



TxDOT-PTN

Public Transportation Division

Semi-Annual Transit Operators Business Meeting Agenda and Handouts

July 12, 2017



MEETING AGENDA

Transit Operators Semi-Annual Business Meeting

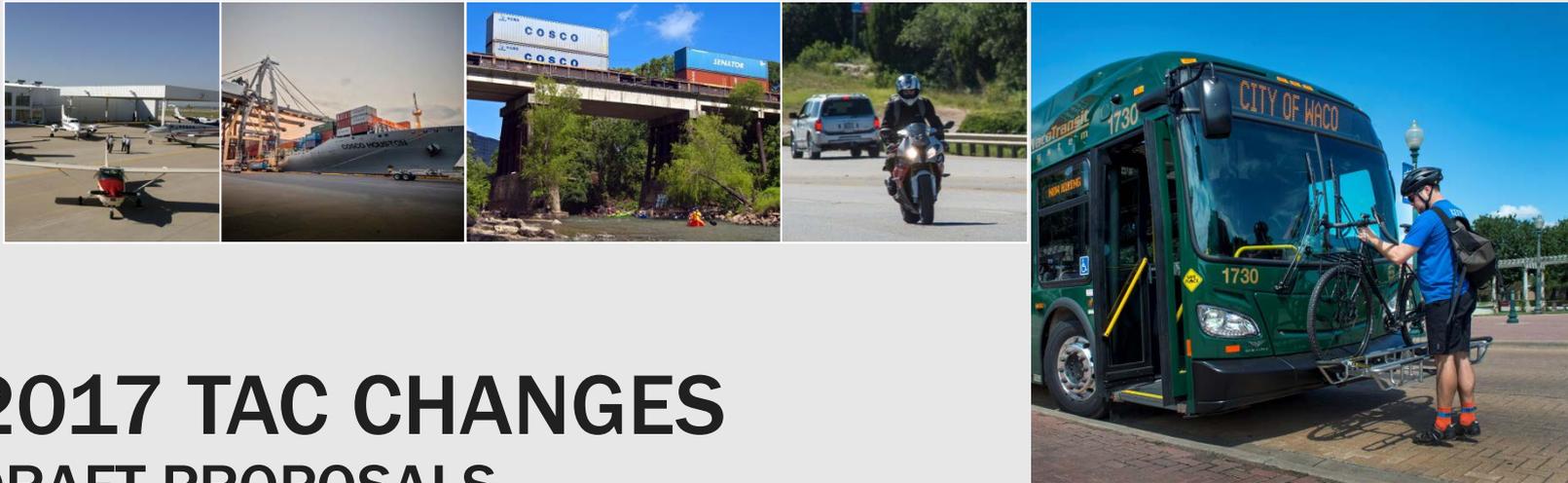
Wednesday, July 12 | 8:30 A.M. – 3:30 P.M.

200 E. Riverside Drive – Auditorium – Austin, TX

| | |
|--------------------------------|--|
| 8:30 – 8:40 A.M. | Settling In |
| | 1. Welcome / Safety Briefing |
| | 2. Director’s Report / Opening Remarks |
| | 3. Advisory Committee and Association Updates |
| | • PTAC |
| | • ACT / TTA / SWTA |
| | 4a. Rule Changes |
| 10:00 – 10:15 A.M. | Break |
| | 4b. Rule Changes (cont’d) |
| | 5. State Management Plan |
| 11:30 A.M. – 12:50 P.M. | Lunch (on your own) |
| 12:50 – 1:00 P.M. | Settling In |
| | 6. Best Practice Panel / Agency Spotlight – STAR Transit |
| | 7. Impacts of Moving to a Single National CDL Testing Standard - TTI |
| 2:15 – 2:30 P.M. | Break |
| | 8. Programs / Compliance Update |
| | 9. Q&A / Closing |

AGENDA ITEM 4

Rule Changes



2017 TAC CHANGES DRAFT PROPOSALS FOR DISCUSSION PURPOSES

Semi-Annual Transit Operators Business Meeting
July 12, 2017

2017 TAC Changes – Summary of Scope

- Revise to be Consistent with FAST Act
- Simplify Formula Calculations; Increase Transparency
- Accommodate New Funding and Legislation
- Clarify Intent and Need for Flexibility

Rulemaking Schedule

| | |
|--|------------------|
| PTAC Initial Discussion of Rulemaking Need | January 26, 2017 |
| PTAC Meeting to Discuss §5310 & §5339 Rules at Concept Level | March 30 |
| PTAC Meeting to Discuss §5311 & State Formula Rules at Concept Level | June 6 |
| July Semiannual Operators Meeting | July 12 |
| PTAC Meeting to Comment on Draft Rule Text | July 25 |
| Adoption of Proposed TAC Revisions by Transportation Commission | August 31 |
| 2 nd PTAC Meeting to Comment on Final Rules | October 31 |
| Transportation Commission Meeting, Final Adoption of TAC Revisions | December 14 |
| Final Rules Published in <i>Texas Register</i> | December 22 |
| TAC Revisions Become Effective 20 Days After Filing with <i>Texas Register</i> | January 12, 2018 |

Programs Impacted by Proposed Changes

1. **FTA Section 5310** – Enhanced Mobility for Seniors and Individuals with Disabilities
2. **FTA Section 5339** – Bus and Bus Facilities
3. **State Public Transportation Grant Program**
4. **FTA Section 5311** – Non-urbanized Area Formula Funds

- **Overall: Fair, Transparent, and Simple**

- **Specific**
 - Reward Performance Efficiency and Effectiveness
 - Encourage Local Investment and Coordination
 - Facilitate System Integration
 - Provide Reasonably Stable and Predictable Allocations from One Year to the Next
 - Preserve Flexibility to Address Unforeseen Circumstances

Modify to Conform with Federal Authorization Requirements

- **Texas Administrative Code (TAC) – Draft Proposal**
 - Level Playing Field for all Applicants
 - Eliminate Transit District Preference for Funding

- **State Management Plan (SMP)**
 - Program Goals and Objectives will Collectively Result in an Emphasis During Project Evaluation on Projects Involving Transit Districts

Current Formula

Depreciation (Mileage-based)
and Fleet Replacement Cost



Draft Proposal

Total Vehicle Miles (TVM)
Floor: 1% of Amount Available

Program Administration

TxDOT: Rural and
Small Urban Programs



Draft Proposal

Assign Direct Recipient Status
to Small Urbans

Rural Transit Districts: TVM Compared to Current \$5339



Urban Transit Districts: TVM Compared to Current §5339



Proposed Changes to State Funding Formula

- Add \$3.5 Million to New Category: State Large Urban
- Reallocate Census Impact \$'s (Rule Expires 2017)
- Award Statutory Maximum to “Tier 1” (Enclave) Systems
- FY 2018 Funding Distribution: Two Step Process

Current State Funding Formula

Biennial State
Transit Funds:
\$57,482,135

35%
Eligible Urban
Providers

65%
Rural Providers

“Tier 1” Systems
Set-Aside

50%
Need

50%
Performance

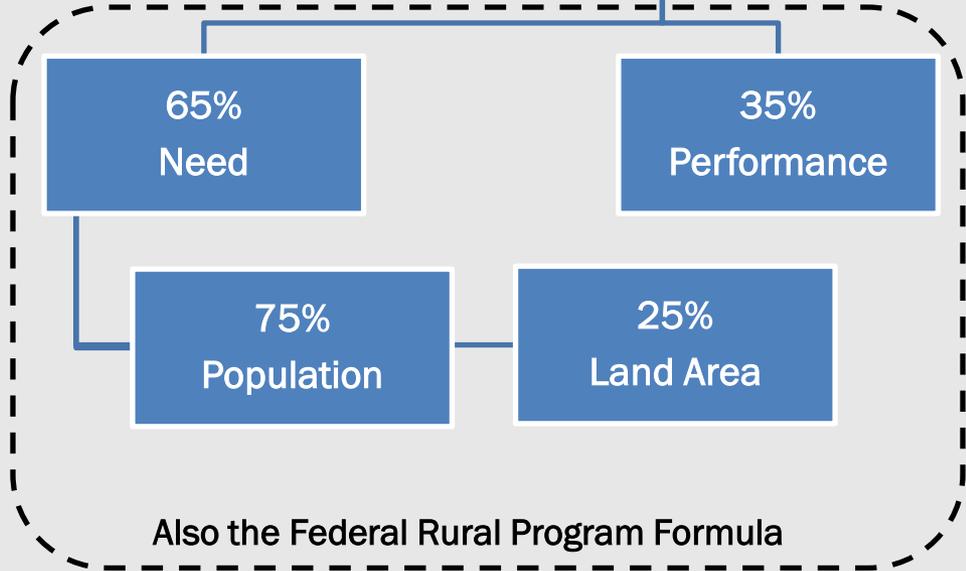
100%
Population

65%
Need

35%
Performance

75%
Population

25%
Land Area



Also the Federal Rural Program Formula

Key Elements of Formula

- **Fixed Biennial Total to be Distributed by Formula**
- **Rural / Urban Split (65% / 35%)**
- **Need (Population and Land Area or Population) and Performance**
 - Urban – 50% Population / 50% Performance
 - Rural – 65% Population and Land Area / 35% Performance
- **Maximum Annual Decrease: 10%**
- **Any Amount Above Fixed Total is Distributed on Pro-rata or Competitive Basis**

Formula Performance Measures & Weights

■ Performance Measures for State Urban

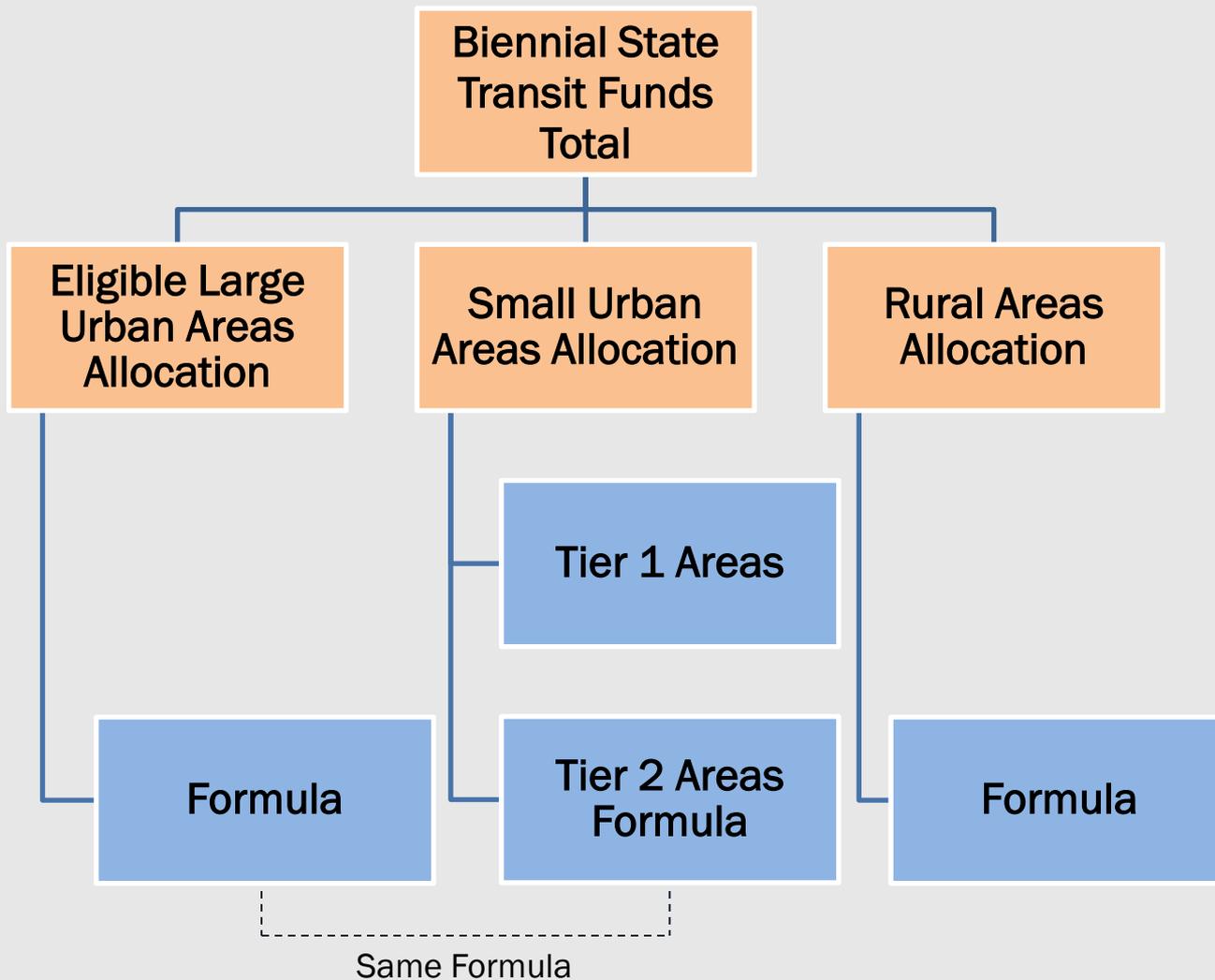
- Local Investment per Operating Expense (weighted 30%)
- Vehicle Revenue Miles per Operating Expense (20%)
- Passengers per Vehicle Revenue Mile (30%)
- Passengers per Urban Population (20%)

■ Performance Measures for State Rural and FTA 5311

- Local Investment per Operating Expense (weighted 1/3)
- Vehicle Revenue Miles per Operating Expense (1/3)
- Passengers per Vehicle Revenue Mile (1/3)

■ Data Source: PTN-128 Fiscal Year Totals

Formula Structure – Draft Proposal



Existing Situation:

- \$1.6 Million/year to Address Consequences of Census Change
- TAC Text Expires 8/31/2017:
 - RULE §31.11 (b) (2) If the appropriated amount to which this subsection applies exceeds \$57,482,135, the commission will allocate \$57,482,135 in accordance with paragraph (1) of this subsection and will allocate all or a part of the excess amount, as necessary to mitigate changes in formula allocations described by subparagraph (A) or (B) of this paragraph, as appropriate, resulting from the application of the 2010 census data.

Draft Proposal: Allocate Entire Amount to State Rural Program Funding (Add to FY18 Distribution in January 2018)

Existing Situation:

- Arlington, Grand Prairie, Mesquite, North Richland Hills-NETS are Eligible by Definition in State Statute
 - State Funds Capped in State Statute and Included in Urban Total
 - Existing Rule Text Based upon Superseded Federal Statute: (5307 Large Urban Exception)

Draft Proposal: Provide Fixed Amount to Tier 1 Systems Based on Statutory Limit

FY 2018 Funding Distribution – Two Step Process

Issue: New Rules Will Not be in Effect when Initial Distributions Need to be Made

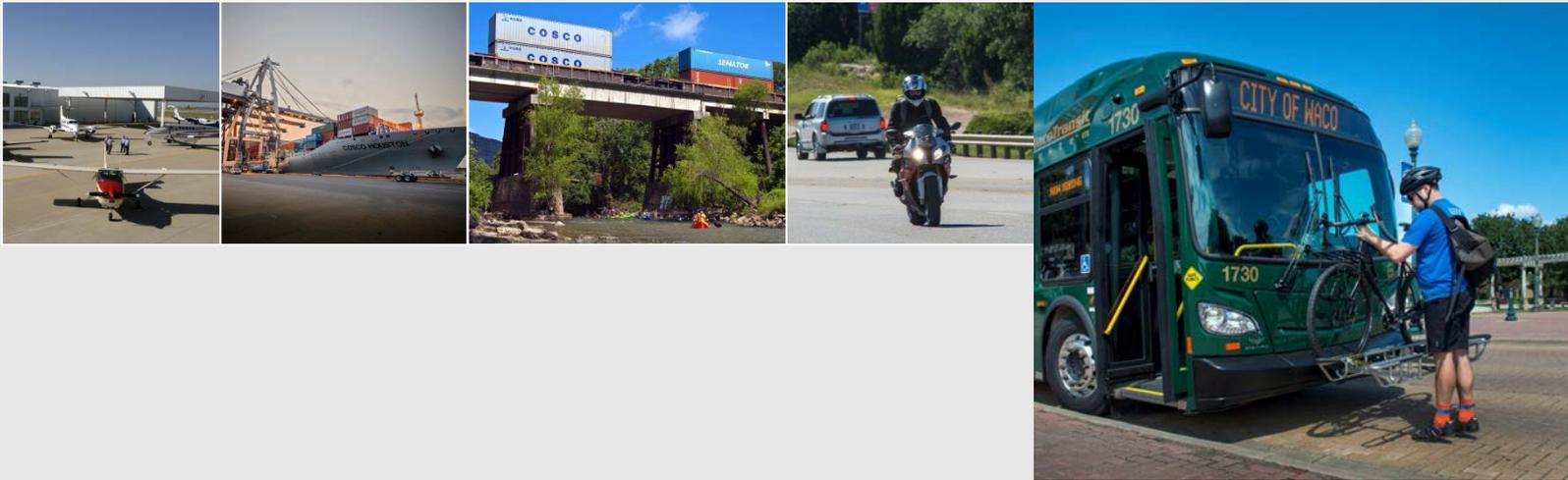
Draft Proposal (General Language to be Included in TAC):

- Run Current Formula for Initial FY 18 State Allocations (Without Additional \$3.5M)
- Award Initial 2018 Allocation in June-August 2017
- Run New Formula in January (Following Final Rules)
- Award Increment of Additional Funding in January 2018 (\$3.5M)
- Amend Grant Agreements to Include Increments

- **Change Vehicle Revenue Mile Allocation to Total Vehicle Mileage Allocation**
- **Clarify and Add Flexibility to Address Changes in Transit Districts from Rural “Discretionary” Program Amounts**
 - Use State Management Plan to Describe More Specific Approach

AGENDA ITEM 5

State Management Plan



STATE MANAGEMENT PLAN

Transit Operators Semi-Annual Business Meeting
July 12, 2017

The State Management Plan (SMP) is an FTA-Required Document that Describes PTN's Policies and Procedures for Administering the Section 5310, 5311, and 5339 Programs.

The SMP is Updated Annually

- Next Update Completed by Sept 1.
- Two-week Public Comment Period: July 17th to July 28th.
- Comments can be made by Email and Telephone and must be Received by 5:00 p.m. Friday, July 28th, 2017.

Where Can You Find the PTN SMP?

The SMP and Public Comment Instructions are Located on the PTN Website: <https://www.txdot.gov/inside-txdot/division/public-transportation.html>

Or you can find the PTN website by:

- 1) Opening www.txdot.gov
- 2) Clicking on the bus at the bottom of the page. ↓



- 3) Selecting the link for the Public Transportation Division page. ←

Public Transportation Division page. ←

Significant Administrative Revisions include:

- Drug and Alcohol Compliance Monitoring will be Conducted by a PTN Contractor

Next SMP Update will occur in January 2018

- Update will Include Revised Rules

If Assistance is Needed, Please Contact Your PTC or
Mr. Carter Sieber

Telephone: (512) 486-5961

Email: carter.sieber@txdot.gov

Thank You!

AGENDA ITEM 6



PRESENTED BY:

OMEGA HAWKINS – EXECUTIVE DIRECTOR
MIKE SIMS – DEPUTY EXECUTIVE DIRECTOR

Top Ten Challenges for STAR Transit

1. Equity: between jurisdictions; for riders
2. Evaluating growth challenges and opportunities
3. Managing the reliance on LogistiCare
4. Transitioning some services to fixed routes
5. Planning for capital funds
6. Developing a reserve
7. Don't be an enabler
8. Don't adopt every puppy
9. Don't forget depreciation
10. Correctly pricing and sizing service levels

Strategic Planning Example

October 2014 Board Approved Five Year Goals

1. Provide a two bus circulator/trolley in Mesquite, Balch Springs, Terrell, and an Ellis County city
2. Provide commuter services to DART Transit, including:
 - Rockwall to Rowlett
 - Town East Mall to Central Dallas
 - Terrell to Central Dallas
 - Kaufman to Central Dallas
 - Ellis County city to Central Dallas
3. Develop partnerships with cities seeking expanded services
4. Significantly reduce fuel expenditures through policies, practices and facilities
5. Capture, analyze, and apply the data necessary to drive decisions
6. Provide two additional Park n Rides
7. Adopt and implement a policy related to City/County memberships
8. Fully staff & compensate to mission



It's all About
Partnerships

Board Policy Regarding Partnerships

- All service based on a standardized hourly cost of service across all geographic areas.
- Each jurisdiction/geographic area is required to be self supporting.
- Equity for our local partners requires Regional/State/Federal subsidies and local match benefits riders in the appropriate geographic area.

Cost Per Service Hours – Policy Highlights

- **Public Partnership Service:** Regularly occurring service under a public partnership program is \$50.76 per hour for FY17; \$48.16 in FY18
- **Contract Status:** All services are dependent on an up to date agreement between the private entity, agency or jurisdiction in which service will be provided.
- **Off-sets for Governmental Entities:** Agreements for Public Partnership Service include off-sets to the operational and capital elements as are consistent with the cost savings, revenue enhancement, or reimbursement eligibility of the particular off-set.

Board Budgeting

1. STAR Transit establishes its annual cost of service and estimated Regional/State/Federal funding levels each May.
2. STAR Transit provides notice to local partners of the required local match in an annual cost of service letter.
3. Local governments inform STAR Transit in June/July/August each year regarding their local match commitment.
4. STAR Transit adopts its annual budget by late August based on local match to be provided from its local government partners.
5. This new policy/process initiated in 2016 for FY17 is based on board policy adopted in June of 2016; continued for FY18.

Annual Steps to Excellence

Board Retreat Discussions



Adopt updated 5 year goal



Adopt updated 12 month goals



Adopt annual cost of service



Adjust services as necessary based on goals, objectives, costs and local input



Adopt annual budget



Review annual audit



Review monthly and annual reports

Impact on Agency

Partnership = Accountability + Pressure + Improvement

- Reporting - each contractual partnership requires monthly reporting of trip information
- Governance – contractual partnerships have increased board representation
- Oversight – contractual partnerships have resulted in quarterly monitoring for program compliance

Impact on Agency Cont.

Partnership = Accountability + Pressure + Improvement

- Cost of Service – partnerships demand a competitive price of service.
- Competition – partnerships will create pressure to remain competitive with other transportation options
- Efficiency – Phone system, scheduling software, mapping and financial system upgrades had to be made to keep pace with new partnerships
- Communications – Need to push message to potential new riders and to partners

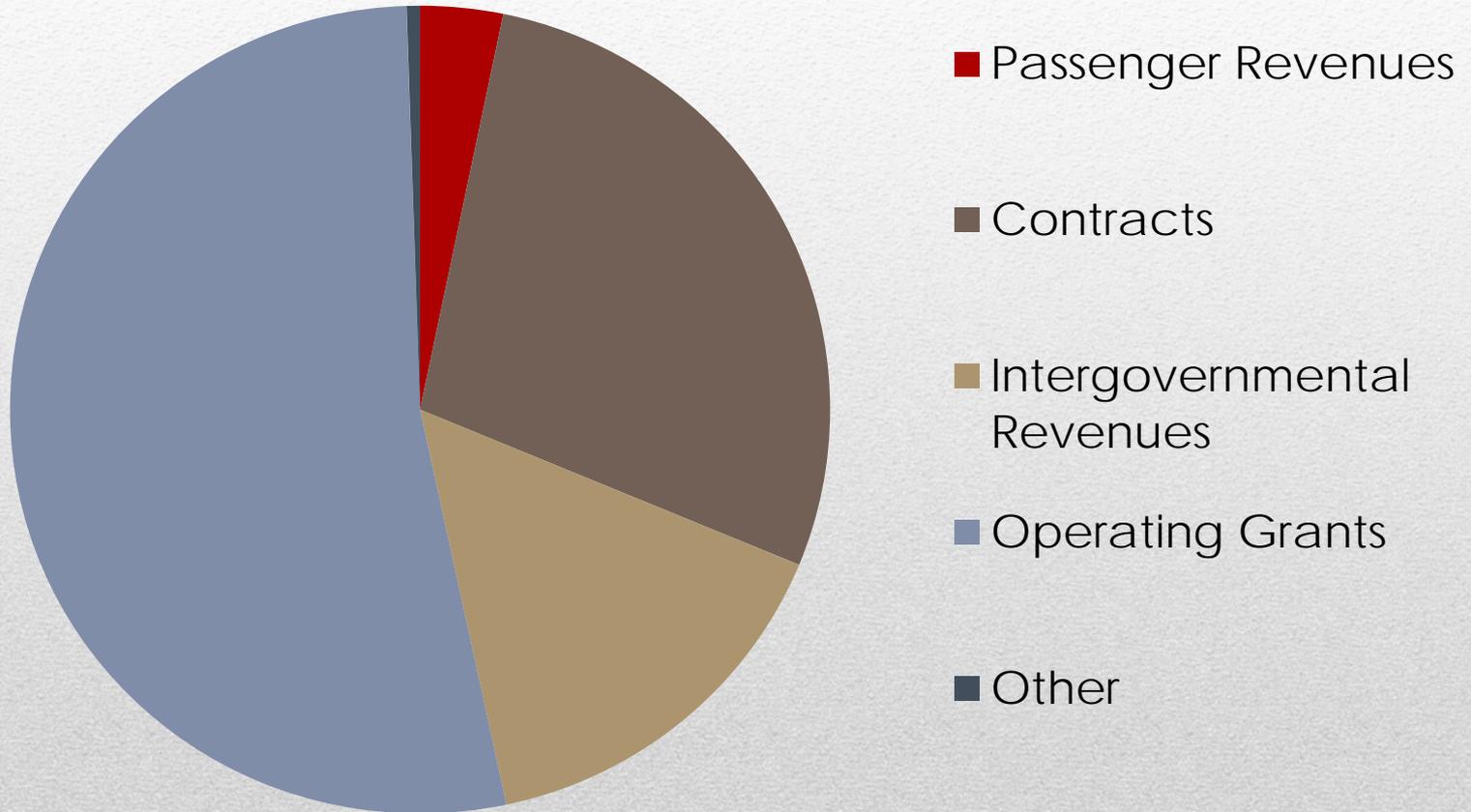
Operating Expense Growth

| Fiscal Year | Total Operating Expense | Year over Year Growth % |
|--------------------|--------------------------------|--------------------------------|
| 2011 | 2,658,733 | - |
| 2012 | 2,733,905 | 3% |
| 2013 | 3,096,043 | 13% |
| 2014 | 3,995,794 | 29% |
| 2015 | 5,182,199 | 30% |
| 2016 | 5,362,812 | 3% |
| 2017 Estimate | 5,633,406 | 5% |

FY2017 Projected Operating Expenses

| Description | Jan YTD Actual | Feb-Aug Projection | FY2017 Projection |
|-------------------------|------------------|--------------------|-------------------|
| Salaries | 1,187,130 | 1,927,611 | 3,114,741 |
| Benefits | 298,157 | 484,135 | 782,292 |
| Retirement | 8,869 | 53,780 | 62,650 |
| Vehicle Insurance | 39,148 | 54,807 | 93,955 |
| Supplies | 54,062 | 75,686 | 129,748 |
| Fuel | 214,284 | 329,997 | 544,281 |
| Utilities | 54,291 | 76,008 | 130,299 |
| Repairs and Maintenance | 49,623 | 76,419 | 126,041 |
| Marketing | 82,377 | 115,328 | 197,705 |
| Employee Recruitment | 5,616 | 7,863 | 13,479 |
| Information Technology | 82,560 | 115,583 | 198,143 |
| Other Operating | 100,030 | 140,041 | 240,071 |
| Reserves | - | - | - |
| | 2,176,147 | 3,457,259 | 5,633,406 |

STAR Transit Funding – FY16



Municipal Support

STAR Transit expects the local government to provide secure parking for vehicles and install signs/facilities at bus route on fixed routes only, not Demand Response.



STAR Transit expects the local government to provide a local match so that STAR Transit can access Regional, State and Federal Funds.



Rural Transit Districts Can Address Urban Gap Service Issues

Successful Partnerships

We've transitioned from occasional MOU's or ILA's to address single issues of concern to a philosophy of securing long-term partnerships.

Our current agreements include:

Kaufman County (includes all cities in the County), Rockwall County

Cities of Mesquite, Hutchins, Seagoville, Balch Springs, Rockwall, Royse City, Fate, Rowlett

DART/Mesquite/STAR Transit: Lawnview/Buckner DART Stations

DART/STAR Transit: Inland Port Stations

LogistiCare

Individual public and private locations

Regional Transportation Council

TXDOT

Thoughts on the Big Partner

The Basics

- DART is a great asset to DART Member Cities
- DART's capital investment is second to none
- DART should have policies that protect its tax paying members and its capital investment
- Citizens in DART's service area have access to world-class transit
- A city joining DART's service area will provide more and better service to its citizens

The Conclusion

- We talk to DART as often as possible
- We support cities choosing DART over STAR
- We believe in formalizing access agreements

Big Picture

1. New STAR Transit Inland Port Services

Job Access to South Dallas Inland Port Area (Hutchins and surrounding areas). Riders will be able to commute to jobs with late night and early morning shift start times. (Started February 13, 2017)

2. Planned STAR Transit Rapid Response

DART and STAR Transit are part of a national Pilot Study to bring high-tech response capabilities to public transit.

Inland Port areas cities will be included in this test zone.

Riders will benefit from increased response times and greater flexibility.

3. A Growing System

Residents start with access throughout the City and throughout the STAR Transit Service area.

Grow the service to neighboring cities and DART.

STAR Transit for DeSoto

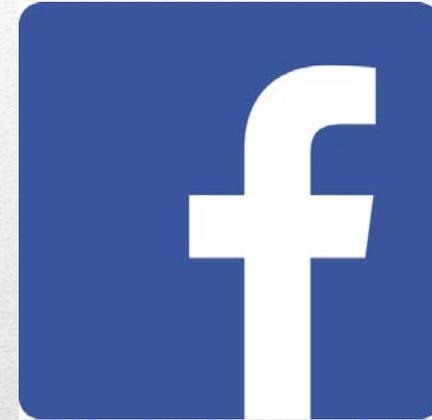
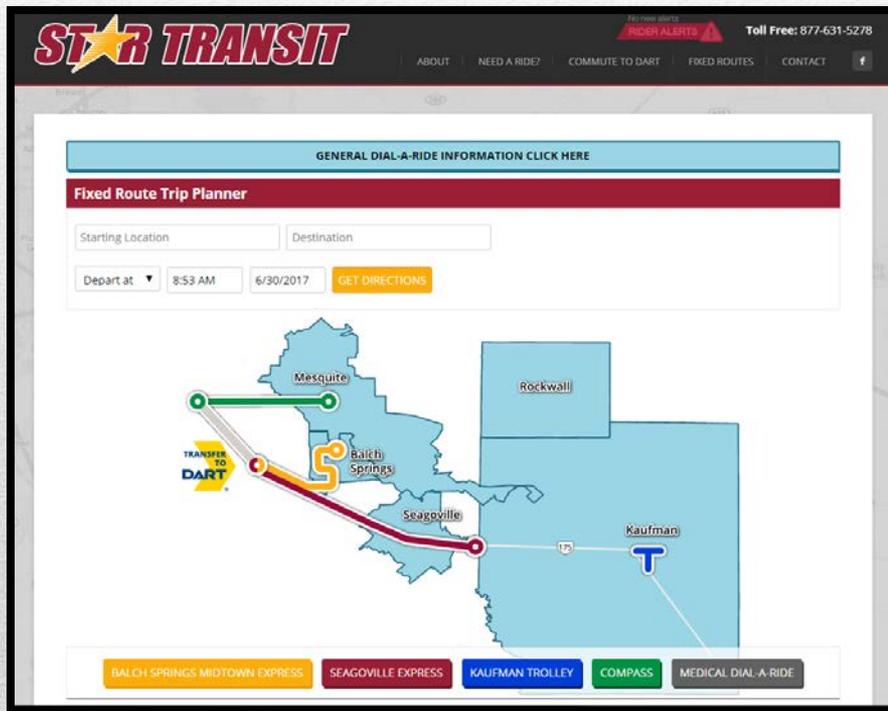
| Category | Amount | Notes |
|-----------------------|---------------|----------------------|
| Service Days | 250 | STAR Standard |
| Buses Per Day | 5 | |
| Average Hours Per Bus | 8 | |
| Daily Hours | 40 | Mix of Services |
| Hourly Cost | \$50.76 | FY17 Standard |
| Annual Operating Cost | \$507,600 | Cost to STAR Transit |
| Off-sets | 60% | “Net” Subsidy |
| Annual Subsidy | \$304,560 | |
| Annual Cost to City | \$203,040 | |
| Monthly Cost to City | \$16,920 | Standard Billing |

STAR Transit FY18

- ✓ Continue Focus on the Rider
- ✓ Downward Trend of Hourly Operating Costs
- ✓ Search for Partnerships with Businesses and Local Governments
- ✓ Greater System Benefits = Greater Mobility
- ✓ Our Goal: Lower Costs and Increased Ridership
- ✓ Greater use of Fixed Routes

More information

www.STARtransit.org



FACEBOOK.com/STARtransit

877-631-5278

AGENDA ITEM 7

Impacts of Moving to a Single National CDL Testing Standard

TxDOT Public Transportation Division
Semi-Annual Meeting
July 12, 2017

Authority

- Federal
 - Final Rule for Commercial Driver's License (CDL) Testing and Commercial Learner's Permit (CLP) Standards
- State
 - Texas Transportation Code, Chapter 752
 - Texas Department of Public Safety (TxDPS)

New CDL Testing Standard

- CDL Knowledge Test
 - Now required before CLP
 - 14 days before CDL skills tests
- CDL Skills Tests
 - Vehicle Pre-Trip Inspection
 - Basic Control Maneuver
 - On-Road Driving

Consolidation of TxDPS Testing Facilities and Staff

- New CDL skills testing standards October 2016
- Capacity limited by locations, lanes, examiners
- 25 TxDPS CDL testing locations
- 27 Lanes for skills testing
- 160 TxDPS CDL examiners (not all positions filled)
- Maximum tests/day 4 CDL examiners X 4 tests = 16

Third Party Skills Tester (TPST)

- TxDPS can expand capacity by adding TPST
 - Require facilities and staff
 - Memorandum of Understanding with TxDPS
- Dallas Area Rapid Transit (DART) recently earned approval as TPST
- Houston METRO is reviewing requirements
- TxDPS current written materials do not address transit districts sharing TPST

Challenges

- Test Scheduling
 - Long distance
 - Long lead time
- Vehicle Pre-Trip Inspection
 - Procedures differ between locations/examiners
 - Frequent failures (see Test Scheduling)
- Bus Control Maneuver
 - Offset backing

Transit District Reported Concerns

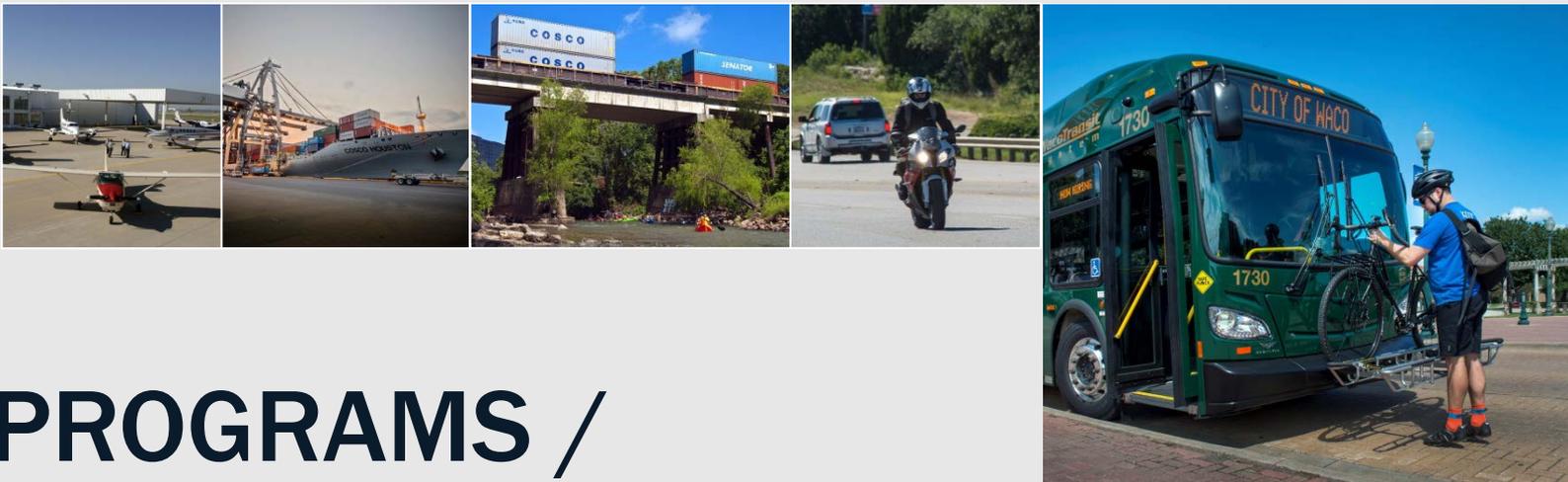
- Shortage of drivers
- Increased operating costs
- Managers/admin staff must drive
- Use of smaller vehicles
- Reduced service
- Impact on staff morale

Opportunities

- Coordinate training database to analyze needs
- Request feedback from TxDPS
- Train the trainer; best practices
- Training academy
- Third party skills tester (TPST) for transit
- Confirm transit can share TPST
- Pool resources with school districts

AGENDA ITEM 8

Programs / Compliance Update



PROGRAMS / COMPLIANCE UPDATE

Semi-Annual Transit Operators Business Meeting
July 12, 2017

Overview of Topics

| Topic | Presenter |
|--|---------------|
| 1. eGrants Update | Mark Sprick |
| 2. PTN-128 Reporting | Mark Sprick |
| 3. Two-Party Checks | Mark Sprick |
| 4. DBE Update | Donna Roberts |
| 5. Capital Asset Protection | Donna Roberts |
| 6. Regional Coordinated Transportation Plan Update | Steve Wright |
| 7. Section 5339 Proposed Changes | Paul Moon |
| 8. Drug & Alcohol Program Outsourcing | Becky Ligon |

1. eGrants Update

- Redesign Work
- State Program Opportunity Open
- Charter Reports, MPRs in July
- Section 5311 Amendments – Underway Soon
- Need Help?
 - PTC
 - eGrants Help Desk



2. PTN-128 Reporting

- 2nd Quarter – All In!
- 3rd Quarter – Due June 30
 - Who's Missing?
- 4th Quarter / Annual Roll-up Schedule
 - Aug. 31: End of Quarter
 - Sep. 15: Reports Due



3. Two-Party Checks

- Agency Written Request & Justification – Required by State Comptroller
- Table for Email Request – on Website in “Forms”
- Guaranteed Delivery Date Only if Requested 45 Days Out



4. Status of DBE Use

DBE use in FY17 showing great improvement!

Projections Show:

- More Subrecipients Using DBEs.
- Increase in Total DBEs Used.
- Meeting DBE Use Goal for FY17.



| Measure | FY16 | FY17 Rpt 1 | Change |
|-----------------------|-----------|--------------|--------|
| Grantees Using DBEs # | 24 | 17 | ↑ |
| DBEs Reported # | 45 | 26 | ↑ |
| DBE Use Reported \$ | \$243,344 | \$1,764,644* | ↑ |
| DBE Use Reported % | 1.01% | 7.93% | ↑ |

*One large capital project accounts for 95% DBE use in FY17.

FY18 to FY20 DBE Goal Update

PTN FY18 to FY20 Goal Setting Update:

- Analysis results in 2.90% proposed goal
 - Availability of DBEs for transit-related projects
- Public Review: June 9th to July 26th.
- Public Comment Webinar July 13th.
- Updated Goal to FTA August 1st.

Proposed
Goal:
2.90%

The proposed DBE goal methodology can be found at:
www.txdot.gov/business/partnerships/dbe/goals.html

Comments may be submitted:

Email: CIV_Reporting@txdot.gov

Mail: TxDOT, Civil Rights Division, 125 East 11th St., Austin, Texas 78701

5. Capital Asset Protection

Protecting Public Investment in Real Property

- 43 TAC 31.55 – Requires Subrecipients to Record a Lien Naming TxDOT as Lienholder for Vehicles and Real Property Purchased with Grant Funds.
 - Deed of Trust Required for Facilities with Federal/State Majority Interest
 - Goal is to have Deeds of Trust Filed by August 2018

- Current Status:
 - About 1/3 of Facilities have Deeds of Trust filed
 - Next Steps will Focus on Obtaining Deeds of Trust for Facilities with a Majority Interest over \$500k

6. RCTP Update: Demonstration Projects

Purpose:

- Provide Funding for Demonstration Projects Implementing Key Strategies in Updated Public Transit-Human Services Coordination Transportation Plans
- Focus: Measureable Outcomes, Replication, and Sustainability

Program Call for Projects: 12 Proposals

- Project Selection: Evaluation Criteria
- Successful Proposals have a Clear Public Transportation Focus and are:
 - *Strategic*: Projects will Implement a Strategy Specifically Identified in Newly Completed Regional Plan
 - *Collaborative*: Projects are in Partnership w/Other Entities
 - *Able to be Evaluated*: Projects are Designed to Measure & Evaluate a Service, Product, Method or System
 - *Thought-Through*: Projects Include Thorough Workplans Describing What, Where, When, How and Who

August Commission Meeting: 3 Projects Recommended for Funding

RCTP: Recommended Demonstration Projects

- **Panhandle Regional Planning Commission:**

- Evaluate Smartphone App. and Public Information Campaign

- **South Plains Association of Governments:**

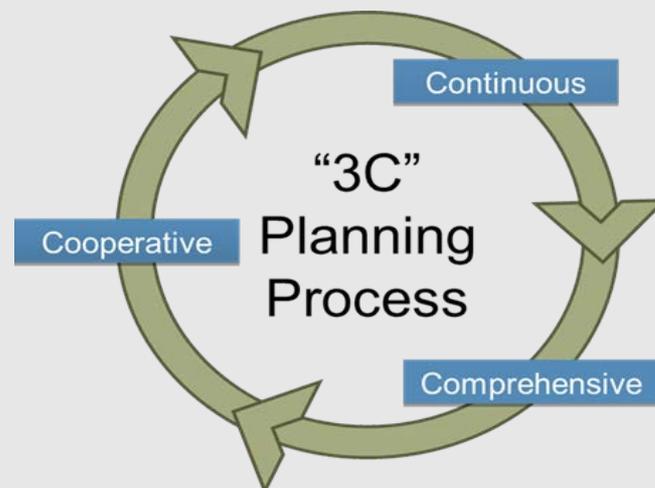
- Evaluate the Effectiveness of a Training Program for Social Services Agencies and its Impact on Public Transportation Ridership

- **Ark-Tex & East Texas Council of Governments:**

- Assess Viability & Effectiveness of New Routes Crossing Jurisdictional Boundaries, Including Routes to VA Facilities

Statewide Funding Concept – Maintenance of Effort

- Monitor Progress of Plans & Identify
 - New Unmet Needs
 - Solutions
- Allow Coordination Between 5-Year Updates & Between Stakeholder Meetings
- Collect & Report Statewide Metrics Data
- Funding Dependent on Performance



Eligible Entities

- Lead Agencies in Planning Regions Where There is a Current 5-Year Public Transit-Human Services Transportation Plan

Non-Competitive Funding Allocations for Years Between Updates

Update Funding: Competitive Cycle

(Beginning with Year Following an Update)

- Base-Level Funding to Collect & Report Statewide Metrics Data (\$2,500/Agency/Year) – Each Year, All Planning Regions
- Years 1–3: Combination of Competitive Demonstration Project Awards and Non-competitive Maintenance of Effort Funding – Total Not to Exceed \$1 million/year.
- Years 4–5: Competitive Project Awards to Assist in Required Updates of Plans – Total Not to Exceed \$1.8 Million.

7. §5339 Bus and Bus Facilities Program Proposed Changes

- **Go to a 2-Year Funding Cycle**
 - FY 2017 and FY 2018 Funds Combined into a Single Award / Application
 - TxDOT Would Determine Transit Agency Shares After FY 2018 Funds are Made Available to the States

- **Establish 5339 Direct Recipient Status for FTA Small Urban Agencies. TxDOT Would Calculate Transit Agency Shares and Provide this Information to the Federal Transit Administration**
 - Urban Agencies Would Apply Directly to the FTA for the funds.

8. Drug & Alcohol Program Outsourcing

PTN is Outsourcing the Monitoring of the Drug and Alcohol Program

- Industry Experts Conducting the Monitoring
- Three-Year Contract
- Subrecipients Monitored on a Three Year Rotation (Instead of Every Year)
- Contract Award - August 2017
- Implementation - September 2017



Vendor Monitoring and Reporting

- **Pre On-Site Monitoring**

- Policy and Service Agent Review

- **On-Site Monitoring**

- Review of Testing Records, Conducting Compliance Interviews and Collection Site Review with the Subrecipient

- **Monitoring Report**

- Vendor Documents Deficiencies and Best Practices; Coordinates Corrective Actions with Subrecipient
- Vendor Available to Provide Technical Assistance During Corrective Action Process
- Vendor Verifies Corrective Actions Taken

Contract Deliverables:

- 1. Annual Monitoring Schedule**
 - Identifies Dates of Subrecipient Monitoring
- 2. Initial Report (One for each Subrecipient Monitored)**
 - Summary of Work Performed, Deficiencies, Recommendations, and Subrecipient's Corrective Action.
- 3. Final Report (One for each Subrecipient Monitored)**
 - Includes Elements of the Initial Report, as well as Confirmation of Completed Corrective Action.
- 4. End of Year Summary Report**
 - Summarizes the Monitoring Results of all Subrecipients Monitored During the Contract Year. Results Include Deficiencies, Strengths, Best Practices and any Trends/Common Problems.

Vendor Monitoring Schedule



Subrecipients Monitored per Contract Year:

| Year 1 - Ten *onsite monitoring completed Dec. 2017 | Year 2 - Fourteen | Year 3 - Thirteen |
|--|---|--|
| ARK-TEX Council of Governments | Alamo Area Council of Governments | Aspermont SBDM |
| City of Cleburne | Brazos Transit District | Central Texas Rural Transit District |
| Community Services, Inc. | Capital Area Rural Transportation System | Concho Valley Transit District |
| East Texas Council of Governments | Colorado Valley Transit District | City of Del Rio |
| Public Transit Services | Fort Bend County | El Paso County |
| Senior Center Resources & Public Transit | Galveston County Transit District | Heart of Texas Council of Governments |
| SPAN, Inc. | Golden Crescent Regional Planning Commission | Hill Country Transit |
| STAR Transit | Gulf Coast Center | McLennan County TD |
| Texoma Area Paratransit System, Inc. | Kleberg County Human Services | Panhandle Community Services |
| The Transit System, Inc. | Lower Rio Grande Valley DC | Rolling Plains Management Corporation |
| | Rural Economic Assistance League, Inc. | South Plains CAA (SPARTAN) |
| | South East Texas Regional Planning Commission | Southwest Area Regional Transit District |
| | South Padre Island, City of | West Texas Opportunities |
| | Webb County | |

Please join us at
TxDOT-PTN's next
Semiannual
Transit Operators
Business Meeting

January 24, 2018
200 E. Riverside Drive
Auditorium
Austin, Texas 78704