</td>
<td>$80,308</td>
<td>-21%</td>
<td></td>
<td></td>
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<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>134</td>
<td>Operation Expenses Total</td>
<td>$132,224</td>
<td>$64,118</td>
<td>$191,598</td>
<td>-24%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>Operating Cost/Passenger</td>
<td>$48.02</td>
<td>$38.28</td>
<td>$54.95</td>
<td>-19%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>136</td>
<td>Operating Cost/Revenue Hour</td>
<td>$105.02</td>
<td>$71.96</td>
<td>$138.14</td>
<td>53%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>137</td>
<td>Operating Cost/Revenue Mile</td>
<td>$6.43</td>
<td>$2.72</td>
<td>$9.42</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reasonableness Check</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>145</td>
<td>Revenue-Expense Difference</td>
<td>-$5,438</td>
<td>$18,563</td>
<td>-$111,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fleet Statistics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>146</td>
<td>Total Revenue Vehicles Owned</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>-22%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>147</td>
<td>Total Revenue Vehicles Contracted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>153</td>
<td>Major Mechanical System Failures</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>154</td>
<td>Other Mechanical System Failures</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Yellow**: The data for the month is 10 percent higher/lower than the average for this present quarter
- **Red**: The quarterly sum for the data is 10 percent higher/lower than previous year's quarterly sum
- **Orange**: The data for the month is 10 percent higher/lower than the previous year's month
- **Blue**: The revenues and expenses do not balance to zero for the month

## PTN-128 Elements with Missing Data in the Quarter

<table>
<thead>
<tr>
<th>Element</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Section 5307 Federal</td>
</tr>
</tbody>
</table>

## PTN-128 Elements with New Data in the Quarter

<table>
<thead>
<tr>
<th>Element</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Peak Vehicles</td>
</tr>
</tbody>
</table>
Report Elements

**Variance Checks**
Highlights key data that are out of an expected threshold
1. Hours, Miles, & Speed
2. Passenger Trips
3. Applied Revenues
4. Operating Expenses
5. Reasonableness Check
6. Fleet Statistics

**Missing Data Checks**
- All data element lines checked for no data present in the quarter
- Compared to previous year

**New Data Checks**
- All data element lines checked for new data present in the quarter
- Compared to previous year
Variance Checks have one possible color code per cell

- **Yellow** – month’s value is 10% higher or lower than monthly average
- **Red** – quarter’s total is 10% higher or lower than same quarter last year
- **Orange** – month’s value is 10% higher or lower than same month last year
- **Blue** – month’s revenues and expenses do not balance
**Yellow: 10% higher or lower vs. monthly average**

- Data elements checked: Monthly hours, miles, speed, and trips

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>First Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PTN-128 Data</td>
<td>Sep</td>
</tr>
<tr>
<td>Hours and Miles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Revenue Hours</td>
<td>1,259</td>
<td>1,528</td>
</tr>
<tr>
<td>2 Total Vehicle Hours</td>
<td>1,669</td>
<td>2,391</td>
</tr>
<tr>
<td>5 Revenue Miles</td>
<td>20,573</td>
<td>23,571</td>
</tr>
<tr>
<td>6 Total Vehicle Miles</td>
<td>25,002</td>
<td>29,155</td>
</tr>
<tr>
<td>9 Revenue Speed</td>
<td>16.3</td>
<td>15.4</td>
</tr>
<tr>
<td>10 Total Speed</td>
<td>15</td>
<td>12.2</td>
</tr>
<tr>
<td>11 Deadhead Speed</td>
<td>10.8</td>
<td>6.5</td>
</tr>
</tbody>
</table>
Red:
10% higher or lower vs. same quarter last year

- Data elements checked: All quarterly totals

<table>
<thead>
<tr>
<th>PTN-128 Data</th>
<th>Quarter Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours and Miles</td>
<td></td>
</tr>
<tr>
<td>1 Revenue Hours</td>
<td>-34%</td>
</tr>
<tr>
<td>2 Total Vehicle Hours</td>
<td>-19%</td>
</tr>
<tr>
<td>5 Revenue Miles</td>
<td>-3%</td>
</tr>
<tr>
<td>6 Total Vehicle Miles</td>
<td>1%</td>
</tr>
<tr>
<td>9 Revenue Speed</td>
<td>47%</td>
</tr>
<tr>
<td>10 Total Speed</td>
<td>27%</td>
</tr>
<tr>
<td>11 Deadhead Speed</td>
<td>-9%</td>
</tr>
</tbody>
</table>
Orange: 10% higher or lower vs. same month last year

- Data elements: Monthly metrics, revenues, expenses, and fleet statistics

<table>
<thead>
<tr>
<th>Passenger Trips</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Unlinked Passenger Trips Total</td>
<td>2,873</td>
<td>3,511</td>
<td>2,948</td>
</tr>
<tr>
<td>47 Passengers/Revenue Mile</td>
<td>0.14</td>
<td>0.15</td>
<td>0.14</td>
</tr>
<tr>
<td>48 Passengers/Revenue Hour</td>
<td>2.28</td>
<td>2.30</td>
<td>2.13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied Revenues</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>67 Passenger Fares</td>
<td>$6,408</td>
<td>$8,308</td>
<td>$6,884</td>
</tr>
<tr>
<td>98 Local Investment Total</td>
<td>$126,586</td>
<td>$77,681</td>
<td>$80,308</td>
</tr>
<tr>
<td>99 Total Applied Revenue</td>
<td>$126,586</td>
<td>$77,681</td>
<td>$80,308</td>
</tr>
</tbody>
</table>
**Blue:**
**Expenses and revenues do not balance**

- Data elements: Monthly revenues and expenses difference
- Consistent with accrual accounting

| Reasonableness Check | 145 Revenue-Expense Difference | -5,638 | $13,563 | -$111,290 |
**Missing or New Data**

- **Missing data** – elements with **no data** present in the current quarter that **had data** in the same quarter last year.

- **New data** – elements with **new data** present in the current quarter that **did not have data** in the same quarter last year.

<table>
<thead>
<tr>
<th>2019</th>
<th>First Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PTN-128 Elements with Missing Data in the Quarter</td>
</tr>
<tr>
<td>49</td>
<td>Section 5307 Federal</td>
</tr>
<tr>
<td>151</td>
<td>Peak Vehicles</td>
</tr>
</tbody>
</table>
**Review**

• Help save time and reduce burden during PTN-128 annual review
• Data Quality Reports sent 1\(^{st}\) three quarters of fiscal year
• Use to self-diagnose and correct potential problems
• *Not all highlighted values are problems* – might be based on real changes
• No response required unless TTI asks for one
What’s Next?

• Incorporating your feedback from today
• Making adjustments to Excel tool and reports as needed
• Sending the 3rd Quarter FY19 reports to each transit district
• Sending quarterly reports after data submittal deadlines in FY20
Questions, Discussion, and Feedback

Todd Hansen
713-613-9205
t-hansen@tti.tamu.edu
Agenda Item 10

Program Services Updates
SECTION 5310

FY 2020-2021 Cycle
FY 2020 Award Breakdown

Total Projects Funded: $7,300,632
Application in Review

- Complete applications were more successful
  - If it’s on the budget, put it on the application forms

- Ask questions before the deadline
  - Confirm that your project is eligible
  - Plan ahead: don’t wait for the project call
First year PGAs will be distributed in August
  - First Year PGA: September 1, 2019 – August 31, 2020

Second year PGAs will be distributed in August 2020
  - Second Year PGA: September 1, 2020 – August 31, 2021
Second Year Funding

Second year awards will be based on:

- Amount requested in the multiyear worksheet.
  -- Agencies who uploaded multiyear worksheets may get first consideration for requests above FY 2020 levels as well as any large capital items such as vehicles
- Demonstrated project costs based on RFRs. Bill monthly!
- Estimated remaining balance of the FY 2020 PGA

Multiyear worksheet lets PTN plan ahead for program sustainability.

- Especially for ongoing needs like operating and purchase of service
- Large capital requests (like vehicles) may need to be balanced over both years
Welcome to National RTAP
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.

Featured Resources

Web Apps
Cost Allocation Calculator
The Two-Variable Cost Allocation Calculator is available in an MS Excel or MS Access application. The calculator determines the fully allocated cost for providing service by travel mode, jurisdiction, service type, individual route/service, and sponsored services and automatically assigns expenses to the correct transit functions.

Training Products
Problem Passengers
This training was updated and enhanced in June 2018 and now includes an eLearning version and a narrated Facilitator's Guide. The course portrays the difficult situations rural transit staff may face and appropriate responses. It covers customer management and behavior modification techniques to help prevent situations from escalating.

Tech Briefs & Toolkits
Transit Manager's Toolkit
This recently updated toolkit gives new transit managers the information they will need on day one to ensure their rural transit organizations are operating smoothly and are in compliance with the federal regulations associated with receiving Federal Transit Administration (FTA) Section 5311 funding.

Best Practices Spotlight
Deviated Fixed Route
This Best Practices Spotlight article, based on the study conducted by RLS & Associates for National RTAP and additional references, provides best practices to assist rural transit providers as they explore service options related to moving from demand response to a deviated fixed-route system.
Transit Manager’s Toolkit
https://www.nationalrtap.org/Toolkits/Transit-Managers-Toolkit/Welcome

Table of Contents

- Welcome
  - Toolkit Home - Welcome to the Transit Manager’s Toolkit
- Administration
  - Mission and Leadership
  - Budgeting and Finance 101
  - In-house vs. Contracted Management and/or Operations
  - Human Resources
  - Driver Recruitment, Training, and Retention
- Operations and Planning
  - Safety, Security and Emergency Management
  - Coordination and Mobility Management
  - Planning and Evaluation
- Compliance
  - Federal Regulations and Circulars
  - Americans with Disabilities Act (ADA)
  - Grant Compliance Requirements
  - Drug and Alcohol Programs
  - Civil Rights
  - Procurement 101
  - Procurement – Beyond 101
  - Transit Asset Management
- Glossary
Website Builder

- Accessible, Title VI compliant websites
- Basic template with transit-related pages that are pre-loaded with modules for hosting text and images
- Four different design options that are easy to apply to the basic template and can be edited to reflect an agency’s branding colors
- Detailed instructional videos that walk users through each function step-by-step and provide visual cues
- Free website hosting on the National RTAP server

Two-Variable Cost Allocation Calculator

The Two-Variable Cost Allocation Calculator, developed by Texas A&M Transportation Institute (TTI) and RLS & Associates for National RTAP, is available in an MS Excel or MS Access application. Both versions provide the same level of specificity for data inputs and produce output reports for individual routes/services or groups of routes. We offer two versions to address your preference in software applications. You do not need Access installed to run the Access version.
TRANSPORTATION DEVELOPMENT CREDITS (TDC)

Semi-Annual Operators Meeting
Background and Calculating

Background:

- Transportation Development Credits (TDC) are a financing tool approved by the Federal Highway Administration (FHWA) that allows states to use federal obligation authority without the requirement of nonfederal matching dollars.

Calculating:

- The effect of utilizing TDC for the entire local match amount means that FTA funds, in essence, account for 100 percent of the total net project cost.

- If the actual cost of the asset the applicant will purchase is $500,000 the Federal funds needed would be $500,000. TDC are calculated by multiplying the total cost (federal funds) by the match ratio: 500,000 \( \times .2 = 100,000 \)

  - In TrAMS the recipient will enter the following:
    - Federal Share: $500,000
    - TDC: 100,000

TDC are not cash and do not add funds to the project
Funds Administered by PTN

- TDC as match are typically limited to capital projects. Standard types of projects include:
  - Purchase of vehicles
  - Preventive maintenance
  - Facility construction and renovation
  - Information technology
  - Mobility management

- Process
  - TDC must be requested in the budget of the initial eGrants application.
  - Program Manager will evaluate TDC request and inform agency if TDC will not be awarded.
  - If awarded, TDC will be identified in the eGrants PGA in both Article 3 and in the budget.

Note: TDC CANNOT be awarded for projects which are already in an FTA grant and programmed with another source of match.
Funds NOT Administered by PTN

- A public transit agency located within the planning areas identified below must first request TDC from the planning entity.
  - Capital Area MPO
  - Houston-Galveston Area Council
  - North Central Texas COG

- TDC as match are typically limited to capital projects. Standard types of projects include:
  - Purchase of vehicles
  - Facility construction
  - Information technology projects
  - Major facility renovation

- Agencies can request TDC to match formula programs such as:
  - 5307 Urbanized Area Formula Program
  - 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Large Urban)
  - 5339 Bus and Bus Facilities Program (Urban)

Note: TDC CANNOT be awarded for projects which are already in an FTA grant and programmed with another source of match.
Funds NOT Administered by PTN - Process (Formula)

- Agencies should communicate with PTN to ensure the project is an eligible project type before beginning an eGrants application
  - The project must be in the Transportation Improvement Program (TIP)
  - Agency should be working on the TrAMS application when they submit their eGrants application for TDC

- An application must be submitted in eGrants under the “TDC only” opportunity
  - The TDC program manager will review and evaluate the TDC request
  - If TDC are approved, PTN will write a letter awarding TDC for the specific project

- The agency must submit the TDC award letter with their TrAMS application for federal funds.
- Once a FAIN has been assigned it should be sent to the TDC program manager to be included in the PGA
- TDC PGA should be executed prior to the start of the project
Funds NOT Administered by PTN – Process (Discretionary)

- Agencies can request intent letters for TDC to match FTA discretionary programs
  - Letter must be requested before submitting a FTA application, and
  - must be submitted as support documentation with federal grant application

- The request should contain:
  - Description of the project
  - Total funding amount requesting to be matched
  - TDC match request amount
  - Match ratio
  - Federal program name
  - Justification regarding why TDC are needed and how the project meets the program goals

- Send an electronic copy of the request to the Division Director, Program Services Section Director, PTC, and TDC program manager in order to expedite the process.

Note: If TDC are not identified as a source of match at time of discretionary application (with letter of intent) FTA may not allow TDC as match if funds are awarded.
Funds NOT Administered by PTN - Process (Discretionary)

Once a discretionary award has been made:

- The project must be in the Transportation Improvement Program (TIP)

- Agency should be working on the TrAMS application when they submit their eGrants application for TDC

- An application must be submitted in eGrants under the “TDC only” opportunity with:
  - A copy of the federal grant application submitted,
  - The TDC intent letter written by PTN, as attachments.

- PTN will write a letter awarding TDC for the specific project

- The agency must submit the TDC award letter with their TrAMS application for federal funds

- Once a FAIN has been assigned it should be sent to the TDC program manager to be included in the PGA

- TDC PGA should be executed prior to the start of the project

Note: For the 5307 Fleet Replacement program in the Coordinated Call, the TDC only PGA will be generated using the fleet replacement application. An additional request for TDC is not required.
### Contact Information

#### General Questions

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonzalo Ponce</td>
<td><a href="mailto:Gonzalo.Ponce@TxDOT.gov">Gonzalo.Ponce@TxDOT.gov</a></td>
<td>512-486-5970</td>
</tr>
<tr>
<td>Linda Hernandez</td>
<td><a href="mailto:Linda.Hernandez@TxDOT.gov">Linda.Hernandez@TxDOT.gov</a></td>
<td>512-486-5964</td>
</tr>
</tbody>
</table>

#### §5339

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Ramirez</td>
<td><a href="mailto:Christopher.Ramirez@TxDOT.gov">Christopher.Ramirez@TxDOT.gov</a></td>
<td>512-486-5963</td>
</tr>
</tbody>
</table>
AGENCY ASSESSMENT

Public Transportation Division
PTN Agency Assessment - Revisited

I am what kind of risk?

I have heard your questions and I have answers
Reminder: How Scores are Determined

Profile Elements
- Type of Entity
- Funding Reimbursed
- Agency Changes

Compliance Elements
- Quarterly Deficiencies (PTN126)
- Annual Monitoring/Triennial Deficiencies (129/PTN137/FTA Triennials)
- Single Audits Results
- Late Improvement Action Plans

Profile Score

Compliance Score

Total Score
### Example of Scoring for Typical 5311 Transit District

#### ABC Transit

The agency’s Profile score is **85**

<table>
<thead>
<tr>
<th>Profile / Inherent Results</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>5311 Agency/Local Government</td>
<td>25</td>
</tr>
<tr>
<td>FY18 Reimbursement: $911,000</td>
<td>60</td>
</tr>
<tr>
<td>Staff or system changes: None</td>
<td>0</td>
</tr>
</tbody>
</table>

**Profile Score**

Overall Score is:  
85 + 40 = 125  
(Previously reported as ‘medium ‘ risk)

The agency’s Compliance score is **40**

<table>
<thead>
<tr>
<th>Compliance Results</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Review (PTN126) 1 - Financial Deficiency</td>
<td>20</td>
</tr>
<tr>
<td>Annual Review (PTN 129) 1 - Programmatic Deficiency</td>
<td>10</td>
</tr>
<tr>
<td>Single Audit 0 - Issued Identified</td>
<td>0</td>
</tr>
<tr>
<td>Late IAP 1 - Programmatic IAP</td>
<td>10</td>
</tr>
</tbody>
</table>

**Compliance Score**

Previously Reported Risk Thresholds:

- **0 – 100**: Low
- **101 – 200**: Medium
- **200 +**: High

Current Threshold:

Compliance Score over 60 may trigger additional oversight.
Reporting the Results on Agency-at-a-Glance for FY 18

ABC Transit’s assessment score: 125

PTN Compliance Information

ABC Transit total risk value is 125. This compares to an average value of 114 for all transit providers.

<table>
<thead>
<tr>
<th>ABC Transit</th>
<th>Inherent risk</th>
<th>Compliance risk</th>
<th>Total Risk Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85</td>
<td>40</td>
<td>125</td>
</tr>
</tbody>
</table>

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

Compliance risk is based on instances of non-compliant 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.

Previous Report Structure

Proposed Report Structure

PTN Compliance Information

PTN compiles information that measures an agency’s performance in the regulatory environment. There are two components, a profile score and a compliance score.

<table>
<thead>
<tr>
<th>ABC Transit</th>
<th>Compliance score</th>
<th>Profile score</th>
<th>Total Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40</td>
<td>85</td>
<td>125</td>
</tr>
</tbody>
</table>

- The compliance score is based on instances of non-compliance discovered/reported as part of agency oversight.
- The profile score is based on organizational structure, operational changes, and grant funds received.

ABC Transit’s total assessed value for FY 18 is 125, which compares to an average value of 114 for all transit agencies.

While a high profile score in itself is not cause for concern, a compliance score over 60 may trigger additional oversight.
Signature Authority – FY20 Update

Reminder: Documentation of agency’s signature authority (SA) needed at the start of each fiscal year.

- Agencies need to take one of the following actions:
  1. If existing SA document in eGrants is still correct – send email to Becky Ligon at Rebecca.Ligon@txdot.gov that no changes are needed.
     - Email should include the agency’s name and be sent by someone with signature authority listed on the existing document.
  2. If existing SA document in eGrants needs updating – send email to Becky Ligon at Rebecca.Ligon@txdot.gov with new SA document. (SA template can be found at https://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation/signature-authority.html)
     - Do NOT remove the existing SA document in eGrants (historical record).
Please join us at TxDOT-PTN’s next Semiannual Transit Operators Business Meeting

January 22, 2020
200 E. Riverside Drive
Auditorium
Austin, Texas 78704